



CITY COUNCIL WORKSHOP AGENDA

Aug 5, 2026, 4:00 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. Roll Call**
- 3. Agenda Changes** (*Additions/Deletions*)
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only** (*Limit 3 minutes*)
- 6. Action Items:** (*Roll Call*)
 - A.** Regular City Council Meeting Minutes – July 27, 2026. *Pg.2*
- 7. Discussion Items:**
 - A.** Kalamazoo River Greenway – Annual Report and Request for Further Financial Investment. *Pg.8*
 - B.** Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications. *Pg.51*
 - C.** Chili Cookoff Request to Stake Tent in Asphalt Pavement. *Pg.59*
- 8. Public Comments** (*Limit 3 minutes*)
- 9. Council Comments**
- 10. Adjourn**

NOTICE:

<https://us06web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 558-8656**

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



CITY COUNCIL REGULAR MEETING July 27, 2026

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Councilmember Stanton at 6:30 p.m.

Pledge of Allegiance was recited.

Attendance:

Present: Councilmembers Dean, Gardner, Muncey, Peterson and Stanton.

Absent: Mayor Anderson and Mayor Pro-Tem Clark.

Motion by Dean, second by Peterson to excuse Mayor Anderson and Mayor Pro-Tem Clark from the meeting. Via roll call vote, motion carried 5-0.

Others Present: City Manager Cummins, DPW Director Ondersma, Attorney Witte and Clerk Wolters.

Mayor's Comments: None.

City Manager Comments:

City Manager Ryan Cummins reported that Maple Street construction is progressing well and is currently on or slightly ahead of schedule. The water main installation is complete, and crews are now working on tie-ins at intersecting streets and on service connections to homes and businesses. Stormwater improvements are underway, including installation of a larger system at Mason and Maple. Sidewalk grading and some concrete work on Maple have already begun, and once the underground work is finished—anticipated in late August or early September—the above-ground work is expected to move much faster. He also reviewed the status of lead service lines in the city. There are 203 known lead service lines, 198 galvanized lines that were previously connected to lead, and 229 service lines whose material is still unknown. Because replacement costs are significant, the city has applied for approximately \$1.7 million in state funding. About 10% of that would be a grant and the remainder a 0% interest loan. In the initial scoring round, the city fell just outside the funding range, largely because it did not receive certain points it was eligible for. After discussions with EGLE, the city has been told those points should be awarded in the next scoring round, improving the likelihood of receiving funding. If awarded, the city would need to execute a large, fast-moving replacement project under tight timelines. Cummins noted that substantial work had been done on the comprehensive Master Plan in the previous month and indicated that Councilmember Gardner would speak to that in greater detail during his committee report. He also highlighted a significant environmental grant: the county successfully secured a \$1 million EGLE grant to help clean up contamination at 640 Water Street, caused by old storage tanks. This is a partnership between the county, the developer, and the city, aimed at remediating contamination and

preparing the site for reuse and redevelopment. A formal press release with more information will be issued later.

Agenda Changes:

Motion by Gardner, second by Muncey to add Allegan County Commissioner Brad Lubbers as guest speaker. Via voice vote, motion carried 5-0.

Guest Speakers:

County Commissioner Brad Lubbers reported that the county is actively supporting local brownfield categories. He updated council on Consumers Energy's attempt to sell its hydroelectric dams, noting that the case is before the Public Service Commission and that Consumers has proposed a \$270 million dam safety fund in escrow for the prospective buyer to support required infrastructure upgrades. He reviewed ballot items, including the upcoming senior millage renewal in August (a straight renewal with no changes) and a conservation district millage on the November ballot that would continue funding for invasive species control, habitat work, parks support, and agricultural programs. Lubbers also described federal disaster relief related to last spring's tornadoes: President Trump approved \$32 million for state disaster relief, with FEMA administering distribution, and a local FEMA office is operating at the Gun Plain Township Fire Department for residents and municipalities seeking assistance over the next month and a half. He announced a meeting with Representative Andrews, the road commission, sheriff, fire departments, and other stakeholders to address safety concerns along the Blue Star Corridor—including issues raised by cyclists and pedestrians—and to discuss a safety grant for a feasibility study of the corridor that could involve changes that may require state law changes. Finally, he noted that the Gun Lake Casino is marking its 15th year and has distributed about \$226 million in revenue sharing over that time to local communities and the county for parks, infrastructure, and public safety, announced the upcoming dedication of Sunset Park, and strongly encouraged all residents to vote in upcoming elections, regardless of their choices.

Public Comment on Agenda Item Only: None.

Consent Agenda:

- A. Approval of City Council Workshop Minutes – July 22, 2026.
- B. Approval of City Council Closed Session Minutes – July 22, 2026.
- C. Special Event – Movie in the Park.
- D. Reappointments to Boards and Commissions
 - Historic District Commission Member: Leah Root with a term ending 8/1/2029.
 - Historic District Commission Member: John Cannarsa with a term ending 8/1/2029.

Motion by Peterson, second by Dean to approve the consent agenda as presented. Via roll call vote, motion carried 5-0.

Approval of Accounts Payable:

Motion by Gardner, second by Peterson to approve the accounts payable in the amount of \$720,950.46. Via roll call, motion carried 5-0.

Public Hearing: None.

Unfinished Business: None.

New Business:

Proposal for Design Engineering Services for Elizabeth Street Improvements:

Motion by Peterson, second by Muncey to approve design engineering services for Elizabeth Street improvements from Fleis & VandenBrink in the amount of \$122,700. Via roll call vote, motion carried 5-0.

Historic District Signage Design & Quotes.:

Motion by Muncey, second by Gardner to approve the design submitted by Concept A Creative Studio and the quote from Lake Shore Industries for the fabrication of three (3) single-faced cast aluminum signs with raised lettering and borders, each measuring 24" x 36" and mounted on 8-foot posts, in the total amount of \$7,048.80. Via roll call vote, motion carried 5-0.

Consent Agreement for Sanitary Sewer Service.:

Motion by Peterson, second by Gardner to approve the consent agreement for sanitary sewer service between the City of Saugatuck and Saugatuck Township to provide sanitary sewer service to Parcel 20-010-029-10 via the Maple Street sewer main. Via roll call vote, motion carried 5-0.

Staff Reports, Boards, Commissions & Committees:

Monthly department activity reports were provided by the City Manager along with the following board and committees:

Fire District Administration Board:

Dan Fox reported that the fire district continues to manage a high volume of inspections and calls, including 45 short-term rental inspections, 40 hours of plan review, 7 driveway inspections, and 3 food truck inspections in the last month. June saw 116 calls (477 year-to-date), with 37% overlapping incidents, which strains staffing when multiple calls occur simultaneously. Cost recovery efforts are improving, with roughly 74% of billed amounts collected this year (about \$47,000). Progress on the new Wiley Road station is on track: the district and township received a strong AA bond rating, bond funds are expected by August 27, and the project completion target is April 27. A firefighter-developed redesign of the station is being favorably received, and legal work on property purchase and a sewer connection is nearly complete. The district is also advancing a state-level effort to designate a memorial highway segment honoring fallen Hamilton Fire Chief Dave Haverdink.

Interurban Board:

Councilmember Gregory Muncey reported another record-breaking month for the Interurban in June, with 10,757 passenger trips—an increase of 833 rides (7.75%) over the prior June. Programs such as free Senior Mondays (172 free rides) and \$5 “destination trips” to wineries, Felt Mansion, and the state park are performing well, along with the partnership with the Allegan County Commission on Aging, which provided 65 medical trips. Summer operations include the free parking shuttle for Music in the Park and weekend shuttles, supplemented by on-demand “park anywhere, call Interurban” service. Late-night Friday and Saturday fares were raised to \$3 to boost revenue as state and federal funding declines. Three new advertisers have been added, three new service contracts signed, and five seasonal drivers hired, bringing staff to 24. The millage renewal proposal seeks to return to a 1.0 mill (from 0.5, which has been in place for about 40 years) to match current demand and service levels.

Kalamazoo Lake Sewer & Water Authority:

Barry Johnson reported that KLSWA approved bills totaling approximately \$255,000 and is moving forward with a major expansion project under the Clean Water State Revolving Fund, involving a \$4.1 million bond for plant upgrades—particularly to address sludge ponds before future regulatory changes make disposal dramatically more expensive. The authority has engaged HydroCorp to manage state-required cross-connection control, since preventing contamination of potable water from irrigation or other systems is increasingly complex. Routine testing continues to show favorable results. Maple Street water main installation from Blue Star to just south of North Street is complete, with tie-ins proceeding, and subsequent phases toward wells 4 and 5 are underway. Policy work included new procedures for denied meter access and past-due accounts, along with an incentive for paperless billing to reduce processing costs. A new finance director has joined the authority.

Kalamazoo Lake Harbor Authority:

Councilmember Chris Peterson reported on the Vetter Consulting Group's phase-one work examining the harbor's economic role and the consequences if dredging were to stop. The report describes, in qualitative terms, how different sectors—such as tourism, second homes, and local businesses—would be affected but does not yet include detailed dollar-value estimates; that financial quantification would come in a second phase if councils choose to proceed. The Harbor Authority discussed its own role and structure, including whether it should remain largely advisory to the three municipalities or evolve toward a more independent entity with greater authority (and possibly taxing power), noting the tradeoffs in local control. Vetter outlined a 10-year roadmap: years 1–3 focus on governance, capacity, and initial funding; years 4–7 on environmental, recreational, and resilience work; and years 8–10 on modernization and long-term stability. Further council discussion—likely in a workshop format—will be needed to decide how aggressively to pursue this roadmap, including how dredging and harbor management should be funded and governed.

Zoning Board of Appeals: None. Zoning Board of Appeals (ZBA)

Councilmember Scott Dean noted that the next meeting is scheduled for August 6, at 6:00 p.m.

Historic District Commission:

Councilmember Scott Dean reported that the Historic District Commission has been focusing on signage for the historic district. The council approved a new sign design developed by Concept A Creative Studio and accepted a fabrication quote from Lakeshore Industries for three cast aluminum signs. The commission expects these new signs to replace the older ones installed when the district was first designated in 1982, and council members emphasized both longevity and secure installation given their quality and aesthetic appeal.

Planning Commission: Planning Commission

Councilmember Russ Gardner reported that the Planning Commission's July 16 meeting was devoted largely to the Comprehensive Master Plan update. Using data provided in the packet, the commission reviewed projected population changes across the three jurisdictions, noting a surprising estimated decline for the City of Saugatuck contrasted with projected growth in Douglas and Saugatuck Township. These projections raised questions that will require further verification and context. The commission also ranked community priorities to guide the master plan: (1) infrastructure capacity (water, sewer, and especially roads) to prepare for increased visitation and development pressure; (2) preservation of historic character, which underpins the community's appeal; and (3) downtown economic vitality, recognizing that tourism-driven businesses are the core economic engine. Gardner indicated that a more complete planning commission report and draft master plan directions will come to council in the fall, and Peterson suggested that harbor and dredging issues should also be integrated into long-term planning.

Parks & Public Works Committee:

Councilmember Lauren Stanton reported noted that the Parks & Public Works Committee is scheduled to meet the morning after this council session at 10:00 a.m.

Tri-Community Non-Motorized Trail Study Committee:

Councilmember Dean reported that work on the tri-community non-motorized trail continues. Planning and coordination among Saugatuck, Douglas, and Saugatuck Township are ongoing, and the project remains active, but there were no new major milestones or decisions to announce at this time.

Water System Operations Contract Advisory Committee:

Councilmember Gardner that the committee is in active negotiations among the three municipalities to update the long-term water operations agreement. A key focus for the City of Saugatuck is ensuring that the city's historic investments in infrastructure are appropriately recognized and protected under any new arrangements,

particularly as the agreement will shape the next several decades. The next formal meeting has not yet been scheduled.

Logo and Branding Advisory Committee:

Councilmember Lauren Stanton reported that the Logo & Branding Advisory Committee has completed its deliberations and selected a single recommended logo/brand direction for the City of Saugatuck. The group narrowed an initial set of concepts down to three, then reached consensus on one final recommendation after multiple review meetings and refinements. The plan is to present this recommended logo, along with background and rationale, at a council workshop to seek council feedback and potential adoption. There is no plan to present multiple options at that stage; the committee will bring only its preferred design.

Parking Improvements Task Force:

Councilmember Gregory Muncey provided Gregory Muncey reported steady progress by the Parking Improvements Task Force, which is working with Walker Consultants to develop recommendations for downtown parking. A major conceptual discussion at the last meeting concerned converting Butler Street to one-way traffic with parallel parking on one side and angled parking on the other, which could yield roughly 60 additional spaces. This remains only a concept at this stage; the task force is carefully considering impacts on traffic flow, deliveries, emergency vehicle access, and pedestrian safety, and will seek input from public safety officials before any formal recommendation. Walker is also exploring similar concepts on Water and Elizabeth Streets, though Lucy Street appears too constrained for major gains (only about six potential additional spaces). Business outreach—about 72 downtown businesses—showed strong interest in being included in the process and highlighted that parking challenges often involve distribution and duration (where and how long people park) rather than just total supply. The task force is looking at employee parking strategies, expanded use of remote lots with Interurban shuttles, and better turnover management, while also addressing accessibility by identifying more 15-minute loading zones and additional accessible spaces near key destinations. Public engagement has included an in-person session at Music in the Park, where Walker, task force members, and the City Manager fielded questions and gathered feedback. Upcoming task force meetings on July 29 and August 25 will move toward final recommendations and deliverables from Walker.

Public Comment:

Barry Johnson provided comment.

Correspondence: None.

Council Comments:

Councilmember Muncey reminded everyone that the annual sidewalk sale will take place on the third Wednesday of next month (the day before the usual third-Thursday timing), noting that this is a change from prior years when it was traditionally held on Thursday. He emphasized the importance of getting the word out to reduce confusion and briefly mentioned that Music in the Park continues as part of the busy summer season.

Councilmember Dean did not have comment.

Councilmember Gardner remarked that it has been a great summer so far, with generally good weather, and reflected that recent travel to other states underscored for him how special the community is. He expressed appreciation for being back in Saugatuck and implicitly for the town's unique character.

Councilmember Peterson did not have comment.

Councilmember Stanton did not have comment.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Councilmember Stanton adjourned at 8:01 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk

July 30, 2026

Ryan Cummins, City Manager
Holly Anderson, Mayor
102 Butler St
Saugatuck, MI 49453



Dear Ryan and Holly,

On behalf of ODC Network, I would like to express our gratitude to Saugatuck for collaborating with us on many community initiatives. We would like to thank Saugatuck for your interest in partnering with us in the important work to implement a greenway corridor along the Kalamazoo River addressing environmental restoration, recreation, conservation and education.

The Kalamazoo River Greenway plan was completed in 2018 with the goal to bring communities together with a shared interest in environmental stewardship and economic vitality. In the past year, we have provided programming, restored and installed over a dozen native gardens, treated invasive species, held volunteer cleanups at area parks and along the river, and brought 13 different organizations together at four meetings to collaborate on greenway work.

With Saugatuck's support of the Kalamazoo River Greenway, the ODC Network will be able to continue working on issues of importance to Saugatuck, including but not limited to:

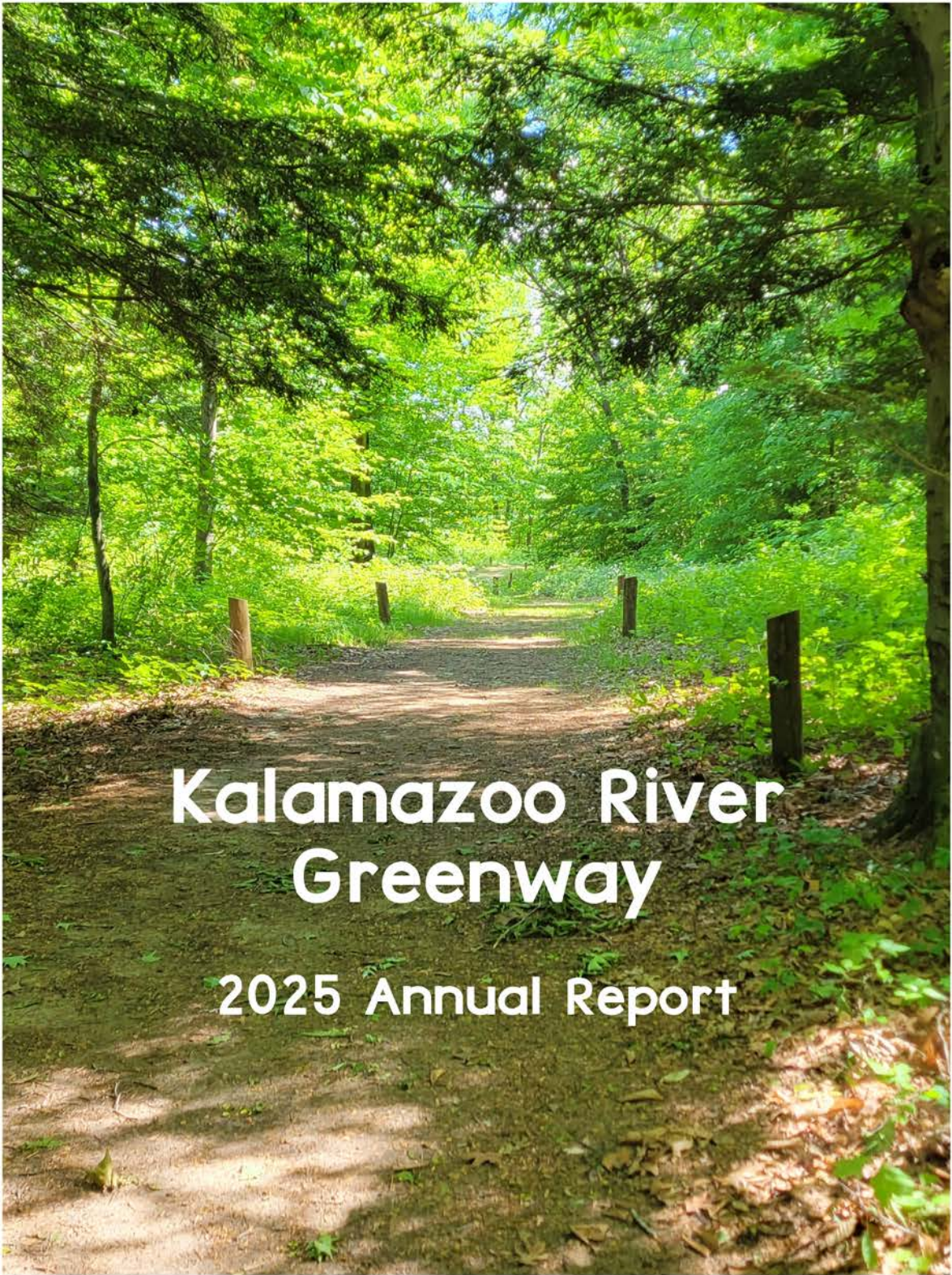
- Habitat conservation
- Invasive species consultation
- Recreation programming
- Project management
- Grant writing for the KRG Mission
- Inter-park pathway planning/development
- Trail development & review
- EPA Superfund coordination
- Educational programs
- Water trail establishment
- Property acquisition planning
- Community/school collaboration

Our continued partnership with Saugatuck is very important for our organization and the community. In light of this, **we respectfully request a 2027 financial investment of \$5,000 for the Kalamazoo River Greenway.**

By collaborating with local units of government, corporations, foundations and individuals, we can create a vibrant community for people to live, work, play and learn. Thank you again for your support and leadership in our community. Please feel free to contact us should you have any questions.

Sincerely,

Dan Callam, ODC Greenways Manager



Kalamazoo River Greenway

2025 Annual Report



The Kalamazoo River Greenway (KRG) is a collaborative effort to implement a greenway corridor along the Kalamazoo River in Allegan County, addressing environmental restoration, recreation, conservation, and education. This includes rivers, green spaces, trails, connectivity, infrastructure, access, and collaboration.

Since the formation of the Lower Kalamazoo River Greenway Plan (KRG Plan) in 2018, there has been extensive research into the river’s existing water quality, wildlife, and habitat. This work has enabled key community stakeholders to maximize the incredible efforts underway, promoting the safe use of the river, enhancing connectivity along it, and bolstering conservation and outreach efforts across the entire region.

Major accomplishments of the KRG include the preservation and opening of over 250 acres at River Junction Preserve in Manlius Township and 169 acres at Saugatuck Wilds Nature Preserve in Saugatuck. The initiative has also revived the Lake Allegan Carp Derby, creating a prominent public touchpoint for aquatic invasive species education.

Additional work includes ongoing Township Conservation Strategy Mapping, land preservation, the establishment of conservation easements, and the development of the Lower Kalamazoo Water Trail. The KRG has received the Bell’s Brewery Grassroots Grant and the MI Water Corp Stream Monitoring Grant, and two grants are pending with Sustain Our Great Lakes and the Michigan Department of Agriculture and Rural Development.

Ongoing habitat restoration projects, programming, and collaboration on future trails have contributed to increased engagement. This annual report provides an overview of the work that has taken place since August 2025 and sets a course for work to come.

We’re grateful to all KRG partners for their commitment to this cause. As work within the KRG continues, each partner will have a guiding hand in how environmental restoration, recreation, conservation, and education initiatives come to life.

Kalamazoo River Greenway Partners

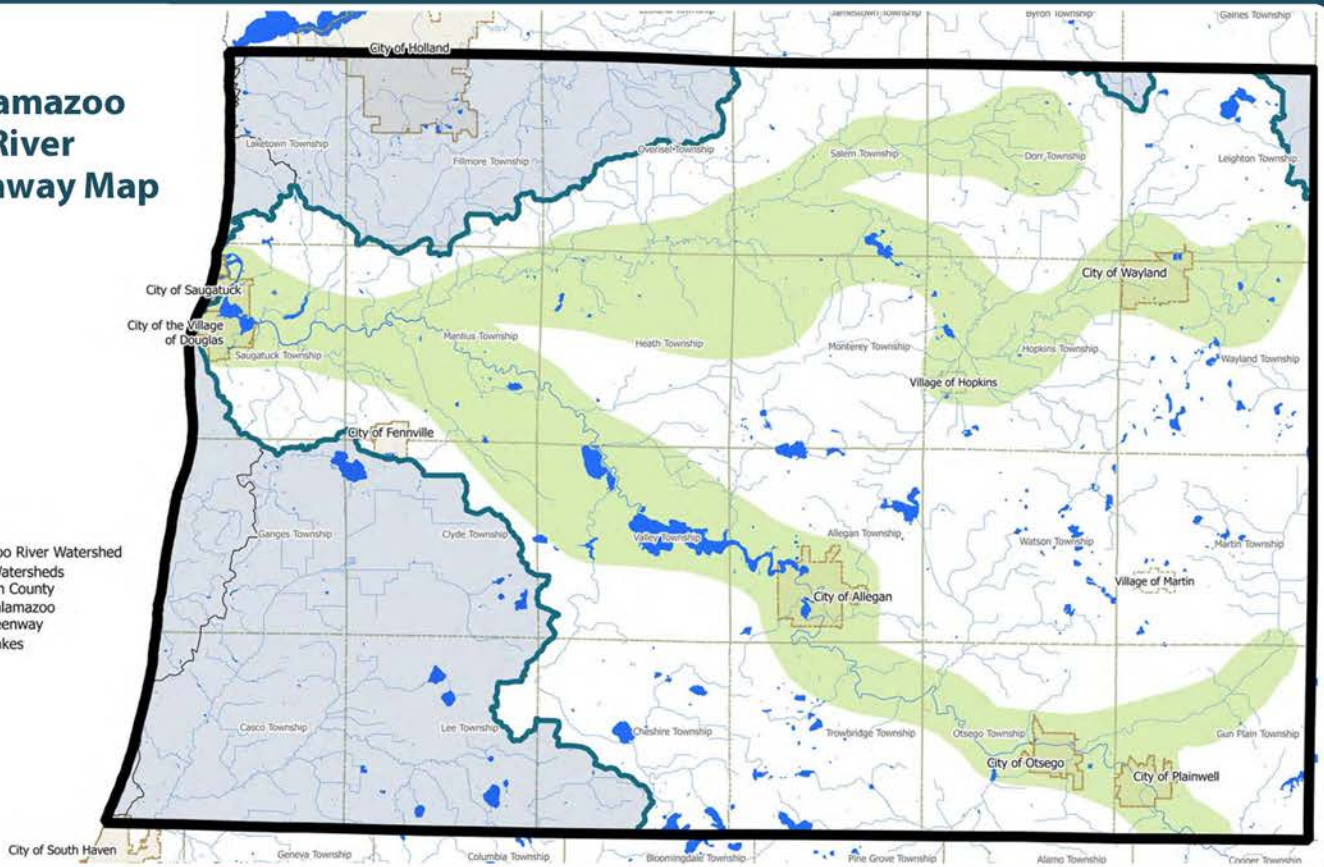




Kalamazoo River Greenway Map

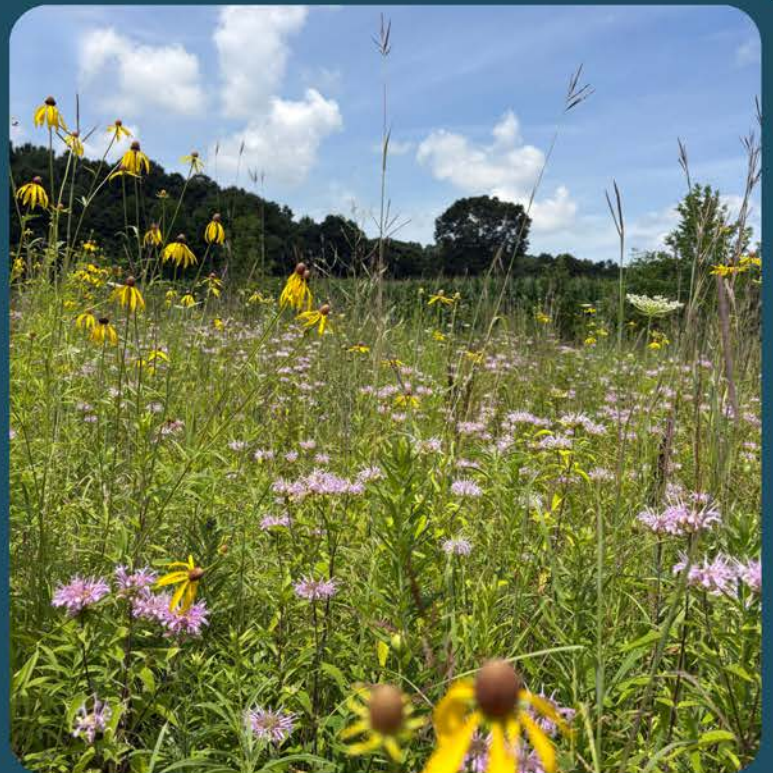
Legend

-  Kalamazoo River Watershed
-  Others Watersheds in Allegan County
-  Lower Kalamazoo River Greenway
-  Inland Lakes



Year at a Glance:

- 222 participants in 16 programs with Allegan Parks, Recreation, & Tourism
- 20 sites managed for invasive species
- 240 pounds of trash and invasive species removed
- 7500+ residents reached with digital outreach campaigns
- 10 restoration projects completed
- 4 stakeholder meetings bringing 13 organizations together
- 4 rain barrels installed
- 2 grants received
- 1 Environmental Stewardship day hosted with Saugatuck Public Schools



Lower Kalamazoo Water Trail

Notable progress has been made on the Lower Kalamazoo Water Trail. A water trail is a designated, navigable route along a waterway, intended for recreational use.

The Lower Kalamazoo Water Trail is guided by a set of interconnected goals:

- **Safety:** Helping paddlers of varied experience levels and abilities navigate the river through identified mapping, launch and landing points, and digital access.
- **Recreation:** Improving opportunities for residents and visitors to enjoy one of our most remarkable natural corridors.
- **Natural Resource Preservation:** Protecting forested floodplains, wetlands, wildlife habitats, and scenic beauty through responsible stewardship and land protection.
- **Communication:** Connecting people to the trail through outreach and marketing with a long-term goal of interpretive signage.
- **Education:** Illuminating the river's ecology, cultural history, and the communities that have depended on it for generations.
- **Tourism & Regional Recognition:** Drawing visitors to Allegan County and the Kalamazoo River corridor while strengthening economic vitality and community identity.

An official working group produced a Development Plan, created a map showing access points and amenities, developed a digital landing page and web map, and designed a logo and signage to be installed during future phases of water trail development.

The Rotary Club of Saugatuck-Douglas has provided a grant to support the Phase 1 launch. The working goals of Phases 2 and 3 are outlined, with an intended launch date of late summer 2026.



Two native plant gardens installed in the KRG.

Water Smart Landscaping

ODC Network received a 2025 Bell's Brewery Grassroots Grant to implement Water Smart Landscaping in the KRG. Two educational workshops were held at the Allegan Conservation District and the Fennville District Library to discuss the importance of water smart landscaping practices and the various ways homeowners can implement these practices on their properties.

In the spring of 2026, ODC Network and the Allegan Conservation District installed native plant gardens for nine homeowners, rain barrels for four homeowners, and two public demonstration gardens. The gardens and rain barrels were completely free for Greenway residents and included all necessary supplies, along with preparation and maintenance guides.

ODC Network will leverage this positive community response and sustained interest to secure additional grant funding for no- or low-cost work with residents.

Community Outreach

An important aspect of the KRG is engaging community members in learning about the watershed's challenges and solutions. ODC Network led educational efforts both in person and digitally to create as many touchpoints as possible for residents. In the last year, through eleven in-person workshops, ODC Network has reached over 350 people, helping them learn about water-smart landscaping, rainscaping practices, and land restoration techniques. These workshops were free to attend for residents of the Kalamazoo River Watershed.

ODC Network created three digital campaigns for partners to disperse. The first campaign included an overview of chloride pollution and tips for applying de-icing salt to keep residents safe while reducing overuse. The second campaign focused on common terrestrial and aquatic invasive species, with tips on identification, reporting, and removal resources. Most recently, partners received campaign materials on watershed stewardship practices such as keeping leaves and grass out of drains, properly washing vehicles, and reducing sediment erosion. Through municipal partners, this education reached over 7500+ community members.



Conservation Technician Will Hofmann leads an educational hike.



Clean-up volunteers at Krazy for the Kazoo.

Krazy for the Kazoo

This May, KRG partners collaborated on a weekend-long river stewardship celebration, Krazy for the Kazoo. This event engaged the community in ongoing restoration efforts, recreational opportunities, and the beauty that the watershed provides to our region.

The Kalamazoo River Watershed Council held an interactive reading of the newly published picture book "I Love MI Watershed", about the Kalamazoo River Watershed. Additional programming included kayaking, water-safety activities, an invasive-species pull, and a river cleanup.

Over 35 volunteers removed an impressive 240 pounds of trash and invasive species! This event made the water within the Greenway cleaner and safer, while helping the community learn about their watershed, the incredible natural resources present, and how to care for it all through practical, attainable stewardship tips.

Looking Forward

Several broad goals were identified in the KRG Plan, including:

- Provide the means and opportunities to improve recreational assets and access along the river corridor
- Create opportunities for active and passive interpretation and education to inform visitors about safety, cultural history, natural history, and recreation
- Work on improving environmental quality along the rivers and their watersheds, and address key ecological issues
- Implement best practices to reduce stormwater, sediment, and nutrient issues within the Kalamazoo Watershed
- Enhance regional economic development
- Protect and preserve existing areas of high-quality habitat

To accomplish these goals, ODC Network will continue to assist and guide each community to form a collaborative partnership. Units of government and other local organizations will be positioned to be eligible and more competitive in seeking state and federal funding for their communities. They will also continue to receive technical knowledge to support decision-making and community education efforts.



Trailhead at River Junction Preserve.

About ODC Network

ODC Network (ODC) is a registered 501(c)(3) nonprofit organization dedicated to advancing outdoor education and conservation in West Michigan. Since its founding in 2000, ODC has preserved thousands of acres of native habitat and connected more than 1.5 million people to nature through outdoor learning, hands-on programs, and a network of free trails and preserves open year-round.

With a commitment to providing meaningful outdoor learning opportunities for all ages, ODC operates five nature-based early childhood sites, partners with K–12 schools, and delivers community engagement programming throughout the region.

ODC is building a nature-rich community where people and nature thrive, creating the best place to live, work, play, and learn.

**Scan here to view the
full Greenway Plan:**



**Scan here to visit the
KRG webpage:**

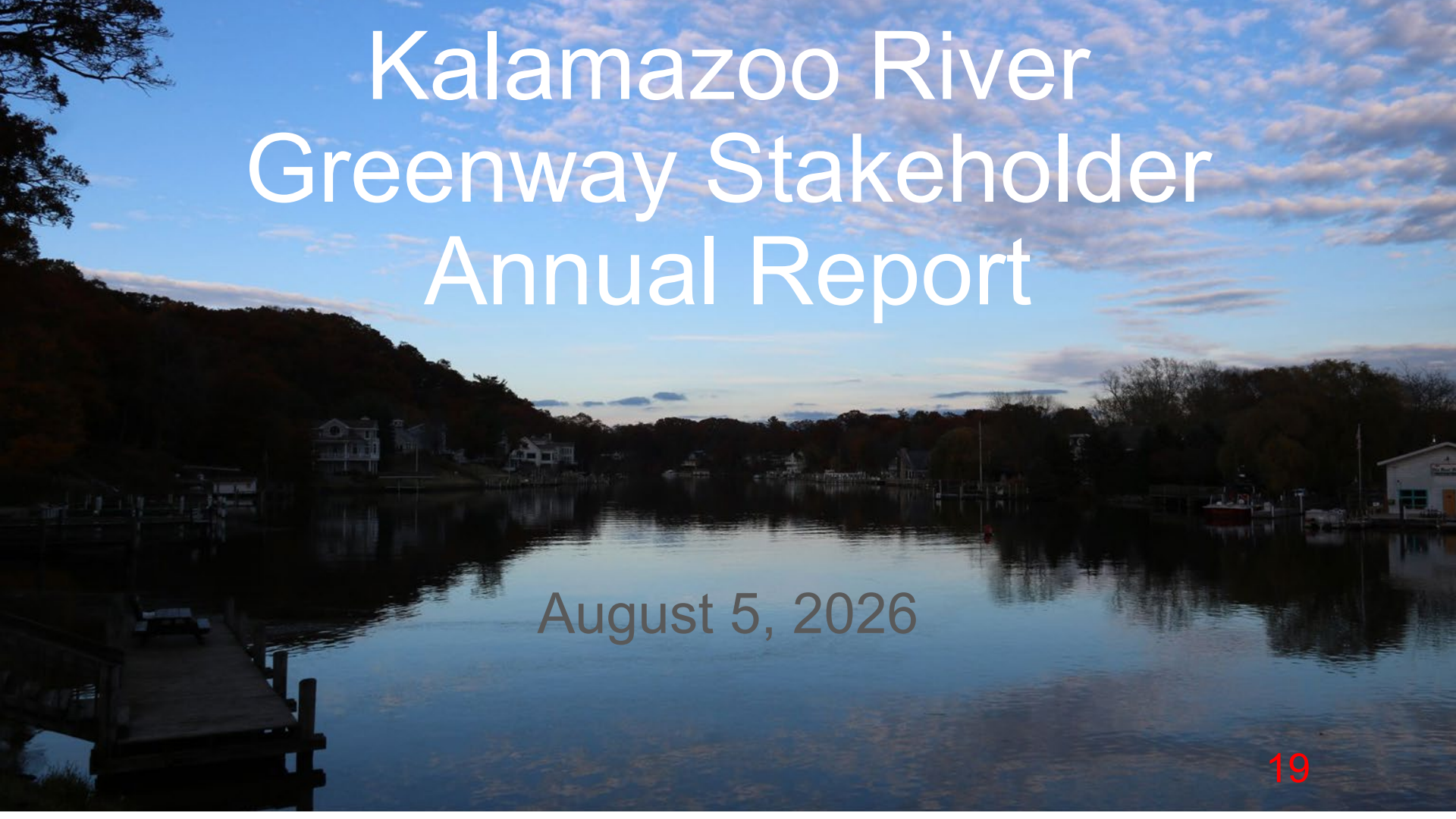


A young steward at Saugatuck Wilds Nature Preserve.





odcnetwork.org



Kalamazoo River Greenway Stakeholder Annual Report

August 5, 2026

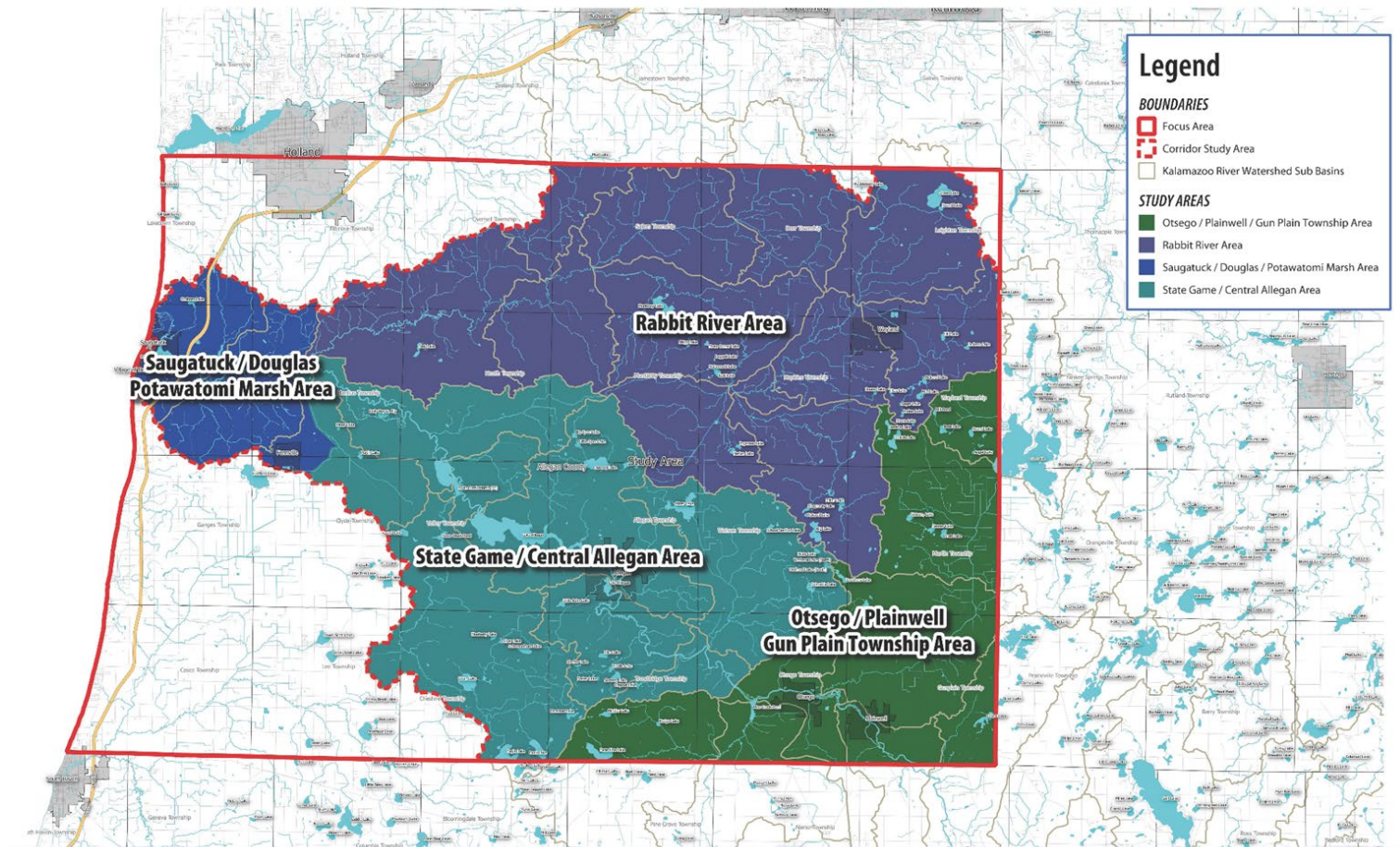


Kalamazoo River Greenway Overview

Mission Statement of Kalamazoo River Greenway

“The purpose of the plan is to implement a greenway corridor along the Kalamazoo River in Allegan County addressing environmental restoration, recreation, conservation and education.”

- This includes rivers, greenspaces, trails, connectivity, infrastructure, access, collaboration



TYPES OF PRACTICES AND IMPROVEMENTS

This planning report identifies a variety of improvements and practices that are both specifically and generally applied throughout the greenway. The broad categories are listed here to provide a context and understanding of the possibilities of how they might be employed.



AGRICULTURAL BEST MANAGEMENT PRACTICES

On farmland within these areas, encourage the adoption of practices that will help to minimize the amount of sediment and nutrients reaching the streams while mimicking natural flow of water to that of pre-settlement conditions. These may include, but not be limited to, no-till and conservation tillage farming, cover crops, buffer strips, tile drain control structures, and two-stage channel construction.



GREEN STORMWATER INFRASTRUCTURE

Utilizing techniques to manage urban runoff from hard surfaces to infiltrate rainwater. This will especially help in the areas that are upstream of Lake Allegan to help address phosphorus levels. This can include things such as rain gardens, porous pavement, and stormwater detention areas.



INFORMATION AND EDUCATION (I&E) OPPORTUNITIES

These can be tailored based on a specific site, but the goal would be to increase appreciation and awareness for the river and stops along it. These can include interpretive signage, safety information, river monitoring and conditions, fishing guidelines, wayfinding maps, or educational programs. An increase in signage - informational, interpretive, and wayfinding - can provide visitors with a better experience. Signs can provide an increased sense of safety, guidelines for site use, better understanding of sites of ecological or cultural importance, and direct them to other nearby parks and greenspaces for further exploration. Unifying parks and communities through collaborative marketing efforts can also generate benefit all partners.



INVASIVE SPECIES MANAGEMENT

Important all along the corridor, monitoring for and rapid response to invasive species threats along the corridor will help to minimize efforts. A great deal of work has been done at numerous locations already, and the focus should be to identify new threats quickly and help to keep the areas of highest quality in such a condition. Species of concern already found along or near the greenway corridor include phragmites, narrow leaf cattail, purple loosestrife, and Japanese knotweed.



PRESERVE EXISTING HIGH QUALITY HABITAT

Chief among the priorities along the greenway corridor should be preserving the areas that are rare and hold high ecological value. This can include habitats such as interdunal wetlands, fens, and bogs, or larger tracts of marshes, forest, and dunes that are highly contiguous. This should include invasive species monitoring and carefully preventing overuse of these sites.



ACCESSIBLE LAUNCHES

While there are already a good number of access point along the river for both motorized boats and non-motorized vessels, additional sites and clarification of site use were repeated as wants during input sessions. This should include additional access sites at locations where there are large gaps between locations, better defining the type of vessel utilized for each location (fishing boat, outboard, kayak, canoe, etc), and incorporate handicap accessible launches at those locations that do not already have them.



NON-MOTORIZED PATH CONNECTIONS

While likely impractical to implement across the entire length of the greenway, adding trails and pathways in select locations can improve interconnectivity between communities and be an attraction for walkers, joggers, and cyclists who seek short to moderate length trips. These can connect to existing pathways and sidewalks, as well as other trail networks that pass through the greenway corridor, such as the Blue Star Trail and River to River Trail.



FACILITY IMPROVEMENTS

This is a broad category that can include a number of additions to existing sites to make them more user friendly. This can include a number of improvements, including restroom facilities, parking, shelters and picnic areas, defined launches, maps, and signage.



CONTAMINATED SEDIMENT REMOVAL

Due to the PCB contamination of sediment within the Kalamazoo River channel, the river sediments will need to be cleaned up to safe levels. The EPA effort is systematic and ongoing, working from upstream areas to downstream areas. While this effort will not be directly managed as part of the KRG project, the restoration work that does take place will provide opportunities to create high quality habitat and have infrastructure in place to greatly improve recreational activities.



Kalamazoo River Greenway

Year at a Glance:

- 240+ lbs of trash and invasives species removed in community led efforts
- 222 Participants in 16 programs
- 20 Sites managed for invasive species
- 10 Restoration projects completed
- 9 Native plant gardens
- 4 Rain barrels installed
- 4 KRG Stakeholder Meetings bringing 13 organizations together
- 3 Digital educational campaigns reaching 7500+ community members
- 2 Grants received with more pending
- 1 Environmental Stewardship Day for SPS 8th grade class
- 1 Krazy for the Kazoo River Stewardship Day (1st ever!)

Restoration & Conservation

ODC Conservation Services

- Township
 - ecological assessment for Dowd property
 - 9-acre prairie restoration at Douglas Cemetery
- Saugatuck
 - Harbor Natural Area invasive species management
 - City-wide invasives survey
 - Mt Baldy restoration project in progress
- Private landowners
 - 6 small-scale restorations in 2025
 - 10+ restorations in 2026
 - 2 pond shoreline restorations
 - Invasive species management
- Pottawattomie Marsh invasive species and general management





Restoration & Conservation

- Conservation Map - Proposal for Connectivity in Saugatuck Township
- Land Acquisition
 - Due diligence being completed on significant area property for potential acquisition/preservation
 - Have met with 7+ landowners about help preserving or designating easements on their property
- Macatawa Greenway/Regional Connectivity Planning



Lower Kalamazoo Water Trail

What is a water trail?

- Guiding water users between sites, usually aimed at paddlers

What are the benefits?

- Recreational
- Economic
- Safety
- Ecological





Lower Kalamazoo Water Trail

Monthly Working Group to vet project

- Research, mentorship & development

Community-wide Open House on April 28

- Great attendance, feedback

Next steps:

- Make final determinations on budget spend
- ***Present & receive approvals on MOU to access owners***
- Development Plan
- Finalize map and website
- Finalize logos for marketing materials
- Phase 2 & 3



Lower Kalamazoo Water Trail

- No cost
- Fee charged
- Landing only, no launching

Saugatuck

Douglas

Recommended Route

Alternate Route
Morrison Bayou

DRAFT - NOT FOR DISTRIBUTION



Launch and Landing

- Accessible
- Paved Ramp
- Natural surface
- Launch Fee
- MI Rec Passport
- Landing Only

Amenities

- Free parking
- Pit toilet
- Restrooms
- Shelter
- Picnic table
- Trash receptacle
- Free parking, but not close
- Pit toilet, but not close
- Hiking trail
- Interpretive signage
- Fishing area
- Potable water



1. Spear Street - Paved Ramp - \$7 fee
Corner of Water Street, by The Star of Saugatuck. Wick's Park has rest room, shelter, tables, interpretive signage, and fishing area. [City of Saugatuck]



2. Union Street - Paved Ramp - \$10 fee
End of Union St., near Red Dock [City of Douglas]



3. Wade's Bayou - Dock - Accessible to all
East end of Center Street. Restrooms, fishing dock, and interpretive signage. Beery Field has shelter, tables, water, playground. [City of Douglas]



4. Schultz Park - Paved Ramp - \$10 fee
66th Street, off Wiley Road, west of I-196. Restrooms, shelter, fishing area, picnic tables, dog walking. [City of Douglas]



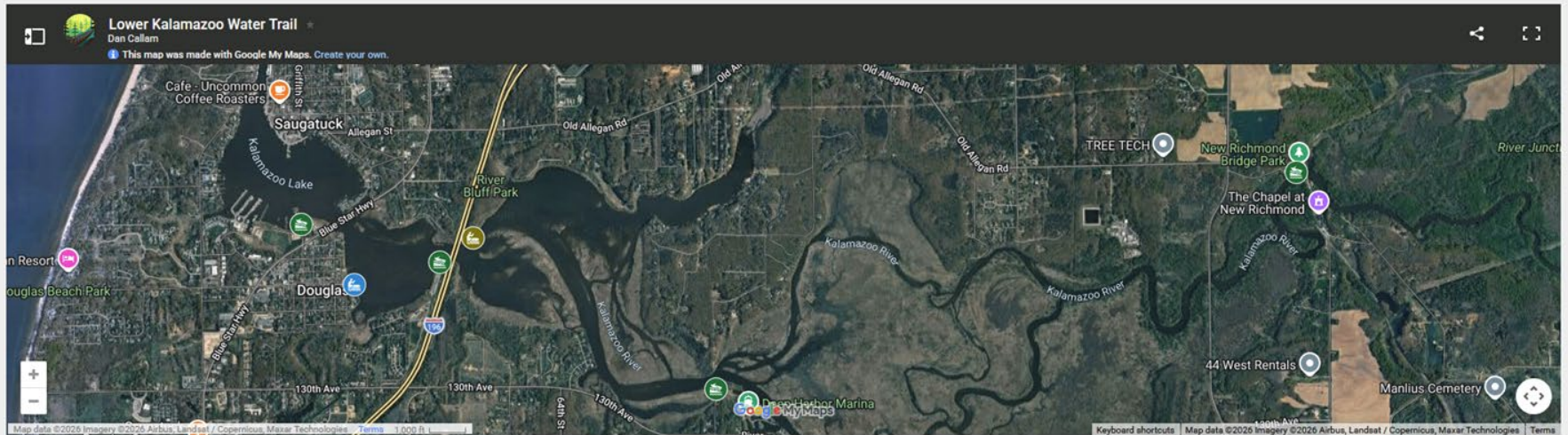
5. River Bluff Park - Landing only
Old Allegan Road, east of I-196. Landing, fishing dock, picnic table, shelter. Parking lot and pit toilet one mile away. [Saugatuck Township]



6. Hacklander Boat Launch - Paved Ramp
Michigan Recreation Passport required
North of Riverside Drive at 63rd Street. Pit toilet, picnic table. [Michigan DNR]



7. New Richmond Bridge - Paved Ramp - \$6 fee
Old Allegan Road, east of 60th Street. Restrooms, shelter, picnic tables, fishing dock, nature trail, interpretive signage. [Allegan County]





Partner Project Highlights

- Douglas – Union Street dock improvements
- Saugatuck – Spear Street boat ramp improvements
- Saugatuck Township – secured Dowd property, final fundraising for Riverfront Park
- Fennville – applied for Rural Readiness grant to plan for future trail connections
- Rotary – have received two matching grants for greenway initiatives



Fixed Dock Installation

Large metal fixed dock installation using Wave Armor fixed-dock mounting kit with guide poles and brackets. 2 poles with be 3ft into the lake bottom

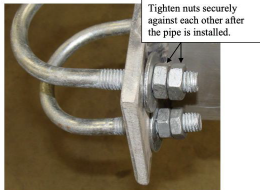


Item # | Product Name: 300281 300282 Wave Port to Fixed Dock (Z-bracket) Instructions

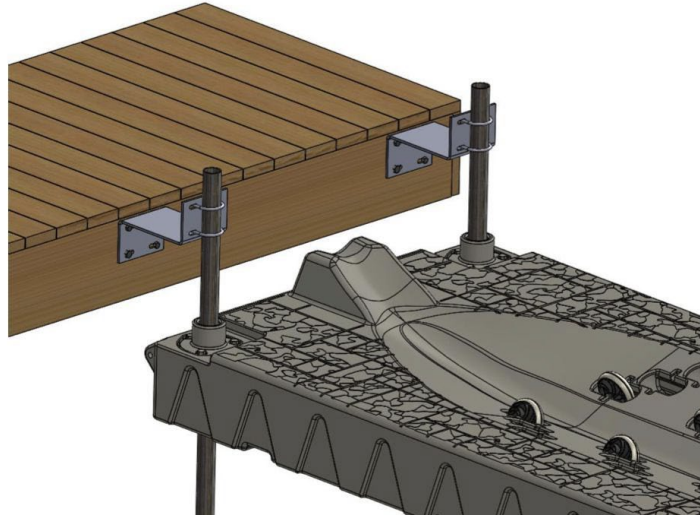
Parts List:	Tools or Hardware Needed:
1. Z-Brackets Galvanized qty 2	1. 1/2" wrench qty 2
2. U-bolts Galvanized qty 4	2. Screws or bolts to attach Z-brackets to the fixed dock (this hardware is not supplied)
3. 1/2" Galvanized Nuts qty 16	3. Anchoring pipe
4. 1/2" Galvanized Washers qty 8	4.
5.	5.

Assembly Instructions:

1. Determine where the Z-brackets will be mounted on the dock. Measure the distance from center to center of the anchoring holes at the front of the port. The Z-brackets will then be mounted to the dock this same distance apart.
2. Attach the U-bolts loosely to the Z-brackets using the washers and 2 nuts on each U-bolt. Position the PVC Port so the anchoring holes are aligned with the Z-brackets and U-bolts. Slide the anchoring pipe down through the U-bolts and through the anchoring holes. Secure pipe to the bottom of the waterway.
3. Evenly tighten the U-bolts against the anchoring pipe. Once the U-bolts are tight a second nut should be threaded onto the U-bolt as shown below. Securely tighten the nuts against each other. This will prevent the nuts and U-bolts from working loose.



4. Finished installation is shown below.



Floating Dock Installation

Large floating dock installation using C-channel adapters, receiver blocks, and knuckle connections.



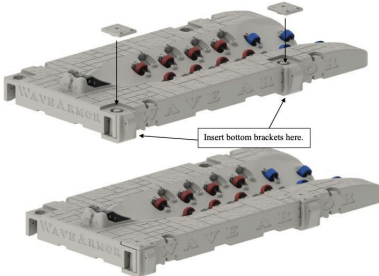
PRODUCT ASSEMBLY INSTRUCTIONS:

Item # | Product Name: 302507 Connector Kit Floating Dock to Pro Port Side

Parts List:	Tools Needed:
1. Plastic Bottom Connector qty 2	1. Ratchet and 9/16" socket
2. Plastic Top Connector qty 2	2. 1/2" wrench and 3/4" socket with ratchet
3. Galvanized Long Steel Bracket qty 2	3.
4. 1/2 x 7" bolt qty 2, 1/2 nylock nut qty 2, 1/2" washers qty 4	4.
5. 3/8 x 2" bolt qty 6, 3/8" lock washer qty 6, 3/8" heavy washer qty 6	5.
6.	6.
7.	7.

Assembly Instructions:

1. Insert bottom connector into the port as shown below. Insert top connector into the same hole and fasten securely with the 3/8 x 2" bolts, lock washers and heavy washers.



Insert bottom brackets here.

2. Attach galvanized steel bracket to the dock using at least four of the holes in each bracket if possible. Use the necessary hardware for the dock (not supplied). The brackets need to be placed the correct distance apart so they line up with the plastic brackets on the port.
3. Slide port up against the dock so it aligns with the steel brackets. Secure port to the brackets using the 1/2 x 7" bolts, washers and nylock nuts.



Safety Benefits

Stable entry and exit, improved accessibility, slip-resistant surfaces, and safer launching. Accessible by all!





Krazy for the Kazoo - May 30

- 240 pounds of trash and invasive species removed
- 37 volunteers worked at six locations
- Major organizational support by Saugatuck/Douglas and Kalamazoo Rotaries, Kalamazoo River Watershed Council, and Allegan Conservation District
- Planning to work with Yacht Club for 2027 event





Water Smart Landscaping- Green Stormwater

- Green stormwater helps keep water clean by minimizing runoff and maximizing groundwater recharge
- ODC provides education and guidance that can be implemented by homeowners, businesses, schools, and other landowners





Education and Program Outreach Summary

- 222 participants in 16 programs with Allegan Parks
- 2 workshops for Water-smart landscaping
- 2 additional hikes with ODC Conservation staff
- 3 Digital educational campaigns reaching 7500+ community members





Grant Applications

Approved/Pending

- **Bell's Brewery Native Gardens**
- **Mi Water Corp- Stream Monitoring program**
- **Rotary Foundation – water trail support grant**
- Michigan Coastal Management Plan- 10/26- positive feedback on application
- MDARD Regen Farmer Network Grant
- Sustain Our Great Lakes (SOGL)

Denied

- Rural Readiness
- Michigan Health Endowment
- DTE Tree Planting
- Michigan Invasive Species Grant
- Consumers Energy Planet Grant

Keep them coming!



Sediment and Watershed Health

- The health of the watershed → health of the river
- Gathering baseline data thru MiCorps monitoring grant
 - Macroinvertebrate and habitat assessments beginning this fall in the Rabbit River watershed





Kalamazoo River Greenway-Priorities

- Grants for infrastructure
- Ag Best Management Practices
- Connectivity of spaces
- Land acquisition
- Sediment/dredging
- Watershed health assessments



Kalamazoo River Greenway- Investment

What's Next?

- Launch Lower Kalamazoo Water Trail
- Education
- Greenway activation
- Greenway expansion
- Focus on the pillars
- Create a vision for long term growth + investment
- Funding partner request



Thank you Partners!



Wave Armor Kayak Launch Proposal



Blue Vista Marine Services | Parker Lammers | 616-840-2016

Assembly & Delivery

- Blue Vista Marine Services will fully assemble the kayak launch, and install railings.
- Installation can be done by your crew or ours. Instructions will be given for install if not done by us.
- Estimated Install Time (1-2 hrs)

Fixed Dock Installation

Large metal fixed dock installation using Wave Armor fixed-dock mounting kit with guide poles and brackets. 2 poles with be 3ft into the lake bottom

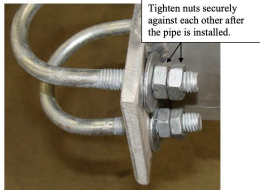


Item # | Product Name: 300281 300282 Wave Port to Fixed Dock (Z-bracket) Instructions

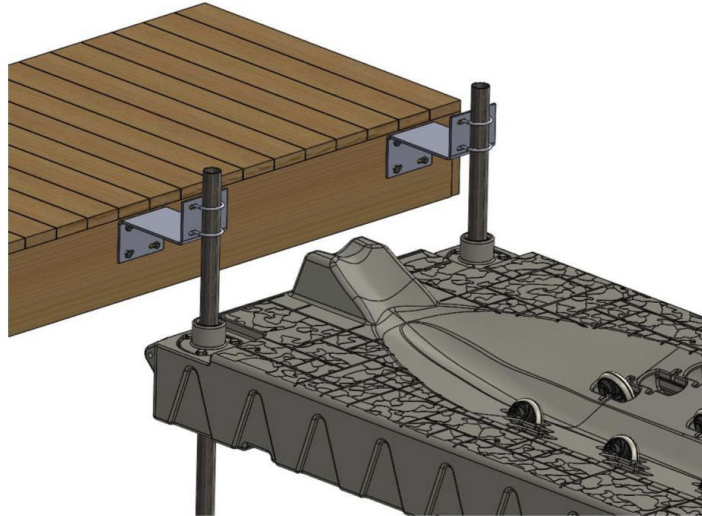
Parts List:	Tools or Hardware Needed:
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2. U-bolts Galvanized qty 4	2. Screws or bolts to attach Z-brackets to the fixed dock (this hardware is not supplied)
3. 1/2" Galvanized Nuts qty 16	3. Anchoring pipe
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5.	5.

Assembly Instructions:

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Large floating dock installation using C-channel adapters, receiver blocks, and knuckle connections.



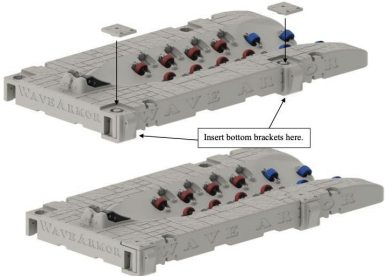
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2. Plastic Top Connector qty 2	2. 1/2" wrench and 3/4" socket with ratchet
3. Galvanized Long Steel Bracket qty 2	3.
4. 1/2 x 7" bolt qty 2, 1/2 nylock nut qty 2, 1/2" washers qty 4	4.
5. 3/8 x 2" bolt qty 6, 3/8" lock washer qty 6, 3/8" heavy washer qty 6	5.
6.	6.
7.	7.

Assembly Instructions:

1. Insert bottom connector into the port as shown below. Insert top connector into the same hole and fasten securely with the 3/8 x 2 bolts, lock washers and heavy washers.



2. Attach galvanized steel bracket to the dock using at least four of the holes in each bracket if possible. Use the necessary hardware for the dock (not supplied). The brackets need to be placed the correct distance apart so they line up with the plastic brackets on the port.
3. Slide port up against the dock so it aligns with the steel brackets. Secure port to the brackets using the 1/2 x 7" bolts, washers and nylock nuts.



Safety Benefits

Stable entry and exit, improved accessibility, slip-resistant surfaces, and safer launching. Accessible by all!



Maintenance & Cleaning

-Clean using a light pressure washer setting, or scrub brush, mild detergent, CLR Calcium/Lime Remover, or all-purpose cleaner.

Dawn Dish Soap is also a great cleaner

Brush and rinse as needed.

Long-Term Ownership

- UV-resistant polyethylene, corrosion-resistant hardware, low maintenance, and long service life.

- Industry leading 8 year warranty on the port.

Why Blue Vista Marine Services

Professional installation, waterfront expertise, ongoing support, and local service.

Michigan's Largest Wave Armor Dealer

Questions

Parker Lammers, Owner
Blue Vista Marine Services
616-840-2016
www.bluevistamarine.com



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 5, 2026

SUBJECT: Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications

DESCRIPTION:

At the July 8 workshop, City Council heard a request from the property owner of 534 St. Joseph and his rental agent to consider amending the Short-Term Rental (STR) Ordinance to allow for late renewal applications past the expiration date of a STR license.

Previous Amendments

City Council has made previous amendments to the STR ordinance to allow for late applications, including an amendment in 2025 to allow for late applications up to 5 calendar days past the renewal deadline, and an amendment earlier this year to provide “amnesty” to properties that missed this deadline but applied prior to their license expiring. Recent amendments also included a provision that allowed the Zoning Administrator to process late applications if there are extraordinary circumstances, but extraordinary circumstances exclude situations where there is inaction or negligence on the part of the owner or STR agent. During the last set of STR Ordinance amendments, the Council was advised that the changes did not apply to those who submitted their STR renewal applications after the expiration of their license.

Workshop Discussion

During the Council’s workshop, the Council heard and discussed various ways to address late renewal applications. While the specific policy intent wasn’t as clear, the consensus of Council was for staff and legal Council to draft an ordinance amendment that would allow for late renewal applications up to 30 days past expiration of a license. In discussing the proposed amendment at this workshop, the Council is encouraged to consider and clarify the policy intent for this change (such as its broader objective in extending the renewal deadline grace

period, or a shortcoming of the existing ordinance language that this amendment is intended to resolve).

Draft Amendment

The City Attorney has drafted the attached amendment to the City's Short-Term Rental Ordinance. The amendment:

- Changes the existing 5-day grace period (which runs from the date the renewal application is due) to a 60-day grace period. As renewals are due 30 days before expiration, a 60-day grace period gets us to a deadline of 30 days after expiration, which is noted in the amendment for clarity.
- Adds language clarifying that this amendment will apply retroactively and enable the City to process and approve late renewal applications that were submitted within the grace period, and removes the language we added the last time to subsection 99.58(B)(a) as it is now meaningless.

Penalty Fee for Late Applications

The current penalty fee for a late renewal application submitted during the existing five-day grace period is \$525. Some Council Members have expressed an interest in imposing more substantial penalties for missed renewal deadlines, particularly given the ordinance's requirement that STR properties be inspected annually to help protect the health, safety, and welfare of occupants and the public.

Because the current penalty is equivalent to approximately \$100 per day the application is late, staff recommends replacing the flat \$525 penalty with a fee of \$100 for each calendar day the application is late. This approach aligns with the proposed ordinance amendment by scaling the penalty based on the length of the delay while maintaining a comparable daily penalty rate. In addition, establishing the penalty on a per-day basis helps ensure that it remains a meaningful deterrent to noncompliance and encourages timely renewal applications in accordance with the ordinance.

Caution Against Continuous Amendments

As Council considers this amendment, staff recommends also considering the broader policy implications of making repeated amendments to the late renewal provisions of the STR Ordinance.

The STR Ordinance was developed following a task force process, public input, studies, and public hearings, and includes detailed legislative findings supporting the regulation of short-term rentals. Among other things, the ordinance recognizes that short-term rentals are commercial in nature, that the proliferation of short-term rentals can adversely affect residential neighborhoods, and that the R-1 districts are particularly susceptible to those impacts. To address these concerns, the ordinance establishes a maximum number of STR

licenses within the R-1 districts and states that these limits are intended to be achieved prospectively through attrition as licenses expire, are terminated, or become void.

The City has previously amended the ordinance to provide additional opportunities for late renewal applications, including extending filing deadlines and authorizing administrative approval of delayed filings in limited extraordinary circumstances. While Council may determine that additional flexibility is appropriate, repeated amendments that create new exceptions to renewal requirements may lessen the effectiveness of the licensing framework and the ordinance's long-term policy objectives.

Additionally, frequent amendments to the ordinance can create confusion for property owners, rental agents, and the public regarding the applicable requirements and deadlines. A regulatory framework that is amended repeatedly can make compliance more difficult, reduce the predictability of enforcement, and create expectations that future deadlines or requirements may likewise be modified. Stable and consistently applied regulations promote fairness, transparency, and public confidence in the City's administration of the ordinance.

More broadly, ordinance amendments are generally most effective when they are adopted to advance policy objectives that apply consistently across similarly situated properties, rather than to address the circumstances of a particular property or applicant. As Council evaluates this proposed amendment, it may wish to consider whether the change represents a long-term policy direction for the City or a response to an individual circumstance, and whether this change will fully resolve the underlying issues that have prompted the recent string of amendments to the ordinance's renewal requirements.

LEGAL REVIEW:

Legal prepared the ordinance amendment and will be at your meeting for any questions.

SAMPLE MOTION:

Workshop item at this time.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration, to provide some flexibility to license holders in the event that pertinent deadlines are missed while ensuring that STRs are still regularly inspected and approved, in order to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

- (A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.
- (B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than sixty (60) calendar days after this deadline (meaning up to thirty (30) calendar days after the day the license expires), subject to a late fee established by resolution of the City Council. This grace period shall apply retroactively to late renewal applications that have been submitted to the City within the allotted grace period and shall allow the processing and approval of the same. Renewal applications submitted after this sixty (60) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.

- (C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.
- (D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.
- (E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid or unconstitutional by the court.

SECTION 3. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance’s publication as required by law.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

DRAFT

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. ____

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ____, which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR licenses to provide a grace period in which the renewal applications may be submitted after expiration. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Severability; Section 3: Repeal; and Section 4: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2026

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. _____

A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES

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

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, licenses, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City's Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City's adopted Schedule of Fees as follows:

Business Licenses	Current Fee	New Fee
Short-Term Rental – Late Application Penalty Fee	\$525	\$100 for each calendar day the application is late.

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City's adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this _____ day of _____, 2026

CITY OF SAUGATUCK

BY: _____
Holly Anderson, Mayor

BY: _____
Jamie Wolters, City Clerk

CERTIFICATION

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2026.

Signed: _____
Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 5, 2026

SUBJECT: Chili Cookoff Request to Stake Pavement for Tent

DESCRIPTION:

The annual Chili Cookoff event was approved by City Council on July 13. In lieu of using cement blocks, the event organizer, Cow Hill Yacht Club of Southwest Michigan, is requesting approval to place tent stakes into the new asphalt pavement of the parking lot.

Background

In previous years, the Chili Cookoff tent at Wicks Park was secured using stakes that were driven into portions of the asphalt parking lot. Since that time, the parking lot has been repaved with new asphalt.

During the safety meeting, the event organizers requested approval to again use stakes in the asphalt to secure the tent. They cited the cost of the cement blocks as a concern. They advised they would plug the holes after the tent stakes were removed. Initially, Public Works expressed openness to this. After further consideration, Public Works advised the event organizer that staking into the parking lot wouldn't be permitted.

Staking Concerns

Public Works advised the event organizer the following:

While Taylor Rental has assured us that the stake holes would be sealed after removal, I remain concerned that any penetration of the pavement could allow moisture to reach the subgrade. Over time, that can compromise the integrity of the parking lot and lead to premature deterioration and costly repairs.

Staff talked with the City's contractual engineer, Jon Moxey, and he agreed with the Public Works assessment and recommendation. Over time, the staking could cause cracking and potholes. He noted that permanent anchoring systems, such as concrete footings with embedded sleeves or anchors, could be evaluated.

Event Organizer Concerns

The event organizer has concern that using blocks instead of stakes will cost them an additional \$1,132 per year and decrease their charitable contributions.

Alternatives

Staff also discussed the issue with the City's former Public Works Superintendent, who indicated he had discussed a potential permanent anchoring system with the event organizer last fall but did not receive any follow-up.

In addition, staff suggested that the event organizer consider relocating the tent to Coghlin Park or pursuing additional sponsorships.

Recommendation

The City Council has not previously adopted a policy regarding staking into asphalt pavement. Staff appreciates the Cow Hill Yacht Club's continued investment in this long-standing, shoulder season community event and recognizes its charitable purpose. At the same time, the recently reconstructed parking lot represents a significant public investment with an expected service life of many years.

Because suitable alternatives for securing tents are available and both Public Works and the City's engineer have advised against staking into the pavement, staff recommends that staking into asphalt pavement not be permitted.

LEGAL REVIEW:

Legal will be at your meeting for any questions.

SAMPLE MOTION:

Workshop item at this time.