CITY COUNCIL WORKSHOP AGENDA

Aug 19, 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.

NOTICE:
Join online by visiting:
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 accommodation 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.

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 – August 10, 2026. *Pg.1*

7. **Discussion Items:**
   - **A.** Presentation on Recommended Brand Direction.
   - **B.** Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications. *Pg.5*
   - **C.** Right of Way Permit Application - 731 Pleasant Street. *Pg.15*

8. **Public Comments** *(Limit 3 minutes)*

9. **Council Comments**

10. **Adjourn**

CITY COUNCIL REGULAR MEETING
August 10, 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 Anderson at 6:30 p.m.

Pledge of Allegiance was recited.

Attendance:
Present: Mayor Anderson, Mayor Pro-Tem Clark, and Councilmembers Dean, Gardner, Muncey.
Absent: Councilmembers Peterson and Stanton.

Motion by Clark, second by Muncey to excuse Councilmembers Peterson and Stanton from the meeting. Via roll call vote, motion carried 5-0.

Others Present: City Manager Cummins, Attorney Witte and Deputy Clerk Williams.

Mayor's Comments:
Mayor Anderson commented that the city continues to be very busy as we enter the middle of August. Due to a technical issue, audio was unavailable for approximately the first eight minutes of the meeting.

City Manager Comments:
City Manager Ryan Cummins provided several ongoing projects and initiatives, including Maple Street construction, downtown water valve work, Park Street planning, the Parking Improvements Task Force, floating home litigation, and the Logo and Branding Committee.

Water main installation on Maple Street is now complete. Water service installation for the remaining Maple Street residents will continue over the next several weeks. Concrete sidewalk installation on the west side of Maple Street is expected to begin next week and proceed from south to north. Sidewalk grading, stormwater improvements, and retaining wall installation will also continue moving north. Paving remains scheduled for October.

The City is also narrowing down dates in October for the downtown water valve replacement work. The work is expected to take place over two days and will be scheduled early in the week so that any required boil-water advisories can be lifted before the weekend. The City intends to avoid Halloween, Gallery Stroll, and Indigenous Peoples' day, although some disruption will be unavoidable. The City will also consult with the Convention and Visitors Bureau before finalizing schedule.

Other reported highlights:

- The City filed five motions seeking to resolve most of the remaining floating home litigation involving Dune Ridge.
- Planning continues for improvements along Park Street, with a public open house scheduled for September 1 from 4:00 – 7:00 p.m. at Mount Baldhead Park.
- The Parking Improvements Task Force will hold its final meeting on August 25 and is expected to present recommendations to City Council in late September.
- The Logo and Branding Committee's recommendation is tentatively scheduled to be presented at the August 18 workshop meeting.

Agenda Changes: None.

Guest Speakers: None.

Public Comment on Agenda Item Only: None.

Consent Agenda:

A. Approval of City Council Workshop Minutes – August 5, 2026.
B. Resolution No. 260810-A Approving the Michigan Natural Resources Trust Fund Agreement Amendment for the Blue Star Non-Motorized Trail

Motion by Gardner, second by Dean to approve the consent agenda as presented. Mayor Anderson requested a correction to the meeting minutes on page 4, changing the heading from "Proposal for Design Engineering Services" to "Chili Cook-Off." Gardner withdrew the motion with the support of Dean. Motion by Gardner, second by Dean, to approve the consent agenda with the correction recommended by Mayor Anderson. Upon roll call vote, motion carried 5-0.

Approval of Accounts Payable:
Motion by Dean, second by Muncey to approve the accounts payable in the amount of $352,144.46. Via roll call, motion carried 5-0.

Public Hearing: None.

Unfinished Business: None.

New Business:
Kalamazoo River Greenway – Request for Funding and Kayak Launch Donation:
Motion by Dean, second by Muncey to approve a $5,000 contribution to the Outdoor Discovery Center for fiscal year 2026-2027 to support continued implementation of the Lower Kalamazoo River Greenway Plan and accept the kayak launch donation from the Saugatuck Douglas Rotary Club. Via roll call vote, motion carried 5-0.

Staff Reports, Boards, Commissions & Committees:
Monthly department activity reports were provided by the City Manager, Zoning Director, City Clerk, DPW Director, Treasurer, Engineer, and police.

Public Comment: None.

Correspondence: None.

Council Comments:
Councilmember Muncey commented on how busy the town is in August, noting that many families are trying to squeeze in last-minute summer activities. He encouraged everyone to exercise extra patience and caution, particularly when driving through town, since traffic can be heavy and tempers may run high. Muncey also promoted the upcoming Movie in the Park at Coghlin Park, sponsored by Laura Durham of Millpond Realty, where the film "Ford vs. Ferrari" will be shown this Friday at dusk on a big screen. He mentioned that Kimberly will be making her famous bacon popcorn to share, and he invited community members to come out, enjoy the movie, and spend time together as a community.

Councilmember Dean remarked that it is a good film but had no other comment.

Mayor Pro-Tem Clark thanked the Council for excusing his absence from recent meetings and shared reflections from traveling around Michigan. He remarked on what a beautiful state it is and said that returning to Saugatuck highlights the contrast with other towns, underscoring how much the community has to offer. Clark noted the astonishing number of visitors who come to Saugatuck and gave credit to the Convention and Visitors Bureau (CVB) and others who promote the city, emphasizing that their efforts clearly make a positive difference.

Councilmember Gardner first offered a spoiler alert that a team whose name starts with "F" wins in Ford vs. Ferrari, calling it a worthwhile movie. He then raised a concern about a recent Xfinity internet outage, noting that while outages happen, there was no advance notification, and it was disruptive for residents and people working from home. He argues that internet service should be treated like a utility and urged that the city engage Xfinity to improve communication about planned outages. Gardner also thanked staff for the press release on the houseboat/gloating home litigation, saying it helped him respond to frequent community questions and explaining to residents that the city has invested significant resources and that legal processes move slowly. He further appreciated the city's response to Tim Woodard's email about Holland Street, stressing the need for a comprehensive plan to manage bike and pedestrian traffic there – especially with new housing development nearby – and warning that current conditions are unsafe. Finally, he thanked staff (including Paul) for following up with In The Elements and for attention to the Spear Street boat launch issue.

Mayor Anderson built on earlier points about communication and engagement, praising the city's recent public engagement efforts. She highlighted the value of outreach around issues like the houseboat litigation, water valve work, and the Park Street project, and specifically praised the idea of holding engagement activities at the pavilion so residents can be heard more easily. She also commended the quality and clarity of the staff reports (city manager's, treasurer's, clerk's, planning & zoning, engineering, and police). Finally, she offered strong recognition to the elections team, including the two clerks, Cathy Brockington as election chairperson, and community members who work the polls, noting their attention to detail, accuracy, and professionalism, and expressing gratitude for their work.

Adjournment:
Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 6:55 p.m.

Respectfully Submitted

_____
Sara Williams, Deputy Clerk

DRAFT

City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: August 19, 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
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 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

DRAFT

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

DRAFT

MEMORANDUM

TO: City Council
City of Saugatuck

FROM: Grayson Moore, Director of Planning/Zoning
David Jirousek, AICP, Consulting Planner

MEETING DATE: September 19, 2026

RE: Right of Way Permit Application, Christopher Hauck & Luis Allen: 731 Pleasant Street

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REQUEST:
The applicant proposes several improvements within the Pleasant Street right-of-way, including retaining walls, landscaping, hardscaping, driveways, parking, and a staircase. The overall project is intended to replace deteriorated retaining walls, improve outdoor living space, improve the existing driveway, and provide additional off-street parking within the public right-of-way.

BACKGROUND:
The property is located in the R-1 Community Residential Zoning District and contains 8,986 square feet of land area, with approximately 66 feet of frontage along Pleasant Street. Pleasant Street includes curb and gutter drainage, and there are no sidewalks along this segment of the street.

From the edge of pavement along Pleasant Street, the subject property drops steeply by approximately 18 to 20 feet from the public right-of-way to the basement-level walkout. The concrete driveway extends from the edge of Pleasant Street to the first-floor garage, providing a level connection from the street to the garage door, which is supported by a vertical concrete retaining wall.

Historically, the sloped area west of the driveway has contained landscaping, a staircase, water features, boulders, and other improvements. An existing lower-level deck and screened porch are located outside of the public right-of-way.

Figure 1 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,38

Figure 2 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,28

The proposed plan includes three levels of retaining walls, two of which are located within the public right-of-way. The upper retaining wall accommodates a new parking pad and a narrow-landscaped area, while the middle retaining wall creates an additional landscaped area. The lower retaining wall is located outside of the public right-of-way and supports a new patio that extends partially into the public right-of-way.

A new parking pad is proposed adjacent to Pleasant Street, where landscaping currently extends to the curb. The existing concrete driveway will also be removed and replaced with a new concrete pavement surface. A trench drain is proposed to accommodate stormwater runoff from the new driveway surface. The existing retaining wall supporting the primary driveway will remain unchanged.

A replacement deck will be located entirely on the subject property. However, a portion of the landing and replacement stairs will extend into the public right-of-way, connecting the lower-level walkout basement to the proposed parking pad adjacent to Pleasant Street.

APPLICABILITY:
Pursuant to §94.34(F), applications for limited residential improvements within the public right-of-way may be referred to the City Council for approval, denial, or approval with conditions.

STAFF REVIEW:
The project represents an overall improvement to the property that will primarily benefit the landowner through the continued and expanded use of land within the City's public right-of-way. The proposed cost of the improvements is significant, at approximately $100,000. However, the improvements are not anticipated to adversely affect the Pleasant Street travel area or drainage system, provided that all comments and requirements of the City Engineer are addressed.

The proposed improvements generally align with existing conditions along this portion of Pleasant Street, where steeply sloping properties have historically utilized portions of the public right-of-way for landscaping, access, and other improvements. The subject property itself has utilized the right-of-way for many years, with landscaping, a water feature, hardscaping, and stairs providing access to the lower level. Although the improvements will primarily be visible to and used by the landowner, the project is anticipated to enhance the property's overall appearance by replacing deteriorated improvements.

While the proposed improvements represent a significant private investment within the City's public right-of-way, the steep slope extending from the Pleasant Street edge of pavement substantially limits the likelihood that this portion of the right-of-way would be needed for future public use. Removal of the improvements, if ever required, would likely be difficult and costly. However, given the physical characteristics of the right-of-way and the historic use of this area, such removal appears unlikely.

The City Engineer indicated that allowing the proposed patio, stairs, landscaping, and parking improvements within the Pleasant Street right-of-way is primarily a policy decision. The proposed improvements do not appear to significantly increase existing encroachments and are not anticipated to interfere with future road or utility improvements. Accordingly, there are no objections from an engineering standpoint.

The Engineer also noted historical drainage issues at the rear of the property and recommended that the proposed underground drainage system include an appropriately sized stone-bedded leach basin and perforated sock tile/French drain, with overflow designed to avoid impacts to adjacent properties or slope erosion. Drainage for the proposed lower patio should also be addressed, potentially through a similar leach basin system.

Provided the City Engineer is satisfied that the improvements will not adversely affect Pleasant Street, public drainage, or utilities, Staff has no significant concerns with the proposed improvements within the right-of-way. The existing landscaping within the right-of-way proposed for removal is attractive; however, the need for additional off-street parking is also recognized. The proposed parking pad will provide space for an additional vehicle to be parked outside of the Pleasant Street travel area, although the parking space itself will remain within the public right-of-way.

Staff finds that the proposal is generally appropriate for consideration under §94.34 and recommends that the City Council determine whether the request satisfies the review criteria of §94.34(H).

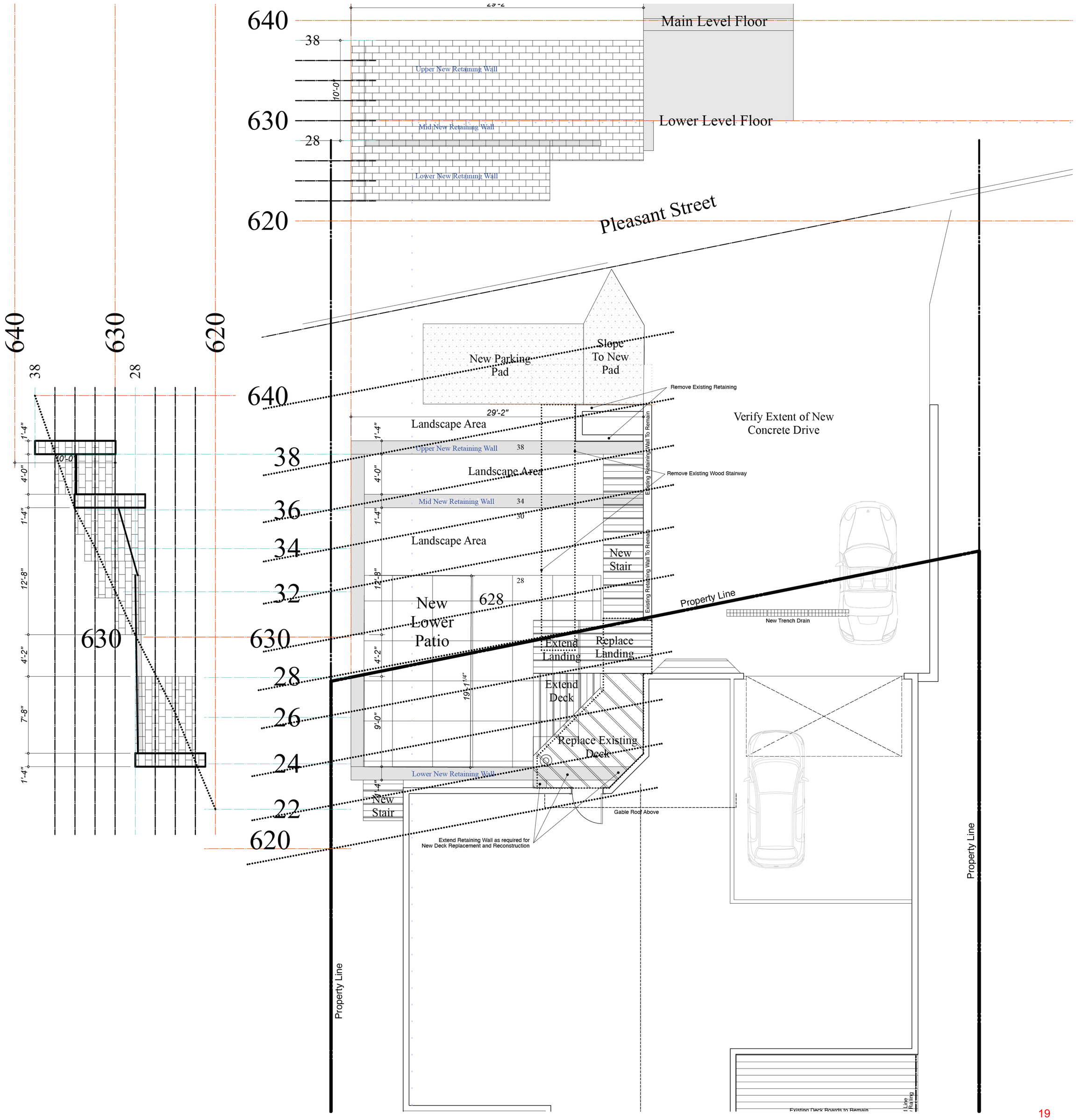
COUNCIL CONSIDERATIONS:
Per §94.34(H), residential improvements to the right of way shall be assessed based on the following criteria:

1. The proposed cost of installation;
2. The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
3. The ease and cost of removal of the installation;
4. Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
5. Whether the installation pre-exists the passage of this section;
6. The proposed size of the installation, including height and width;
7. The material of the installation (i.e., plant matter, wood, brick, mulch, and plaster); and
8. Review, comment, and recommendations of city staff and departments.

Respectfully Submitted,

Grayson Moore

Director of Planning & Zoning


Main Level Floor
Lower Level Floor
Upper New Retaining Wall
Mid New Retaining Wall
Lower New Retaining Wall
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Upper New Retaining Wall
Remove Existing Wood Stairway
Mid New Retaining Wall
New Stair
Existing Retaining Wall To Remain
Property Line
New Trench Drain
New Lower Patio
Extend Landing
Replace Landing
Extend Deck
Replace Existing Deck
Lower New Retaining Wall
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
Existing Deck Boards to Remain
Property Line

ROW Permit Fee: $150
Temp ROW Permit Fee: $75
Street Cut/Curb Cut Escrow Deposit: $3000
Installation Bond/Escrow: Superintendent Discretion
ROW Permit – Council Review: $250

City of Saugatuck EST. 1868

RECEIVED
JUL 30 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

RIGHT OF WAY PERMIT APPLICATION

Applicant Information	
Name: Christopher Hauck/Luis Allen	Business or Organization:
Address: [redacted]	Phone: [redacted]
E-mail: [redacted]	
Contractor: Lakeshore Property Services, LLC	

Project Information	
Request Type (select all that apply):	☐ Street Cut ☐ Curb Cut ☐ Boring ☐ Stormwater Connection ☐ Sidewalk Closure ☐ Sidewalk Removal/Replacement ☒ Installation ☐ Temporary Encroachment
Project Location: 731 Pleasant St.	
Description of Work/Project/Installation:	
see attached.	
Cost of Installation: $100,000.00	
Safety Measures: See attached.	
Start Date: Fall 2026	End Date: Spring 2027

City of Saugatuck
EST. 1868

Checklist	
Attachments (select all that apply):	☒ Survey, Site Plan and/or Drawing ☒ Traffic Control Plan ☐ Certificate of Insurance naming City of Saugatuck as additional insured**(not included)

**Per Grayson, we can wait on the COI while he gathers more information for this project

Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Applicant Signature:	Date: 7/29/26

ADDITIONAL INFORMATION

Street Cuts
Each street cut shall be at the applicant's expense with no cost to the City of Saugatuck. An escrow deposit for engineer monitoring and inspection costs shall be submitted in accordance with the City fee schedule. The unused remainder of the escrow deposit will be returned. If the deposit does not cover all costs and expenses of the City, the deficit shall be paid by the applicant. One week prior to initiating the work, contact the City's engineering firm (Fleis & Vandenbrink) via the contact information listed below to schedule the necessary inspections for your project.

Jon Moxey
Fleis & Vandenbrink
jmoxey@fveng.com
O: 616.977.1000 | D: 616.588.1925 | C: 616.262.8717

Curb Cuts
Curb cuts may require engineer inspection and monitoring. If monitoring and inspection is required, an escrow deposit will be required. No single curb cut shall exceed 25 feet, nor be less than ten feet at the street line nor less than eight feet at the outside sidewalk line. The minimum distance between any curb cut and a public crosswalk shall be five feet. The minimum distance between curb cuts, except those serving residential property, shall be 25 feet. The maximum number of lineal feet of sidewalk driveway crossings permitted for any lot, parcel of land, business or enterprise shall be 45% of the total abutting street frontage up to and including 200 lineal feet of street frontage plus 20% of the lineal feet of street frontage in excess of 200 feet. The necessary adjustments to utility poles, light standards, fire hydrants, catch basins, street or railway signs, signals or other public improvements or installations shall be accomplished without cost to the City. Driveways over sidewalk lines shall be of concrete at least six inches thick. Driveway aprons between the sidewalk and the street shall be of concrete six inches thick.

Temporary Encroachments
Items such as dumpsters and trailers must be visible to motorists and pedestrians by means of reflectors, cones, and/or barricades. They must be placed so as to not impede access to a fire hydrant or block or impair traffic flow in the street or a motorists' line of sight.

Miss Dig
The permittee must comply with the requirements of PA 53 of 1974, as amended. CALL MISS DIG AT 811 or (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The permittee assumes all responsibility for damage to or interruption of underground utilities.

Project Narrative

The proposed project consists of the reconstruction and improvement of the existing hillside landscape and site amenities located at 731 Pleasant St.

Existing materials to be removed include deteriorated timber retaining walls, the water feature, timber stairways, landscape plantings, the existing concrete driveway, and the existing wood deck landing.

The proposed improvements include the installation of a new tiered Verti-Block retaining wall system with integrated stairways, as shown on the submitted plans. The retaining walls have been intentionally designed to be recessed into the existing hillside, following the natural topography rather than projecting above it. The new retaining walls will remain below or at existing grade and will not create exposed vertical walls along the roadway. This design minimizes visual impacts from the public right-of-way, preserves roadway sight distance, and reduces the potential hazard associated with vehicles leaving the roadway and striking above-grade retaining structures. Replacing the existing timber walls with a permanent engineered retaining wall system will reduce future maintenance requirements, improve overall slope stability, and minimize the potential for structural deterioration over time.

A new lower-level concrete patio will be constructed within the hillside to create additional usable outdoor living space for the homeowners. Because the patio and retaining walls are integrated into the existing slope, the improvements will have minimal visibility from the roadway.

A landscape buffer consisting of shrubs and ornamental plantings will be installed along the upper portions of the retaining wall system as illustrated on the landscape plan.

The project also proposes one additional off-street parking space located within the existing buffer area between the retaining wall system and the roadway. This improvement is intended to increase on-site parking and will be poured concrete.

The existing concrete driveway will be removed and replaced with new concrete pavement. A trench drain will be installed across the driveway to intercept surface runoff that currently flows toward the residence. Stormwater collected by the trench drain will be conveyed through an underground piping system to a collection basin (crock) located on the southeast portion of the property, where it will be discharged in accordance with the proposed drainage plan.

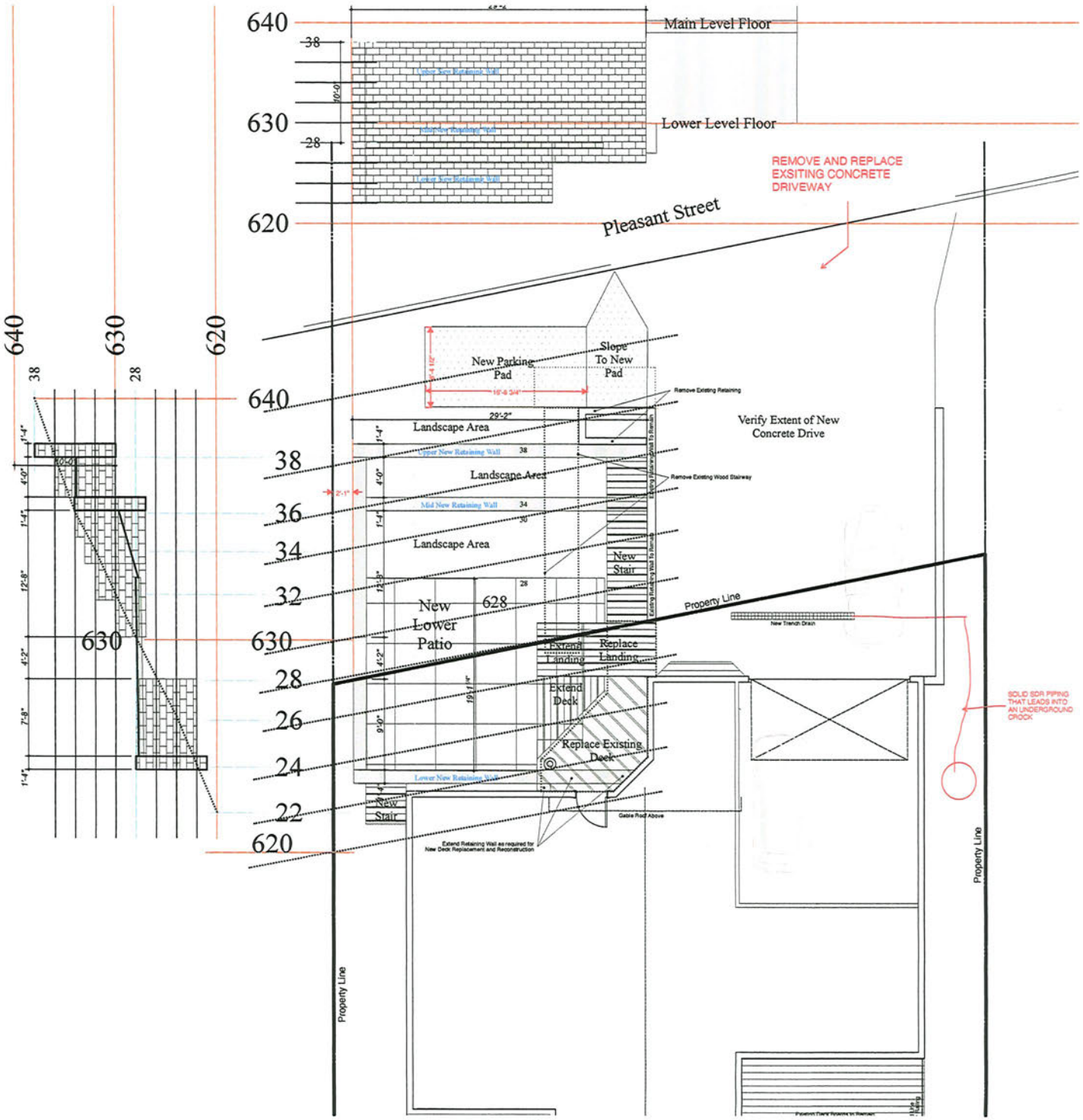
Overall, the project replaces aging and deteriorated materials with a modern retaining wall system, improved access, enhanced drainage, additional outdoor living space, and increased parking while maintaining the natural character of the hillside. The retaining walls and patio are designed to be integrated into the existing terrain to reduce their visual impact from the public right-of-way and to improve both site safety and long-term stability.

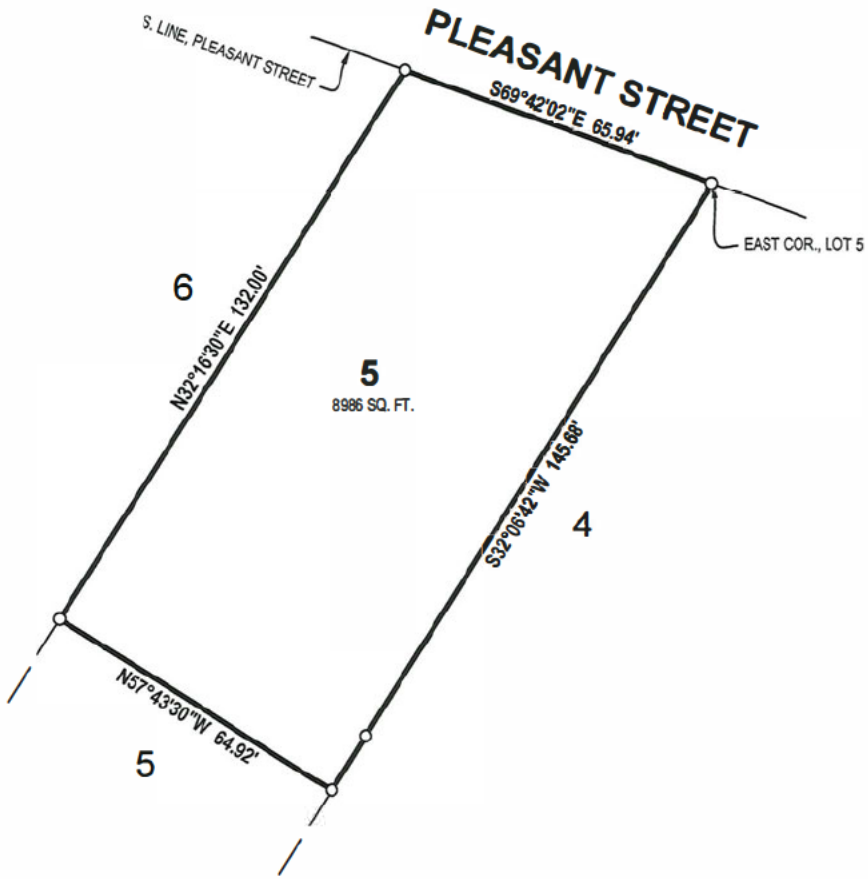
Traffic Control & Safety Plan

All work will be performed with the safety of the public, employees, and motorists as the highest priority. The work area will be clearly identified and protected using orange traffic cones placed around the active work zone adjacent to the roadway.

Crews will keep all equipment, materials, and vehicles within the designated work area whenever possible to minimize impacts to traffic and pedestrians. At least one travel lane will remain open at all times, and access to adjacent properties will be maintained throughout the project.

Employees will wear high-visibility safety apparel while working near the roadway and will remain alert to passing traffic. Cones will be adjusted as work progresses and removed promptly upon completion of the work each day.


640
630
620
38
28
Main Level Floor
Lower Level Floor
REMOVE AND REPLACE EXSITING CONCRETE DRIVEWAY
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Upper New Retaining Wall
Remove Existing Wood Stairway
Mid New Retaining Wall
New Stair
New Lower Patio
628
Property Line
New Trench Drain
Extend Landing
Replace Landing
Extend Deck
Replace Existing Deck
Lower New Retaining Wall
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
SOLID SDR PIPING THAT LEADS INTO AN UNDERGROUND CROCK
Property Line
Property Line



This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

DESCRIPTION

Land situated in the City of Saugatuck, County of Allegan, State of Michigan.

Part of Lot 5, Block 4 of Morrison and Densmores Addition to Saugatuck in the Southeast 1/4 of Section 9, Town 3 North, Range 16 West, Allegan County, Michigan described as beginning at the most easterly corner of Lot 5 and proceeding thence along the line between Lots 4 and 5, South 32 degrees 06'42" West 145.68 feet; thence North 57 degrees 43' 30" West 64.92 feet; thence along the line between Lots 5 and 6, North 32 degrees 16'30" East 132.00 feet; thence along the South line of Pleasant Street, South 69 degrees 42'02" East 65.94 feet to the point of beginning.

(Warranty Deed recorded in Liber 4867, Page 578, recorded June 29, 2023, Allegan County Register of Deeds Office)

LEGEND

O Iron-Found

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 4001047953

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

Christopher Hauck
813 N June St
Los Angeles, CA 90038

731 Pleasant St

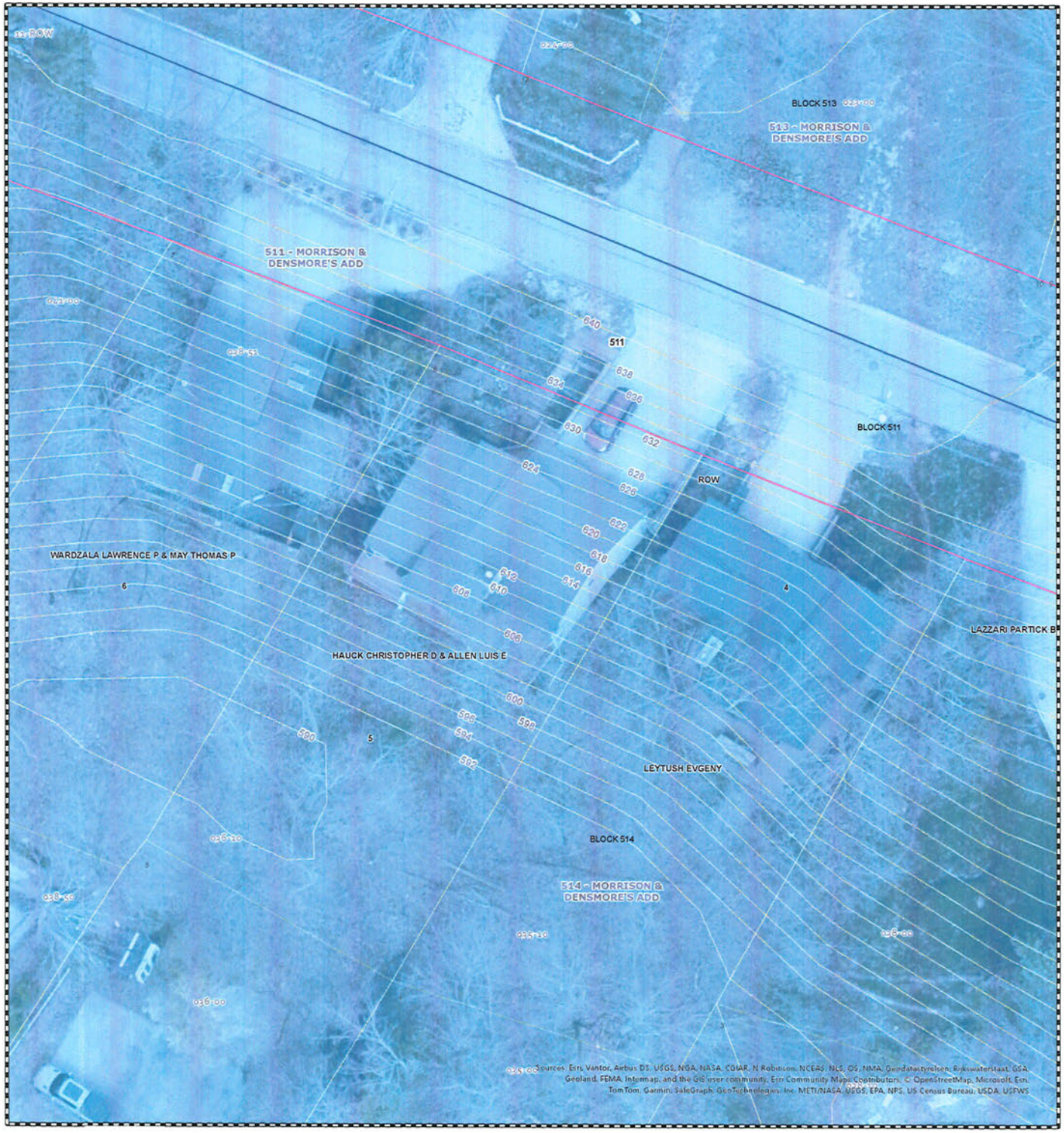
DRAWN BY: NH
REV. BY:
REV.:

DATE: 11/19/2025
REV. DATE

PRJ #: 25202051

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor



N
W E
S

1:282

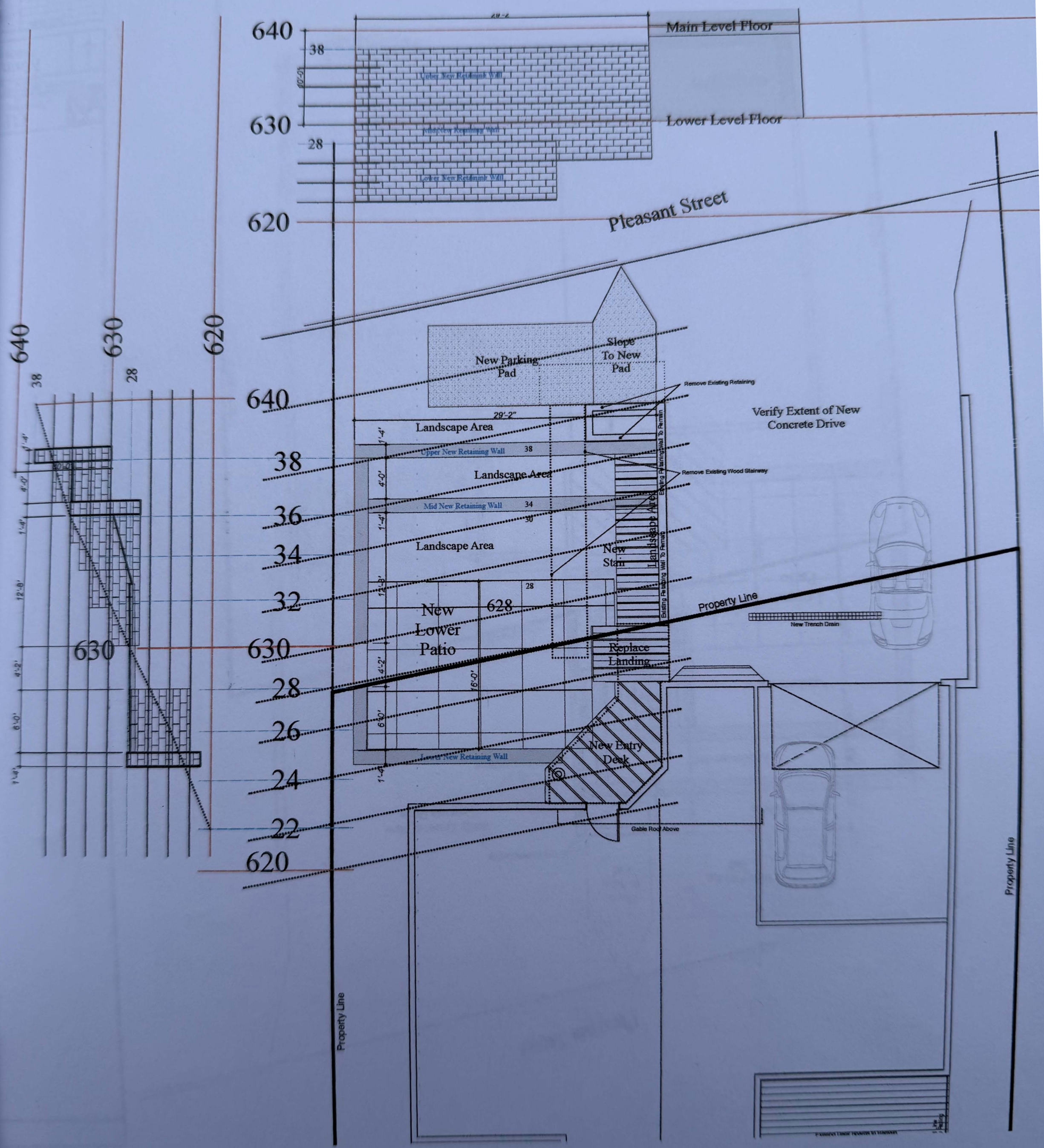
This map was compiled for tax administration purposes only. It does not represent a legal property survey.

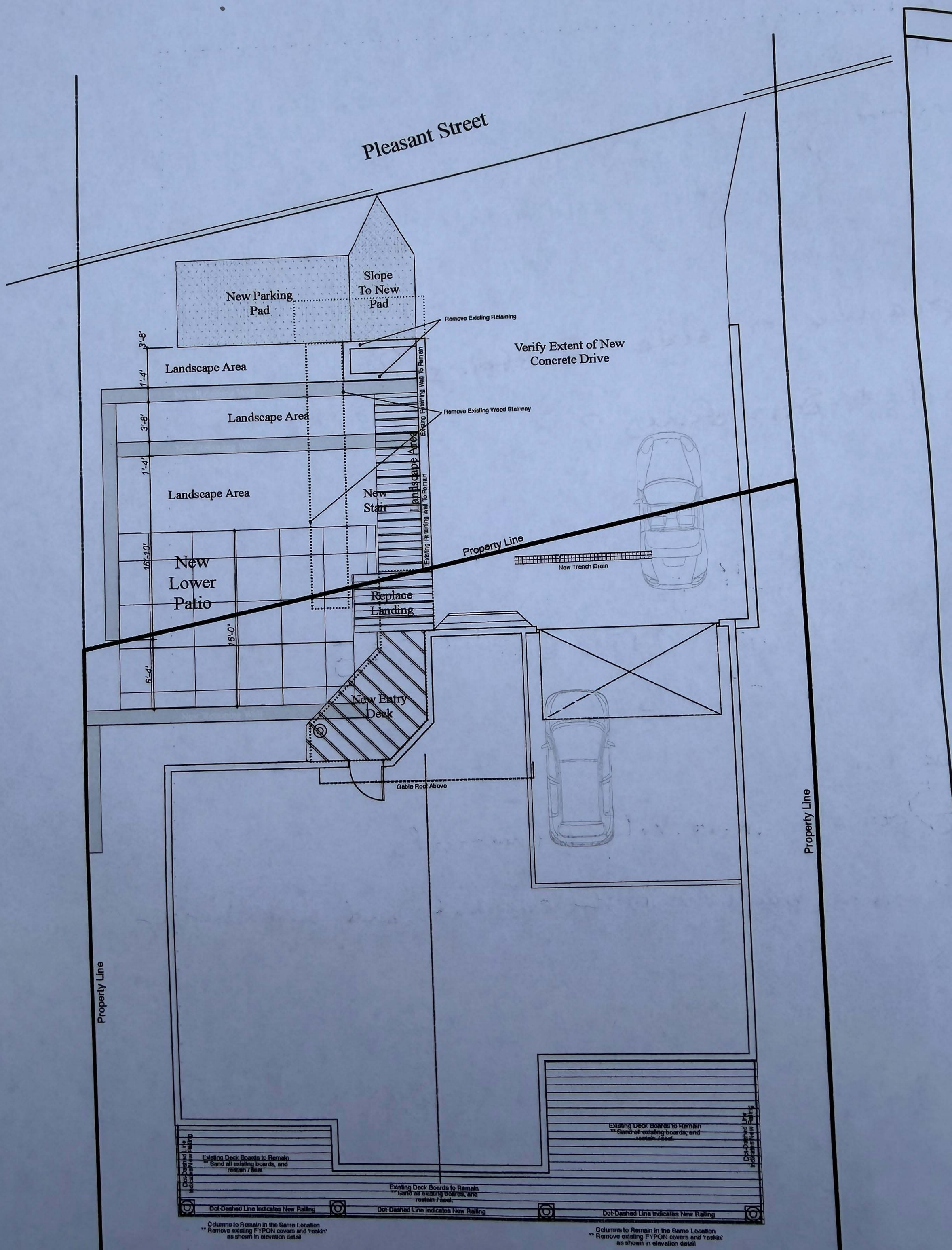
Map Printed: 7/27/2026

Gaps
Overlaps
Waterbody

0 0 0 0.01 mi

Engineering Supply
prints@engineeringsupply.com
c/o Mike De




Pleasant Street
Slope To New Pad
New Parking Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Landscape Area
Landscape Area
Remove Existing Wood Stairway
Existing Retaining Wall To Remain
Landscape Area
New Stair
Existing Retaining Wall To Remain
Property Line
New Trench Drain
New Lower Patio
Replace Landing
New Entry Deck
Gable Roof Above
Property Line
Property Line
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line Indicates New Railing
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line Indicates New Railing
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line Indicates New Railing
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Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail
Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail

Verti-Block Wall Sketcher

Job Name	
Company/Person	
Address	
City State, Zip	
Telephone	

Summary:

Retaining:		2 & 3 Sided:	
Full blocks	100	2 & 3 sided blocks	22
Half blocks	13	6" cap	35
Half-step blks	5	Free stand. columns	2
Half half blks	0		
Square Feet	872	Square Feet	184

Retaining Wall Blocks	118		
Freestanding Wall Blocks	24		
Steps & Caps	35	Total Square feet	1056
Total Blocks	177		

Project Notes:

4 - SMALL WEDGES

Retaining Series Legend

36" BLOCK SERIES

36"	36" Std Block	44	48"V	48" VERTICAL	4
TBlk	Top Block	6	60"	MIDDLE	13
HB	Half Block	4	RCTB	R. Corner Top Block	5
HTB	Half Top Block	1	LCTB	L. Corner Top Block	1

MASS EXTENDER SERIES

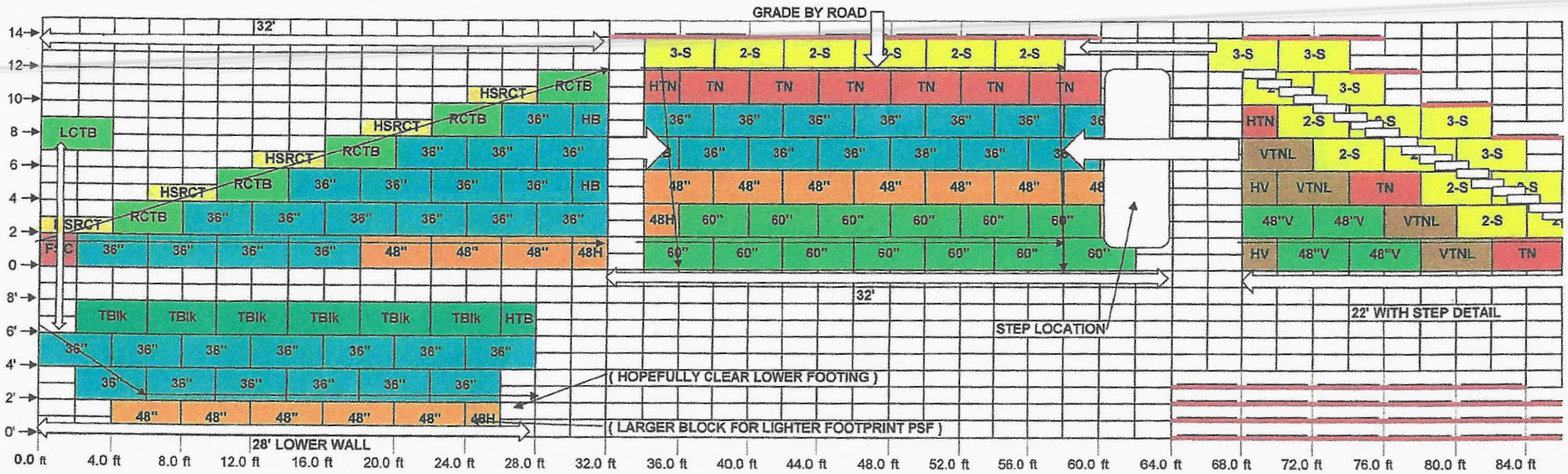
48"	48" MIDDLE	15
48H	48" HALF BLOCK	4
TN	TINY KNOB	8
HTN	TN HALF	2
VTNL	VERT TNL	4
HV	HALF VERTICAL	2

HALF-STEP SERIES

HS	Standard HS Block	0
HSTB	HS Top Block	0
HH	HS Half Block	0
HHT	HS Half Top Block	0
HSRC	HS Right Corner Blk	0
HSLC	HS Left Corner Blk	0
HSRCT	HS R. Corner Top Blk	5
HSLCT	HS L. Corner Top Blk	0

2 & 3 Sided Block Series

2-S	2-Sided Block	14
3-S	3-Sided Block	8
FSC	Free Standing Column	2
	6" Smooth Cap	35


GRADE BY ROAD
32'
LCTB
HSRCT
RCTB
HB
36"
48"
48H
60"
TBlk
HTB
3-S
2-S
HTN
TN
VTNL
HV
48"V
32'
STEP LOCATION
22' WITH STEP DETAIL
(HOPEFULLY CLEAR LOWER FOOTING)
(LARGER BLOCK FOR LIGHTER FOOTPRINT PSF)
28' LOWER WALL
14
12
10
8
6
4
2
0
8'
6'
4'
2'
0'
0.0 ft
4.0 ft
8.0 ft
12.0 ft
16.0 ft
20.0 ft
24.0 ft
28.0 ft
32.0 ft
36.0 ft
40.0 ft
44.0 ft
48.0 ft
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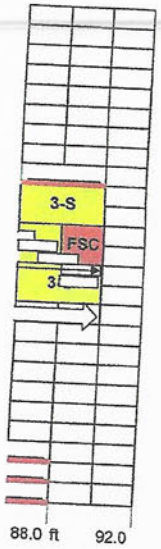
80.0 ft
84.0 ft



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