CITY COUNCIL WORKSHOP AGENDA

July 8, 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?omn=89673086984

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 for further Information.

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 – June 22, 2026. *Pg.2*

7. **Discussion Items:**
A. Special Event – Art Coast Food and Wine Festival. *Pg.9*
B. Elizabeth Street Improvements – Planning Report and Option Estimates. *Pg.22*
C. Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations. *Pg.51*
D. Right of Way Permit Application - 997 Elizabeth Street. *Pg.56*
E. Mr. Tringali and Mr. Madhava re 534 St. Joseph. *Pg.65*
F. Kickoff and Review Fiscal Year 2026/2027 Priorities. *Pg.168*

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

9. **Council Comments**

10. **Adjourn**

Council Tour of Maple Street Construction and Notice of Possible Quorum: On July 8, 2026, following the Workshop Meeting, interested members of the City Council will tour the ongoing Maple Street construction project located on Maple Street, Saugatuck, MI 49453. A quorum of the City Council may be present.

CITY COUNCIL REGULAR MEETING
June 22, 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 Mayor Anderson at 6:30 p.m.

Pledge of Allegiance was recited.

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

Motion by Muncey, second by Gardner to excuse Chris Peterson from the meeting. Via roll call vote, motion carried 6-0.

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

Mayor's Comments:

Mayor Holly Anderson opened by addressing recent community concerns about sidewalk chalking in the downtown area. She acknowledged that some business owners feel the chalking may cause limited disruption or annoyance to shopping, but emphasized that despite cool and rainy weather, business in Saugatuck is as strong or stronger than a year ago. She then shifted to what she described as a more serious threat to tourism: LGBTQ hate being spread on social media. Citing a recent Facebook post on the popular Sauglasville site who shared photos of Jan Cohen chalking and prompted others to attack Jan for her sexual orientation and gender expression—she noted that the post and its comments were removed by the next morning. Mayor Anderson made two main points: first, that she will vigorously defend everyone's First Amendment right to free speech, even when that speech targets members of her own community, while still finding the hateful comments deplorable; and second, that the LGBTQ community will not tolerate bullying, and that decades of work building Saugatuck's reputation as a welcoming top tourist destination should not be undone by hate. Quoting Warren Buffett, she reminded the council that "it takes 20 years to build a reputation and five minutes to destroy it," and urged the community not to let LGBTQ hate damage Saugatuck. She closed by thanking Birdie Holley for her efforts to promote kindness and for carefully moderating the Sauglasville site.

City Manager Comments:

City Manager Ryan Cummins opened by providing an update on the Maple Street construction project. He explained that council members are invited to an on-site visit after their workshop on the 8th to see the active construction and "boots on the ground" progress. The water main installation is a little over halfway complete, and a recent tie-in at Allegan and Maple triggered a temporary water advisory for a small group of directly notified residents. He noted that as different sections of the main are pressurized and tested, similar

advisories and monitoring periods will continue. Ryan also raised safety concerns about non-local drivers ignoring "local traffic only" signs and using the project area as a cut-through, which has led to close calls with heavy equipment and some hostile interactions with construction workers. In response, the city is increasing Sheriff's Department presence and asking the public to respect detours for everyone's safety. He concluded by flagging that at the next workshop the engineers will present Elizabeth Street project options for next summer's major construction, anticipating a "robust discussion" to guide design and keep that project moving forward.

Agenda Changes:

Motion by Muncey, second by Stanton to add Ingrid Boyer from the Saugatuck Douglas District Library as guest speaker. Via voice vote, motion carried 6-0.

Guest Speakers:

Director Ingrid Boyer from the Saugatuck Douglas District Library gave a brief presentation on the Saugatuck-Douglas District Library's operating millage renewal that will appear on the August 4 ballot. She explained that the last operating millage was approved in August 2021, shortly after the library moved into its new building in October 2020, when they had very little real data on operating costs, so the five-year rate then was essentially an educated estimate. She outlined that the current 2025 operating rate of 0.4284 mills is actually made up of two separate millages: one in perpetuity (rolled back to 0.1888 mills) and a second 0.2352-mill levy that expired in December. For the upcoming ballot, the library is not changing the in-perpetuity portion but is seeking a renewal with Headlee recovery and a slight increase on the second millage to 0.3 mills, which would bring the combined authorized operating rate to 0.4886 mills. However, the board does not intend to levy the full amount: because none of the full-time staff currently require health insurance—a major cost savings—the library plans to levy only 0.2750 mills next year if the proposal passes, and will continue its practice of levying less than the authorized maximum when actual needs allow. She then translated the millage numbers into taxpayer impact, noting that for a $300,000 home (SEV $150,000), the annual operating tax would rise from roughly $64.26 to $73.29 (about a $9.03 increase at the full authorized rate, and closer to $5.31 with the planned lower levy), with proportionate changes for $600,000 and $1 million homes. Ingrid explained the drivers of the increase: higher staff salaries to maintain livable wages and a more professional workforce; a large expansion in hours, programs, and attendance since moving into the new building (from 68 programs/511 attendees to 270 programs/3,500+ attendees); and especially the steep and growing costs of electronic materials such as ebooks and e-audiobooks, which can cost roughly $90 per copy with time or circulation limits, compared to about $20 for a print book the library owns indefinitely. She also cited a continuing decline in penal fine revenue (about a 20% drop in five years) and uncertainty in state and federal library funding as additional long-term concerns. Ingrid closed by reiterating the library's commitment to fiscal responsibility, emphasizing that the 0.3-mill request is a 10-year ceiling, but annual levies will be based on actual need, as demonstrated by the library's past practice of levying below its authorized rate, and she invited questions from council members.

Public Comment on Agenda Item Only: None.

Consent Agenda:

Motion by Dean, second by Clark to approve the consent agenda as presented. Via roll call vote, motion carried 6-0.

Approval of Accounts Payable:

Motion by Gardner, second by Dean to approve the accounts payable in the amount of $622,303.12. Via roll call, motion carried 6-0.

Public Hearing: None.

Unfinished Business: None.

DRAFT

New Business:

Employee Health Insurance Benefits for Fiscal Year 2026/2027:

Motion by Dean, second by Clark to approve the employee health insurance renewal as presented, and to increase the city's annual health savings account contribution for eligible employees enrolled in the high-deductible health plan from $2,500 to $2,600 for fiscal year 26-27. Via roll call vote, motion carried 6-0.

Property and Liability Insurance Renewal for 2026/2027:

Motion by Dean, second by Gardner to approve the renewal of the City's property and liability insurance coverage with the Michigan Municipal League Liability and Property Pool for the 2026-2027 coverage year, effective July 15, 2026, through July 15, 2027, in the amount of $40,467, as presented. Via roll call vote, motion carried 6-0.

Resolution No. 260622-C To Amend the Terms of the City Manager's Employment Agreement:

Motion by Stanton, second by Clark to approve Resolution Number 260622-C to amend the terms of the City Manager's Employment Agreement. Via roll call vote, motion carried 4-2. Yes – Anderson, Clark, Dean, Stanton. No – Gardner, Muncey.

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:

City of Saugatuck representative, Dan Fox reported that the Fire District Board held its public hearing on the upcoming fiscal year budget and, with no public comment, adopted it. The District recognized a small cost-recovery amount of $252 and approved the sale of a Ford Expedition (unit 2173), now at the end of its useful life, to the Ganges Fire Department, which allows the vehicle to remain in mutual-aid service without the extra work of stripping emergency equipment. Dan gave a detailed update on the new fire station project at 415 Wiley Road in Douglas, describing how the Fire District will purchase a portion of the existing building, gain much-needed single-occupancy sleeping rooms and showers, and add a four-bay apparatus building connected by an enclosed corridor. Access and pavement upgrades are being coordinated with Douglas to accommodate heavy fire apparatus and future DPW use, including semi deliveries for salt. He shared that the Douglas Planning Commission has approved the site plan with minor contingencies, and the construction manager has produced a very detailed schedule projecting completion around April 26, earlier than originally hoped. Dan also reviewed incident statistics: May saw 89 calls, up from 61 in April, reflecting seasonal increases and more visitors unfamiliar with local roads. Calls remain dominated by medical incidents, with a notable number of motor vehicle crashes that appear largely tied to inattentive driving rather than impairment. He closed by noting his unanimous appointment as the first Fire Commissioner, expressing appreciation for the council's support and emphasizing the importance of continued public vigilance and safe driving.

Interurban Board:

Councilmember Gregory Muncey reported that the Interurban remains in a very strong financial position after eight months of the fiscal year, with expenses at about 60% of budget (slightly better than last year's 63%) and revenues at 64%, driven by higher fare revenue, property tax collections, and federal grant funding. He noted that some costs—wages, benefits, fuel, and materials—are higher due to expanded service levels, inflation, and increased usage, and that these will rise further as the fleet grows from 8 to 14 buses with six new vehicles arriving. Investment earnings have produced over $33,600 this year, further strengthening reserves. Ridership continues to set records: in May, the launch of late-night service (Memorial Day–Labor Day) generated $826 in revenue in its first two days, with popular stops including Super Valu, the Fennville Post Office, and Dollar General. App usage is growing rapidly; on one Saturday, 66% of rides were booked through the Interurban app, and 531 new rider profiles were added, contributing to an overall 18% year-over-year ridership increase. Under

new business, the Director Review Committee completed its evaluation of Director and the board approved a 6.5% increase to her annual contract. For health insurance, keeping the current plan would have meant a 14.1% cost increase, so staff recommended a Priority Health plan with a higher deductible but only a 1.8% premium increase; the Interurban will continue its HSA contributions ($1,600 single / $3,200 family) and, because the new cost exceeds the state contribution cap, the board voted to opt out of the cap for the 2026–27 benefit year as allowed by law.

Kalamazoo Lake Sewer & Water Authority:
Mayor Pro-Tem Clark reported the board meeting focused on ongoing technical and financial issues. The board continued discussions regarding the easement for a new force main along Old Allegan Road, including how that line crosses property Kal Lake purchased for potential future plant expansion. Engineers are still refining the preferred alignment and the implications for that parcel. The authority also received notice from the union to begin labor negotiations, which led to a closed session during the meeting. In addition, a new finance manager has been hired and will be coming on board soon; one of the early priorities is to develop a standardized set of financial reports so that all member municipalities receive consistent, clear information on the authority's finances.

Kalamazoo Lake Harbor Authority:
City Manager Ryan Cummins noted that the most recent meeting was cancelled and that staff are working on identifying and scheduling a new meeting date. No substantive Harbor Authority business was reported at this session.

Zoning Board of Appeals: None.

Historic District Commission:
Councilmember Scott Dean reported that the Historic District Commission's most notable recent case involved a prominently visible house at 821 Holland Street within the historic district. The new owner removed siding and came before the commission seeking permission to demolish the structure. Because of the property's historic district status and its high visibility, the commission requested an evaluation by a preservationist to determine whether the building can feasibly be saved or rehabilitated. The applicant will return with that assessment and more information before the commission makes a final decision on demolition. He also noted that the next Historic District Commission meeting is scheduled for July 2 at 6:00 p.m.

Planning Commission:
Councilmember Russ Gardner reported that the Planning Commission met and addressed several items. They approved a site plan for 150 Dune Grass Ridge, which had previously been reviewed and returned with final plans; it was approved unanimously. They also considered a request related to the Wickwood Inn, which came as a proposed text amendment to the zoning code to add a new definition of "boutique inn." The "boutique inn" concept, as proposed, would allow things like food and beverage service to the general public and events including non-registered guests, which go beyond the limitations currently applicable to bed-and-breakfast uses, and could significantly affect both Wickwood and other lodging establishments around town (e.g., porches on Mason and others that might seek similar treatment). The Planning Commission discussed whether it is appropriate to amend zoning definitions while the master plan is being updated, and they expressed concern about broader, possibly unintended impacts on other properties. As a result, they tabled the text amendment to allow more discussion, especially in light of the ongoing master plan process. Gardner added that progress on the master plan is taking longer than hoped, putting the original early-fall schedule at risk, and staff are exploring additional support for the consultant to keep the project on track, with more information expected at the July meeting.

Parks & Public Works Committee:
Councilmember Lauren Stanton reported that the PPW meeting on June 2 covered a range of topics. She highlighted the contributions of the Saugatuck High School Industrial Arts program, teacher and the CVB in creating the new artful pallet bike racks, with one placed in Saugatuck and another already installed in Douglas. Committee members completed a field review and produced a detailed list of recommended wayfinding sign locations, which will become a resource once the new city logo and branding are finalized. Among those ideas is signage at the John Woolham Trail to promote it as a walking route to Oval Beach, encouraging visitors to take the chain ferry and then walk, easing vehicle congestion at the beach. Responding to survey feedback from residents who want more seating, the committee members identified potential sites for additional benches, picnic tables, and "game" tables, and PPW's project manager Gibson will now work on pricing and specifications so these can be installed as funding or donations become available. Stanton also shared that, during times when there is a vehicle queue at the Oval Beach entrance, booth staff have been coordinating with Interurban and Saga Taco to briefly pause outbound traffic so the shuttle and food delivery e-bike can enter and exit more efficiently, which has been working well. Finally, she reported on the first "Crazy for the Kazoo" volunteer event: despite blustery weather, around 40 volunteers spread out through parks and along the river, collecting about 250 pounds of trash and removing 80 pounds of invasive species, and she noted the next PPW meeting is scheduled for 10:00 a.m. the following day.

Tri-Community Non-Motorized Trail Study Committee:
Councilmember Dean gave a brief update on the non-motorized trail project along the old railroad. He stated that engineering firm C2AE will be on site on July 7 to stake the proposed route, which is a necessary step before archaeologists conduct their cultural resources assessment. That assessment is required to ensure the project complies with applicable historic and environmental review standards as the trail planning advances.

Water System Operations Contract Advisory Committee:
Councilmember Gardner reported on the joint Water System Operations Contract Advisory Committee, which met on June 19 at Douglas City Hall. The meeting focused on the "nuts and bolts" of sewer capacity, treatment plant expansion, and associated costs, as the participating communities and Kal Lake work through the details of a long-term operating and capacity arrangement. Further financial analysis is needed to fully understand the cost-sharing and rate impacts, and staff is working to bring more detailed figures to the group. Gardner noted that the next meeting is set for July 8 at 11:00 a.m., that these meetings are open to the public, and he acknowledged the regular attendance of County Commissioner Brad Lubbers, Kal Lake Board member Barry Johnson, and others, which he appreciates.

Logo and Branding Advisory Committee:
Mayor Anderson briefly spoke about what Stanton reported that the Logo and Branding Advisory Committee met on June 9, where the city's design consultant presented five draft logo concepts. The committee was very pleased with the overall quality and decided that four of the five concepts were strong enough to carry forward. Members provided detailed feedback, including suggestions to combine elements from different drafts, refine certain visual components, and ensure flexibility for signage and digital use. The design team will revise the concepts accordingly and return on July 7 with updated options. Stanton expressed confidence that by then they will have logo concepts ready to refine and ultimately bring to the council, and she anticipates the council will be excited by the direction of the new branding.

Parking Improvements Task Force:
Councilmember Gregory Muncey provided summarized the work of the Parking Improvements Task Force, noting that the group has spent much of its time reviewing the results of the first parking occupancy study conducted on May 2. That study confirmed that the downtown core becomes very tight during busy periods, with off-street lots reaching about 92% occupancy and on-street spaces about 86%, which is roughly the point at which visitors perceive parking as "full." However, areas outside the central business district—including neighborhoods on the hill and remote lots used by the Interurban and high school—retain meaningful capacity

even during peak times, suggesting that better use of remote and peripheral parking, combined with shuttle service, is a key part of the solution. The task force also discussed future parking demand associated with new development along Blue Star Highway, estimating an additional 100–150 spaces may be needed as projects build out, reinforcing the value of improved transit and remote parking. Muncey said the group is exploring parking enforcement options for the existing three-hour limit downtown, including a potential ambassador-style seasonal program focused on education and visitor assistance rather than strict ticketing, as well as dedicated employee parking solutions and permit concepts. They also examined a proposal to convert Butler Street to one-way, which could add roughly 60 spaces; while this has obvious capacity benefits, there are serious concerns about traffic circulation, pedestrian safety, and the impact of delivery trucks (which could block the single lane while unloading). Given these tradeoffs, that idea remains under study rather than recommended. Additional peak-season occupancy studies in July are planned, and the task force will continue to evaluate enforcement strategies, employee parking, tourism data, remote lots, and shuttle options before finalizing recommendations. Gregory noted that the consultant, Walker and Associates, will produce a set of deliverables to support council decision-making after the remaining meetings.

Public Comment:
None.

Correspondence:
None.

Council Comments:
Councilmember Stanton Lauren's closing comments focused on the recent passing of community member Dave Cernugal, whom she described as a dear friend to many. She noted that Dave had five children and was well known locally through his years working at The Guardian and more recently at The Mitten, and that his wife Colleen manages For the Love of Shoes, where two of their children also work; two more of Dave's children work for Stanton at The Red Dock. She highlighted the deep sense of loss in the community and urged everyone to support his family during this difficult time, noting that his funeral would be held Wednesday.

Councilmember Muncey indicated that he had no additional comments at the end of the meeting.

Councilmember Dean, congratulate City Manager Ryan Cummins on another successful year. He emphasized that taxpayers are fortunate to have Cummins serving as the city's "CEO" and expressed his appreciation for his continued leadership of the city's day-to-day operations.

Councilmember Clark was looking forward to serving the city staff at the upcoming event where councilmembers will celebrate staff, noting how much they do for the community. He also thanked the professionals supporting the city on the sewer negotiations and the voting home litigation, saying it is reassuring to know that highly capable people are backing the city and "have our back."

Councilmember Gardner no additional comments for the evening.

Mayor Holly Anderson closed by reflecting again on the recent loss of Dave Cernugal and the broader atmosphere in the community. She appreciated how Birdie Holley, in a recent Saugasville post, contrasted the community's heavy heart over Dave's death with the harmful, hateful comments that have surfaced online, underscoring that while free speech is protected, the community should reject vitriol and hate. Holly stressed that residents have a choice in how they behave and speak, and that those who know people spreading hate should talk with them to help preserve what is good and right about Saugatuck. She emphasized fostering loving, supportive hearts and spirits so the community can help each other through hard times, thanked everyone for their service to the city and for attending.

Adjournment:

Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:59 p.m.

Respectfully Submitted

_____

Jamie Wolters, City Clerk

DRAFT

City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: July 8, 2026

SUBJECT: Art Coast Food & Wine Festival – Special Event Review

DESCRIPTION

City staff and public safety representatives met with organizers of the proposed Art Coast Food & Wine Festival to review event logistics, public safety, traffic control, and operational requirements. This inaugural event is proposed to be held within the Singapore Yacht Club parking lot and adjacent public parking areas.

Event Overview

- **Organizer:** Saugatuck–Douglas Area Convention & Visitors Bureau
- **Event Planner:** Lucas Malloy
- **Location:** Singapore Yacht Club parking lot and adjacent public areas on Water Street and Mason Street
- **Event Dates:** November 5–7, 2026
    - *Note:* The previously proposed late-night Saturday activity at Oval Beach has been removed from the event schedule.
- Organizers will provide 24-hour on-site security beginning Tuesday, November 3, at 5:00 p.m. through Sunday, November 8.
-

Road Closures and Parking Requests

- **Mason Street Closure:** Closure of the Mason Street street-end beginning Sunday, November 1, at 12:00 p.m. through Monday, November 9, at 10:00 a.m. A 20' x 30' event tent is scheduled for installation on Mason Street beginning Monday, November 2.
- **No Parking Request:** Temporary no-parking restrictions are requested on the west side of Water Street from Mason Street south to the Singapore Yacht Club gate entrance for the same period (November 1–9). This area will serve as a secured "back-of-house" operations area. A temporary chain-link security fence with black windscreen and decorative branded screening will be installed to create a secure perimeter while minimizing visual impacts from the public right-of-way.

Water Service Requests

Organizers have requested temporary water connections to serve:

- The Mason Street back-of-house operations area;
- The culinary demonstration stage; and
- Two luxury restroom trailers.

The Department of Public Works Director Ondersma is coordinating with the event organizers, the Kalamazoo Lake Water/Sewer Authority, and the Fire Department to determine feasible water service options

Noise Ordinance Request
The City's Noise Ordinance currently requires amplified sound to cease by 11:00 p.m. Organizers are requesting a one-time exception for Friday evening only to allow amplified music until 11:30 p.m. for the "Club Sugar" event.

Alcohol Service and Security
Alcohol service will be strictly controlled within the licensed event area. No outside alcoholic beverages will be permitted into the event, and alcoholic beverages may not be removed from the premises. Attendees will receive a commemorative sampling glass upon entry, which must be empty when exiting the event. Security personnel will monitor and enforce all alcohol control measures.

Restroom Facilities
Two luxury restroom trailers will be located on Singapore Yacht Club property for event attendees.

BUDGET ACTION REQUIRED: None.

COMMITTEE/COMMISSION REVIEW: City Council Discussion on July 8 and action on July 13.

LEGAL REVIEW: None.

SAMPLE MOTION: Discussion Only.

Council Action

_____ Approved

_____Denied

_____Date

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck-Douglas Area Convention & **TELEPHONE:** _____

MAILING ADDRESS: P.O. Box 28, Saugatuck, MI 49453

CONTACT NAME: Alec Payleitner **TELEPHONE:** _____

E-MAIL ADDRESS: alec@saugatuck.com **CELL PHONE:** 312.480.8161

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Lucas Molloy **TELEPHONE:** _____

E-MAIL ADDRESS: lucas.molloy@brothersmolloyevents.com **CELL PHONE:** 207-647-1220

EVENT INFORMATION

NAME OF EVENT: Art Coast Food & Wine Festival **DATE(S) OF EVENT:** 11/5/26-11/7/26

PURPOSE OF EVENT: showcasing chefs, restaurants, wineries, a **RAIN DATE:** N/A

■ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: 48 Water St, Saugatuck, MI 49453 **EVENT HOURS:** 11/5 (7PM-9PM) 11/

ESTIMATED NUMBER OF ATTENDEES: 1000

ESTIMATED NUMBER OF VOLUNTEERS: 50

ESTIMATE DATE / TIME FOR SET-UP: 11/2/26 7:00 ■A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 11/9/26 12:00 ☐A.M. ■ P.M.

EVENT DETAILS

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

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

PROPOSED TIME MUSIC WILL BEGIN: Two hours befor ea **END:** The end time for each day fo

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ■ Yes ☐ No

■ *Provide Copy of Health Department Food Service License*

WILL ALCOHOL BE SERVED AT THIS EVENT: ■ Yes ☐ No

■ *Provide Copy of Liquor Liability Insurance* (listing the City as additionally insured)

■ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: I.D. checks will be taking place before entry into the event.

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ■ No

☐ *Provide Copy of Liability Insurance* (listing the City as additionally insured)

☐ *Provide Copy of Fireworks Permit*

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

☐ **"YARD" SIGNS -** Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

☐ **SIGNAGE AT EVENT SITE -** Location(s): 48 Water St, Saugatuck, MI 49453

Description of signs: TBD

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

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

☐ **BOOTHS – QUANTITY**_____ ■ **TENTS – QUANTITY** 2

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

■ **PORTABLE TOILETS – QUANTITY** 5

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

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

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

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ■ **PARKING SIGNS – QUANTITY**22_____

☐ **FENCING** ■ **WATER** ☐**ELECTRIC** ☐ **RESTROOM CLEANING**

■ **OTHER**_____ **No parking signs for the South side of Mason St to the West of Water St. Starting Sunday 11/1/26 at noon until Monday 11/9 at 10am. With this section of Mason St being closed with Type onetraffic barricades.**

No parking signs for the west side of Water St between Mason and Butler St. Starting Sunday 11/1/26 at noon until Monday 11/9 at 10am

POLICE DEPARTMENT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED ☐ DENIED _____

Authorized Personnel Signature

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

Street closure date/time:11/1/26_____ _____12_____ ☐ **A.M.** ■ **P.M.**

Street re-open date/time:11/8/26_____ _____10_____ ■ **A.M.** ☐ **P.M.**

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

Describe Sidewalk Use:_____

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

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

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

Parking Lot Location:_____

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

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

What parking arrangements are proposed to accommodate potential attendance:_____

APPLICATION CHECK LIST

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

If document is missing, please explain:_____

The applicant and sponsoring organization understand and agrees to:

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

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

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

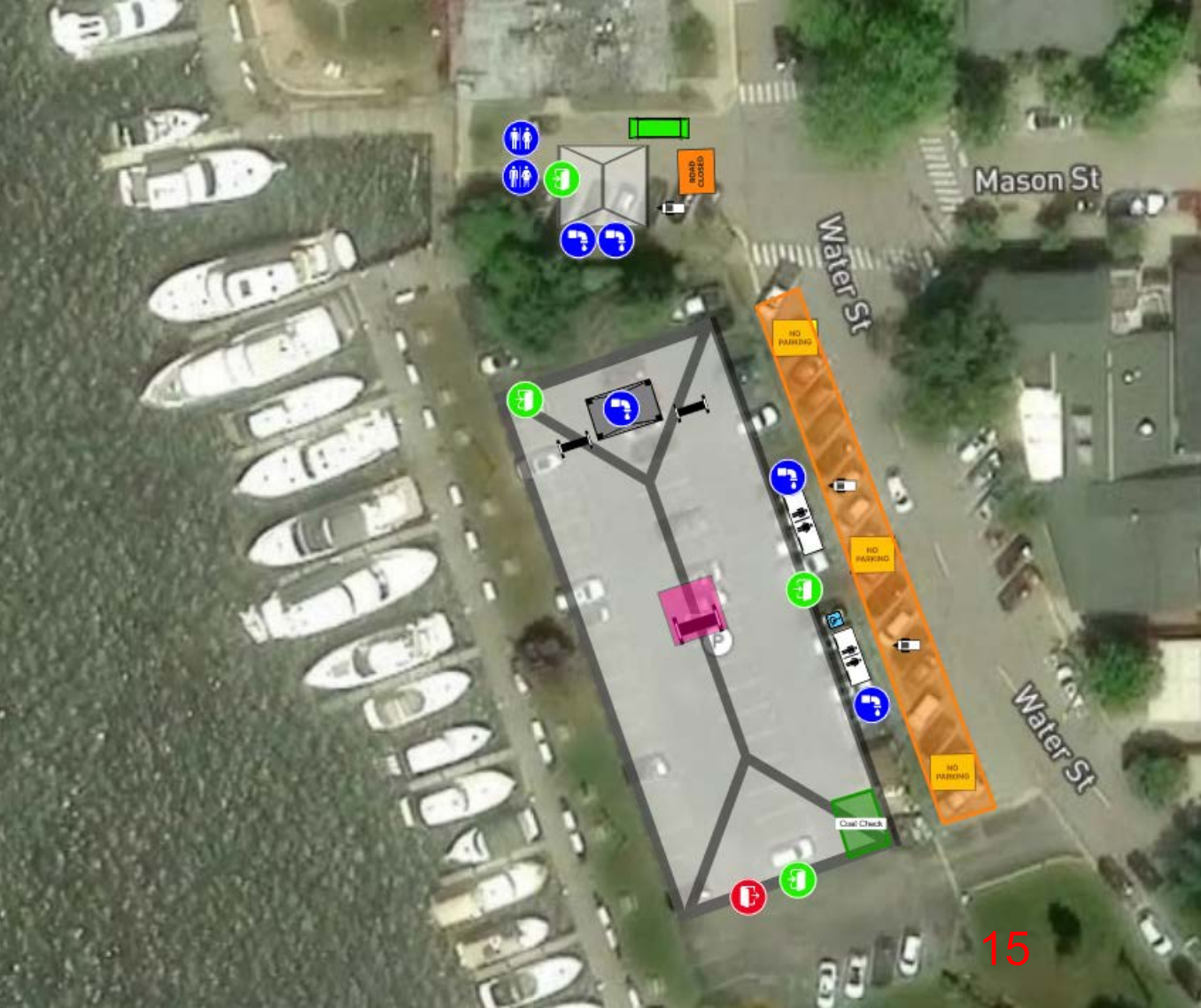
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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

Ashley Siebelink — 2026-02-27

Applicant Signature **Date**


Mason St
Water St
Water St
ROAD CLOSED
NO PARKING
NO PARKING
NO PARKING
Coat Check

Art Coast® | FOOD & WINE FESTIVAL

November 5–7, 2026

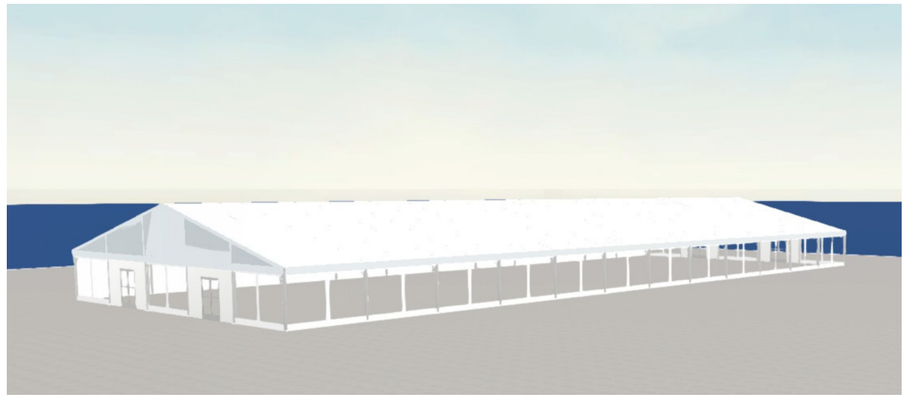
Three Autumn Days.
Three Fall Nights.



Riverside Pavilion

16K square foot heated tent on the Kalamazoo River
48 Water Street (Singapore Yacht Club).









Festival Schedule*

Thursday

Evening
Welcome Luau
Riverside Pavilion

Friday

Afternoon
Hosted
Mini-Sessions
Town

Night
Restaurant
Showcase
Local Talent

Late Night
Club Sugar
Riverside Pavilion

Saturday

Afternoon
Grand Tasting
Riverside Pavilion

Night
Grand
Collaboration
Local Talent

Late Night
S'Mores on
the Beach
Town

*All events are subject to change

Ticket Pricing

Subject to change. Ticket sales begin June 1, 2026.

	Thursday Night **Welcome Luau** *All-inclusive themed dinner at the pavilion*	Friday Night **Restaurant Showcase** *Coursed wine dinner at local restaurants*	Friday Late Night **'Club Sugar'** *Sparkling wine, desserts, DJ, until midnight*	Saturday Afternoon **Grand Tasting** *All-inclusive tasting with dozens of chefs/wineries and celebrity demos*	Saturday Night **Collaboration Dinner** *Coursed dinner featuring multiple local chefs at a special off-site venue*	Saturday Late Night **'S'mores on the Beach'** *Fire pits on Oval Beach and elevated s'more kits (weather permitting)*
VIP Pass $725	■	■	■	■	■	■
Weekend Pass $550	■	■	■	■		
Pavilion Pass $400	■		■	■		

Riverside Pavilion

16,000-square-foot, heated structure in downtown Saugatuck, with clear-sided views of the Kalamazoo River and late fall colors.




ART COAST
FOOD & WINE
FESTIVAL
IN PARTNERSHIP WITH:

City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: July 8, 2026

SUBJECT: Elizabeth Street Improvements

DESCRIPTION:
The City Council prioritized completing Elizabeth Street design and beginning construction in fiscal year 2026/2027. The City has been working with Fleis & Vandenbrink to complete planning activities for the proposed reconstruction of Elizabeth Street. The project scope includes replacement of water and sewer infrastructure, improvements to the storm drainage system, installation of sidewalks, and repaving of Elizabeth Street. These improvements are intended to address aging infrastructure, improve drainage and pedestrian access, and provide a more durable roadway surface for residents and the public.

F&V has completed a planning report and options estimates which are attached.

Staff seeks Council feedback on which options to move forward with. F&V will then prepare a design engineering proposal.

BUDGET ACTION REQUIRED:
Funding for the proposed Elizabeth Street Improvements project is included in the current fiscal year budget in the amount of $595,000 ($400,000 major streets fund, $150,000 water fund, $45,000 sewer fund). The project will span two fiscal years. No additional budget action is required currently unless this year's project cost exceeds the amount currently budgeted.

COMMITTEE/COMMISSION REVIEW:
The project will also be reviewed by the Parks & Public Works Committee.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
N/A

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

June 26, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

RE: Elizabeth Street Improvements Planning

Ryan,

In coordination with the City of Saugatuck, Saugatuck Public Schools, corridor residents, and other stakeholders, Fleis & VandenBrink (F&V) has completed planning activities for various improvements on Elizabeth Street between Allegan Street and Francis Street, approximately 0.37 miles in length. The purpose of this planning phase was to identify and evaluate options to help City Council to determine the scope of improvements to be made on Elizabeth Street, looking toward design in summer/fall 2026 and construction in 2027.

Background and Existing Conditions

Elizabeth Street serves as a vital corridor for the City as it is the location of Saugatuck Middle and High School. The school not only draws traffic on weekdays during the school year, but also for football games during the fall and is used for overflow parking in the summer from the downtown and other areas of the City where parking is less prevalent (with shuttle service from Interurban Transit Authority). Therefore, this corridor has significant pedestrian and vehicular traffic, along with vital infrastructure needs. An improvement project should consider all of the following aspects.

Water System Infrastructure

Planning work for this project involved reviewing available construction records on the KLSWA GIS, and with assistance from City staff, several records were located that had not previously been included in the GIS. Following is a summary of the water main infrastructure in the corridor (based on currently available records, to be confirmed during construction).

Section	Diameter (in)	Pipe Material	Construction Year
Allegan to Hoffman	6	Ductile Iron or PVC (assumed)	1988
Hoffman to Main	4	Unknown (cast iron assumed)	Unknown
Main to Francis	8	Ductile Iron	2007

Based on available records, replacement of existing water main from Hoffman to Main is proposed. While we use 8-inch as the practical minimum diameter for new water main (marginal cost over 6-inch with significantly higher capacity), 6-inch meets the minimum requirements of the Michigan Department of Environment, Great Lakes & Energy (EGLE), and the construction year suggests the section between Allegan and Hoffman has significant useful life remaining. Fire hydrant locations and spacing will be coordinated with Kalamazoo Lake

2960 Lucerne Dr SE, Suite 100
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

Sewer and Water Authority (KLSWA) from an operations and maintenance standpoint (hydrant flushing and other activities) and the Saugatuck Township Fire District (STFD).

In 2024, the City received a Technical, Managerial, and Financial (TMF) Grant from EGLE to investigate the materials of its customers' existing water services for which the material was unknown. This project attempted to investigate all the water services on Elizabeth Street, though some could not be identified due to obstructions, inability to locate, or other reasons. Of the 17 City water services that appear to be served off Elizabeth Street, seven are galvanized, seven are copper or plastic, and three are unknown. EGLE's current Lead and Copper Rule requires galvanized services to be replaced from the main to the home/business, as they are more likely to contain leaded "gooseneck" connections at the water main (or may have at some point in the past). The City should budget to replace each galvanized and unknown water service from the main to the house. The existing copper or plastic services will be replaced to the right-of-way (ROW) line. The construction contract should include an allowance for exploratory digging to confirm material type at location of connection.

Wastewater System Infrastructure
Wastewater system infrastructure in the corridor includes sanitary sewer collection system piping, which is primarily 8-inch diameter. Sanitary sewer is located in the ROW between Allegan Street and Mason Street and from Hoffman Street to Main Street. The sewer serving the school flows towards the intersection of Elizabeth Street and Francis Street. Lastly, between Allegan Street and Mason Street, there is a sanitary sewer that runs through an existing alley and appears to serve 125 Elizabeth Street and 638 Allegan Street (it appears to have also served 633 Allegan Street before that property was connected to Allegan Street as part of improvements on Allegan). A portion of that sewer could be located outside ROW controlled by the City.

The existing wastewater infrastructure was evaluated in 2016 as a part of the KLSWA Stormwater, Asset Management and Wastewater (SAW) project. The sanitary sewer was televised, and the condition of the manholes were evaluated. At that time, the sanitary sewer that runs in the alley between Allegan Street and Mason Street could not be televised due to a severely offset joint, therefore, it was televised as part of this planning project. Also, sewers in the corridor were televised again in 2021-2022 and those records were reviewed to refine the scope of recommended improvements. The following improvements are recommended:

- The sewer in the alley between Allegan and Mason is 6" vitrified clay pipe (VCP). It should be replaced within the Elizabeth Street ROW at a minimum. As it appears to function as a shared service lateral, of sorts, the City should also consider connecting 638 Allegan to the sewer in Allegan Street (or confirm that was done previously). The construction contract should include an allowance for exploratory digging to help better understand the configuration of this sewer.
- The sewer in Elizabeth Street between Allegan and Mason is 8" VCP. Records show a series of fine roots cracks throughout the pipe, preventing a camera from televising the entire length of pipe. This sewer appears to be a good candidate for replacement.
- Sanitary sewer between Hoffman and Main is 8" PVC and no notable defects were reported. However, the sanitary sewer on Hoffman Street from Elizabeth Street to Grand Street has joint lining issues. Due to the defects existing outside the Elizabeth Street intersection, no improvements are currently recommended.
- Sanitary sewer serving the school is almost entirely outside the Elizabeth Street ROW and is 8" PVC with no serious defects. No repairs are currently recommended.

Drainage System Infrastructure
The City owns public storm sewer through the Elizabeth Street corridor. The existing road conveys storm water through a network of curb and gutter and storm sewer that outlet behind the school, west on Mason Street and west on Allegan Street. The storm sewer was televised as a part of this planning project, and the structures were field inspected.

Roadway Infrastructure
In the 2022 Paser Rating study, the asphalt pavement was assessed. The asphalt between Main Street and Allegan Street received a Paser Rating of 2 ("very poor"). The asphalt between Main Street and Francis Street received a Paser Rating of 4 ("poor"). The asphalt in the project area is beyond its useful life and needs to be replaced, along with improvement of the base material.

The section from Allegan to Main has a clear width (face of curb to face of curb) of 36 feet. This width exactly meets the minimum MDOT Uniform Criteria for Major Streets for parallel parking on both sides of the street. In

theory, two cars can safely pass each other while cars are parallel parked on both sides of the street. Elizabeth Street is not classified as a Major Street, however given the amount of traffic it receives, we evaluated it as if it were a Major Street. Local roads throughout the City have clear width less than 36 feet. In that scenario, when cars are parallel parked on both sides, motorists need to yield to oncoming traffic, sharing a center lane. Given the proximity to the school and emergency services access, reducing the width of Elizabeth (to provide additional space for sidewalk extension) is not recommended without restricting parking to one side. The section between Main and Francis is 39-foot clear width, slightly higher than the minimum MDOT criteria. This provides additional buffer space and visibility, though it does increase the length of the mid-block crosswalk at the school. Here again, reducing the width is not recommended. Maintaining the existing road width has significant cost advantages by limiting the need for curb and catch basin replacement just to sections/structure in poor condition.

Non-Motorized Infrastructure
Finally, the Elizabeth Street corridor currently has sidewalks on various blocks. Some sections have sidewalk along the east side of the road, some sections have sidewalk on the west side of the road, some sections have sidewalk on both sides of the road, and one section has no sidewalk on either side of the road. Currently, there is not a continuous non-motorized route to carry pedestrians from Allegan Street to Francis Street. All existing sidewalk ramps are not Americans with Disabilities Act (ADA) compliant and should be upgraded with other corridor improvements.

Evaluation of Options

F&V considered all of the above infrastructure during this planning process and identified recommended improvement options for the City's consideration.

Water System Infrastructure
Replace existing 4-inch water man between Hoffman and Main with 8-inch, as well as associated valves and hydrants. Replace water services between Allegan and Francis where required to meet EGLE Lead and Copper Rule.

Wastewater System Infrastructure
In accordance with the recommendations from the KLSWA SAW project, cost estimates have been prepared for sanitary sewer upgrades. For the sanitary sewer repairs, the manhole at the intersection of Elizabeth Street and Main Street (SS1472) requires a new concrete cone and casting. Additionally, the manhole at the intersection of Elizabeth and Hoffman (SS1475) has two internal sewer drops. Internal sewer drops are no longer allowed by EGLE and should be removed and placed outside the existing manhole. Lastly, there is approximately 16 feet of pipe in the middle of the sanitary sewer from Hoffman Street to Main Street with joint offsets and root infiltration. It is proposed to do a spot repair on this section of sanitary sewer.

For the sanitary sewer replacement, the sanitary sewer from Mason to the alley north of Allegan Street (SS1575 – SS1574) has extensive issues and is recommended to be replaced. Furthermore, the sanitary sewer within the alley (SS1575 – SS1576) can potentially be abandoned. Additionally, the last 23 feet of sanitary sewer that runs from the school property to Francis Street intersection (SS1375 – SS1373) was laid too flat and creates a belly that fills the pipe with water. It is recommended to re-lay the remaining 23 feet of pipe to eliminate the sitting water in the pipe (exploratory digging may find that this sewer was laid flat to avoid an obstruction and cannot be corrected without more extensive work).

Lastly, the sanitary sewer leaving the Saugatuck Public Schools was witnessed to have heavy grease deposits. We recommend a communication to the School District about the dangers to public infrastructure from grease being deposited into the public sewer system. Grease-handling equipment may be required for compliance with the sewer ordinance. No work is proposed for this project.

Drainage System Infrastructure
The existing curb and gutter were visually inspected. Approximately 200 feet of curb and gutter have deteriorated and is recommended to be replaced during any resurfacing effort on Elizabeth Street. However, the overall curb and gutter system has minimal puddling locations and remains in good condition. The storm sewer was televised and is largely considered to be in good condition. No recommendations are being made to replace existing storm sewer. However, the three catch basins at Mason Street and Elizabeth Street intersection should be repaired as a part of this project.

Roadway Infrastructure
Replacement of the water main between Hoffman Street and Main Street will likely require fully reconstructing one lane of the road, which involves installing new sand subbase (typically 12 inches) and gravel aggregate base (typically 8 inches) prior to asphalt paving. Replacement of the sanitary sewer from Allegan Street to Mason Street will also require reconstruction of one lane of the road. In these sections, the curb and gutter can remain. 3-inch asphalt thickness is common of residential streets. Cost estimates include 4 inches for Elizabeth Street, due to school traffic, soil boring subbase material, and a preliminary pavement design.

Due to the condition of the asphalt from Allegan Street to Francis Street, all the HMA is anticipated to be removed. The lanes that will not be impacted by water main or sanitary sewer installation are anticipated to maintain the existing aggregate base materials and pave a new surface.

Additionally, the superintendent at Saugatuck Schools asked to have the short block of Hoffman Street between Elizabeth Street and the school parking lot resurfaced as a part of this project. This asphalt is in similar condition to Elizabeth Street and would be more cost effective to repave as a part of this project than a standalone project, due to economy of scale. An estimate has been included as an option to add to this project.

Lastly, the City is currently working with the Allegan County Sheriff's office and F&V to develop a program to obtain speed data throughout the City. Once collected, this data can be utilized on Elizabeth Street to determine if speeding is an issue and develop recommendations to mitigate speeding. The results can be incorporated during the design phase on Elizabeth Street and added to the project, as appropriate.

Non-Motorized Infrastructure
The improvements to the non-motorized infrastructure have been a focus of the planning process and was a common topic of conversation at the open house. Below is an analysis of what would be required to install sidewalks on both sides of the road and several options on how to proceed.

In the block of Elizabeth Street from Allegan Street to Mason Street, there is an existing sidewalk (the width varies 4-foot to 5-foot) on the west side that runs from Mason Street to ~180' north of Allegan Street. To place the remaining ~180 feet of sidewalk on the west side of the road, a retaining wall would need to be installed, along with removal of one or two mature trees and utility relocation. An easement could be obtained from 128 Elizabeth Street (Bayview Condos) to avoid tree and utility conflicts. Conversations with Bayview Condos has already begun for their preferences along their property. As part of sidewalk construction, brush clearing would be completed on the northwest corner of Allegan and Elizabeth to improve sight distance at the intersection, which was a concern expressed by several contributors. Placing sidewalk on the east side of Elizabeth Street from Allegan Street to Mason Street will encounter several significant challenges. There are multiple grade issues that will need to be addressed by removing and installing retaining walls along the corridor. Furthermore, several utility conflicts exist. To move the utility poles, the utility companies will likely remove or severely trim back the trees in the ROW on this side of the road. Also, the resident at 125 Elizabeth Street reached out in opposition to placing a sidewalk along her property due to how close the sidewalk would be to the home and losing the existing evergreen trees in front of her residence (located within the ROW along the back of curb). Lastly, there are several underground utilities located on this side of the road which may also cause conflicts with the sidewalk.

In the block of Elizabeth Street from Mason Street to Hoffman Street, there is already existing sidewalk on the east side of the road (5-foot width). Placing sidewalk on the west side of the road will impact 589 Hoffman Street due to the home being located only 14-feet from the curb and gutter of the road. Placing a 5-foot sidewalk with a standard 5-foot greenspace between the curb and sidewalk would place pedestrians very close to the home. Furthermore, 2-3 trees, several bushes, and landscaping will need to be removed at this home to install the sidewalk. The resident of 589 Hoffman has submitted a letter to council to further illustrate her impacts. Additionally, the existing driveway at 580 Mason Street would need to be extended for the property owner to continue using it for parking, to avoid parked cars conflicting with the new sidewalk.

In the block of Elizabeth Street from Hoffman Street to Main Street, there is already existing sidewalk on the east side of the road (5-foot width). Installing sidewalk on the west side of the road will require significant clearing of landscaping in front of 590 Hoffman Street. Additionally, the 26" diameter tree near the property line

between 590 Hoffman and 314 Elizabeth will need to be removed. The 18" diameter tree in front of 330 Elizabeth Street will likely need to be removed as well.

In the block of Elizabeth Street from Main Street to Francis Street, there is already existing sidewalk on the east side of the road from Main Street to the south school entrance (5-foot width, located on the school side of the ROW line). There is also existing sidewalk on the west side of the road from the south school entrance to Francis Street. Installing the remaining sidewalk on the east side of the road in front of the school has limited impacts. An easement can likely be obtained from the school to minimize impacts to utilities and existing trees. To install the remaining sidewalk on the west side of the road, several trees and vegetation that currently act as privacy screening for 402 Elizabeth Street will need to be removed. Lastly, we have discussed relocation and improvement of the mid-block crosswalk. The preferred location appears to be a widened sidewalk/crosswalk (~8-foot) north of the current location, aligned with the sidewalk on the north side of the tennis courts. This places sidewalk on the east side between the main school entrance and a secondary one to the south. Sidewalk configuration in this area can be coordinated with school representatives during design. As part of the planning process, we met with school representatives and attended the school's Safe Routes to School walkthrough, starting that process.

Cost estimates have been developed for three options (a combination could be used also).

1. Option 1 considered only upgrading the existing sidewalk ramps to make the ramps ADA compliant. This option did not include any sidewalk extension. This option is the least expensive, however, it does not accomplish the goal of a continuous non-motorized facility for pedestrians from Allegan Street to Francis Street. This option also includes reorienting the crosswalk in front of the school, as discussed above.

2. Option 2 included sidewalk ramp and crosswalk improvements from Option 1 plus extending sidewalk on the west side of Elizabeth Street from Allegan Street to the existing sidewalk between Allegan Street and Mason Street. At the mid-block crosswalk, flashing beacons and fluorescent signage would be added. The City could also explore making intersections with crossings of Elizabeth Street (Mason, Hoffman, Main) a 4-way stops. As the signage required has minimal cost, it has not been specifically included in the estimate. The advantage of this option is it accomplishes the goal of a continuous non-motorized facility for pedestrians from Allegan Street to Francis Street for a moderate cost. However, it does not provide sidewalks along both sides of the road for the length of the corridor.

3. Option 3 included all the improvements from Option 1 and Option 2 while also extending sidewalk in locations that don't have sidewalks currently along both sides of the road from Allegan Street to Francis Street. This option provides improved non-motorized pedestrian facilities on both sides of Elizabeth Street, which improves pedestrian safety. However, this option does require significant tree removal and clearing, utility relocation, landscaping impacts, and installation of retaining walls and is obviously the highest cost option.

All these options were discussed at the open house. The limited participation that we received did not generate a consensus or a strong opinion in any direction.

Additionally, Saugatuck Public Schools have begun exploring funding for the Safe Routes to School (SRTS) program that would fund sidewalk on both sides of a street to provide safe access for children to walk or ride to school. Continued coordination between the City and Saugatuck Public Schools is encouraged as City and School interests may overlap and provide additional funding for future sidewalk expansion beyond what is incorporated in the City's Elizabeth Street project.

Conclusion

Photographs obtained during the study are attached to help illustrate key findings. Cost estimates for the various options presented are also attached. The cost estimates are presented in a "menu" format to allow the City to pick the options that best meet the needs of the City. We will prepare a proposal for design phase engineering services when the project scope has been determined.

We appreciate the opportunity to assist you with this study and look forward to discussing it with City Council and other stakeholders. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Jonathan Moxey, P.E.
Project Manager

Peter Tierney, P. E.
Project Engineer

Cc: Michelle Gibson, Public Works Administrative/ Project Coordinator (Mgibson@saugatuckcity.com)
Mark Ondersma, Superintendent of Public Works (mondersma@saugatuckcity.com)



Sanitary Manhole SS1472 – Photo 1, chimney/casting issues



Sanitary Manhole SS1472 – Photo 2, chimney/casting issues



Sanitary Manhole SS1472 – Photo 3, chimney/casting issues



Sanitary Manhole SS1472 – Photo 4, chimney/casting issues



Sanitary Manhole SS1475 – Photo 1, internal drop connections



Sanitary Manhole SS1475 – Photo 2, internal drop connections



Sidewalk Extension – 124 Elizabeth Street, facing north



Sidewalk Extension – 165 Elizabeth Street, facing south



Sidewalk Extension – 165 Elizabeth Street, facing south



Sidewalk Extension – 165 Elizabeth Street, facing south



Sidewalk Extension – 143 Elizabeth Street, facing south



Sidewalk Extension – 125 Elizabeth Street, facing north



Sidewalk Extension – North of Mason Street, facing north, along 580 Mason Street



Sidewalk Extension – 589 Hoffman Street, facing north



Sidewalk Extension – 589 Hoffman Street, facing north



Sidewalk Extension – 590 Hoffman Street, facing north



Sidewalk Extension – 590 Hoffman Street, facing north



Sidewalk Extension – 26”-diameter tree between 590 Hoffman and 314 Elizabeth



Sidewalk Extension – 330 Elizabeth Street, facing north, tree impact



Sidewalk Extension – 402 Elizabeth Street, facing north



Sidewalk Extension – 402 Elizabeth Street, facing north

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost

Elizabeth Street Improvements- Allegan Street to Francis Street

Summary of Estimates

Project: 875560
Date: 5/12/2026
By: PMT

Description: Summary of Estimates

Water Main Estimates	
Option	**Project Estimate**
Water Main Replacement	$ 460,000

Sanitary Sewer Estimate	
Option	**Project Estimate**
Sanitary Sewer Repairs	$ 50,000
Sanitary Sewer Replacements	$ 210,000

Pedestrian Facilities Estimates	
Option	**Project Estimate**
Upgrade Sidewalk Ramps	$ 140,000
ADA ramp upgrades & Extension at Allegan	$ 290,000
Sidewalks on Both Sides of the Road	$ 900,000

Road Rehabilitation Estimates	
Option	**Project Estimate**
Resurfacing (Elizabeth Street from Allegan to Francis)	$ 680,000
Resurfacing (Hoffman Street from Elizabeth to School Entrance)	$ 90,000

2026 CIP Values (for reference)	
Road:	$ 777,000.00
Water:	$ 300,000.00
Wastewater:	$ 85,000.00
Total:	$ 1,162,000.00

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements- Allegan Street to Francis Street
Water Main Replacement

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 6/23/2026
By: PMT

Description: Water Main Replacement along Elizabeth Street, including water services, from Hoffman Street to Main Street.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 15,623.75	$ 15,623.75
2	Exploratory Digging	Lsum	1	$ 10,000.00	$ 10,000.00
3	Remove Hydrant	Each	2	$ 700.00	$ 1,400.00
4	Gate Box, Rem	Each	5	$ 475.00	$ 2,375.00
5	8" Watermain	Ft	550	$ 170.00	$ 93,500.00
6	6" Water Main	Ft	60	$ 125.00	$ 7,500.00
7	8" Valve & Box	Each	6	$ 3,000.00	$ 18,000.00
8	6" Valve & Box	Each	2	$ 2,500.00	$ 5,000.00
9	8"x8"x8" Tee	Each	2	$ 1,400.00	$ 2,800.00
10	8"x8"x6" Tee	Each	2	$ 1,200.00	$ 2,400.00
11	45 Deg Bend, 8 inch	Each	25	$ 750.00	$ 18,750.00
12	Fire Hydrant	Each	2	$ 5,300.00	$ 10,600.00
13	Connect to Existing Watermain	Each	4	$ 5,000.00	$ 20,000.00
14	Cut & Plug Existing Watermain	Each	5	$ 3,500.00	$ 17,500.00
15	1" Corporation	Each	11	$ 450.00	$ 4,950.00
16	1" Curb Stop and Box	Each	14	$ 675.00	$ 9,450.00
17	1" Water Service	Ft	1,205	$ 70.00	$ 84,350.00
18	Water Service, Connect	Each	5	$ 800.00	$ 4,000.00
19	Water Service, Building Connection	Each	9	$ 1,100.00	$ 9,900.00

Subtotal Construction (Rounded):	$	339,000
Undeveloped Details & Contingencies (15%):	$	60,000
Engineering, Permitting, and Administration (15%):	$	60,000
Total Estimated Project Budget (Rounded):	**$**	**460,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements - Allegan St to Francis St

Sidewalk Improvements - Option 1 - Upgrade Sidewalk Ramps

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 5/12/2026
By: PMT

Description: Replace the existing sidewalk ramps with ADA compliant sidewalk ramps. This also includes reorienting the crosswalks in front of the school.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 4,342.00	$ 4,342.00
2	Sidewalk, Rem	Syd	250	$ 14.00	$ 3,500.00
3	Curb and Gutter, Rem	Ft	400	$ 12.00	$ 4,800.00
4	6" Concrete Sidewalk Ramp, ADA	Sft	2,100	$ 8.00	$ 16,800.00
5	4" Concrete Sidewalk	Sft	375	$ 6.00	$ 2,250.00
6	Subbase	Cyd	90	$ 26.00	$ 2,340.00
7	Curb and Gutter	Ft	400	$ 40.00	$ 16,000.00
8	Detectable Warning Surface, CI	Ft	100	$ 100.00	$ 10,000.00
9	Dr Structure, Adj	Ea	6	$ 2,300.00	$ 13,800.00
10	Rapid Flashing Beacon	Ea	2	$ 8,000.00	$ 16,000.00
11	Surface Restoration	Syd	150	$ 9.00	$ 1,350.00

Subtotal Construction (Rounded):	$	100,000
Undeveloped Details & Contingencies (15%):	$	20,000
Engineering, Permitting, and Administration (15%):	$	20,000
Total Estimated Project Budget (Rounded):	**$**	**140,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements - Allegan St to Francis St

Sidewalk Improvements - Option 2 - ADA ramp upgrades & Extension at Allegan

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 5/12/2026
By: PMT

Description: Replace the existing sidewalk ramps with ADA compliant sidewalk ramps. This also includes reorienting the crosswalks in front of the school. Furthermore, this includes extending a sidewalk on the west side of Elizabeth Street from Allegan Street to the existing mid-block sidewalk. This will require a retaining wall and tree removal.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 9,914.25	$ 9,914.25
2	Sidewalk, Rem	Syd	250	$ 14.00	$ 3,500.00
3	Curb and Gutter, Rem	Ft	400	$ 12.00	$ 4,800.00
4	Split Rail Wood Fence, 42 inch	Ft	115	$ 45.00	$ 5,175.00
5	Landscaping Allowance	Dlr	15,000	$ 1.00	$ 15,000.00
6	Tree Rem, 19 inch to 36 inch	Ea	1	$ 1,400.00	$ 1,400.00
7	Sidewalk Grading	Ft	200	$ 40.00	$ 8,000.00
8	6" Concrete Sidewalk Ramp, ADA	Sft	2,350	$ 8.00	$ 18,800.00
9	4" Concrete Sidewalk	Sft	1,125	$ 6.00	$ 6,750.00
10	Subbase	Cyd	120	$ 26.00	$ 3,120.00
11	Curb and Gutter	Ft	400	$ 40.00	$ 16,000.00
12	Detectable Warning Surface, CI	Ft	100	$ 100.00	$ 10,000.00
13	Retaining Wall	Sft	450	$ 120.00	$ 54,000.00
14	Underdrain	Ft	180	$ 18.00	$ 3,240.00
15	Rapid Flashing Beacon	Ea	4	$ 8,000.00	$ 32,000.00
16	Dr Structure, Adj	Ea	6	$ 2,300.00	$ 13,800.00
17	Surface Restoration	Syd	300	$ 9.00	$ 2,700.00

Subtotal Construction (Rounded):	$	210,000
Undeveloped Details & Contingencies (15%):	$	40,000
Engineering, Permitting, and Administration (15%):	$	40,000
Total Estimated Project Budget (Rounded):	**$**	**290,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements - Allegan St to Francis St

Sidewalk Improvements - Option 3 - Sidewalks on Both Sides of the Road

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 6/23/2026
By: PMT

Description: Place sidewalk on both sides of Elizabeth Street from Allegan Street to Francis street.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 32,061.75	$ 32,061.75
2	Sidewalk, Rem	Syd	350	$ 14.00	$ 4,900.00
3	Curb and Gutter, Rem	Ft	575	$ 12.00	$ 6,900.00
4	Split Rail Wood Fence, 42 inch	Ft	115	$ 45.00	$ 5,175.00
5	Landscaping Allowance	Dlr	30,000	$ 1.00	$ 30,000.00
6	Tree Rem, 6 inch to 18 inch	Ea	9	$ 500.00	$ 4,500.00
7	Tree Rem, 19 inch to 36 inch	Ea	13	$ 1,400.00	$ 18,200.00
8	Sidewalk Grading	Ft	2,075	$ 50.00	$ 103,750.00
9	6" Concrete Sidewalk Ramp, ADA	Sft	4,000	$ 8.00	$ 32,000.00
10	4" Concrete Sidewalk	Sft	6,525	$ 6.00	$ 39,150.00
11	Subbase	Cyd	320	$ 26.00	$ 8,320.00
12	Curb and Gutter	Ft	575	$ 40.00	$ 23,000.00
13	Detectable Warning Surface, CI	Ft	200	$ 100.00	$ 20,000.00
14	Storm Water Improvements	Lsum	1	$ 50,000.00	$ 50,000.00
15	Retaining Wall	Sft	1,200	$ 120.00	$ 144,000.00
16	Underdrain	Ft	480	$ 18.00	$ 8,640.00
17	Rapid Flashing Beacon	Ea	4	$ 8,000.00	$ 32,000.00
18	Dr Structure, Adj	Ea	9	$ 2,300.00	$ 20,700.00
19	Surface Restoration	Syd	10,000	$ 9.00	$ 90,000.00

Subtotal Construction (Rounded):	$	680,000
Undeveloped Details & Contingencies (15%):	$	110,000
Engineering, Permitting, and Administration (15%):	$	110,000
Total Estimated Project Budget (Rounded):	**$**	**900,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements - Allegan St to Francis St

Roadway Improvements - Road Resurfacing

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 6/25/2026
By: PMT

Description: Resurfacing Elizabeth Street (full depth HMA - assumed 4-inches) from Allegan Street to Francis Street.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 24,607.75	$ 24,607.75
2	Erosion Control, Silt Sack, Fabric Drop	Ea	17	$ 115.00	$ 1,955.00
3	Curb and Gutter, Rem	Ft	400	$ 12.00	$ 4,800.00
4	HMA Surface, Rem	Syd	8,150	$ 6.00	$ 48,900.00
6	Aggregate Base, 8 inch	Syd	1,600	$ 20.00	$ 32,000.00
7	Aggregate Base, Conditioning	Syd	6,550	$ 4.00	$ 26,200.00
8	Subbase, CIP	Cyd	700	$ 25.00	$ 17,500.00
9	HMA, 4EL	Tons	2,000	$ 100.00	$ 200,000.00
10	Dr Structure, Adj	Ea	16	$ 1,500.00	$ 24,000.00
11	Gate Box, Adj	Ea	6	$ 800.00	$ 4,800.00
12	Underdrain, 4 inch	Ft	600	$ 15.00	$ 9,000.00
13	Utility Structure, Adj	Ea	3	$ 1,000.00	$ 3,000.00
14	Geogrid	Syd	1,600	$ 5.00	$ 8,000.00
15	Curb and Gutter, Conc, F4	Ft	400	$ 35.00	$ 14,000.00
16	Driveway Replacement	Each	5	$ 5,000.00	$ 25,000.00
17	Storm Sewer Improvements	LSum	1	$ 15,000.00	$ 15,000.00
18	Traffic Control	LSum	1	$ 35,000.00	$ 35,000.00
19	Permanent Signs	LSum	1	$ 15,000.00	$ 15,000.00
20	Pavement Markings	LSum	1	$ 8,000.00	$ 8,000.00

Subtotal Construction (Rounded):	$	520,000
Undeveloped Details & Contingencies (15%):	$	80,000
Engineering, Permitting, and Administration (15%):	$	80,000
Total Estimated Project Budget (Rounded):	**$**	**680,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements - Allegan St to Francis St
Roadway Improvements - Hoffman Street Resurfacing

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 6/25/2026
By: PMT

Description: Resurfacing Hoffman Street (full depth HMA - assumed 4-inches) from Elizabeth Street to the school entrance.

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 2,500.00	$ 2,500.00
2	HMA Surface, Rem	Syd	500	$ 6.00	$ 3,000.00
3	Aggregate Base, Conditioning	Syd	500	$ 4.00	$ 2,000.00
4	HMA, 4EL	Tons	200	$ 100.00	$ 20,000.00
5	Driveway Replacement	Each	3	$ 5,000.00	$ 15,000.00
6	Storm Sewer Improvements	LSum	1	$ 5,000.00	$ 5,000.00
7	Traffic Control	LSum	1	$ 5,000.00	$ 5,000.00

Subtotal Construction (Rounded):	$	60,000
Undeveloped Details & Contingencies (15%):	$	15,000
Engineering, Permitting, and Administration (15%):	$	15,000
Total Estimated Project Budget (Rounded):	**$**	**90,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements- Allegan Street to Francis Street
Sanitary Sewer Repairs

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 5/12/2026
By: PMT

Description: Repair Manhole SS1472 and SS1475 and spot repair sanitary sewer from Main to Hoffman

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 350.00	$ 350.00
2	Abandon Sanitary Sewer in alley between Mason & Allegan into ROW.	LSum	1	$ 5,000.00	$ 5,000.00
3	Spot Repair SS1472 to SS1475 Sanitary Sewer	Each	1	$ 15,000.00	$ 15,000.00
4	Manhole SS1472 Repair	Each	1	$ 3,000.00	$ 3,000.00
5	Manhole SS1475 Pipe Drop Reconfiguration	Each	1	$ 4,000.00	$ 4,000.00

Subtotal Construction (Rounded):	$	30,000
Undeveloped Details & Contingencies (15%):	$	10,000
Engineering, Permitting, and Administration (15%):	$	10,000
Total Estimated Project Budget (Rounded):	**$**	**50,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City of Saugatuck

Engineer's Pre-Design Estimate of Project Cost**

Elizabeth Street Improvements- Allegan Street to Francis Street
Sanitary Sewer Replacement

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

Project: 875560
Date: 5/12/2026
By: PMT

Description: Sanitary Sewer Replacement between Allegan and Mason

ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	ESTIMATE UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, and Insurances, Max. 5%	LSum	1	$ 7,002.50	$ 7,002.50
2	Sanitary Sewer, 8 inch	Ft	420	$ 225.00	$ 94,500.00
3	Remove Sanitary Manhole	Ea	2	$ 1,000.00	$ 2,000.00
4	Sanitary Manhole, 48 inch	Ea	2	$ 5,500.00	$ 11,000.00
4	Sanitary Manhole Cover	Ea	2	$ 1,000.00	$ 2,000.00
5	8"x6" Wye	Ea	5	$ 550.00	$ 2,750.00
6	Sanitary Lateral, 6 inch	Ft	200	$ 125.00	$ 25,000.00
7	Sewer Tap, 8 inch	Ea	2	$ 1,400.00	$ 2,800.00

Subtotal Construction (Rounded):	$	150,000
Undeveloped Details & Contingencies (15%):	$	30,000
Engineering, Permitting, and Administration (15%):	$	30,000
Total Estimated Project Budget (Rounded):	**$**	**210,000**

***The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*

City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: July 8, 2026

SUBJECT: Wicks Park & Village Square Restroom Renovations

DESCRIPTION:
The City Council has prioritized upgraded restroom interiors at Village Square and Wicks Park for fiscal year 2026/2027. The City has been working with Fleis & VandenBrink on a proposal for restroom renovations at Wicks Park and Village Square. The proposed project includes both interior and exterior improvements intended to modernize the facilities, improve reliability, and enhance accessibility for public use. Anticipated improvements include water service upgrades, electrical upgrades, door replacements, ADA-compliant layout modifications, and exterior landscaping updates.

BUDGET ACTION REQUIRED:
Funding for the proposed Park improvement project is included in the current fiscal year budget in the amount of $160,000. $50,000 for siding at Village Square was included in last year's budget but not used. A future budget amendment may be necessary for this cost. No additional budget action is required currently unless the project cost exceeds the amount currently budgeted.

COMMITTEE/COMMISSION REVIEW:
The Parks & Public Works Committee & Historical District Commission will review both.

LEGAL REVIEW:
N/A

SAMPLE MOTION:
N/A

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

June 30, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations

Dear Ryan:

We understand the City is planning to renovate the existing restroom buildings at Wicks Park and Village Square. We have reviewed both buildings with City staff and developed the following scope of renovation work.

Wicks Park

- Exterior/Site Improvements
  - The existing building elevation is lower than the surrounding grade. That cannot be corrected without replacement or a jacking & underpinning operation that would likely be comparable in cost to replacement. No structural modifications are planned for the building envelope (walls, roof, etc.) as part of this project.
  - The exterior mural has spots that are deteriorated and flaking. We understand art students have historically touched up the mural, and this work will be done separate from the renovation project.
  - Repaint the fascia trim and louvers.
  - Replace exterior sidewalk where concrete is cracked and one joint has a significant offset.
  - The existing water service enters the building above grade and is 2" galvanized pipe that needs to be replaced to comply with EGLE's Lead and Copper Rules. The service line will be further investigated during construction and replaced either to the curb stop or all the way to the main, depending on the findings and will be placed at a standard bury depth for frost protection, which will require replacement of some of the concrete flooring in the building.
  - The railroad tie landscape wall around the building exterior is deteriorating and several irrigation lines are exposed. The wall will be replaced, irrigation lines re-buried and landscaping around the building updated.
- Interior Improvements
  - The building layout is not ADA compliant, and the footprint is not large enough to maintain multiple stalls that are compliant. We are planning on two unisex single stalls (similar to the new restroom at Mt. Baldhead) with a small interior storage/utility area built in one of them.
  - The electrical will be replaced, as well as certain portions of the plumbing.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005
www.fveng.com

- Interior finishes will be removed down to the concrete masonry unit (block) walls and interior block partition walls will be removed. Interior furnishings will be replaced, and an epoxy flooring will be installed.
- The doors to the exterior will be replaced.

Village Square

- Exterior Improvements
  - F&V recently worked with City staff to obtain quotes for siding improvements, but the costs were above the amount in the budget. This scope of work will be incorporated into the bid package and coordinated with the installation of a new drinking fountain included in the Village Square court renovation project.
  - City staff also recently obtained quotes for re-shingling the roof. Coordinating roof improvements with siding is desirable for flashing and other details. This work will be included in the bid package.
  - Metal gates at the entrance will be removed or paint touched up, depending on City preference.
- Interior Improvements
  - Entry doors will be replaced, as well as the doors between the restrooms and the center storage/utility area.
  - Interior vestibule doors (between the vestibules and the restroom areas) will be removed.
  - Interior furnishings (hand driers, sinks, mirrors, partitions, toilets, urinals, air fresheners, etc.) will be replaced. We understand the current “no touch” toilets have frequent sensor issues, and the “no-flush” urinals frequently require filter replacement at approximately $50 per urinal, plus labor. We will utilize manual flush valves for both toilets and urinals, similar to what was installed recently at Mt. Baldhead.
  - Replace lights and fans. Improve ventilation/dehumidification.
  - Replace current tile flooring with epoxy.
  - Repaint the interior (white).

Based on our understanding of the project scope, we have developed the following Scope of Services to assist the City with this project.

SCOPE OF SERVICES

Design Phase

- Obtain topographic survey of the Wicks Park restroom building and surrounding site features to serve as a base for design of site improvements. Incorporate topographic survey recently obtained for the Village Square court renovation project.
- Prepare a basic site plan for each building, illustrating exterior improvements.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Review proposed work with the local code official to determine whether a building permit is required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.

- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.
- Prepare building permit applications, including mechanical, electrical, and plumbing. Cost for the permit to be paid by the selected contractor.

Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
    - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
    - Prepare contract change orders, as necessary, and submit recommendations to the City for approval.
    - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 40 hours of field time in our fees. The field technician's duties will include:
    - Perform on-site materials testing, as needed.
    - Review work progress to date for conformance with the bid documents.
    - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

ANTICIPATED SCHEDULE

We anticipate the following schedule for this project:

- Authorization: July 2026
- Survey: August 2026
- Design: September – November 2026
- Bidding: December 2026
- Pre-Construction Activities: January 2027
- Construction: February – May 2027 (substantial completion prior to Memorial Day)

ENGINEERING BUDGET

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	$ 33,000
Bidding	Bidding Assistance	$ 2,800
Construction	Construction Engineering/Administration	$ 10,400
	On-Site Observation & Testing	$ 7,200
	Contract Closeout	$ 3,200
Total Proposed Fee		**$ 56,600**

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Dave Gibbs, RA
Project Manager

Jonathan W. Moxey, P.E.
Principal

Cc: Mark Ondersma, Superintendent of Public Works
Michelle Gibson, Project Coordinator

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

_____ _____

By Date

MEMORANDUM

TO: City Council
City of Saugatuck

FROM: Grayson Moore
Director of Planning/Zoning

MEETING DATE: July 8, 2026

RE: Right of Way Permit Application, Arthur Nash: 997 Elizabeth Street

REQUEST:
The applicant proposes an approximately twenty (20)-foot landscape encroachment within the public right-of-way along Elizabeth Street, directly south of the intersection with Grant Street on the east side of the street. The proposal includes a temporary wire mesh landscape cover to be placed over the flower bed during the flowering season to protect the landscaping from wildlife.

BACKGROUND:
The property is located in the R-1 Community Residential District and has a lot width in the proposed installation area varying from approximately five (5') feet to sixty-seven (67') feet. The lot is a somewhat uniquely shaped triangular lot. No sidewalk is currently installed in the right of way along this section of Elizabeth St.

A violation letter was sent to the property owner on April 30, 2026. No response was received at that time, and a final notice was sent on May 19, 2026. The applicant submitted a right of way application on June 1, 2026.

Between April 30 and May 19, staff requested that the Fire Department inspect the site and determine whether the installation created any emergency access concerns. The Fire Department informed staff that the installation as installed is not negatively impacting emergency accessibility.

Figure 1 is an aerial image which demonstrates the approximately twenty (20') foot encroachment. Figure 2 depicts the existing site conditions.



Figure 1 – March 2026



Figure 2 – May 2026

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:
Section 154.143(E)(7) of the Zoning Ordinance prohibits fences within the public right-of-way, including the area between the sidewalk and the street. The Zoning Ordinance defines a fence as "a structure or other object or objects, including growing plants, erected to act as a boundary marker, or erected for the purpose of restricting access to or from a lot or parcel of land, whether enclosing all or part of the lot or parcel."

The applicant proposes modifying the existing wire fence by bending the wire mesh over the landscaped area so that it functions as a temporary protective cover for the flowers rather than as a vertical barrier. As proposed, the installation is no longer intended to serve as a boundary marker or restrict access to or from the property. Instead, its sole purpose is to protect the flower bed from wildlife.

Based on the proposal, staff finds that the modified installation no longer meets the Zoning Ordinance definition of a fence because it is not intended to establish a property boundary or restrict access. Accordingly, staff does not consider the proposal to be prohibited by §154.143(E)(7).

Although the installation is not considered a fence, it remains a feature located within the public right-of-way and is therefore subject to review under Chapter 94. Section 94.34(L) expressly permits certain de minimis features within the public right-of-way without a permit, including "soft yard clippings (grass and weeds), seasonal decorations, organic mulch, and flowers and flower beds." While the underlying landscaping is expressly permitted, the proposed wire mesh cover is not among the listed de minimis features and therefore requires review as an installation within the public right-of-way.

The City's Hardscape Policy identifies several installations that may be permitted within the public right-of-way, including underground sprinkler systems, underground electric fences for animals, decorative lighting, handrails, streetscape furniture, raised planter beds, retaining walls, sculptures, private sidewalks, and other installations approved in writing by the City Engineer.

The proposed wire mesh cover is similar in nature to the types of accessory installations contemplated by the Hardscape Policy and has been reviewed by the City Engineer. While the City Engineer identified several minor concerns, those concerns are addressed through the recommended conditions of approval, and no recommendation for denial was provided.

Staff finds that the proposed wire mesh cover is accessory to and intended solely to protect an otherwise permitted flower bed. Because it is temporary, low-profile, readily removable, and does not function as a property boundary or access-control device, staff believes it is more appropriately reviewed as a temporary landscape protection installation under §94.34 rather than as a prohibited fence under §154.143(E)(7).

Accordingly, staff finds that the proposal is appropriate for consideration under §94.34 and the City's Hardscape Policy 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.

MOTIONS:
The following motions are provided for the City Council's consideration. The Council may approve, approve with additional or modified conditions, or deny the request based upon the review criteria established in §94.34(H).

Motion to approve the request for a temporary landscape protection installation within the public right-of-way at the subject property, finding that the proposal may be considered under §94.34 as a temporary installation within the public right-of-way and, with the following conditions, is consistent with the review criteria of §94.34(H):

Approval shall be subject to the following conditions:

1. The installation shall be used solely for the protection of landscaping.

2. The installation shall remain outside the clear vision triangle and shall not be extended further into the right of way.

3. The installation shall not exceed three (3') feet in height.

4. The installation shall be removed annually by November 1st and shall not be installed until April 1st the following year.

5. The City reserves the right to require immediate removal of the installation if it creates a public safety concern or interferes with public improvements or maintenance activities within the right-of-way.

6. _____

7. _____

Motion to deny the request for a temporary landscape protection installation within the public right-of-way, finding that the proposal does not satisfy the review criteria of §94.34(H), specifically:

1. The proposed installation is not compatible with the surrounding area;

2. The installation presents an unacceptable risk to the public or to maintenance of the public right-of-way;

3. The size, materials, or location of the installation are not appropriate for placement within the public right-of-way; and/or

4. The City Council finds that the proposed installation is otherwise inconsistent with the intent of §94.34.

5. _____

6. _____

Respectfully Submitted,

Grayson Moore

Director of Planning & Zoning

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

RIGHT OF WAY PERMIT APPLICATION

Applicant Information	
Name: ARTHUR MASA	Business or Organization:
Address: 997 BLUEBERRY	Phone: 630 209 8634
E-mail:	
Contractor:	

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: 997 BLUEBERRY	
Description of Work/Project/Installation:	
TEMPORARY FENCE UNTIL AUG.	
Cost of Installation: 3000.00	
Safety Measures:	
Start Date:	End Date:

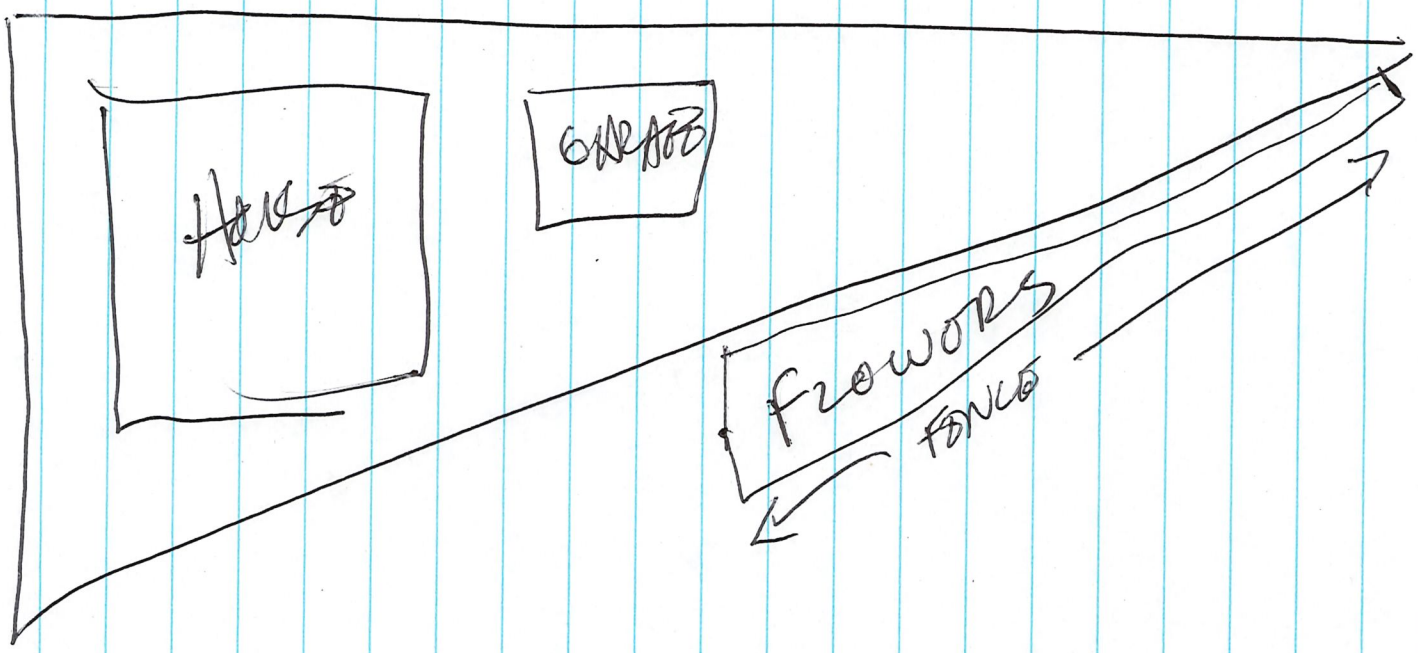
Checklist	
Attachments (select all that apply):	☐ Survey, Site Plan and/or Drawing ☐ Traffic Control Plan ☐ Certificate of Insurance naming City of Saugatuck as additional insured

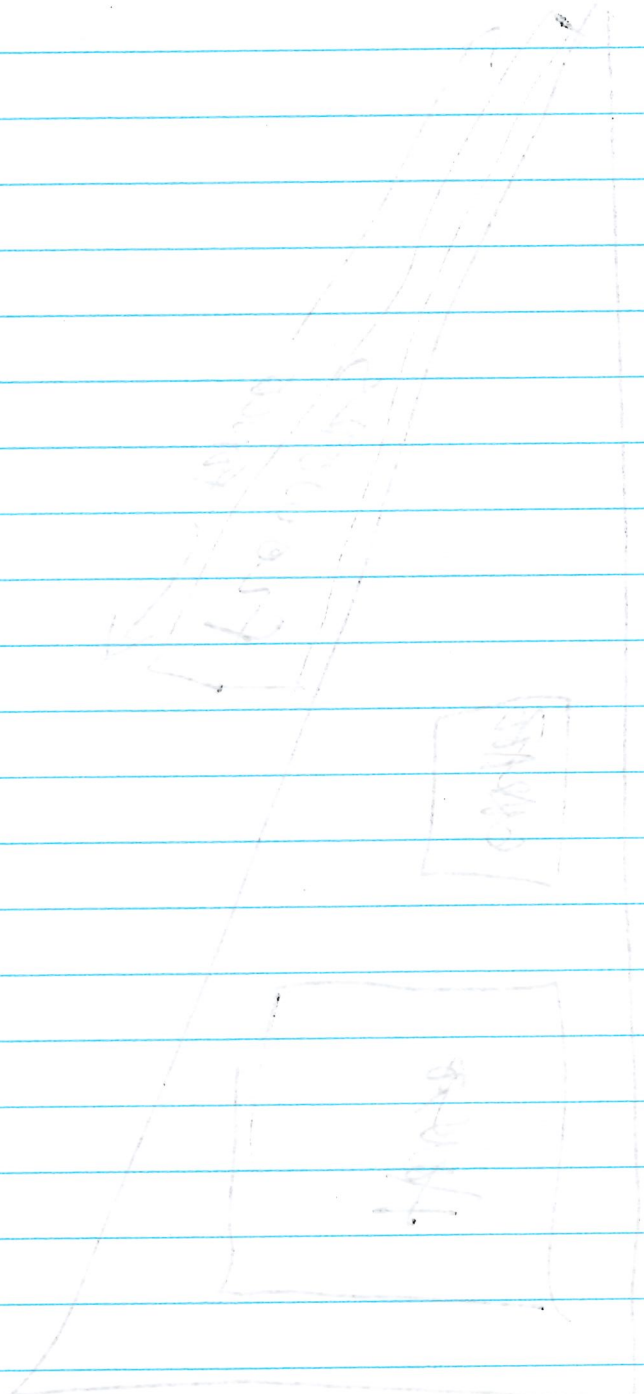
Attestation

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: 6/3/2026


fireworks



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: July 8, 2026

SUBJECT: Mr. Tringali and Mr. Madhava re 534 St. Joseph

DESCRIPTION:

At the May 6 workshop, City Council passed the following motion:

> *Motion by Dean, second by Muncey to add Mr. Tringali and Mr. Madhava to the next workshop meeting agenda. Via roll call vote, motion carried unanimously.*

Correspondence from Mr. Madhava is attached. A copy of the previous letter from the City Attorney to Mr. Madhava is also attached, along with a copy of the ordinance and its most recent amendments.

LEGAL REVIEW:

Legal has reviewed and will be at your meeting for any questions.

SAMPLE MOTION:

Workshop item at this time.

CHAPTER 99.5: SHORT-TERM RENTALS

Section

99.51 Intent and purpose

99.52 Applicability

99.53 Definitions

99.54 License required

99.55 Application for short-term rental license

99.56 Fire inspection

99.57 Short-term rental standards and regulations

99.58 Duration of license; renewal

99.59 Effect on previously issued short-term rental certificates

99.60 Duty to remedy violations

99.61 Suspension and revocation of license

99.62 Violations and penalties

99.63 Transfer of ownership

99.64 Administration and interpretation

§ 99.51 INTENT AND PURPOSE.

(A) The purpose of this chapter is to protect and promote the health, safety and welfare of the city's residents, property owners, and visitors by licensing short-term rentals within the city and establishing standards and regulations for the operation of the same.

(B) The city's Short-Term Rental Task Force gathered facts and data pertaining to the potential community impacts of short-term rentals, both positive and negative, and provided recommendations on how to revise the city's short-term rental regulations, which this chapter seeks to implement into a cohesive regulatory framework. Consistent with those findings and recommendations, the city recognizes that short-term rentals have the potential to promote tourism and visitors to the city, increase property values, and provide valuable business opportunities for property owners. The city also recognizes that without appropriate regulation and enforcement, short-term rentals have the potential to create conflicts with adjacent properties, degrade the residential character of neighborhoods, impact long-term housing availability, and create nuisance conditions.

(C) Accordingly, the intent and purpose of this chapter is to license and regulate short-term rentals in a manner that promotes the healthy development of short-term rentals and maintains the city's status as a tourist destination while minimizing potential adverse impacts of short-term rentals and preserving the character of the city that makes it such a popular destination for residents and visitors alike.

(Ord. 240229-B, passed 2-29-2024)

§ 99.52 APPLICABILITY.

All persons who desire to operate a short-term rental located anywhere within the city must first obtain a license from the city under the terms and conditions established in this chapter.

(Ord. 240229-B, passed 2-29-2024)

§ 99.53 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BEDROOM. A room which is intended, arranged, and designed to be occupied by one or more individuals primarily for sleeping purposes, as determined by the enforcing officer.

DWELLING UNIT. Any building or portion thereof having independent cooking, bathing, and sleeping facilities, which is occupied wholly as the home, residence, or sleeping place, either permanently or transiently, with an independent entrance not located within another dwelling. In no case shall a motor home, trailer coach, automobile chassis, tent, or portable building be considered a dwelling. In the case of mixed occupancy where a building is occupied in part as a dwelling unit,

the part so occupied shall be deemed a dwelling unit for the purpose of this chapter and shall comply with the provisions thereof relative to dwellings. A dwelling unit shall include both manufactured units (mobile homes and modular homes) and site-built units. Hotels, motels, motor courts, bed and breakfasts, and inns, as those terms are defined by the Saugatuck City Zoning Ordinance, are not included in the definition of a ***DWELLING UNIT.***

ENFORCING OFFICER. The City of Saugatuck Zoning Administrator or his or her designee.

FINISHED FLOOR. The finished horizontal base of any story of a dwelling unit that meets all building code requirements for a habitable space.

LICENSE HOLDER. The person who applies for and receives a short-term rental license from the city pursuant to this chapter. A license holder may or may not be the owner of the dwelling unit and/or premises where the short-term rental is located.

LOCAL AGENT. The individual or management company designated by the license holder to perform obligations under this chapter and to serve as the contact person for issues relating to a short-term rental. A ***LOCAL AGENT*** may be, but is not required to be, an owner or license holder, provided such owner or license holder satisfies the requirements of this chapter.

MAXIMUM OCCUPANCY. The maximum number of allowable occupants and visitors of a short-term rental, as established in § 99.57(A).

OCCUPANT. An individual living in, sleeping in, or otherwise having possession of a short- term rental. An individual present in a dwelling unit during the term of a short-term rental shall be presumed to be an occupant unless circumstances clearly indicate that the individual is a visitor, as defined herein.

OWNER. Any person holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entireties, in common, or as a land contract vendee.

PERSON. An individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

PREMISES. The property on which a short-term rental will be located.

SHORT-TERM RENTAL. A dwelling unit which is rented to a person for less than 31 consecutive days, or is advertised to be rented for any period less than 31 days.

VIOLATION NOTICE. A written notice issued by city advising the license holder and/or the local agent of a violation of this chapter.

VISITOR. An individual visiting a short-term rental who will not stay overnight. A visitor shall not be considered an occupant, as defined herein.

(Ord. 240229-B, passed 2-29-2024)

§ 99.54 LICENSE REQUIRED.

An owner of any dwelling unit located anywhere within the city shall not rent, or allow to be rented, a dwelling unit to another person for less than 31 consecutive days, unless the owner or the owner's authorized agent has obtained a short-term rental license for that dwelling unit in accordance with the requirements of this chapter. A short-term rental license is required for every dwelling unit intended to provide short-term rental accommodations, even if there are multiple dwelling units located on the same premises.

(Ord. 240229-B, passed 2-29-2024)

§ 99.55 APPLICATION FOR SHORT-TERM RENTAL LICENSE.

(A) *Responsibility.* The owner, either directly or through an authorized agent, shall apply for a short-term rental license through the submission of a short-term rental license application.

(B) *Application information required.* A person seeking a license under this chapter shall submit a complete application, certified as being true, to the enforcing officer. The application shall include documentation and information reasonably required to demonstrate current and continuing compliance with the standards and regulations contained in §§ 99.56 and 99.57 and all of the following information:

(1) The name, address, telephone numbers (home, work, or cell phone), and email address of the owner of the proposed short-term rental. If the proposed short-term rental owner is a corporate entity, the application must identify all current members and their percentage ownership interests in the corporation or other entity. If the proposed short-term rental owner is a trust, the application must identify all beneficiaries and trustees of the trust.

(2) A signed attestation by the owner of the proposed short-term rental granting authority to the applicant to act on behalf of the owner to request a license under this chapter, if the applicant is not the owner.

(3) The name, address, telephone numbers (home, work, or cell phone), and email address of the applicant, if different than the owner.

(4) The name, address, telephone numbers (home, work, or cell phone), and email address of the local agent.

(5) The address and parcel identification number of the subject parcel containing the dwelling unit of the proposed short-term rental.

(6) Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. If the owner possesses less than fee ownership in the proposed short-term rental premises, a signed attestation from the owner of the premises authorizing the use of the same for a short-term rental must also be included.

(7) A floorplan drawing of the proposed short-term rental that includes the number of bedrooms intended to be occupied as part of the short-term rental.

(8) Proposed occupancy of the dwelling unit, not to exceed the maximum occupancy established by this chapter.

(9) A drawing of the premises on which the short-term rental will be located that includes all buildings on the premises and the location where all parking will be provided.

(10) A signed certification from the owner stating that the dwelling unit will be operated in conformance with all applicable requirements of this chapter.

(11) A completed and signed rental inspection checklist from the Saugatuck Township Fire District.

(12) Documentation showing that the dwelling unit that is being used as a short-term rental has been insured as a rental dwelling.

(13) The owner shall notify the city of any changes to the approved application within no later than 30 days of the date of the change, including change of mailing address, contract information, or local agent/rental agency.

(C) *Application fee; eligibility.* The application shall be accompanied by an application fee as established and set forth in the city's schedule of fees. This fee schedule shall also establish an "after the fact" fee that must be paid when a short-term rental is operated but without first complying with the procedural requirements of this chapter. This "after the fact" fee is not intended to be a penalty but shall reflect the additional legal and administrative costs incurred by the city as the result of the applicant's failure to initially comply with the requirements of this chapter. In addition, to be eligible for a short-term rental license, applicants must have no outstanding city taxes, permit or inspection fees, escrow deposits, or other amounts due and owing to the city.

(D) *Complete application.* A short-term rental license application shall not be considered accepted until the enforcing officer deems it to be complete. If the enforcing officer determines that all required information was not supplied and/or if the applicant fails to pay the required fee, then the enforcing officer shall send written notification via mail or email to the applicant of the deficiencies. If the applicant fails to provide all the information required by this chapter and/or fails to pay the required fee within 14 days after being notified of the deficiencies, then the application shall be deemed incomplete and shall be denied on that basis.

(E) *License.* Once deemed to be complete, if an application complies with all the standards and regulations of this chapter and the required fire inspection certificate has been submitted pursuant to § 99.56, the enforcing officer shall approve the short-term rental license. Each short-term rental license shall be designated with a unique license number.

(F) *Maximum limits on short-term rental licenses.*

(1) *Findings and purpose.* The city formed a task force, conducted studies, took surveys, and held public hearings to better understand the benefits and impacts of short-term rentals within the city. The city recognizes that while short-term rentals offer many benefits, short-term rentals are commercial in nature and that the over proliferation of short-term rentals may, among other things, be incompatible with, and may cause adverse impacts to, residential uses and the long-term residential character of certain zoning districts. The city also recognizes that its R-1 zoning districts are intended to promote and preserve single-family residential uses and are the most susceptible to the potential negative effects of the unchecked growth of short-term rentals. The city therefore finds that the public health, safety, and welfare will be best served by a maximum limit on the number of short-term rental licenses that may be approved in its R-1 zoning districts initially equal to approximately 20% of the total dwelling units in each R-1 district. It is the city's intent for this maximum limit to operate prospectively and to allow existing short-term rental licenses and certificates to continue to operate and renew, and to achieve such limits through attrition as licenses or certificates expire, are terminated, or are voided within districts that exceed the established limit.

(2) *Initial maximum limits on licenses in R-1 zoning districts.*The initial maximum number of short-term rental licenses that may be issued in each R-1 zoning district shall be established as follows:

(a) Community Residential R-1: No more than 67 licenses.

(b) Peninsula West R-1: No more than ten licenses.

(c) Maple Street R-1: No more than seven licenses.

(d) Peninsula South R-1: No more than 11 licenses.

(e) Peninsula North (Duneside) R-1: No more than three licenses.

(f) Peninsula North (Riverside) R-1: No more than two licenses.

(3) *Effect of maximum limit.* When the number of short-term rental licenses and short-term rental certificates in a zoning district meets or exceeds the maximum number of licenses established for that district, the city shall not accept any additional applications for short-term rental licenses in that district until the number of active (e.g., not expired, voided, or terminated) short-term rental licenses and/or short-term rental certificates in that district falls below the maximum number, creating an available license. This maximum limit shall not be the basis for the termination or nonrenewal of an issued and otherwise valid short-term rental license.

(4) *Accessory dwelling units.* Accessory dwelling units shall not be subject to the maximum number of licenses established herein, such that accessory dwelling units may be licensed as short-term rentals even if the current number of short-term rental licenses in the applicable zoning district exceeds the maximum limit. In addition, accessory dwelling units shall not be counted towards the total number of dwelling units in a district for the purposes of calculating the maximum limit of short-term rental licenses.

(5) *Issuing available licenses.* The city shall develop a policy for providing notice of available short-term rental licenses and for receiving and approving applications for the same once the number of active short-term rental licenses in a zoning district falls below the maximum limit. When short-term rental licenses become available, submitted applications shall be selected for processing and approval through a random lottery.

(Ord. 240229-B, passed 2-29-2024; Am. Ord. 240826-B, passed 8-26-2024)

§ 99.56 FIRE INSPECTION.

(A) *Required fire inspection.* The short-term rental unit shall meet all applicable building, health, fire, and related safety codes at all times and shall be inspected annually by the Saugatuck Township Fire District no later than 30 days following the submittal of the application for a short-term rental license or an application to renew a short-term rental license. Violations found by the Saugatuck Township Fire District shall be corrected within 15 days of notification from the Fire Inspector. No license or renewal shall be issued until after the fire inspection has been completed and approved. The owner or rental agency shall submit a completed and approved inspection certificate from the Saugatuck Township Fire District to the city prior to the approval of any license application or license renewal.

(B) *Fire inspection criteria.* The Saugatuck Township Fire District shall promulgate the criteria necessary to pass a short-term rental fire inspection, including but not limited to, requirements regarding smoke alarms, emergency exits, fire hydrants, fire extinguishers, occupancy/capacity, fire exits, fire escapes, and any other criteria that the Saugatuck Township Fire District finds necessary to protect to the health, safety, and general welfare of the community.

(Ord. 240229-B, passed 2-29-2024)

§ 99.57 SHORT-TERM RENTAL STANDARDS AND REGULATIONS.

A license for a short-term rental shall be issued when an applicant demonstrates that all of the following standards and regulations are met. Continued compliance with the following standards and regulations is required to maintain a valid short-term rental license within the city.

(A) *Occupancy.* The maximum occupancy for short-term rentals shall be determined by the Saugatuck Township Fire District following the required fire inspection, shall be based on applicable building, health, fire, and safety codes, and shall not exceed the following:

(1) The maximum number of occupants shall be two per bedroom, plus an additional two occupants per finished floor as defined herein (provided adequate sleeping space is provided for such additional occupants), not to exceed a maximum of 12 occupants.

(2) The maximum number of visitors shall be equal to the maximum number of occupants as calculated above multiplied by a factor of one and one-half. Visitors are permitted only between the hours of 7:00 am and 11:00 pm.

(B) *Designation of a local agent.* If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent and authorize in writing the local agent to act as the license holder's agent for any acts required of the license holder under this chapter. The local agent must reside or maintain a physical place of business within a 25- mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, seven days per week, 365 days per year.

(C) *Information.* All notification information for the owner, license holder, and local agent shall be kept current and up to date.

(D) *Advertising.* All advertising for the short-term rental shall display the number of the license issued pursuant to this chapter. If a short-term rental license holder within the city chooses to advertise the short-term rental online (for instance, on AirBnB, VRBO, or a similar website) the license holder shall post their short-term rental license number within the listing.

(E) *Water and sewer.* All water and sewer connections and/or systems servicing short-term rentals shall be fully functional and shall meet the minimum applicable requirements imposed by the city, the Kalamazoo Lake Water and Sewer Authority, and/or the Allegan County Health Department.

(F) *Compliance with zoning; signage.* The short-term rental dwelling unit and premises shall, at all times, fully comply with all applicable requirements of the Saugatuck City Zoning Ordinance, including applicable provisions concerning signs.

(G) *Rules and regulations to be provided to occupants.* The license holder or local agent will provide all occupants of a short-term rental with the following information prior to occupancy and will post such information in a conspicuous place within each short-term rental:

(1) The name of the license holder and/or local agent responsible to perform obligations related to the short-term rental under this chapter, that individual's telephone number(s), and an email address at which that individual may be reached on a 24-hour basis.

(2) Notification of the maximum number of overnight occupants permitted in the short-term rental.

(3) A copy of the city's Noise Ordinance as set forth in §94.04 of this code, as may be amended from time to time.

(4) A copy of this chapter, as it may be amended from time to time.

(5) Notification that an occupant and/or a visitor of an occupant may be cited for a violation of this chapter, the city's Noise Ordinance as set forth in § 94.04 of this code, in addition to any other citations or remedies available to the city.

(6) A copy of the city's Good Neighbor Guide, which contains considerations for noise, trash disposal, parking, and maximum occupancy.

(H) *Pets.* The occupants and visitors of a short-term rental shall be informed prior to occupancy that all pets must be secured on the premises or on a leash at all times.

(I) *Taxes.* The person who rents a short-term rental shall pay any applicable sales tax and/or required Michigan Use Tax for any stay of 31 nights or less.

(J) *Garbage and recycling.* All short-term rentals must provide at least one outdoor garbage can and one recycling bin of sufficient size to service a single-family residential dwelling. If a short- term rental has an occupancy of six or more, at least two outdoor garbage cans and at least one recycling bin shall be provided. All waste generated by a short-term rental, its occupants, and visitors must always be stored in a garbage can or similar trash receptacle, and exposed waste or garbage shall be considered a violation of this chapter. Occupants of the short-term rental shall be notified prior to occupancy that they are not allowed to leave waste outside of garbage cans or recycling bins.

(K) *Subletting or renting individual rooms.* No owner, agent, or license holder may rent individual rooms within a dwelling unit used for a short-term rental, nor may any occupants of a short- term rental sublease rooms within a short-term rental. All rooms within a dwelling unit that is rented as a short-term rental shall be fully rented under a single contract. However, nothing in this section shall prevent an owner or license holder from occupying a dwelling unit while it is being used as a short- term rental.

(L) *Tents, campers, or similar sleeping facilities.* The use of tents, campers, or similar temporary sleeping facilities at a short-term rental premises shall be prohibited.

(M) *Fireworks.* Owners/and or license holders shall prohibit the use of fireworks by short- term rental occupants and visitors.

(N) *Insurance.* A dwelling unit that is licensed as a short-term rental must, at all times, maintain rental property insurance.

(O) *Short-term rental registry.* By applying for and being issued a short-term rental license from the city, the owner and/or license holder consents to having their name, contact information, the address of the short-term rental, the maximum occupancy of the short-term rental, and contact information for their local agent included in the city's publicly available short-term rental registry.

(Ord. 240229-B, passed 2-29-2024)

§ 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 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 later than 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 five calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five 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.

(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 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.

(Ord. 240229-B, passed 2-29-2024; Am. Ord. 250414-A, passed 4-14-2025)

§ 99.59 EFFECT ON PREVIOUSLY ISSUED SHORT-TERM RENTAL CERTIFICATES.

(A) It is the express intent of this chapter to “grandfather” short-term rental certificates that were issued under the city's previous regulatory scheme until those certificates expire. Therefore, short-term rentals with certificates issued pursuant to the Saugatuck City Zoning Ordinance prior to the effective date of this chapter may continue to operate until the certificate expires, subject to the requirements in effect at the time the short-term rental certificate was issued.

(B) (1) Once a previously issued short-term rental certificate expires, the certificate-holder must receive a short-term rental license under this chapter to continue operating a short-term rental at the premises. Applications for a short-term rental license may be submitted no later than five calendar days after the previously issued short-term rental certificate expires, subject to a late fee established by resolution of the City Council. Applications submitted after this five 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 certificate shall be deemed expired.

(2) Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental certificate if the following applies: 1) the short-term rental certificate expired between August 26, 2024 and the effective date of this chapter; and 2) the certificate holder did not timely apply for a short-term rental license but otherwise satisfied all applicable requirements of the City Code. In such circumstances, the certificate holder may apply for a short-term license no later than five calendar days after the effective date of this chapter. Such applications may be processed and a short-term rental license issued, subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

(C) No short-term rental certificates issued pursuant to the Saugatuck City Zoning Ordinance may be renewed after the effective date of this chapter.

(Ord. 240229-B, passed 2-29-2024; Am. Ord. 250414-A, passed 4-14-2025)

§ 99.60 DUTY TO REMEDY VIOLATIONS.

(A) *Duty to remedy.* The license holder and/or local agent shall have the duty to remedy any violation of this chapter and the city's Noise Ordinance, as set forth in § 94.04 of this code, by the occupants and visitors of a short-term rental.

(B) *Notification from city.* For any violation of division (A), the city may (in addition to other remedies) notify the license holder and/or local agent for the short-term rental of such violation by telephone or return receipt email. The license holder and/or local agent shall be deemed to have received notice of the violation upon being contacted by telephone (including a call or text message, if applicable) or when a return receipt email message is received by the city, whichever is sooner.

(C) *Corrective action.* Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied within two hours of receipt of such notice.

(D) *Failure to remedy.* Failure to remedy the violation within two hours after receiving notice of the violation, without good cause, shall constitute a violation of this chapter and may subject the license issued under this chapter to suspension or revocation pursuant to § 99.61 and may subject the license holder and/or local agent to court enforcement proceedings and the penalties under § 99.62.

(Ord. 240229-B, passed 2-29-2024)

§ 99.61 SUSPENSION AND REVOCATION OF LICENSE.

(A) *Suspension or revocation of license.* The following shall constitute grounds for suspending or revoking a short-term rental license:

(1) A license holder, owner, and/or authorized agent’s inclusion of false, incorrect, or misleading information and/ or statements on an application for a short-term rental license.

(2) A license holder, owner and/or local agent’s failure to comply with the standards and regulations set forth in § 99.57.

(3) A license holder, owner, and/or local agent’s failure to timely remedy a violation of this chapter or the city's Noise Ordinance, as set forth in § 99.60.

(4) A license holder and/or owner's transfer of any interest in a short-term rental license or premises to a person or entity that does not have an existing interest in said license or premises.

(B) *Violation notice.* If the enforcing officer has reason to believe that there are grounds to suspend or revoke a short-term rental license, the enforcing officer may, but is not required to, prepare a written notice specifying the alleged grounds for suspension or revocation and the factual basis for this belief. The written notice shall inform the alleged violator of the time, date, and place of the hearing before the City Council, shall be served on the license holder either personally or by certified mail no less than 21 days before the hearing.

(C) *Violation hearing.* If such a violation notice is prepared and served, the City Council shall hold a hearing at which time the license holder shall be given an opportunity to show cause why the short-term rental license issued under this chapter should not be suspended or revoked. The City Council's decision shall be in writing and shall specify the factual evidence upon which it is based and shall be final and binding upon the license holder. A copy of the City Council's written decision shall then be provided to the license holder. The City Council's determination that an unauthorized transfer of interest in a short-term rental license or premises took place or that an applicant included false, incorrect, or misleading information and/or statements on an application for a short-term rental license and that the inclusion of the correct information would have rendered the applicant ineligible for a short-term rental license, shall result in the immediate revocation of the short-term rental license. For all other types of violations found by the City Council, a short-term rental license shall first be suspended before being revoked, as set forth below.

(D) *Subsequent violations.* After a short-term rental license has been suspended, any additional violation(s) committed by the license holder and/or local agent within one year of the expiration of the last suspension shall be grounds for a second suspension. If it has been more than two years since the expiration of an initial suspension of a short-term rental license, a subsequent violation shall be deemed to be a first suspension. Upon the City Council's determination that a short-term rental license holder has committed an additional violation within two years of the expiration of a second suspension, the City Council may permanently revoke the short-term rental license, at which point that license holder will be permanently ineligible to apply for a short-term rental license for the premises in question.

(E) *Length and timing of suspensions and/or revocations.* Subject to division (F) below, suspensions and revocations shall generally be effective immediately. Provided, however, if any portion of the suspension time falls outside the primary tourist season of May through September, then the balance of the suspension time shall carry over to the next primary tourist season, with rental activity outside of the primary tourist season remaining prohibited until the suspension expires. Suspensions/revocations shall be for the following periods:

(1) First suspension: Three months.

(2) Second suspension: Six months.

(3) Revocation: Permanent.

(F) *Existing contracts.* Existing short-term rental contracts up to 60 nights beyond the beginning date of any suspension/revocation may be honored by the license holder with approval by the City Council. Those existing contracts beyond 60 nights shall be canceled. The time period approved to honor existing contracts shall be added to the end of any suspension period.

(G) *Fraudulent complaints.* Any person who knowingly files a fraudulent, false, or fictitious complaint about a short-term rental shall be deemed to be in violation of this chapter and may be subject to court enforcement proceedings and the penalties under § 99.62 of this chapter.

(Ord. 240229-B, passed 2-29-2024; Am. Ord. 250414-A, passed 4-14-2025)

§ 99.62 VIOLATIONS AND PENALTIES.

(A) Any person who violates any provision of this chapter, including the continued operation of a short-term rental after the license for that short-term rental has been suspended or revoked as provided in this chapter, shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being M.C.L.A. §§ 600.101 through 600.9939, and shall be required to pay a civil fine established by resolution of the City Council along with statutory costs. Each day this chapter is violated shall be considered as a separate violation.

(B) The enforcing officer, deputies of the Allegan County Sheriff's Department, and other persons appointed by the City Council are hereby designated as the authorized city officials to issue municipal civil infraction citations directing alleged violators of this chapter to appear in court.

(C) A violation of this chapter is hereby declared to be a public nuisance or a nuisance per se and is declared to be offensive to the public health, safety, and welfare.

(D) In addition to any other remedies available to it, the city may initiate proceedings in the circuit court abate or eliminate the nuisance per se or any other violation of this chapter.

(Ord. 240229-B, passed 2-29-2024)

§ 99.63 TRANSFER OF OWNERSHIP.

(A) *Transfers prohibited.* Except as expressly provided herein, short-term rental licenses are non-transferable, and a short-term rental license issued under this chapter shall become void upon the attempted transfer of a license to a new owner or owners or the transfer of the short-term rental premises to a new owner or owners. Any attempt by an existing owner of a short-term rental to convey partial interest in a short-term rental licenses or premises to a third party while retaining some interest in the short-term rental licenses or premises shall render the license revocable. In the event of an unauthorized transfer, a new short-term rental license must be obtained by the new owner of the short-term rental premises from the city before short-term rentals may be resumed.

(B) *Transfer defined.* As used in this chapter, a ***TRANSFER*** of a short-term rental license shall include the following:

(1) Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;

(2) Any transfer, sale, change in ownership, or other conveyance of the premises;

(3) Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or

(4) Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

(C) *Permitted transfers.* Notwithstanding the above, the city recognizes that as a matter of public policy it is equitable and consistent with the intent of this section to enable transfers of short-term rental licenses in certain limited circumstances, which include transfers that change the form of ownership but not the identity of the persons having an ownership in a short-term rental, and transfers that reallocate or remove current ownership interests but do not add any new ownership interests. Consistent with these policy goals, short-term rental licenses may be transferred under the following circumstances, provided that a transfer application conforming to the requirements and regulations set forth in this ordinance and indicating the relationship of the transferor to the transferee is first submitted to and approved by the enforcing officer:

(1) *Change to the form of ownership.* The following transfers that change the form of ownership, but not the identity of the owners, shall be permitted:

(a) Short-term rental licenses or premises may be transferred to a corporate entity from individuals, trusts, or other corporate entities, provided that the transferee corporate entity is solely owned and controlled by all of the current owners of the short-term rental license or premises, and that no third parties (meaning individuals or entities who do not currently have an interest in the short-term rental licenses or premises) will hold any interest or membership in said corporate entity.

(b) Short-term rental licenses or premises may be transferred to a trust from individuals, corporate entities, or other trusts, provided that the transferee trust is solely owned, controlled by, and benefits all of the current owners of the short-term rental license or premises, and that no third parties will be designated as settlors, trustees, or beneficiaries of said trust.

(c) Short-term rental licenses or premises may be transferred to an individual or individuals from a corporate entity or trust, provided that the individual or individuals are the current owners, members, settlors, trustees, or beneficiaries of the corporate entity or trust that currently owns the short-term rental license or premises.

(2) *Removal or reallocation of ownership interests.* Where more than one individual or entity has an interest in a short-term rental license or premises, the composition of ownership may be altered so as to remove an existing ownership interest or to reallocate ownership interests among existing owners. By way of example but not limitation, this could include the following scenarios:

(a) A short-term rental premises owned by a married couple can be transferred to the surviving spouse upon the death of a spouse.

(b) A trust owning a short-term rental license can be revised to remove a beneficiary.

(c) A corporation owning a short-term rental premises can reallocate ownership interests among its members or remove members.

(3) *General prohibition.* Notwithstanding anything in this chapter to the contrary, no transfer will be permitted that has the effect of conveying any sort of interest in a short-term rental license or premises to a third party who does not have an existing interest in said license or premises, including any transfer that attempts to add new individuals or entities owning, controlling, or having any interest in a short-term rental license or premises.

(D) *Waiver.* For transfers not expressly authorized herein, a license holder may make a written application to the enforcing officer for a waiver from this section's prohibition on transfers. Such application must demonstrate that the proposed transfer only changes the form of ownership or removes or reallocates existing ownership interests without adding any new ownership interests and is otherwise consistent with the purpose and objectives of this ordinance on good cause shown to the enforcing officer. The enforcing officer shall approve or deny such applications, and his or her decision shall be final.

(E) *Prior transfers.*

(1) The City Council recognizes that the imposition of maximum limits on short-term rental licenses in certain districts has markedly increased the consequences of unauthorized transfers within those districts. The City Council further recognizes that some short-term rental owners may have transferred interest in a short-term rental without understanding

that this would render the premises ineligible for a short-term rental license so long as maximum limits are in effect. Therefore, notwithstanding any maximum license limits in effect, an owner may apply for a short-term rental license if, at the time of application, all of the following apply:

(a) The short-term rental premises is located within a zoning district subject to maximum limits on the total number of short-term rental licenses and the number of active licenses within that district exceeds the maximum limit;

(b) A short-term rental license or certificate was previously issued for the premises;

(c) The short-term rental license, certificate, or premises was subject to an unauthorized transfer that occurred between August 26, 2021, and March 5, 2025;

(d) The short-term rental license or certificate had not expired or lapsed by reason of nonrenewal and had not been revoked or voided for reasons other than the unauthorized transfer identified above; and

(e) An application describing the nature and date of the unauthorized transfer and containing all other information required by the City Code, along with the accompanying application fee, are submitted to the city no later than five days of the effective date of this chapter.

(2) The city may process applications for short-term rental licenses from applicants who satisfy the above criteria and may approve short-term rental licenses for the same if all other applicable requirements of the City Code are satisfied.

(Ord. 240229-B, passed 2-29-2024; Am. Ord. 250414-A, passed 4-14-2025)

§ 99.64 ADMINISTRATION AND INTERPRETATION.

The enforcing officer shall have the authority to administer and interpret this chapter. This shall include, but shall not be limited to, developing and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

(Ord. 240229-B, passed 2-29-2024)

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on February 9, 2026 at 6:30 p.m., City Council Member Muncey moved to adopt the following ordinance, which motion was seconded by City Council Member Gardner.

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 fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met, 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 five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) 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.

a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held

a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

(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. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.64: City of Saugatuck Ordinance No. 240229-B, Section 99.64, shall be amended to read as follows:

§99.64 ADMINISTRATION AND INTERPRETATION.

(A) The enforcing officer shall have the authority to administer and interpret this chapter.

This shall include, but shall not be limited to, developing, and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

(B) The enforcing officer shall also have the authority to excuse compliance with the deadlines set forth in this chapter (but no other requirements of this chapter) if a license holder provides the enforcing officer with satisfactory proof that an untimely submission was caused by extraordinary circumstances beyond the license holder's control. For the purposes of this subsection, "extraordinary circumstances" may include such circumstances as acts of God including flood, fire, endemic, pandemic, war, or civil unrest; a documented medical condition that renders the license holder unable to submit a timely application; or military service or deployment. "Extraordinary circumstances" shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The enforcing officer's determination of whether extraordinary circumstances exist shall be final.

SECTION 3. 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 4. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: Anderson, Clark, Dean, Gardner, Muncey and Peterson.

NAYS: None.

ABSENT/ABSTAIN: Stanton.

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

Jamie Wolters
City of Saugatuck, City Clerk

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A

Please take notice that on February 9, 2026, the City Council of City of Saugatuck adopted Ordinance No. 2 6 0 2 0 9 - A , 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 fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met. 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: Amendment to Section 99.64; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

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

Publication Date: February 19, 2026

Fennville eyes ending STR law redundancies

By Art Nicholas

Add Fennville to the area municipalities dealing with short-term rentals. The planning commission Feb. 10 reviewed the city's current requirement that property owners obtain both special land use and a STR permits.

While approving a STR at 538 W. Main St., members' discussion quickly expanded to broader questions about whether the dual-permit system serves the city's interests.

Under current regulations, properties must provide two parking spaces per bedroom. For the West Main Street parcel, which features four bedrooms and accommodates up to 11 guests, this would require eight parking spaces. Most commissioners expressed concern that this requirement is excessive and may be difficult for many properties to meet.

Samuel Jacobs, who serves as both city clerk and deputy administrator, noted the current STR ordinance already covers special land use requirements, so this is repetitive.

Planning consultant Kevin Garcia from McKenna Associates also recommended that the commission consider eliminating the duplicative process.

The commission also discussed a separate but related issue: minimum lot size standards throughout city zoning districts. Current regulations mandate only 1,500 square feet for single-family homes, but jump to 9,500-10,000 square feet for two-family homes, depending on the district.

Garcia presented the case for reducing or eliminating these minimums, noting that other regulations such as maximum lot coverage, building height limits and setback requirements would still control development intensity.

The STR discussion is expected to continue at future meetings, with staff directed to draft ordinance language addressing commissioners' concerns.

Laketown budget talks underway

By Jim Hayden
Correspondent

The Laketown Township Board got a first look at the proposed 2026-2027 budget Feb. 4, 2026.

Members will continue working on the budget at a meeting Friday, Feb. 20, at 3 p.m. in the township hall, 4338 Beeline Road. Graafschap Fire Chief Doug DenBleyker will discuss the fire department portion of the budget that day.

The public hearing on the proposed budget will be March 11 at 6 p.m. in the township hall.

"The goal of this budget," wrote township manager Stephanie Fox in her cover letter, "is to ensure responsible stewardship of the township resources while continuing to invest in essential services, parks and resident safety.

This is Fox's first budget since she was hired as manager in September. "The recommended budget," she went on, "reflects a balanced approach to meeting the needs of our residents while planning responsibly for the future."

Total general fund revenues and expenditures are $1,889,226, an increase of $75,076 from 2025-2026 amended budget.

The highest amount of revenue is from property taxes at $638,847 followed by state revenue sharing at $625,000.

Expense categories include $398,271 for Office, which includes staff salaries; $243,596 for Buildings & Grounds; $225,320 for the Parks Commission; and $118,862 for Township Board which includes contracted services such as funding for nonprofits and fireworks.

Money has also been set aside for specific projects as well.

"There are funds recommended for some capital improvements, including grant matching funds for beach stairs and purchase of property. We will be working on a five-year capital plan during the 2026-2027 year to prioritize the needs of the township," Fox wrote.

For more budget information, visit the Financials page on the website at laketowntwp.org/financials.

NOTICE

PLEASE TAKE NOTICE THAT THE TOWNSHIP OF SAUGATUCK HAS ADOPTED THE FOLLOWING ORDINANCE:

TOWNSHIP OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 2026-01

AN ORDINANCE TO IMPOSE A TEMPORARY MORATORIUM ON THE ACCEPTANCE OF NEW BUILDING AND ZONING APPLICATIONS FOR DATA CENTERS

COMPLETE COPIES OF THE ORDINANCE ARE AVAILABLE IN THE OFFICE OF THE TOWNSHIP CLERK, AT 3461 BLUE STAR HIGHWAY, SAUGATUCK, MICHIGAN 49453.

CITY OF SAUGATUCK

ALLEGAN COUNTY, MICHIGAN
NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT ORDINANCE NO. 260209-A

Please take notice that on February 9, 2026, the City Council of City of Saugatuck adopted Ordinance No. 2 6 0 2 0 9 - A , 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 fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met. 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: Amendment to Section 99.64; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com
Publication Date: February 19, 2026

Bulletin Board

STOWAWAY SELF STORAGE
CLOSE TO HOME STORAGE
Convenient located in Downtown Fennville
First Month FREE
269-225-3973
353 E. 1st St, Fennville
www.stowawaystoragemi.com

MATRIX Construction, Inc.
Serving West Michigan Since 1990
matrixconstructioninc.com

Greg Hulsebos Contracting
Call or text 616-788-0577
FEBRUARY SPECIAL 25% off all work
Complete Remodeling Services
Kitchens/Baths, Custom Cabinets, Tile (floors, repairs)
Licensed and Insured

KLC
M-89 SELF-STORAGE
SECURITY-LIGHTING
(269) - 543-4757
NEW BUILDING OPEN FOR BUSINESS.
6464 124th AVE. FENNVILLE, MI 49408

Haveman Electrical Services, Inc.
(616) 396-8213
Serving the lakeshore since 1955
RESIDENTIAL • COMMERCIAL
GENERATORS • REWIRING
REMODELING • REPAIRS
FREE Estimates
24 Hour Emergency Service
www.havemanelectric.com
"You Hire We'll Wire"

Maybe JOE'S
Junk Removal + More
291 West Lakewood Blvd, Suite 6 | Holland, MI 49424
Joe Baker
Please text or call
(616) 366-1685
maybejoes@gmail.com

BARTLETT TREE EXPERTS
SCIENTIFIC TREE CARE SINCE 1907
RYAN BOSE
ISA Certified Arborist
1-877-BARTLETT • 616-399-9446
www.bartlett.com
• Plant Health Care
• Pruning
• Removals
• Cabling & Bracing
• Tree Fertilization
• IPM Programs
• Insect/ Disease Control

Saugatuck Home Watch
Saugatuck Home Watch is here to provide you peace of mind, ensuring that your most valuable asset, your home, is well maintained while you're away.
269-543-7547
saugatuckhomewatch@gmail.com
saugatuckhomewatch.com

CONCRETE, CONCRETE, CONCRETE
Concrete Floors ~ Driveways ~ Patios
Sidewalks ~ Stamped/Decorative Concrete
Exposed Aggregate ~ Block Work
TIM ERLANDSON CONSTRUCTION, LLC
Office Phone: 269-227-3300
Cell Phone: 616-836-5351
www.timerlandson.com
Quality Workmanship
25 Years Experience
Licensed and Insured

"An Epicurean Delight in a Casual Atmosphere"
DINING HOURS
Sunday and Monday- 11:30 to 9:30
Tues, Weds, Thurs- 4 to 9:30
Fri and Sat- 11:30 until 10
** Hours are subject to change**
* LIBATIONS TILL THE WEE HOURS *
Broasted Chicken
Saugatuck's "Marquise Dining Spot"
PHIL'S BAR & GRILLE
857-1555
DOWNTOWN SAUGATUCK
215 BUTLER ST.

CERTIFICATION

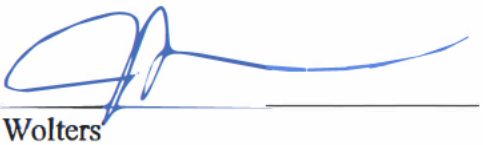
I hereby certify that:

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 February 9, 2026, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the Commercial Record newspaper, a newspaper that circulates within the City of Saugatuck, on February 19, 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.

ATTESTED:



Jamie Wolters
City of Saugatuck, Clerk

Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW
4151 OKEMOS ROAD
OKEMOS, MI 48864 USA

FSBRLAW.COM
TEL: 517.381.0100
FAX: 517.381.5051

March 5, 2026

Via First Class Mail and Email

Rakesh Madhava
534 St. Joseph St.
Saugatuck, MI 49453

Kevin Tringali
Bella Vita Vacation Rentals
133 Butler St., PO Box 471
Saugatuck, MI 49453

Dear Messrs. Madhava and Tringali:

Re: Expired STR License at 534 St. Joseph St., Saugatuck, Michigan

My office represents the City of Saugatuck (the "City"). The City has asked me to respond to your recent correspondence regarding the short-term rental ("STR") license that was previously in effect for 534 St. Joseph St., but expired by its terms on July 5, 2025, due to nonrenewal. This letter specifically addresses: 1) Mr. Madhava's emails to the City's Director of Planning & Zoning, the most recent of which was sent on February 26, 2026, and requested renewal of the STR license based on extraordinary circumstances; and 2) Mr. Tringali's February 25, 2025, letter to the City Council requesting reconsideration of license's "exclusion from the Council's amnesty provisions." The issues you have raised to the City are addressed by topic below.

DELIVERY OF STR LICENSE AND ALLEGED CLERICAL ERRORS

You have both raised issues related to the transmission of the STR license for 534 St. Joseph, which was issued by the City on July 5, 2024. Mr. Madhava's February 26, 2026 email contends: "The STR license for my property that delineates the renewal date was not sent to me, either electronically or in paper," and demands an answer to whether "City staff has an obligation to notify the license holder as to the date for a license renewal." Similarly, Mr. Tringali's letter alleges that "important notices were not received or reviewed," and that the failure to timely submit a renewal application "resulted from administrative misfiling and delayed notification."

To answer Mr. Madhava's question from the February 26, 2026 email, the City Code does not specifically require an STR license to be delivered to the owner. It simply states: "Once deemed to be complete, if an application complies with all the standards and regulations of this chapter and the required fire inspection certificate has been submitted pursuant to § 99.56, the enforcing officer shall approve the short-term rental license." Section 99.55(E). The City's STR application form similarly states: "Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year." Therefore, City staff are not required under the City Code to deliver an issued license to an owner.

More to the point, the City did properly provide a copy of the STR license for 534 St. Joseph St. immediately upon issuance, and again upon request of its local agent. The application for an STR license for 534 St. Joseph St. was submitted by Mr. Madhava on April 23, 2024. (**Exhibit 1**, 2024 STR Application). The 2024 STR Application listed Bella Vita Vacation Rentals as the Local Agent, along with the following email address: info@bellavitavacationrentals.com. Further, Mr. Madhava signed and dated the following statement in the "Local Agent" portion of the 2024 STR application: "I designate the local agent above and authorize the local agent to act as my agent ***for any acts required of the license*** under Chapter 99.5" (emphasis added).

The application was approved on July 5, 2024, with the approved STR license being sent by the City via email to info@bellavitavacationrentals.com, which is the same local agent email address that was identified in the 2024 STR Application. (**Exhibit 2**, 7/5/24 Email to Bella Vita). Indeed, according to the City's records, even ***after*** July 2024, Bella Vita Vacation Rentals submitted numerous STR license applications for other properties that were signed by Mr. Tringali that similarly listed info@bellavitavacationrentals.com as the email address for the local agent. The email from the City stated: "Please note the maximum occupants and expiration date."

On January 7, 2025, Mr. Tringali emailed the City Manager (using the email address kevin@bellavitavacationrentals.com, rather than the address listed in the 2024 STR Application), stating: "We know 534 St. Joseph was recertified back in July of 2024 however I don't recall seeing an actual certification document." (**Exhibit 3**, 1/7/25 Email). The City Manager sent a copy of the license to Mr. Tringali. It was not until August 29, 2025, that Mr. Tringali informed the City Manager that the email address for Bella Vita had changed from info@bellavitavacationrentals.com to kevin@bellavitavacationrentals.com, after which the City Manager responded that he would update the City's system to change that contact information for Bella Vita. (**Exhibit 4**, 8/29/25 Email). By this point, the STR license has already expired.

The City appropriately sent the STR license to the email address provided for the local agent in the 2024 STR Application. To the extent that email address was incorrect, it was incumbent on Mr. Madhava—not the City—to keep contact information for the local agent current, pursuant to Section 99.55(B)(13) of the City Code, which provides: "The owner shall notify the city of any changes to the approved application within no later than 30 days of the date of the change, including change of mailing address, contact information, or local agent/rental agency."

Mr. Madhava's February 26 email continues: "Either staff failed to administer the ordinance properly and as a result it is now trying to ignore it's own clerical error, inflicting a significant financial loss to me. Or it has no responsibility under the ordinance to actually issue the license with the expiration date to the legal STR license holder." For the reasons explained above, City Staff does not have an affirmative obligation to provide a copy of an STR license to the license holder. Further, to the extent any clerical errors contributed to the nonrenewal of that license, those errors are attributable to Mr. Tringali, who was authorized by Mr. Madhava to act as his agent for "any acts required of the license" and had actual knowledge of the STR license's expiration date.

Mr. Tringali has acknowledged this fact in an email dated August 4, 2025, to the City, in which he stated: "I believe this oversight from our office stems from actually receiving our certification back on January 7th 2025. Our office mistakenly took that as the January 7th date as our annual expiration date and therefore was not prepared to have this ready by June 5th, 2025 for the July 5th expiration date." (**Exhibit 5**, 8/4/25 Email Chain). Notably, the STR license clearly stated that it was "valid through 07/05/2025." (**Exhibit 6**, 2024 STR License). Even if Mr. Tringali did not open the attachment the to view the STR license, the filename itself noted the issuance date, as it was titled: "STR License – 534 St. Joseph – 7-5-24." (**Exhibit 2**, 7/5/24 Email to Bella Vita). That same August 4, 2025, email chain contains a similar admission from Mr. Madhava acknowledging this error: "As the result of a clerical error, we believed the license was issued on a January to January basis and not on a July to July basis." (**Exhibit 5**, 8/4/2025 Email Chain).

NOTICE OF EXPIRATION DATE

Mr. Madhava's February 26, 2026 email additionally states: "If delivering the license is NOT required, please identify precisely how an STR holder would be expected to find the expiration date. Please also include reference to the ordinance that identifies this as a responsibility of the STR holder."

The City Code provides that the license holder and local agent are responsible for applying for a renewed license no later than 30 days prior to the date that the license is set to expire. See City Code, Section 99.58. The City Code does not contain any requirements for the City to affirmatively notify license holders or local agents of license expiration dates. Thus, it is the license holder and local agent's responsibility to know the expiration date of an STR license and to timely submit a renewal application prior to expiration.

Moreover, the 2024 STR Application contains an attestation that is signed by Mr. Madhava that states, in relevant part, the following attestations:

- "Chapter 99.5 has been reviewed.
- I understand that if a license is issued under Chapter 99.5, it 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.
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued." [(**Exhibit 1**, 2024 STR Application) (emphasis omitted).]

Accordingly, both the City Code and the STR license application form itself are clear that the burden to manage license expiration dates and to ensure timely submission of renewal applications falls squarely on the license holder, not the City. The signed attestation in the 2024 STR Application is conclusive evidence that these requirements were understood when the application was filed, and any claims to the contrary arose only after the license was expired and are without merit.

Additionally, there are many ways Mr. Madhava could have ascertained the expiration date of the STR license issued for 534 St. Joseph St. First, Mr. Madhava could have simply asked his local agent for a copy of the license or to identify the expiration date. Mr. Tringali was provided with a copy of the license containing the expiration date on July 5, 2024, and January 7, 2025, and he also had actual knowledge of the expiration date of the license. (**Exhibit 3**, 1/7/25 Email).

Second, Mr. Madhava could have requested a copy of the license from City staff via email or in person. City staff routinely and promptly provide such documents upon request, as evidenced by the January 7, 2025 email from the City to Mr. Tringali, and City staff would have doubtlessly provided another copy.

Third, Mr. Madhava could have used the City's STR landing page on its website (https://www.saugatuckcity.com/short-term-rentals.html) to ascertain the expiration date of the STR license. The landing page contains a tab titled "Steps to Check Expiration Date," which provides step by step instructions to identify the expiration date of STR licenses using the City's BS&A website. Following these steps for 534 St. Joseph St. shows the following information:

Number	CSTR License-240021
Type	Short-Term Rental License
Description	*No Data to Display*
Bldg/Ref #	*No Data to Display*
Complex	*No Data to Display*
Since	05/21/2024
Issued	07/05/2024
Inspector	Fire Dept
Stipulations	*No Data to Display*

Status	Cancelled
Buildings	0
Billing Class	*No Data to Display*
Expires	07/05/2025
Group	*No Data to Display*

The "Steps to Check Expiration Date" tab on the City's STR landing page also contains the following relevant statement: "It is each owner's responsibility to know and keep track of their expiration date—the City will not provide you with any advance notice prior to your expiration date." Thus, it was the responsibility of Mr. Madhava and Mr. Tringali—not the City—to know and keep track of the expiration date of the STR license for 534 St. Joseph St.

RECENT AMENDMENT TO STR REGULATIONS

Both Mr. Madhava and Mr. Tringali have raised issues relating to their expectations of what would be included in the recent amendment to the City's STR regulations. Unfortunately, these unilateral expectations of what the Council could have done are not grounds for reinstating an expired license or excusing compliance with the City Code.

At a Council workshop on January 7, 2026, the Council directed my office to prepare an amendment to the City Code that would effectuate: "a one-time license reinstatement/amnesty for those affected by recent administrative lapses, to address the possible inclusion of an 'act of God' hardship exemption and to clarify and codify the renewal process and notification standards."[1] This direction was not an amendment to the City Code, nor was it a final and definitive statement of the final terms of the amendment. Rather, it was a general framework within which City Staff would prepare a proposed amendment for adoption at a later date.

The draft amendment to the City Code was presented to the Council at its February 4, 2026 workshop, and a copy of the amendment was included in the meeting packet for that workshop, which was available to the public in advance of the meeting. The meeting minutes contain the following summary of the Council's discussion of the amendment:

> Ordinance No. 260204-A - Short Term Rental Licensing Ordinance Amendment: The ordinance discussion was about addressing how short-term rental renewals are handled and creating a one-time amnesty for a small group of owners. Going forward, there will be a single, clear renewal date and a defined application window, so people know exactly when they must apply. Staff and the attorney also added a very narrow "extraordinary circumstances" exception—for things truly beyond an owner's control, not simple forgetfulness—that can be used for late items (like renewals or inspection follow-ups). The one-time amnesty is limited to specific properties recognizing they made a good-faith effort while still keeping the ordinance firm for others. Council was generally supportive, and the redlined ordinance with these changes is going to the next meeting for formal adoption.

---

[1] Meeting minutes from City Council meetings, as well as the meeting packets and agendas, are available on the City's website: https://www.saugatuckcity.com/city-council.html

The amendment was unanimously approved by the Council at its February 9, 2026, regular meeting.

At the February 9, 2026, regular meeting, the City Council even asked City staff, prior to voting on the relevant ordinance amendment, "Do we have a list of the properties impacted by this[.]" (See Recording of City Council Meeting, February 9, 2026 YouTube, https://www.youtube.com/watch?v=EUwVYrZlOh4, timestamp 1:50:00). In response to that question, City staff expressly explained that there is a list of 8 properties, but "two of those are unable to renewed under this ordinance due to applying after the application period." *See id.* Therefore, it was clear on the record that the ordinance amendment that was being considered by City Council and that was ultimately adopted did not provide amnesty for all affected properties.

Mr. Madhava's February 26, 2026 email states: "I'm confused, there was a unanimous vote to reinstate my license along with the 8 others. I was there. How does this amendment get written and passed if it doesn't reflect the intent of the city council. The question was brought to order, seconded and voted on individually." Mr. Tringali's February 25, 2026 letter similarly states: "it was clearly conveyed that all nine properties impacted during the transition period would be afforded amnesty consideration. Based on that understanding, we were surprised and disappointed to learn that amnesty was ultimately granted to only five properties, with ours among those excluded." These statements may be reflective of a misunderstanding of the Council's actions.

As explained above, the Council never voted to provide amnesty to every license or to any specific license holder. As indicated above, there was consensus by the Council at a workshop for an amendment to be prepared that afforded some amnesty for "administrative lapses," which was later clarified to include various criteria for eligibility, including the requirement to have submitted a renewal application prior to license expiration. While the Council may have considered, and some may have hoped for, a broader amnesty while the amendment was initially discussed, that was not incorporated into the final amendment.

Mr. Tringali's February 25, 2026 letter states: "Public statements indicated broader relief than what was ultimately applied, and we relied on those representations in good faith." Reliance requires an affirmative act or omission, or some other kind of change in position. By the time the Council was discussing the latest amendment to the City's STR regulations, the license for 534 St. Joseph St. had already expired, and there was nothing that Mr. Tringali nor Mr. Madhava did or could have done to change their positions in reliance on this discussion. Thus, the suggestion that there was good faith reliance on these discussions is unavailing.

Finally, Mr. Madhava's February 26, 2026 email asserts that he had "no notice to be able to address this prior to passing of the new ordinance, nor given an opportunity to comment on the language of the ordinance." This is simply untrue. The City provided notice of all meetings and workshops where changes to its STR regulations were to be discussed as required by law. The agenda and

packets for these meetings were available in advance on the City's website, and citizens are able to attend and participate in-person or virtually. The City is under no legal obligation to provide affirmative, individualized notice of agenda items to persons who may have an interest in the Council's final decision on that agenda item, nor would it be remotely feasible for the City to do so.

According to the City's records, Mr. Madhava subscribes to the City's email list and was sent specific emails as to both the February 4, 2026 City Council workshop and the February 9, 2026 City Council regular meeting. These emails included links to the relevant meeting packets, which contain the agenda for the meeting and would have clearly indicated that the STR amendment was being discussed and acted upon. Accordingly, the City provided ample notice to Mr. Madhava.

Mr. Madhava could have easily learned when the STR amendment was going to be discussed and acted upon via the City's website or the subscription emails and participated in the discussion via Zoom or in person. Mr. Madhava was entitled to no more notice or opportunity for comment than what was afforded to him.

EXTRAORDINARY CIRCUMSTANCES

Mr. Madhava's February 26, 2026 email finally requests a renewed license due to claimed extraordinary circumstances, claiming that "the ordinance clearly enables staff to exercise it's judgment in renewing licenses," and that "[t]he circumstances around the failure to deliver the STR license is documented, is extraordinary, and was beyond my control." Section 99.64(B) of the City Code, as amended by the Council on February 9, 2026, does provide the City's enforcing officer with the ability to excuse compliance with deadlines in extraordinary circumstances. Therefore, Mr. Madhava's February 26 email will be treated as a request to excuse compliance with the June 5, 2025, renewal deadline for the STR license issued for 534 St. Joseph St. due to extraordinary circumstances pursuant to Section 99.64(B) of the City Code, and this letter from my office serves as the official determination of the City enforcing officer[2] as to whether such extraordinary circumstances exist.

The newly amended Section 99.64(B) provides:

> The enforcing officer shall also have the authority to excuse compliance with the deadlines set forth in this chapter (but no other requirements of this chapter) if a license holder provides the enforcing officer with satisfactory proof that an untimely submission was caused by extraordinary circumstances beyond the license

[2] The City's enforcing officer is the Director of Planning & Zoning, Grayson Moore. He has reviewed and adopted the determination set forth in this letter.

> holder's control. For the purposes of this subsection, "extraordinary circumstances" may include such circumstances as acts of God including flood, fire, endemic, pandemic, war, or civil unrest; a documented medical condition that renders the license holder unable to submit a timely application; or military service or deployment. "Extraordinary circumstances" shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The enforcing officer's determination of whether extraordinary circumstances exist shall be final.

Mr. Madhava identifies the City's "failure to deliver the STR license" as extraordinary circumstances warranting renewal of the STR license for 534 St. Joseph St. **On behalf of the City enforcing officer, this request is rejected on the basis the City's failure to deliver an STR license to an owner does not constitute "extraordinary circumstances" as defined by Section 99.64(B) of the City Code**, for the following reasons:

Section 99.64(B) requires "proof that an untimely submission was caused by extraordinary circumstances beyond the license holder's control." Notwithstanding that a copy of the STR license was not emailed to Mr. Madhava, a copy was sent to his local agent on two occasions before it expired. It was not beyond Mr. Madhava's control to ask his local agent for a copy, nor was it beyond Mr. Tringali's control to forward the license to Mr. Madhava or otherwise appraise him of the renewal deadline. Further, Mr. Madhava could have ascertained the renewal deadline even without a copy of the STR license using the easily accessible tools on the City's website or by asking City staff for a copy.

Section 99.64(B) further provides that "'extraordinary circumstances' shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect." The circumstances surrounding the failure to submit a timely renewal application were primarily attributable to the inaction, negligence, or neglect of the local agent in mistakenly believing that the STR license for 534 St. Joseph St. expired in January of 2026, rather than July of 2025, despite the expiration date of July 5, 2025, being very clearly indicated on the license.

Section 99.64(B) finally provides that "'extraordinary circumstances' […] shall not include any alleged failure of the City to provide notice." The circumstances cited by Mr. Madhava—that the City did not send him a copy of the license for 534 St. Joseph St.—are essentially an allegation of the City failing to provide notice of his expiration date, which does not constitute extraordinary circumstances under Section 99.64(B). As indicated on the City's website and as explained in this letter, it is the responsibility of the license holder and the local agent to know the expiration date.

CONCLUSION

The City recognizes that the loss of the STR license for 534 St. Joseph St. is an unwelcome development, and that Mr. Madhava and Mr. Tringali may have had different expectations for how the City Code would be amended. However, the fact that a copy of the license was only sent to the local agent for 534 St. Joseph St. and not the license holder does not warrant reinstatement of a now-expired license under the City Code. The City considers this matter resolved at this time.

If Mr. Madhava still desires to use the property for short-term rental purposes, he can submit an application for an STR license for the accessory dwelling unit ("ADU") on the property, as ADUs are exempt from the maximum limits on STR licenses. However, it should be noted that all requirements for an ADU must be met in order to be considered.

Sincerely,



JACOB N. WITTE
SENIOR ASSOCIATE
Direct: 517.381.3201
jwitte@fsbrlaw.com

EXHIBIT 1

SHORT-TERM RENTAL LICENSE APPLICATION

STEPS IN THE ANNUAL LICENSE PROCESS
1. Fully complete this STR License Application. Note: Owner signature is required in multiple places. 2. Submit a complete application and required attachments with the annual license fee of $525.00. Note: Payment can be made via check or by card in person or by calling the City Treasurer. 3. City staff will review the application for completeness and compliance with the City's STR Licensing Ordinance. 4. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection. 5. The Fire Department will notify the City when the dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay $150.00 to the City of Saugatuck for each reinspection. 6. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information	
Address: 534 St. Joseph St.	Parcel Number: 57-204-016-00
Requested Occupant Load: 12	Off-Street Parking Spaces: 0
Number of Trash Receptacles: 1	Number of Recycling Receptacles: 1
Type of Dwelling Unit: ☑ Single Family ☑ Accessory Dwelling ☐ Multi-Family	

Checklist	
Required Attachments:	☑ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement. ☑ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental. ☑ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided. ☑ Completed and signed rental inspection checklist from the Saugatuck Township Fire District ☑ Documentation showing that the dwelling unit has been insured as a rental dwelling.

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy

Owner Information		
Ownership Type (select one)		
☑	Personal	
	Name of Person(s):Rakesh Madhava	
☐	Trust	
	Name of Trust:	
	Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):	
	1. Beneficiary/Trustee:	
	2. Beneficiary/Trustee:	
	3. Beneficiary/Trustee:	
	4. Beneficiary/Trustee:	
	5. Beneficiary/Trustee:	
☐	Corporate Entity	
	Name of Corporate Entity:	
	Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):	
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member:	% Ownership:
	Member	% Ownership
Address: 534 St. Joseph St.		
Phone: [redacted]		
E-mail: [redacted]		
Owner Attestation: • The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5		
Owner Signature: RM		Date: 4/23/2024

License Holder Information	
Applicant (Select all that apply):	☑ Owner ☐ Other
Applicant Name:	
Applicant Address:	
Applicant Phone:	
Applicant E-mail:	
Owner Approval of Another Applicant: • I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.	
Owner Signature:	Date: 4/23/24

Local Agent Information	
If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.	
Designated Local Agent	☐ Owner ☑ Other
Agent Name:	Bella Vista Vacation Rentals
Agent Address:	133 Butler. PO 471 Saugatuck 49453
Agent Phone:	269 857 8482
Agent E-mail:	[redacted]
Approval of Agent: • I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.	
License Holder or Owner Signature:	Date: 4/23/24

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation** of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it 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. I further understand that **the application fee is non-refundable**.
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
  - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
  - Any transfer, sale, change in ownership, or other conveyance of the premises;
  - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short- term rental license; or
  - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature:	Date: 4/23/24
License Holder Signature:	Date:
Local Agent Signature:	Date:

Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist **PRIOR** to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*

2. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)

3. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
    a. The procedure for reporting a fire or other emergency. (*ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.*)
    b. Current address and location of occupancy.
    c. Floor Plans identifying the locations of the following:
        i. Exits
        ii. Primary evacuation routes
        iii. Secondary evacuation routes
        iv. Portable fire extinguishers
    d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)

4. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. *(Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.)* (IFC 505.1)

5. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)

6. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)

7. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)

8. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (*Approved UL listed surge protectors may be utilized)* (IFC 605.5)

9. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)

10. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)

11. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)

12. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)

13. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)

14. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)

15. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)

16. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

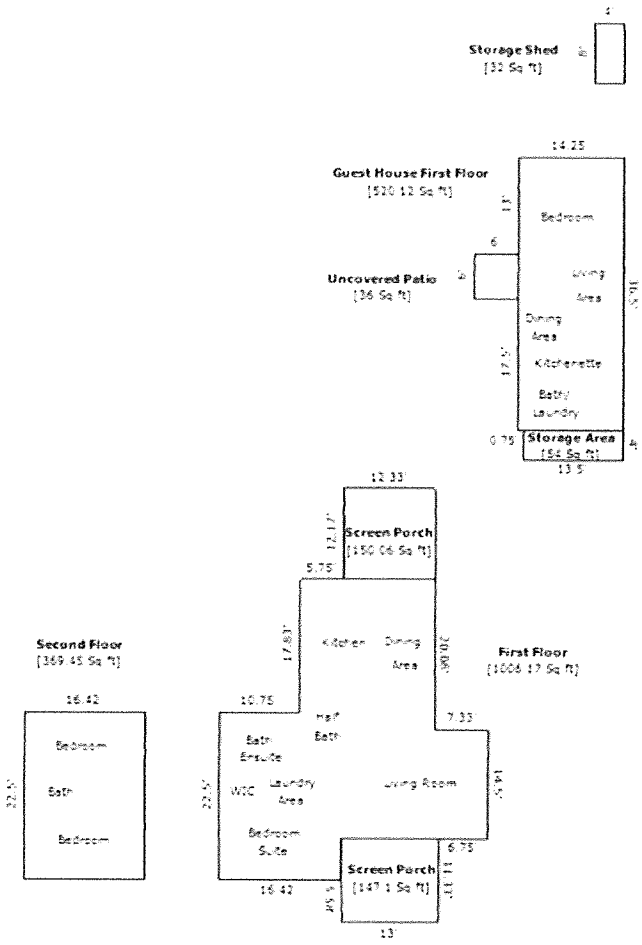
Printed Name: Kevin Trinka Date: 5/15/24

Signature:

SKETCH ADDENDUM

File # 12129 & 00081631608

Borrower/Client Rakesh Madhava
Property Address 534 St Joseph St
City Saugatuck County Allegan State MI Zip Code 49453
Lender Huntington National Bank



*Total Sketch by a la mode

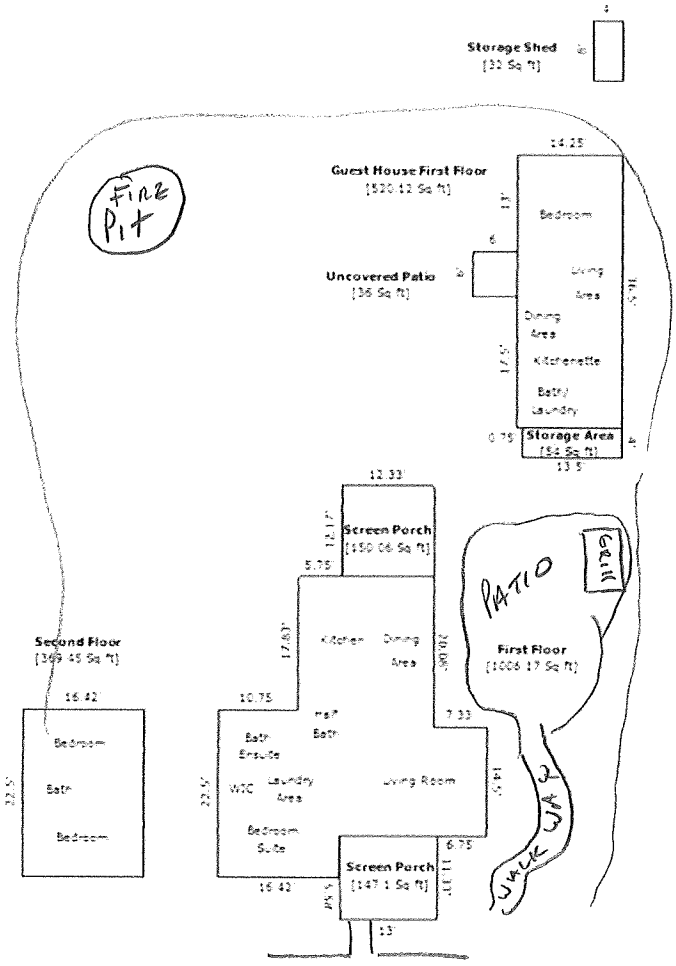
Area Calculations Summary

Living Area		Calculation Details	
First Floor	1006.17 Sq ft	18.08 × 17.83	= 322.48
		22.5 × 16.42	= 369.38
		16.75 × 12.42	= 207.98
		7.33 × 14.5	= 106.33
Second Floor	369.45 Sq ft	22.5 × 16.42	= 369.45
Total Living Area (Rounded):	**1376 Sq ft**		
Non-living Area			
Screen Porch	150.06 Sq ft	12.33 × 12.17	= 150.06
Guest House First Floor	520.12 Sq ft	14.25 × 36.5	= 520.12
		0.5 × 0.75 × 0	= 0
Screen Porch	147.1 Sq ft	11.33 × 12.92	= 146.39
		0.08 × 5.75	= 0.48
		0.5 × 0.08 × 5.58	= 0.23
Uncovered Patio	36 Sq ft	6 × 6	= 36
Storage Area	54 Sq ft	13.5 × 4	= 54
Storage Shed	32 Sq ft	8 × 4	= 32

SKETCH ADDENDUM

File # 12129 & 00081631608

Borrower/Client Rakesh Madhava
Property Address 534 St Joseph St
City Saugatuck County Allegan State MI Zip Code 49453
Lender Huntington National Bank



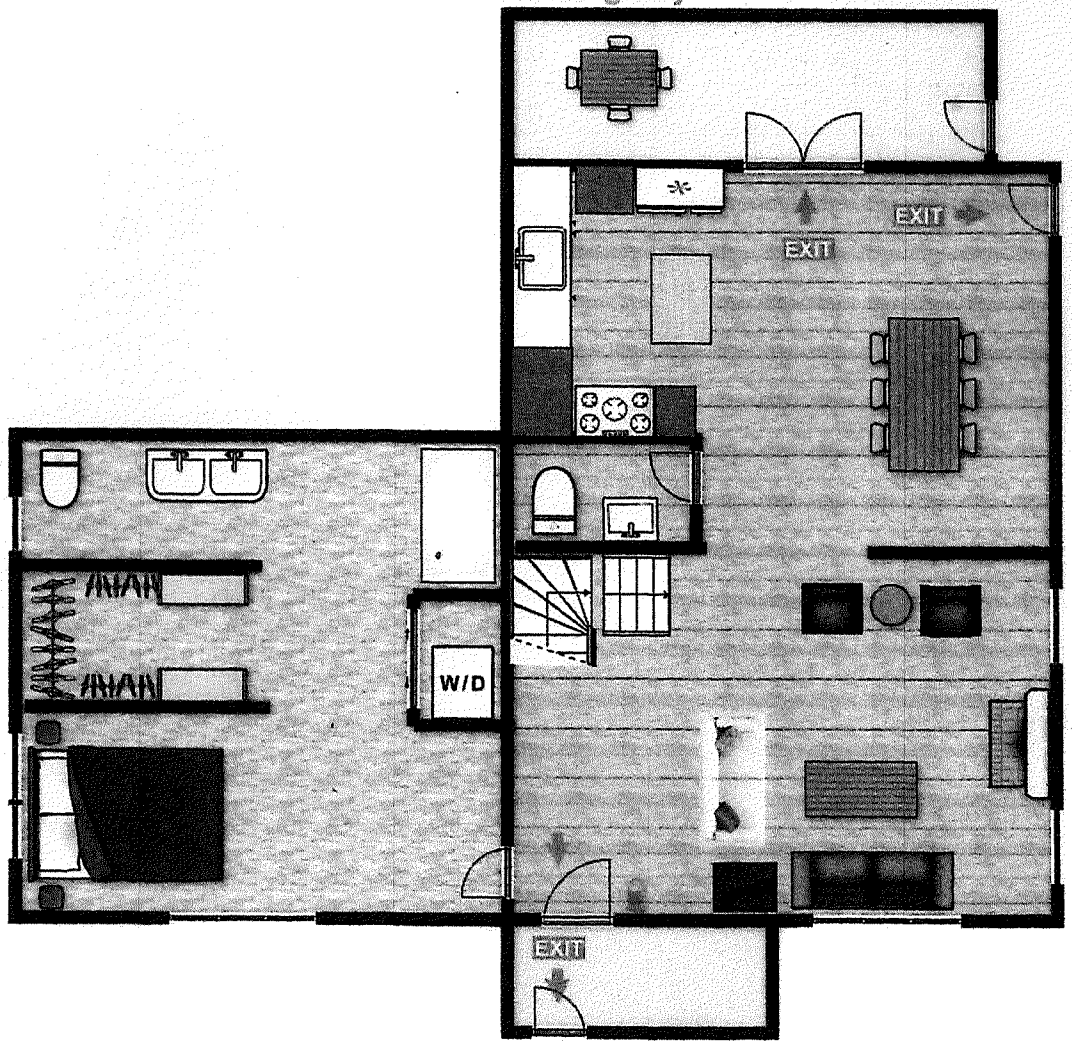
*TOTAL Sketch by a la mode

Area Calculations Summary

Living Area		**Calculation Details**	
First Floor	1006.17 Sq ft	18.08 × 17.83	= 322.48
		22.5 × 16.42	= 369.38
		16.75 × 12.42	= 207.98
		7.33 × 14.5	= 106.33
Second Floor	369.45 Sq ft	22.5 × 16.42	= 369.45
Total Living Area (Rounded):	**1376 Sq ft**		
Non-living Area			
Screen Porch	150.06 Sq ft	12.33 × 12.17	= 150.06
Guest House First Floor	520.12 Sq ft	14.25 × 36.5	= 520.12
		0.5 × 0.75 × 0	= 0
Screen Porch	147.1 Sq ft	11.33 × 12.92	= 146.39
		0.08 × 5.75	= 0.48
		0.5 × 0.08 × 5.58	= 0.23
Uncovered Patio	36 Sq ft	6 × 6	= 36
Storage Area	54 Sq ft	13.5 × 4	= 54
Storage Shed	32 Sq ft	8 × 4	= 32

The Farmhouse
534 St. Joseph St., Saugatuck MI
Bella Vita Hotline: 616-635-1717

Dial 911 for an Emergency

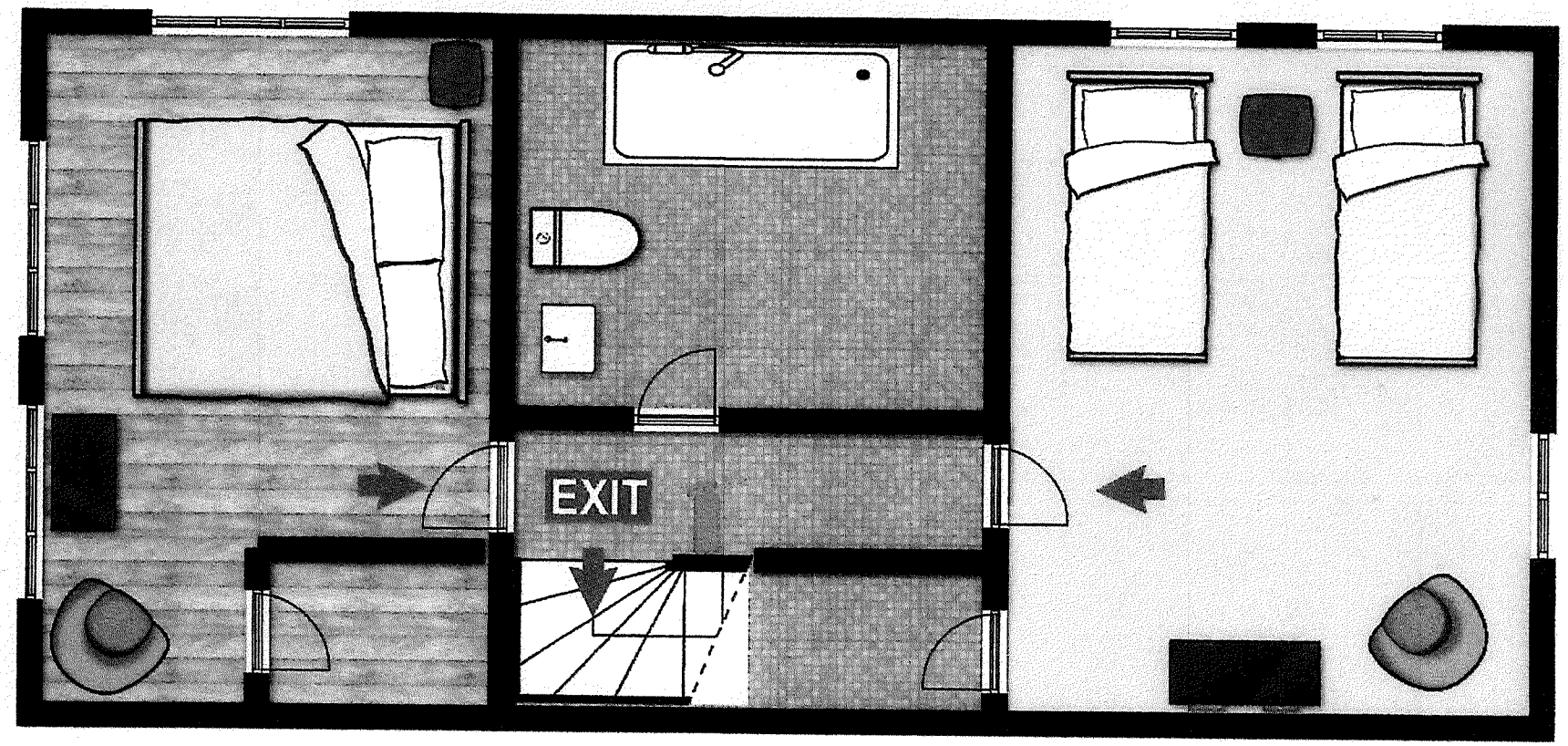


BELLAVITA

The Farm House
534 St. Joseph St, Saugatuck MI
Bella Vita Hotline: 616-635-1717

100

Dial 911 for an Emergency

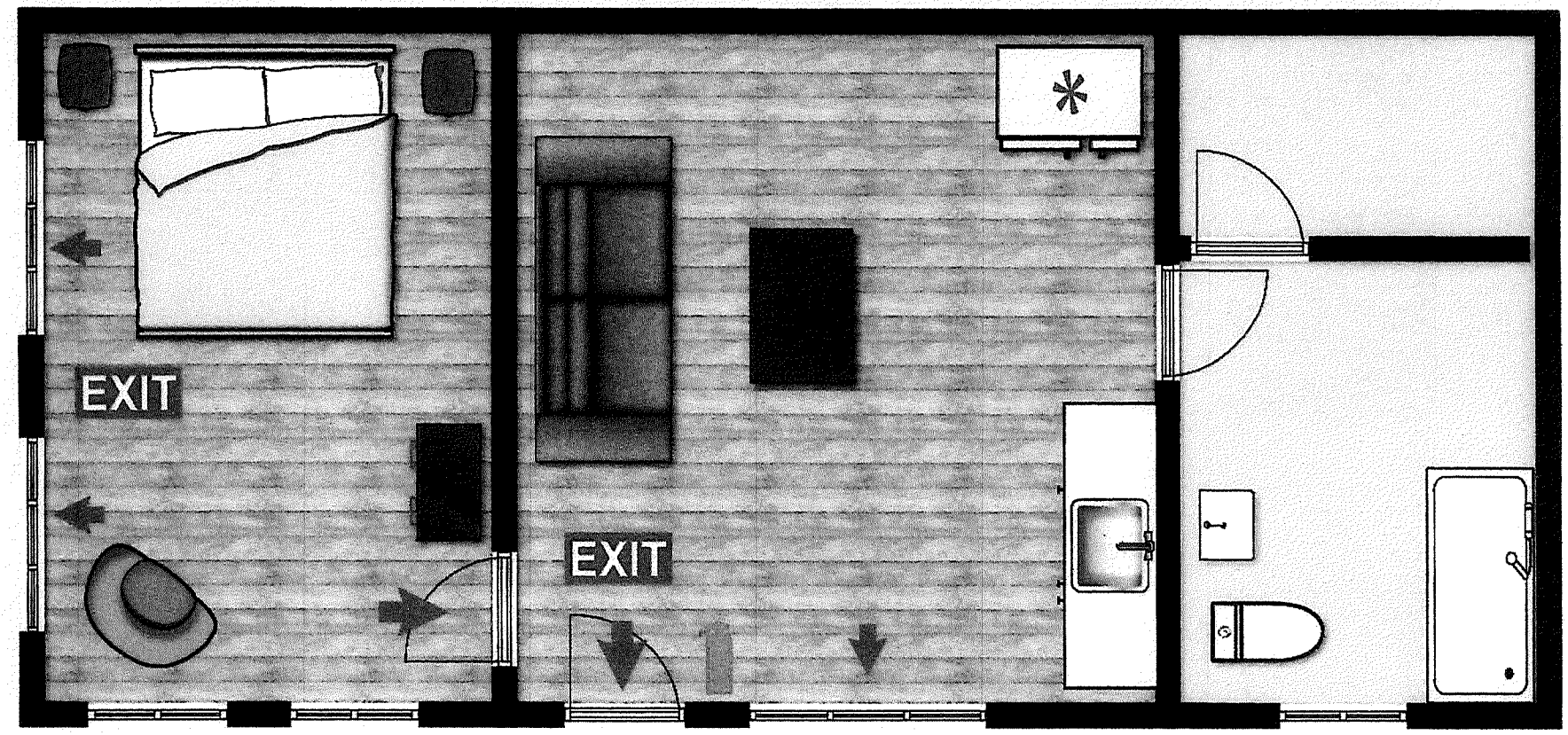


Dial 911 for an Emergency

Stable Cottage
534 St. Joseph St, Saugatuck MI
Bella Vita Hotline: 616-635-1717

101

Dial 911 for an Emergency



Dial 911 for an Emergency

COV

AGENT COPY
MAY 20, 2024 AGENT: FBDB/3B3D

POLICY#: 22-PN-3660-0 F HO - HOMEOWNERS

MADHAVA, RAKESH
4545 N RAVENSWOOD AVE
CHICAGO, IL 60640-5201

PHONE#: (H) 312-286-7519

***** DUPLICATE REQUEST *****

Eff date:(05/08/24) Curr date: (05/08/24) Time: (11:57 AM)

DEDUCTIBLE AND COVERAGE AMOUNT CHANGES

Coverages:
(L-PERS LIAB 500000)

OPTIONS AND ENDORSEMENTS

ADD: Home Rental # Nights(90)

Martyniek, Kabri A
269-857-2131 INITIALS(KAM)

State Farm Fire and Casualty Company
A Stock Company With Home Offices in Bloomington, Illinois

Po Box 2356
Bloomington IL 61702-2356

AT1 H-04-3B3D-FBDB F HW
3201
MADHAVA, RAKESH
[redacted]

DECLARATIONS

AMENDED APR 24 2024

AMOUNT DUE: None
Payment is due by TO BE PAID BY MORTGAGEE

Policy Number: [redacted]

Policy Period: 12 Months
Effective Dates: MAY 30 2024 to MAY 30 2025
The policy period begins and ends at 12:01 am standard time at the residence premises.

HOMEOWNERS POLICY

Location of Residence Premises
534 ST JOSEPH ST
SAUGATUCK MI 49453-9489

Your State Farm Agent
KABRI MARTYNIEK
150 CENTER ST UNIT A
DOUGLAS MI 49406-5155

Phone: (269) 857-2131

Construction: Frame
Year Built: 1922

Roof Material: Composition Shingle
Roof Installation Year: 1994

Automatic Renewal
If the **POLICY PERIOD** is shown as **12 MONTHS,** this policy will be renewed automatically subject to the premiums, rules, and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

3201 04
000250 H
60

IMPORTANT MESSAGES

Your policy is amended APR 24 2024
INSURED NAME AND/OR ADDRESS CHANGE
Other items shown are effective
with the policy's 2024 renewal

Number of Families: 01
Zone: 62 Subzone: 99
Customer Rating Index: 5589

PREMIUM

Endorsement Premium NONE
Your premium has already been adjusted by the following:
Claim Record
Loyal Customer

StateFarm

NAMED INSURED	MORTGAGEE AND ADDITIONAL INTERESTS
MADHAVA, RAKESH	

Mortgagee

[redacted]

SECTION I - PROPERTY COVERAGES AND LIMITS

Coverage	Limit of Liability
A Dwelling	$
Other Structures	$
B Personal Property	$
C Loss of Use	$
Additional Coverages	
Arson Reward	
Bed Bugs	
Credit Card, Bank Fund Transfer Card, Forgery, and Counterfeit Money	
Debris Removal	Additional 5% available/$1,000 t
Fire Department Service Charge	$500 per o
Fuel Oil Release	
Locks and Remote Devices	
Trees, Shrubs, and Landscaping	5% of Coverage A amount/$75

SECTION II - LIABILITY COVERAGES AND LIMITS

Coverage	Limit o
L Personal Liability (Each Occurrence)	$
Damage to the Property of Others	$
M Medical Payments to Others (Each Person)	$

INFLATION

Inflation Coverage Index: 338.8

DEDUCTIBLES

Section I Deductible	Deductibl
All Losses	$

LOSS SETTLEMENT PROVISIONS

A1 Replacement Cost - Similar Construction
B1 Limited Replacement Cost - Coverage B

APR 25 2024

22-PN-3660-0

State Farm

FORMS, OPTIONS, AND ENDORSEMENTS

HW-2122	Homeowners Policy
HO-2267.2	Amendatory Endorsement
HO-2374	Amendatory End - Address
Option JF	Jewelry and Furs $1,500 Each Article/$2,500 Aggregate
Option ID	Increase Dwlg Up to $ 95,860
Option OL	Ordinance/Law 10%/$ 47,930

Other limits and exclusions may apply - refer to your policy

Your policy consists of these Declarations, the Homeowners Policy shown above, and any other forms and endorsements that apply, including those shown above as well as those issued subsequent to the issuance of this policy.

This policy is issued by the State Farm Fire and Casualty Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm Fire and Casualty Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.

Lynne M. Haskell
Secretary

Michael J. Tipsord
President

oIF1905A

State Farm Fire and Casualty Company
A Stock Company With Home Offices in Bloomington, Illinois

PO Box 2356
Bloomington IL 61702-2356

H-04-3B3D-FBDB F HW
3200
POPE, JENNIFER & MADHAVA, RAKESH
[redacted]

RENEWAL DECLARATIONS

AMOUNT DUE: **None**
Payment is due by TO BE PAID BY MORTGAGEE

Policy Number: [redacted]

Policy Period: 12 Months
Effective Dates: MAY 30 2024 to MAY 30 2025
The policy period begins and ends at 12:01 am standard time at the residence premises.

Homeowners Policy

Location of Residence Premises
534 ST JOSEPH ST
SAUGATUCK MI
49453-9489

Your State Farm Agent
KABRI MARTYNIEK
150 CENTER ST UNIT A
DOUGLAS MI 49406-5155

Phone: (269) 857-2131

Construction: Frame
Year Built: 1922

Roof Material: Composition Shingle
Roof Installation Year: 1994

Automatic Renewal
If the **POLICY PERIOD** is shown as **12 MONTHS**, this policy will be renewed automatically subject to the premiums, rules, and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

3200 04
004172 H
20

IMPORTANT MESSAGES

NOTICE: Information concerning changes in your policy language is included. Please call your agent with any questions.
Number of Families: 01
Zone: 62 Subzone: 99
Customer Rating Index: 5589
Please help us update the data used to determine your premium. Contact your agent with the year each of your home's utilities (heating/cooling, plumbing, or electrical) and roof were last updated.

PREMIUM

Annual Premium	$2,384.00
Your premium has already been adjusted by the following:	
Claim Record Discount	Loyal Customer
Total Premium	**$2,384.00**

StateFarm

NAMED INSURED	MORTGAGEE AND ADDITIONAL INTERESTS
POPE, JENNIFER & MADHAVA, RAKESH	Mortgagee [redacted]

SECTION I - PROPERTY COVERAGES AND LIMITS

Coverage	Limit of Liability
A Dwelling	$
Other Structures	$
B Personal Property	$
C Loss of Use	$
Additional Coverages	
Arson Reward	
Bed Bugs	
Credit Card, Bank Fund Transfer Card, Forgery, and Counterfeit Money	
Debris Removal	Additional 5% available/$1,000 tr
Fire Department Service Charge	$500 per oc
Fuel Oil Release	
Locks and Remote Devices	
Trees, Shrubs, and Landscaping	5% of Coverage A amount/$750

SECTION II - LIABILITY COVERAGES AND LIMITS

Coverage	Limit of
L Personal Liability (Each Occurrence)	$
Damage to the Property of Others	$
M Medical Payments to Others (Each Person)	$

INFLATION

Inflation Coverage Index: 338.8

DEDUCTIBLES

Section I Deductible	Deductibl
All Losses	$

LOSS SETTLEMENT PROVISIONS

A1 Replacement Cost - Similar Construction
B1 Limited Replacement Cost - Coverage B

APR 08 2024

HO 2000

FORMS, OPTIONS, AND ENDORSEMENTS

HW-2122	Homeowners Policy
Option ID	Increase Dwlg up to $95,860
Option OL	Ordinance/Law 10%/ $47,930
Option JF	Jewelry and Furs $1,500 Each Article/$2,500 Aggregate
HO-2267.2	*Amendatory Endorsement
HO-2374	*Amendatory End - Address
	*New Form Attached

ADDITIONAL MESSAGES

State Farm® works hard to offer you the best combination of price, service, and protection. The amount you pay for homeowners insurance is determined by many factors such as the coverages you have, the type of construction, the likelihood of future claims, and information from consumers reports.

Other limits and exclusions may apply - refer to your policy

Your policy consists of these Declarations, the Homeowners Policy shown above, and any other forms and endorsements that apply, including those shown above as well as those issued subsequent to the issuance of this policy.

This policy is issued by the State Farm Fire and Casualty Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm Fire and Casualty Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.

Lynne M. Yourell
Secretary

Michael T. Tipsord
President

e1F1063A

Quit Claim Deed

KNOW ALL PERSONS BY THESE PRESENTS THAT: Jennifer Pope, married to Rakesh M. Madhava, whose address is 534 St Joseph Street, Saugatuck, MI 49453,

CONVEYS and Quitclaims to: Rakesh M. Madhava, whose address is 534 St Joseph Street, Saugatuck, MI 49453,

The following described premises:

Situated in the City of Saugatuck, County of Allegan, State of Michigan, to wit:

The South 1/2 of Lots 10 and 12 of Judson's Addition to the Village of Saugatuck (now city of Saugatuck), Michigan, according to the recorded plat thereof thereof.

PROPERTY TAX ID# 57-204-016-00
COMMONLY KNOWN AS: 534 St Joseph Street, Saugatuck, MI 49453

for the full consideration of $1.00

EXEMPT FROM TRANSFER TAX PURSUANT TO MCL207.526 (a) and MCL207.505 (a)

Subject to easements and building and use restrictions of record and further subject to all prior reservations including all prior oil, gas and other minerals and further subject to all local and state statutes, ordinances and laws.

EXHIBIT 2

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Friday, July 5, 2024 6:46 PM
To: jennifer@theballroom.com; Bella Vita Vacation Rentals
Subject: 534 St. Joseph
Attachments: STR License - 534 St. Joseph - 7-5-24.pdf; STR License - 534 St. Joseph ADU - 7-5-24.pdf

Hello,

I was notified 534 St. Joseph main home and ADU passed inspection. Attached is the STR license. Please note the maximum occupants and expiration date.

Here is a link to the Good Neighbor Guide to share with your visitors:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/copy_of_good_neighbor_guide__2_.pdf

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

EXHIBIT 3

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Tuesday, January 7, 2025 1:58 PM
To: Kevin Tringali; David Jirousek
Cc: Kyle Salay; Kevin Tringali; Luke Thompson
Subject: RE: 534 St. Joseph-recertification
Attachments: 534 St. Joseph

Hi Kevin,

Happy New Year!

Attached is approval email and certificate from earlier this year. I believe Luke is looking at correcting the owner name as it incorrectly listed one of the parties. I have copied him.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Tuesday, January 7, 2025 12:01 PM
To: David Jirousek <david@horizon-planning.com>
Cc: Ryan Cummins <rcummins@saugatuckcity.com>; Kyle Salay <kyle@horizon-planning.com>; Kevin Tringali <info@bellavitavacationrentals.com>
Subject: RE: 534 St. Joseph-recertification

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hello,

We are updating all our files as we head into 2025. We know 534 St. Joseph was recertified back in July of 2024 however I don't recall seeing an actuall certification document? Can we get one sent to us for our records?

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717
www.bellavitavacationrentals.com

From: David Jirousek [mailto:david@horizon-planning.com]
Sent: Friday, July 12, 2024 2:12 PM
To: kevin@bellavitavacationrentals.com
Cc: Ryan Cummins; Kyle Salay
Subject: Re: 534 St. Joseph-recertification

Kevin-
Please disregard the notice. The subject property has a final permit, and there are no current violations.

David M. Jirousek, MCP, AICP
Principal – Community Planner
616-540-1794

From: Kyle Salay <kyle@horizon-planning.com>
Date: Wednesday, July 10, 2024 at 12:23 PM
To: David Jirousek <david@horizon-planning.com>
Subject: Fwd: 534 St. Joseph-recertification

Begin forwarded message:

> **From:** Kevin Tringali <kevin@bellavitavacationrentals.com>
> **Date:** July 10, 2024 at 11:44:05 AM EDT
> **To:** Kyle Salay <kyle@horizon-planning.com>
> **Cc:** Rakesh Madhava <rmadhava@nextpoint.com>
> **Subject: 534 St. Joseph-recertification**
>
> Hi Kyle,

My name is Kevin Tringali, property manager for 534 St. Joseph in Saugatuck. My homeowner received a violation notice regarding our recertification?

This new application was originally submitted back in April 2024 and again in May for the 2nd dwelling which I believe has not been used as of yet. The actual inspection date was mid June and as it always has passed with no issues and we did receive our certification from the city saying so.

The month of June was primarily blocked off and occupied by the owner who was in the process of making sever improvements (painting, staining and replacing items in the home.

According to Ryan Cummings (City manager) this is just a notice. We are asking to confirm this for our records as there was no violation.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717
www.bellavitavacationrentals.com

EXHIBIT 4

From: Ryan Cummins <rcummins@saugatuckcity.com>
Sent: Friday, August 29, 2025 2:07 PM
To: Kevin Tringali
Cc: Lindsay Tringali
Subject: RE: 534 St. Joseph

Thanks Kevin. I will update our system to change the contact information provided for the STR apps we have received from info@bellavitavacationrentals.com to kevin@bellavitavacationrentals.com

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

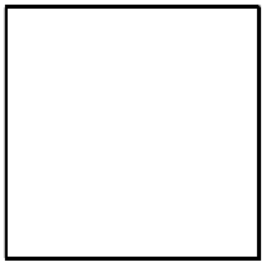
From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Friday, August 29, 2025 1:59 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <lindsaymlorence@yahoo.com>
Subject: Re: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Yes, this email we are communicating on now, kevin@bellavitavacationrentals.com

Thank you

Kevin Tringali
Bella Vita Vacation Rentals
616-635-1717
www.bellavitavacationrentals.com



Sent from my iPhone

On Aug 29, 2025, at 1:30 PM, Ryan Cummins <rcummins@saugatuckcity.com> wrote:

Hi Kevin,

Just to clarify, you want us to change the contact email for Bella Vita and all your properties to kevin@bellavitavacationrentals.com?

If so, I will make that change in our system. Please make sure that is clear on future STR apps too.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Friday, August 29, 2025 1:19 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <lindsaymlorence@yahoo.com>
Subject: Re: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Thank you, this helps explain things, why these are not getting to me. My work email is kevin@bellavitavacationrentals.com

Please continue to use this email moving forward.

Kevin Tringali
Bella Vita Vacation Rentals
616-635-1717
www.bellavitavacationrentals.com

<~WRD2501.jpg>

Sent from my iPhone

On Aug 29, 2025, at 12:29 PM, Ryan Cummins <rcummins@saugatuckcity.com> wrote:

Hi Kevin,

Attached is the letter again.

Here is the e-mail we have: info@bellavitavacationrentals.com

It looks like Luke has also sent other e-mails to you on some other rentals noting the 30-day requirement.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Friday, August 29, 2025 12:05 PM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <lindsaymlorence@yahoo.com>
Subject: RE: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

For some reason the "letter to STR owners and agents" attachment will not open (getting an error message. Is there a way you can let me know what email address you show for us? I am not seeing the 8/29/24 email in either my bella vita email or our general email box.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717
www.bellavitavacationrentals.com
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Friday, August 29, 2025 11:41 AM
To: Kevin Tringali
Cc: Lindsay Tringali
Subject: RE: 534 St. Joseph

Hi Kevin,

Attached is the e-mail that was sent on 8-29-24. The e-mail provided to us for Bella Vita and 719 Pleasant was on the blind copy list.

Attached is the letter that was mailed in late December. Bella Vita Vacation Rentals, Mr. Madhava, Mr. Wardzala, and Mr. May were on the mailing labels list.

There was no requirement for us to e-mail or send a letter about this but we wanted to provide additional education. We have the same information on our website as well.

The deadline for renewal application is also listed on the attestation on the STR application form that were submitted to us last year.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Wednesday, August 27, 2025 11:52 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>
Cc: Lindsay Tringali <lindsaymlorence@yahoo.com>
Subject: FW: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

Hope all is well, just continuing to try to get my head around all this and have appreciated your help along the way. I highlighted a snip of a previous email you had sent me regarding some communication via emails and letters with instructions on how to check expirations on line? Can you share with me when and to whom these were sent to for both properties? (534 St. Joseph and 719 Pleasant) as well when it was sent to me? I am not finding it.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717
www.bellavitavacationrentals.com
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Monday, August 04, 2025 12:29 PM
To: Kevin Tringali; Kevin Tringali; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Hi Kevin,

I want to make sure one thing is clarified as you mentioned your office actually received a copy of the license in January. The City sent Bella Vita a copy of the license via e-mail in July 2024. Attached is another copy of that e-mail. The license was attached to that e-mail and states the expiration date. The e-mail also noted you should keep track of it. You acknowledged back in January that it was recertified in July 2024 but wanted another copy of the license. On the January response, I attached a copy of the July 2024 e-mail that was previously sent. Last year, the City also sent owners and agents an e-mail and letter with instructions on how to check expiration dates online. How to check expiration dates is on our website as well.

As we discussed on the phone, you believe under Section 99.58(E) that you have 30 days to correct this. As I explained, that provision relates to deficiencies in a renewal application that is submitted timely. Section 99.58(B) identifies when renewal applications are due:

> 99.58(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer 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 five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. **Renewal applications submitted after this five (5) 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.**

As you can see, an untimely renewal application shall not be processed by the City, which is the case here.

As we discussed, only the City Council can change the ordinance and staff has to carry out what is currently in place.

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Monday, August 4, 2025 11:58 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@bellavitavacationrentals.com>; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

Thank you for the conversation. As I stated I believe this oversight from our office stems from actually receiving our certification back on January 7th 2025. Our office mistakenly took that as the January 7th date as our annual expiration date and therefore was not prepared to have this ready by June 5th, 2025 for the July 5th expiration date.

As you can imagine this all comes as a shock and are trying to comprehend this circumstance. Until we speak to our attorney and property owner it is best on our part to at least submit the necessary renewal application to the city until we get more clarity on how to move forward.

Thank you

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717
www.bellavitavacationrentals.com
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Monday, August 04, 2025 10:40 AM
To: Kevin Tringali; Kevin Tringali; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Hi Kevin,

Unfortunately, it appears that the renewal would be untimely. It looks like there were STR licenses for both the home and ADU and both expired on 7/5/25.

The ordinance requires that renewals be submitted "no later than thirty (30) days prior to the date that the license is set to expire". See 99.58(B). We reminded both owners and agents of this last year and advised folks it was important to keep track of the expiration dates. We also noted in the email when issuing the license that you should note the expiration date.

The ordinance allows for a late renewal application, but they may only be submitted five calendar dates after the deadline and are subject to a late fee. “Renewal applications submitted after this five (5) 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”. See 99.58(B).

The property cannot be rented without a STR license. With the cap in community residential there aren’t licenses available.

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Saturday, August 2, 2025 11:45 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@bellavitavacationrentals.com>; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

We have everything in line, I believe this is our first “annual” renewal just waiting for a copy of the updated insurance policy, everything else is in line and will be handed in this week.

Thank you!

Kevin Tringali
Bella Vita Real Estate / Vacation Rentals
A proud partner of Coldwell Banker Woodland Schmidt Realty
616-635-1717

www.bellavitavacationrentals.com
<image001.png>

<image002.jpg>

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Friday, August 01, 2025 5:01 PM
To: Kevin Tringali; Kevin Tringali; rakesh.madhava@gmail.com
Subject: 534 St. Joseph

Hello,

Our system shows that your short-term rental license expired on 7/5/25. The unit cannot be rented without a STR license.

Further information about short-term rentals can be found here:
https://www.saugatuckcity.com/short-term-rentals.html

Please let me know if you have any questions.

Thank you,

Ryan Cummins
City Manager

City of Saugatuck
102 Butler St
PO Box 86
Saugatuck, MI 49453
Ph: (269) 857-2603

<Letter to STR Owners and Agents 12-23-24.pdf>
<mime-attachment>
<mime-attachment>
<mime-attachment>
<mime-attachment>

EXHIBIT 5

From: Rakesh Madhava <rakesh.madhava@gmail.com>
Sent: Monday, August 4, 2025 5:00 PM
To: Ryan Cummins
Cc: Kevin Tringali; Kevin Tringali
Subject: Re: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Ryan, thanks for returning my call. I appreciate the time.

If you would please provide the following information to the City Council it would be greatly appreciated.

To the Saugatuck City Council:

I am the owner of 534 St. Joseph Street in Saugatuck, Michigan. The house was purchased in 2007 and I have enjoyed becoming part of the community during that time. Approximately 9 years ago, circumstances changed and it made sense to rent the house on a part time basis. I have been working with Kevin Tringali at Bella Vita Vacations who assisted in managing the property, including relevant licenses and inspections.

This past year, as a result of the new STR ordinance, an STR license was issued for 534 St. Joseph in both my name and that of Jennifer A. Pope, who had been a co-owner of the house until our divorce effective in May of 2024.

The license was issued through July 5, 2025. As the result of a clerical error, we believed the license was issued on a January to January basis and not on a July to July basis.

When issued, the email with the STR license attached was sent on Fri, Jul 5, 2024, 5:45 PM:

from: **Ryan Cummins** <rcummins@saugatuckcity.com>
to: "jennifer@theballroom.com" <jennifer@theballroom.com>, Bella Vita Vacation Rentals <info@bellavitavacationrentals.com>

As a result I did not receive a copy of the license. As Jennifer Pope and I were divorced of that date, she was no longer an owner of the property. The divorce was finalized in May of 2024 and there were a lot of

changes in paperwork going on at the time regarding the change of ownership in the house, which I was happy to undertake frankly because I wanted to keep the house.

Additionally, the license went to Bella Vita's general email box and not directly to Mr. Tringali.

In January, Bella Vita and Mr. Tringali began the process of ensuring all licenses were in place and requested a copy of the license which they received. However, they believed the license was issued on an annual basis from January to January.

I apologize for the oversight, it was not intentional -- again we believed the license was issued on a January to January calendar basis and I didn't get a copy of the original license in either July or January. Mr. Tringali and I are in regular communication and neither he nor I were aware that the license application was required to be submitted 30 days before the July expiration date, were not aware the license has expired, and were not aware we had a 5 day grace period to submit the renewal.

That said, given that this is the first year of the new ordinance, we are formally asking for the license for 534 to be reissued, per the regular application process with necessary inspections included. We have submitted the application with all necessary documentation.

As to whether this requires a formal change to the ordinance or can be done by the Council on a one-off basis is clearly at your discretion. And I would formally request that the license be renewed by whatever mechanism necessary.

Please let me know if you would like me to speak further to any of these facts at an upcoming meeting and I will gladly make myself available.

Submitted respectfully,

Rakesh Madhava

On Mon, Aug 4, 2025 at 11:29 AM Ryan Cummins <rcummins@saugatuckcity.com> wrote:

> Hi Kevin,
>
> I want to make sure one thing is clarified as you mentioned your office actually received a copy of the license in January. The City sent Bella Vita a copy of the license via e-mail in July 2024. Attached is another copy of that e-mail. The license was attached to that e-mail and states the expiration date. The e-mail also noted you should keep track of it. You acknowledged back in January that it was recertified in July 2024 but wanted another copy of the license. On the January response, I attached a copy of the July 2024 e-mail that was previously sent. Last year, the City also sent owners and agents an e-mail and letter with instructions on how to check expiration dates online. How to check expiration dates is on our website as well.

As we discussed on the phone, you believe under Section 99.58(E) that you have 30 days to correct this. As I explained, that provision relates to deficiencies in a renewal application that is submitted timely. Section 99.58(B) identifies when renewal applications are due:

> 99.58(B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer 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 five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. **Renewal applications submitted after this five (5) 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.**

As you can see, an untimely renewal application shall not be processed by the City, which is the case here.

As we discussed, only the City Council can change the ordinance and staff has to carry out what is currently in place.

Please let me know if you have any questions.

Thank you,

Ryan Cummins

City Manager

City of Saugatuck

102 Butler St

PO Box 86

Saugatuck, MI 49453

Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Monday, August 4, 2025 11:58 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@bellavitavacationrentals.com>; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

Thank you for the conversation. As I stated I believe this oversight from our office stems from actually receiving our certification back on January 7th 2025. Our office mistakenly took that as the January 7th date as our annual expiration date and therefore was not prepared to have this ready by June 5th, 2025 for the July 5th expiration date.

As you can imagine this all comes as a shock and are trying to comprehend this circumstance. Until we speak to our attorney and property owner it is best on our part to at least submit the necessary renewal application to the city until we get more clarity on how to move forward.

Thank you

Kevin Tringali

Bella Vita Real Estate / Vacation Rentals

A proud partner of Coldwell Banker Woodland Schmidt Realty

616-635-1717

www.bellavitavacationrentals.com

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Monday, August 04, 2025 10:40 AM
To: Kevin Tringali; Kevin Tringali; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Hi Kevin,

Unfortunately, it appears that the renewal would be untimely. It looks like there were STR licenses for both the home and ADU and both expired on 7/5/25.

The ordinance requires that renewals be submitted “no later than thirty (30) days prior to the date that the license is set to expire”. See 99.58(B). We reminded both owners and agents of this last year and advised folks it was important to keep track of the expiration dates. We also noted in the email when issuing the license that you should note the expiration date.

The ordinance allows for a late renewal application, but they may only be submitted five calendar dates after the deadline and are subject to a late fee. “Renewal applications submitted after this five (5) 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”. See 99.58(B).

The property cannot be rented without a STR license. With the cap in community residential there aren’t licenses available.

Please let me know if you have any questions.

Thank you,

Ryan Cummins

City Manager

City of Saugatuck

102 Butler St

PO Box 86

Saugatuck, MI 49453

Ph: (269) 857-2603

From: Kevin Tringali <kevin@bellavitavacationrentals.com>
Sent: Saturday, August 2, 2025 11:45 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Kevin Tringali <info@bellavitavacationrentals.com>; rakesh.madhava@gmail.com
Subject: RE: 534 St. Joseph

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hi Ryan,

We have everything in line, I believe this is our first “annual” renewal just waiting for a copy of the updated insurance policy, everything else is in line and will be handed in this week.

Thank you!

Kevin Tringali

Bella Vita Real Estate / Vacation Rentals

A proud partner of Coldwell Banker Woodland Schmidt Realty

616-635-1717

www.bellavitavacationrentals.com

From: Ryan Cummins [mailto:rcummins@saugatuckcity.com]
Sent: Friday, August 01, 2025 5:01 PM
To: Kevin Tringali; Kevin Tringali; rakesh.madhava@gmail.com
Subject: 534 St. Joseph

Hello,

Our system shows that your short-term rental license expired on 7/5/25. The unit cannot be rented without a STR license.

Further information about short-term rentals can be found here: https://www.saugatuckcity.com/short-term-rentals.html

Please let me know if you have any questions.

Thank you,

Ryan Cummins

City Manager

City of Saugatuck

102 Butler St

PO Box 86

Saugatuck, MI 49453

Ph: (269) 857-2603

EXHIBIT 6

Short-Term Rental License

534 ST JOSEPH ST
SAUGATUCK, MI 49453

Unit: The Farm House

Owner: MADHAVA RAKESH M & POPE JENNIFER

Responsible Party: BELLA VITA VACATION RENTALS

Maximum Occupancy: 8

This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

Valid Through 07/05/2025

LICENSE NUMBER
CSTR License-240021

Ryan Cummins - Zoning Administrator

102 Butler Street, Saugatuck MI 49453

March 28, 2026

Saugatuck City Council
City of Saugatuck
102 Butler Street
Saugatuck, Michigan 49453

Re: Proposed Amendment to Ordinance 260209-A, Section 99.58(B)(a) — Single Condition Revision to Amnesty Eligibility, STR Licenses CSTR-240021 and CSTR-240024, 534 St. Joseph Street

Dear Members of the City Council:

My name is Rakesh Madhava. I am the sole owner of 534 St. Joseph Street. The Council has my March 21, 2026 submission requesting reconsideration of the extraordinary circumstances determination under Section 99.64(B), which I incorporate by reference. I respectfully request time to discuss this supplemental proposal at the April 8 workshop along with my previous submission, with a view to adoption at the April 13 regular meeting.

I maintain that this Council has the authority and responsibility to direct staff to find that extraordinary circumstances exist in my situation, as documented in my March 21 submission. I am also proposing a separate legislative avenue by which the Council may rectify this situation directly, without requiring any determination by staff or outside counsel.

I also want to state plainly for the record: at the January 7, 2026 workshop, this Council represented to me and to the community that it was granting amnesty to the affected STR license holders so that the City and license holders could start with a clean slate after the ordinance was amended.

A majority of this Council believed that commitment covered all nine properties under discussion. I am one of the properties that did not receive relief under the amendment as adopted. This proposal gives the Council a narrow, principled path to honor that commitment — one that does not weaken the ordinance, does not overturn any staff determination, and is fully consistent with the ordinance's own internal logic.

I propose a single amendment to one condition within the existing amnesty provision of Section 99.58(B)(a). The change requires no new subsection, no new administrative structure, and no alteration to any other provision of the ordinance or the amendment. It does not overturn any determination made by staff or legal counsel. It addresses a narrow gap in the amnesty framework — one that by coincidence excluded my property — and it does so in a way that is fully consistent with the ordinance's own internal logic.

The Existing Provision

Section 99.58(B)(a) of Ordinance 260209-A provides that an owner whose license lapsed may reapply if, among other conditions, the license holder submitted a renewal application to the City after the renewal deadline but before the license expired. This condition was designed to capture owners who made a good-faith effort to renew but missed the front-loaded application window.

My license expired July 5, 2025. The City notified me of the expiration on August 1, 2025. I filed a renewal application on August 4, 2025 — three days after notification. Because my expiration preceded the City's notification, I was unable to file before the license expired, and I therefore do not meet the current condition. Every property that ultimately received amnesty filed after that same notification — they were able to file before their licenses expired only because my situation alerted them in time.

The Proposed Change

I propose that condition 2) of Section 99.58(B)(a) be revised as follows.

The current “amnesty” language reads:

> *a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.*

The proposed language would read (proposed changed emphasized):

> *a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; or within 30 days of City’s written notification of expiration, consistent with the cure period established under Section 99.58(E); and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject*

to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

That is the entirety of the proposed change. All other conditions of Section 99.58(B)(a) remain unchanged, including the requirement that the license expired within the defined pre-ordinance period and that the application otherwise satisfied all applicable requirements of the City Code, including payment of the applicable late fee.

Why This Change Is Sound

Section 99.58(E) already establishes that when the City notifies an owner of a deficiency in the renewal process, the owner has 30 days to respond and cure. An expired license is a deficiency in the renewal process. Extending the same 30-day cure period to City notification of expiration is consistent with the ordinance's own treatment of every other renewal deficiency. It does not create a new standard — it applies an existing one consistently across all renewal deficiencies. All requirements of the chapter continue to apply. The hard stop date remains in place. No ongoing exception is created and no future renewal cycle is affected.

The amendment is administratively self-executing. If adopted at the April 13 regular meeting, it takes effect upon publication in the Commercial Record — the same mechanism by which Ordinance 260209-A itself took effect. Upon publication, the existing five-day filing window reopens from the effective date of this amendment, exactly as it did when the original amnesty provision was published. No new machinery is required. The Council has done this before.

The amnesty framework as currently drafted produced an exclusion that was not publicly deliberated. This amendment corrects it. The 30-day window is not arbitrary — it mirrors the cure period the ordinance already provides under Section 99.58(E). An owner who receives City notification and responds within 30 days has demonstrated exactly the good-faith conduct that provision was designed to reward.

The preamble of Ordinance 260209-A describes its purpose as addressing a failure to timely submit a renewal application — not permanent extinguishment based on calendar position. Rejecting this revision does not advance that objective. It contradicts it.

There is also a fundamental asymmetry in the current outcome that the Council should consider directly. The City's position is that it bears no responsibility for the accuracy of its own records — the wrong owner named on the license two months after the recorded deed, the license transmitted to a non-existent email address not in the application, records acknowledged as incorrect but never corrected. Those errors carry no consequence for the City. Yet a single clerical error by the owner's agent — one misfiled date — who was hired by me in part because of his role in crafting the STR legislation results in permanent loss of two licenses with no cure pathway. The City cannot claim immunity from any consequence of its own administrative errors while imposing the maximum possible consequence for an equivalent error by the owner's

agent. This amendment – or finding of extraordinary circumstances - provide avenues for a proportionate and principled remedy that reflect what City Council said it would do on January 7th.

Request

I respectfully request that this proposed revision be placed on the agenda for the April 8 workshop for discussion, with a view to adoption at the April 13 regular meeting. I am available to address the Council at both meetings.

Respectfully submitted,



Rakesh Madhava

Owner, 534 St. Joseph Street

Saugatuck, Michigan 49453

[redacted]

3[redacted]

cc: Grayson Moore, Director of Planning and Zoning

cc: Jacob Witte, FSBR Law

cc: Ryan Cummins, City Manager

534 St. Joseph Street

CSTR-240021 · CSTR-240024

Madhava · May 20, 2026 Workshop

I am not asking for special treatment.
I am asking for the same treatment given to five other owners.

The Story

What I thought would happen

- License expired August 2025 — surprised, not concerned
- Retained Tringali — STR task force member, helped write this ordinance
- January 7 — Council confirmed amnesty for nine. Outside counsel: legally defensible.
- This Council acknowledged owners were making business decisions based on its direction
- Renewed Chicago lease · Traveled to care for elderly parents · Made property plans

What Happened Next

- Returned — property excluded from the ordinance
- Council members also surprised by the outcome
- §99.64(B) appeared designed for this situation
- February 26 — emailed Grayson Moore — designated decision-maker per statute
- Expected a routine administrative review

The letter arrived instead.

> ***The City considers this matter resolved at this time.***
>
> — FSBR Law, March 5, 2026

Nine pages.
Fifty-six pages with exhibits.
No Council vote.
No independent determination by the enforcing officer.



Fahey Schultz Burzych Rhodes

ATTORNEYS AT LAW
4151 OKEMOS ROAD
OKEMOS, MI 48864 USA
FSBRLAW.COM
TEL: 517.381.0100
FAX: 517.381.3184

Rakesh Madhava
534 St. Joseph St.
Saugatuck, MI 49453
rmadhava@nextpoint.com

Kevin Tringali
Bella Vita Vacation Rentals
133 Butler St., PO Box 471
Saugatuck, MI 49453
kevin@bellavitavacationrentals.com

Dear Messrs. Madhava and Tringali:

Re: *Expired STR License*

My office represents the City of Saug
recent correspondence regarding the
for 534 St. Joseph St., but expired b
specifically addresses: 1) Mr. Madhava
recent of which was sent on Februar
on extraordinary circumstances; and
requesting reconsideration of license
issues you have raised to the City are

DELIVERY OF STR LICENS

You have both raised issues related to
was issued by the City on July 5, 2024
license for my property that delineate
or in paper," and demands an answer
holder as to the date for a license re
notices were not received or reviewe
"resulted from administrative misfiling

EXPERT COUNSEL. REAL SOLUTIONS.

NEXTPOINT

Rakesh Madhava <rmadhava@nextpoint.com>

Letter from City Regarding 534 St. Joesph Street

Brian Fox <bfox@fsbrlaw.com> Thu, Mar 5, 2026 at 1:16 PM
To: "rmadhava@nextpoint.com" <rmadhava@nextpoint.com>, "kevin@bellavitavacationrentals.com" <kevin@bellavitavacationrentals.com>
Cc: Jacob Witte <jwitte@fsbrlaw.com>, Trent Cunningham <tcunningham@fsbrlaw.com>, "rcummins@saugatuckcity.com" <rcummins@saugatuckcity.com>, "gmoore@saugatuckcity.com" <gmoore@saugatuckcity.com>

Good afternoon.

Attached please find a letter from Attorney Jacob Witte on behalf of the City of Saugatuck. Please let me know if you have any issues with the attachment. Physical copies are also being sent via First Class mail.

Thanks,

Brian J. Fox

Legal Assistant • Fahey Schultz Burzych Rhodes

Direct: 517.468.8357

Office: 517.381.0100 • Fax: 517.381.3184
fsbrlaw.com • bfox@fsbrlaw.com

4151 Okemos Road, Okemos, MI 48864

What Followed

> *"An uncontested record of administrative issues building in a public proceeding, while arguing there is no statutory responsibility, is not an ideal place for the ordinance to be. Resolving this — however the Council sees fit — delivers the clean slate."*

— Correspondence to a Council member, April 3, 2026

- 25 years in legal industry, managing partner of a law firm — professional assessment, not a complaint
- Had to sublet Chicago apartment
- No time to perform a full discounted cash flow analysis
- Forced discussions senior management, board of directors and lenders regarding my schedule
- No factual error in this record has been contested by the City

The Standard Before Us

"But such is the irresistible nature of truth, that all it asks, and all it wants, is the liberty of appearing."

— Thomas Paine, Rights of Man

A discussion. A dialogue. A vote on the record.

S E C T I O N 1

Proportionality

This is not a request for special treatment.
It is a demand for the same treatment given to five other owners.

> *"An avidity to punish is always dangerous to liberty. It leads men to stretch, to misinterpret, and to misapply even the best of laws."*
>
> — Thomas Paine

Section 1: The Timeline

DATE	EVENT
Apr 2024	Application filed — correct contact information
May 2024	Deed transferred — recorded Allegan County
Jul 2024	License issued — wrong owner — wrong address
Jan 2025	Agent requests copy — keystroke error made
Jul 2025	License expires — owner unaware
Aug 1, 2025	City notifies Madhava — voluntary — triggers community response
Aug 4, 2025	Filed 3 days after notification — denied
Jan 7, 2026	Council confirms amnesty for nine
Feb 9, 2026	Five receive amnesty — one excluded
Feb 26, 2026	EC request filed with Moore
Mar 5, 2026	Outside counsel letter — matter declared resolved
Mar 28, 2026	Two proposals submitted

Section 1: Seven Documented Facts

1 Correct contact info submitted — City deviated at issuance

2 License to address not in the application

3 Wrong owner — two months after recorded deed

4 City Manager acknowledged error — never corrected

5 Agent keystroke error — one in ten years, 44 properties

6 City notification Aug 1, 2025 — voluntary

7 Filed 3 days after notification

Pink – City errors · Blue – Owner/Agent · Not one fact contested by the City

Address:	534 St. Joseph St.
Phone:	[redacted]
E-mail:	[redacted]
Owner Attestation:	• The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5
Owner Signature:	RM
Date:	4/23/2024

City of Saugatuck EST. 1868

Short-Term Rental License

534 ST JOSEPH ST
SAUGATUCK, MI 49453

Unit: The Farm House
Owner: MADHAVA RAKESH M & POPE JENNIFER
Responsible Party: BELLA VITA VACATION RENTALS
Maximum Occupancy: 8

This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

Valid Through 07/05/2025

LICENSE NUMBER
CSTR License-240021

Ryan Cummins - Zoning Administrator
102 Butler Street, Saugatuck MI 49453

City of Saugatuck EST. 1868

Short-Term Rental License

534 ST JOSEPH ST
SAUGATUCK, MI 49453

Unit: ADU
Owner: MADHAVA RAKESH M & POPE JENNIFER
Responsible Party: BELLA VITA VACATION RENTALS
Maximum Occupancy: 4

This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

Valid Through 07/05/2025

LICENSE NUMBER
CSTR License-240024

Ryan Cummins - Zoning Administrator
102 Butler Street, Saugatuck MI 49453

Section 1: Tringali

- STR task force member — helped write this ordinance
- 44 properties managed — 43 retain their licenses
- No owner error

> ***"The error was mine, not his."***
>
> — Kevin Tringali, Bella Vita Vacation Rentals, March 19, 2026

Section 1: Proportionality

	ERRORS	CONSEQUENCE
City	Wrong owner. Wrong email. Never corrected.	None
Agent	Single keystroke	Permanent loss. No amnesty.
Owner	None	Everything

Section 1: Filing Date

Same agent. Same day. Same reason.

FILED	PROPERTY	EXPIRED	OUTCOME
8/4/25	**534 Joseph**	**7/5/25**	**Excluded**
8/4/25	719 Pleasant	8/9/25	**Amnesty**
9/7/25	651 Holland	9/30/25	**Amnesty**
9/12/25	1010 Holland	9/30/25	**Amnesty**
10/7/25	1021 Holland	10/16/25	**Amnesty**
12/30/25	955 Holland	1/20/26	**Amnesty**
1/7/26	580 Mason	10/28/25	Excluded

534 Joseph had expired July 5. None of the other properties had lapsed. The only variable: a City-assigned date. August 1 was the City's first correct contact with Madhava. It triggered every amnesty filing that followed.

Section 1: The Preamble

The ordinance's own stated purpose describes Madhava's situation

> *"…to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application…"*

- Madhava's license lapsed — due to failure to timely submit
- Criterion 2 requires filing before expiration
- Amnesty recipients' licenses had not yet lapsed when they filed — Madhava's had

The preamble describes the exception as for owners whose licenses lapsed.
The criterion excludes those owners. The conflict is on the face of the document.

STR LICENSING ORDINANCE AMENDMENT

Ordinance 260209-A — preamble placed beside Criterion 2 of §99.58(B)(a)

Preamble

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 fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met, to protect the public health, safety, and welfare.

§99.58(B)(a)

a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City

S E C T I O N 2

The Letter

Outside counsel produced a competent legal analysis.
The intent is not to litigate the entire matter.

There are specific representations in this letter this Council should examine.

> *"It is error only, and not truth, that shrinks from inquiry."*
>
> — Thomas Paine

Section 2: What the Letter Does Not Address

- License transmitted to address not in the application
- Wrong owner — acknowledged by City Manager — never corrected
- Reliance acts after January 7 — lease renewal, international travel
- §99.64(B) uses "may include" — illustrative, not a closed list
- Self-enforcement standard despite errors in the city record
- Inconsistency with the need for the city to provide education and amend the ordinance causing confusion

> *"There was no requirement for us to e-mail or send a letter about this but we wanted to provide additional education." — Ryan Cummins, City Manager*

S E C T I O N 3

Transparency of Drafting

What changed between January 7 and February 9?
The public record does not say.

> *"In the representative system, the reason for everything must publicly appear."*
>
> — Thomas Paine

Section 3: January 7 to February 9

January 7 — On the Record

- Council confirmed amnesty for nine
- Outside counsel: legally defensible for all nine
- This Council acknowledged owners were making business decisions based on its direction
- No pre-expiration filing criterion discussed or voted on

January 7 → February 9

- Pre-expiration criterion appears in February 4 draft — first time publicly
- No Council discussion of which properties it would exclude

February 9 — The Vote

- "Do we have a list?" — asked immediately before the vote
- Two cannot be renewed — vote proceeds without deliberation
- Council members surprised afterward

Section 3: “Later Clarified”

Two words. No further explanation in the public record.

The preamble says the exception is for licenses that lapsed.

The criterion excludes owners whose licenses had lapsed.

One of these reflects Council intent. The other does not.

The record shows no:

- Meeting where this criterion was discussed
- Council direction to include it
- Update to the preamble reflecting it

If the Council directed this — when and where?
If not — on whose authority was it included?

S E C T I O N 4

Path Forward

Two proposals. Both on the record. Either resolves this.

> *"The most formidable weapon against errors of every kind is reason."*
>
> — Thomas Paine

Section 4: Extraordinary Circumstances

Direction to Grayson Moore to find EC exists under §99.64(B). No ordinance amendment required.

Documented record:

- License to wrong address — wrong owner — never corrected
- Agent error — owner had no knowledge
- City notification arrived after expiration — pre-expiration filing impossible
- Filed within 3 days of notification

Section 4: Legislative Amendment

One clause added to §99.58(B)(a):

CURRENT

"…filed after the renewal deadline but before the license expired; and"

ADD

"…or within 30 days of City's written notification of expiration, consistent with §99.58(E); and"

- Hard stop date unchanged
- All other conditions unchanged
- Self-executing upon publication

For the STR Community

Whatever the outcome — this record should answer:

- When and how can a grandfathered license be permanently lost?
- What does retaining a local agent protect — and not protect?
- How does the EC process work and what standard applies?

Every STR owner in this community deserves answers on the record.

“These are the times that try men’s souls…but he that stands by it now, deserves the love and thanks of man and woman.”

— Thomas Paine, The American Crisis

I am not asking this Council to agree with me.
I am asking each member to govern — openly, on the record.

“I think we came up with some really good solutions.”

— Mayor Anderson, January 7, 2026

Two proposals. The authority exists. Let’s resolve this.

Questions for the Council

For the record — and for every STR owner in this community.

1. On January 7, did you understand amnesty covered all nine properties?

2. On February 9, did you understand the specific rationale under which properties were being excluded?

3. The preamble says the exception is for licenses that lapsed. The criterion excludes owners whose licenses lapsed. Which provision reflects Council intent — and when was that decided?

4. Five other properties received amnesty. The only variable is a City-assigned expiration date. What is the rational basis for different outcomes?

5. The City sent three rounds of voluntary outreach. None reached Madhava. What impact does that have on the Council's decision?

6. When an owner retains a qualified agent and that agent makes an error the owner had no knowledge of — what protection does that provide?

7. Is either proposal acceptable — and if not, where is that finding on the public record?

8. What circumstances allow permanent loss of a grandfathered STR license with no cure pathway? The STR community needs to know.

DOCUMENT PULLOUT №10

FSBR cover email — "St. Jospeh" misspelling in Re: line — callback to Slide 2

INSERT DOCUMENT IMAGE HERE



Fiscal Year 26/27

Vision

Saugatuck is an inclusive waterfront community that welcomes all. City residents enjoy a **great quality of life** living in one of the country's highest-rated tourist destinations.

Saugatuck is a **vibrant, inviting community** with a talented and dedicated staff, great schools, an active tourist-based economy, stable property values, and sense of **history** as the community moves into the future.

Residents and visitors enjoy a **unique, small-town** atmosphere, exceptional parks, and access to **beautiful natural resources.**

Operations, Public Health & Safety

Goal: We will maintain a culture of fiscal responsibility and friendly, honest, and transparent government. We will partner with the Fire District and Sheriff's office to ensure we take the right measures to keep our community safe.

Priorities

- Evaluate Parking Improvements Task Force recommendations and implement solutions *(essential)*
- Update website, including the addition of online payments. *(essential, regulatory)*
- Finish update to Land Use Master Plan, including non-motorized (pathways, biking) plan (reg.)
- Roll out new logo and branding
- Finish new water-sewer agreement and as necessary, update water-sewer infrastructure fees *(regulatory)*
- Manage Dune Ridge litigation
- Implement deer cull
- Begin full zoning code update
- Install outdoor AED stations
- Conduct Town Halls: One with businesses and another on taxes

Infrastructure

Goal: We will focus on maintaining and improving current infrastructure while planning and saving for future needs

Priorities

- Complete Maple Street construction *(essential)*
- Complete Elizabeth Street design; begin construction (essential)
- Complete feasibility and plan for Park Street improvements; begin design *(essential)*
- Renovate City Hall interior
- Make further sidewalk repairs
- Maintain and resurface roads
- Finalize plan for lead service line replacement *(regulatory)*
- Update signage and wayfinding
- Evaluate long-term funding options for CIP/AMP
- Encourage AT&T cellular antenna installation and other telecommunication improvements from private sector

Parks & Recreation

Goal: We understand that our natural resources are the foundation of residents' quality of life and our tourism economy and will invest to sustain and enhance them.

Priorities

- Monitor and mitigate low water level impacts *(essential)*
- Complete Mt. Baldhead platform and retaining wall design; begin construction
- Refresh Village Square Courts
- Continue to advance Blue Star Trail
- Restore Mt. Baldhead vegetation
- Continue invasive species treatment
- Begin planning for replacement of Mt. Baldhead stairs and river deck
- Upgrade restroom interiors at Village Square and Wicks Park