



## **CITY COUNCIL WORKSHOP AGENDA**

**July 22, 2026, 4:00 p.m.**

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.*

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes (Additions/Deletions)**
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Action Items: (Roll Call)**
  - A.** Regular City Council Meeting Minutes – July 13, 2026. *Pg.2*
- 7. Discussion Items:**
  - A.** Presentation on Oval Beach and Saugatuck Harbor Natural Area Nourishment from Ethan J. Theuerkauf, Ph.D. Department of Geography, Environment, and Spatial Sciences - Michigan State University. *Pg.5*
  - B.** Proposal for Design Engineering Services for Elizabeth Street Improvements. *Pg.6*
  - C.** Historic District Sign Proposal & Quotes. *Pg.12*
  - D.** Short Term Rental Licensing Ordinance Amendment and Resolution Updating Penalty Fee for Late Renewal Applications. *Pg.19*
- 8. Public Comments (Limit 3 minutes)**
- 9. Closed Session: (Roll Call)**
  - A.** *Motion to move into a closed session pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute.*
- 10. Council Comments**
- 11. Adjourn**

### **NOTICE:**

Join online by visiting:  
<https://us06web.zoom.us/j/2698572603?omn=86113760329>

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](mailto: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

[jvolters@saugatuckcity.com](mailto:jvolters@saugatuckcity.com) for further Information.



## **CITY COUNCIL REGULAR MEETING**

### **July 13, 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, Peterson and Stanton.

Absent: Muncey.

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

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

#### **Mayor's Comments:**

Mayor Holly Anderson noted that it was a beautiful day in Saugatuck and expressed how nice it was to see people out enjoying themselves with great weather. She praised the city's "amazing staff". She also described staying for a post-workshop construction tour, saying it was a "blast" and fascinating to see how the infrastructure works. She specifically mentioned viewing the structures designed to keep water away from a resident's yard, remarking on how impressive the engineering was and calling this kind of behind-the-scenes experience one of the perks of serving in her role.

#### **City Manager Comments:**

City Manager Ryan Cummins opened by expanding on the Maple Street project, noting that work is progressing well and remains on schedule, with the main portion of the water main installation either completed or imminently so, and underground work targeted for completion by the end of August. He reported that stormwater infrastructure work has begun at Mason and Allegan, with additional tie-ins still to be completed at Blue Star, Allegan, and other locations. He addressed ongoing mail delivery challenges in the construction zone and described a possible backup plan using centralized mail bank boxes if access issues persist. Cummins then updated the council on efforts to bring reliable internet to Oval Beach, explaining Frontier's fiber installation delays due to pole attachment approvals from Consumers Energy, the exploration of alternatives (including Comcast, which would require the city to pay construction costs), and the current use of Starlink and a Clover-based offline credit card system for operations at the beach. Finally, he reported that the city's pension plans are significantly overfunded (rising from roughly 114% to 134%), and that staff is considering reducing—but not eliminating—surplus contributions to maintain a strong funding position while retaining flexibility to adjust if market conditions or actuarial assumptions change.

**Agenda Changes:** None.

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:** None.

**Consent Agenda:**

Approval of City Council Workshop Minutes – July 8, 2026.

Special Event – Art Coast Food and Wine Festival.

Special Event – Saugatuck Sidewalk Sales.

Special Event – Mt. Baldhead Challenge.

Special Event – Chili Cookoff.

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

**Approval of Accounts Payable:**

*Motion by Stanton, second by Gardner to approve the accounts payable in the amount of \$779,910.61. Via roll call, motion carried 6-0.*

**Public Hearing:** None.

**Unfinished Business:** None.

**New Business:**

Consent Agreement for Fire Department Sewer Connection and Request to Waive Fees:

*Motion by Peterson, second by Gardner to approve the Saugatuck Fire District's request to connect to the city's sanitary sewer system via the Maple Street sanitary sewer main and waive applicable connection fees and approve the consent agreement for sanitary sewer service. Via roll call vote, motion carried 6-0.*

Right of Way Permit Application - 997 Elizabeth Street:

*Motion by Stanton, second by Peterson to deny the request based upon the review criteria established in 94.34(H). Via roll call vote, motion carried 6-0.*

**Staff Reports, Boards, Commissions & Committees:**

Monthly department activity reports were provided by the City Staff, Engineer and Police Sergeant.

**Public Comment:**

None.

**Correspondence:**

None.

**Council Comments:**

Councilmember Stanton reported that the branding and logo committee met again and determined they need additional time to complete their work, noting they are refocusing and will meet again this week. She also commented on how busy town has been, reminding everyone to stay hydrated and seek shade in the hot weather, and observed that it will be an especially busy week for local businesses as the city is between the Fourth of July and Venetian festival weekends.

Councilmember Dean stated that he had no additional comments for the evening.

Councilmember Clark highlighted the success of the Fourth of July parade and weekend, describing it as a great event. He emphasized the importance of recognizing and thanking first responders, city staff, volunteers, and participants for their efforts in making both the parade and the entire weekend so successful, and asked that appreciation be passed along to staff, who carried much of the workload.

Councilmember Gardner echoed Joe Clark's positive remarks about the Fourth of July parade, saying it is always fun to ride on top of the truck and experience the community from that vantage point. He shared that he heard a number of comments from people along the route and relayed specific compliments he received about the post-parade activities at the gazebo, including games such as cornhole, noting that residents asked him to pass along their appreciation for those efforts.

Councilmember Peterson closed with a personal note, sharing that she and her husband Ernie had just celebrated their 52nd wedding anniversary. The council responded with congratulations and warm acknowledgment of this milestone.

Mayor Holly Anderson thanked the staff and volunteers who help keep the city running smoothly and make community events possible, with a special mention of Ashley Siebelink and April Gundy, noting how actively they have been recruiting volunteers. She encouraged council and residents alike to support volunteer efforts—such as for the parade—and recognized how important these contributions are to the success of city events. She then moved to adjourn the meeting.

**Adjournment:**

*Motion by Stanton, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:01 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk

# Post-Nourishment Morphodynamic Evolution of a Sandy Lake Michigan Beach: Oval Beach, Saugatuck, MI



Francisca A. Núñez-Ferreira<sup>1</sup>; Ethan J. Theuerkau<sup>1</sup>; Rachel Y. S. Lau<sup>1</sup>

(1) Department of Geography, Environment, and Spatial Sciences, Michigan State University, East Lansing, MI, 48824

Department of Geography,  
Environment, and Spatial Sciences  
MICHIGAN STATE UNIVERSITY

## Background

Beach nourishment is a common management approach in the Great Lakes Region to protect coastal landscapes from the impacts of rising water levels and storms. While nourishment is effective along oceanic coasts, few studies in the Great Lakes have documented geomorphic responses to nourishment and evaluated their long-term sustainability. This study focuses on a shallow-water dredge spoil placement conducted in June of 2024, at Oval Beach, Saugatuck, MI (Lake Michigan). To address the lack of process-based nourishment research in the region, we analyze post-nourishment shoreline evolution at Oval Beach, relate it to local wave conditions, and evaluate volume change.

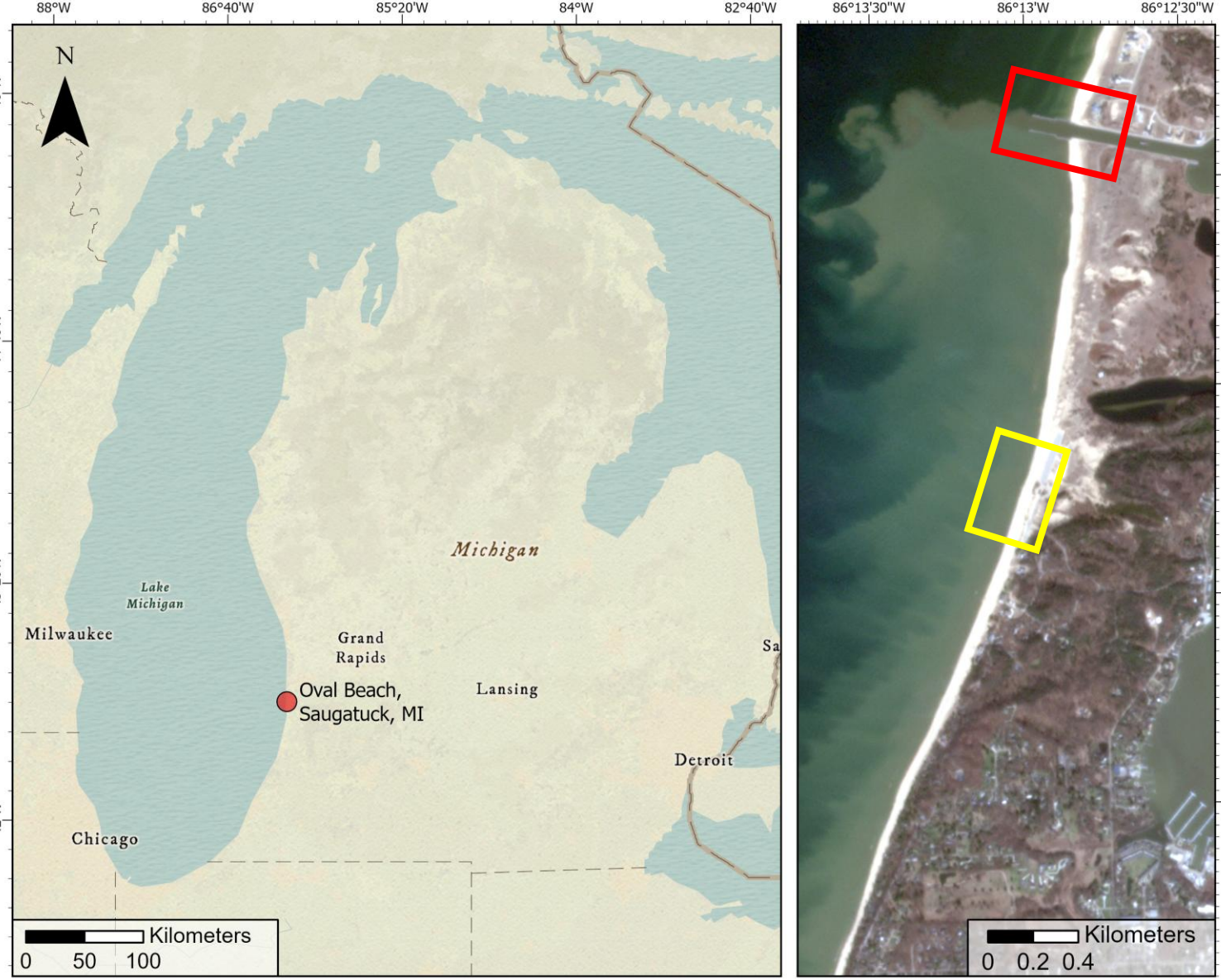
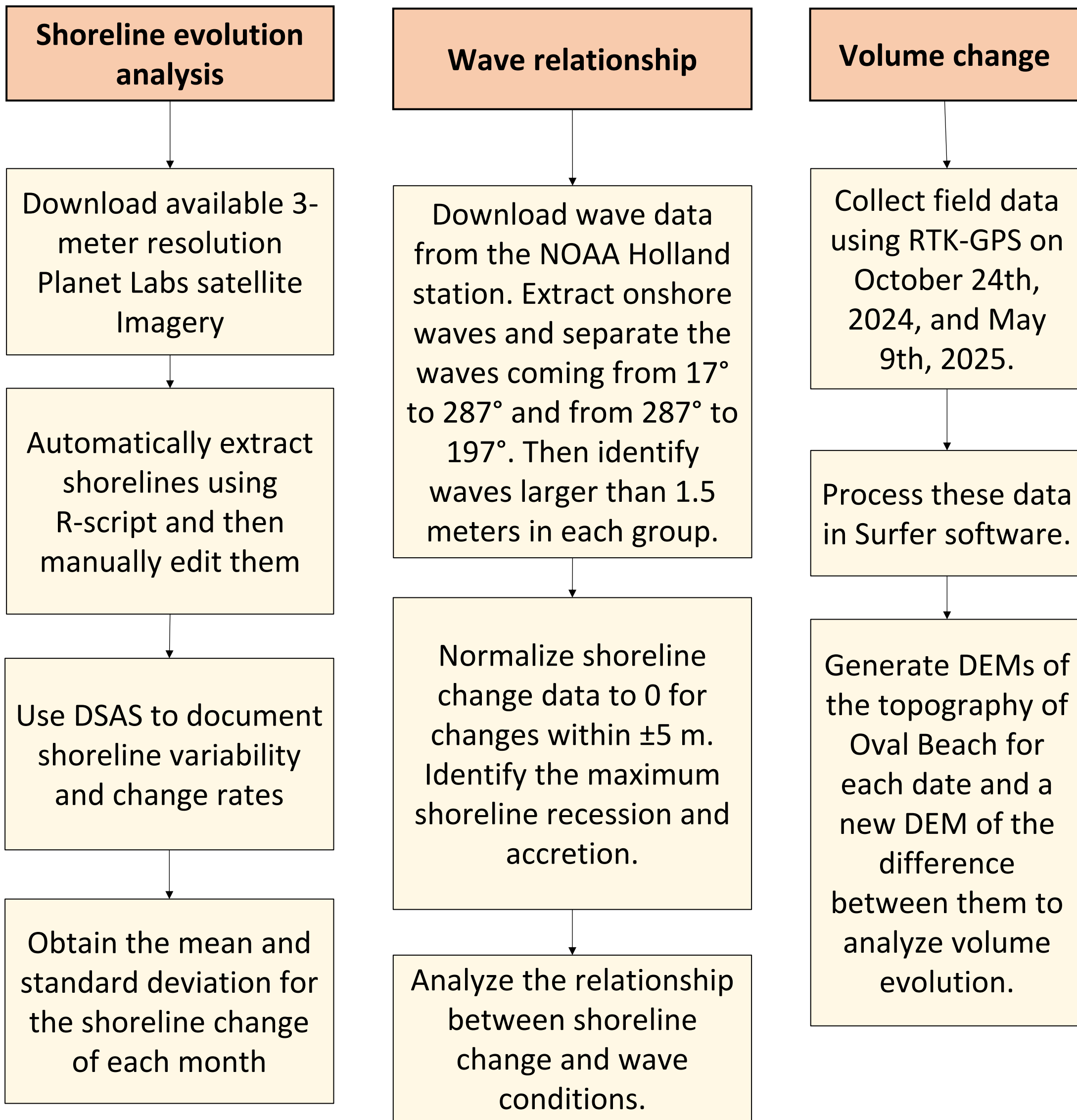


**Figure 1.** Study area showing the nourishment at Oval Beach, Saugatuck, MI. The red box indicates the source location of the nourishment material; the yellow box marks the sand placement area.

## Methods



## Results

### Shoreline evolution

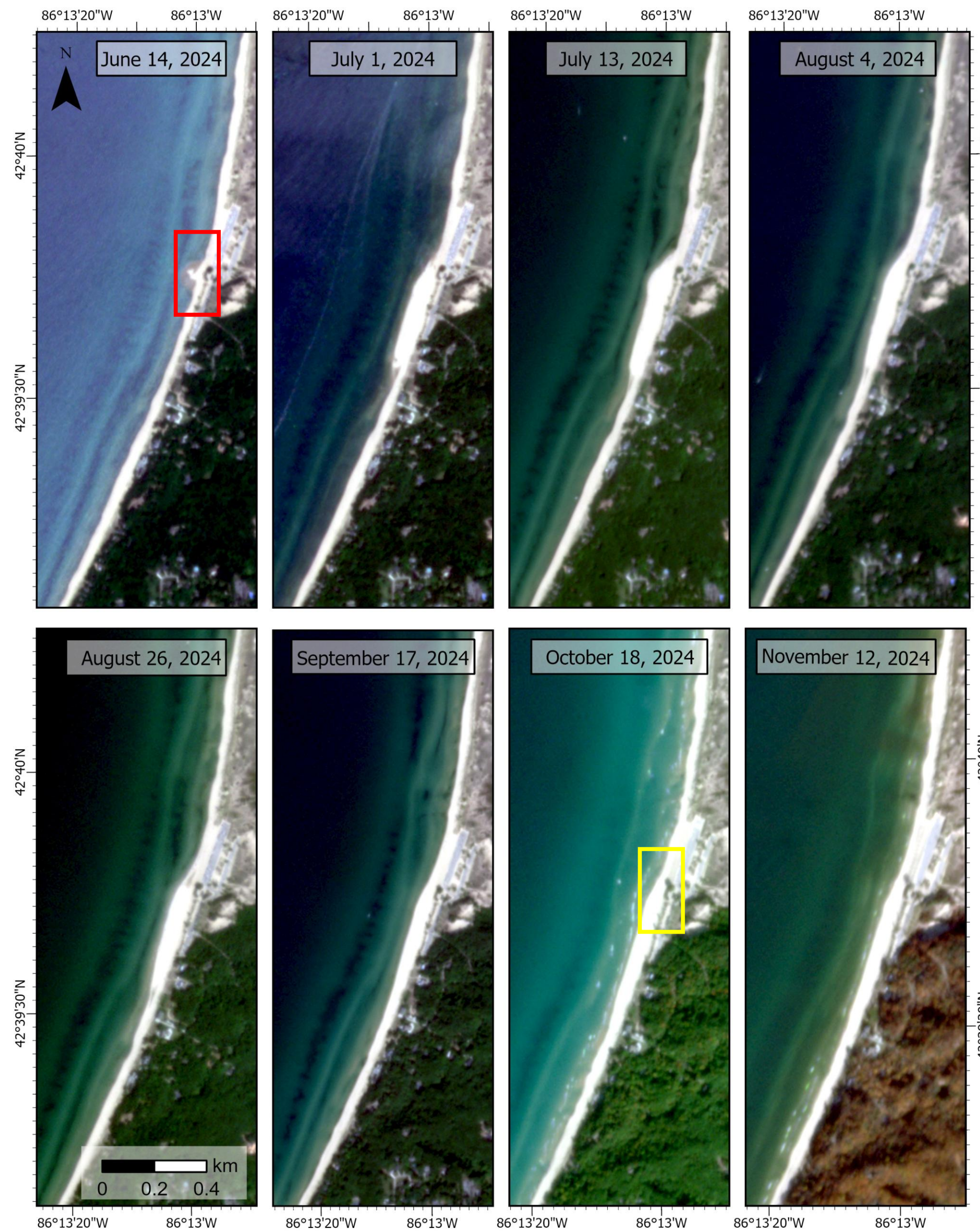


**Figure 2.** Time-lapse of beach nourishment evolution at Oval Beach using Planet satellite imagery. The red box shows the initial sand deposition site, while the yellow box shows the beach state at the time of the initial RTK-GPS data collection.

### Wave relationship

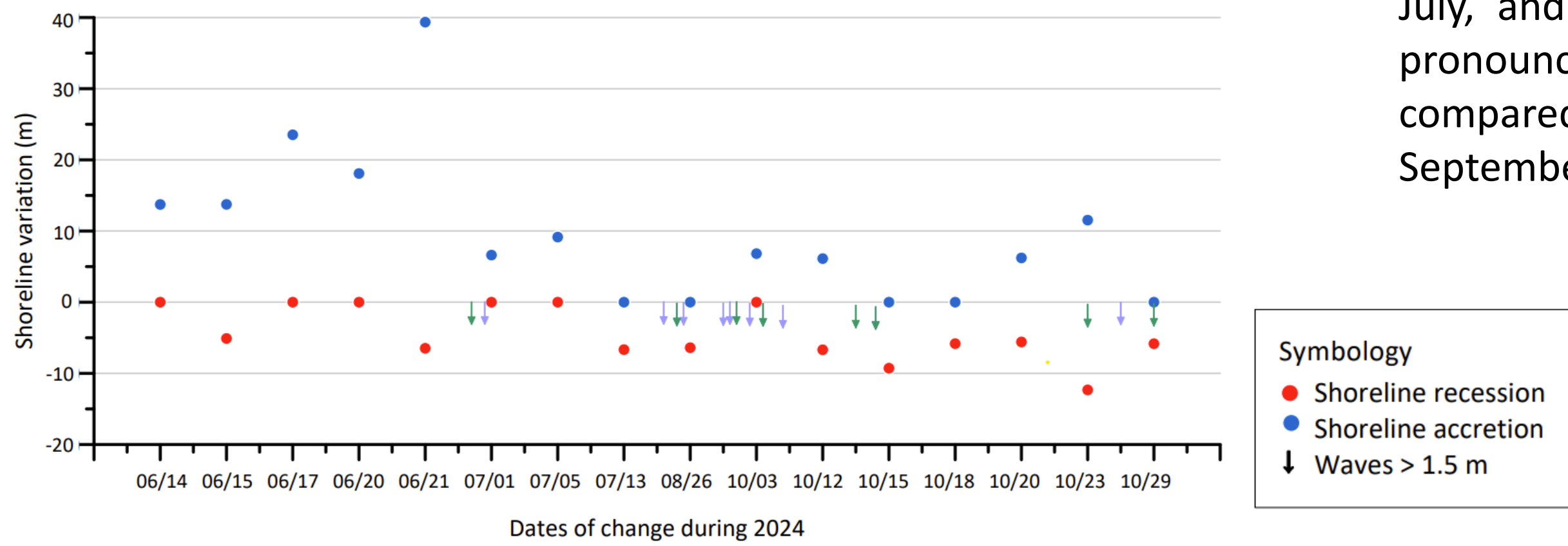


**Figure 5.** Maximum shoreline recession and accretion at a representative transect across the study area. Green arrows indicate wave directions from NW to W, while purple arrows show waves from SW to W.

### Shoreline recession rates

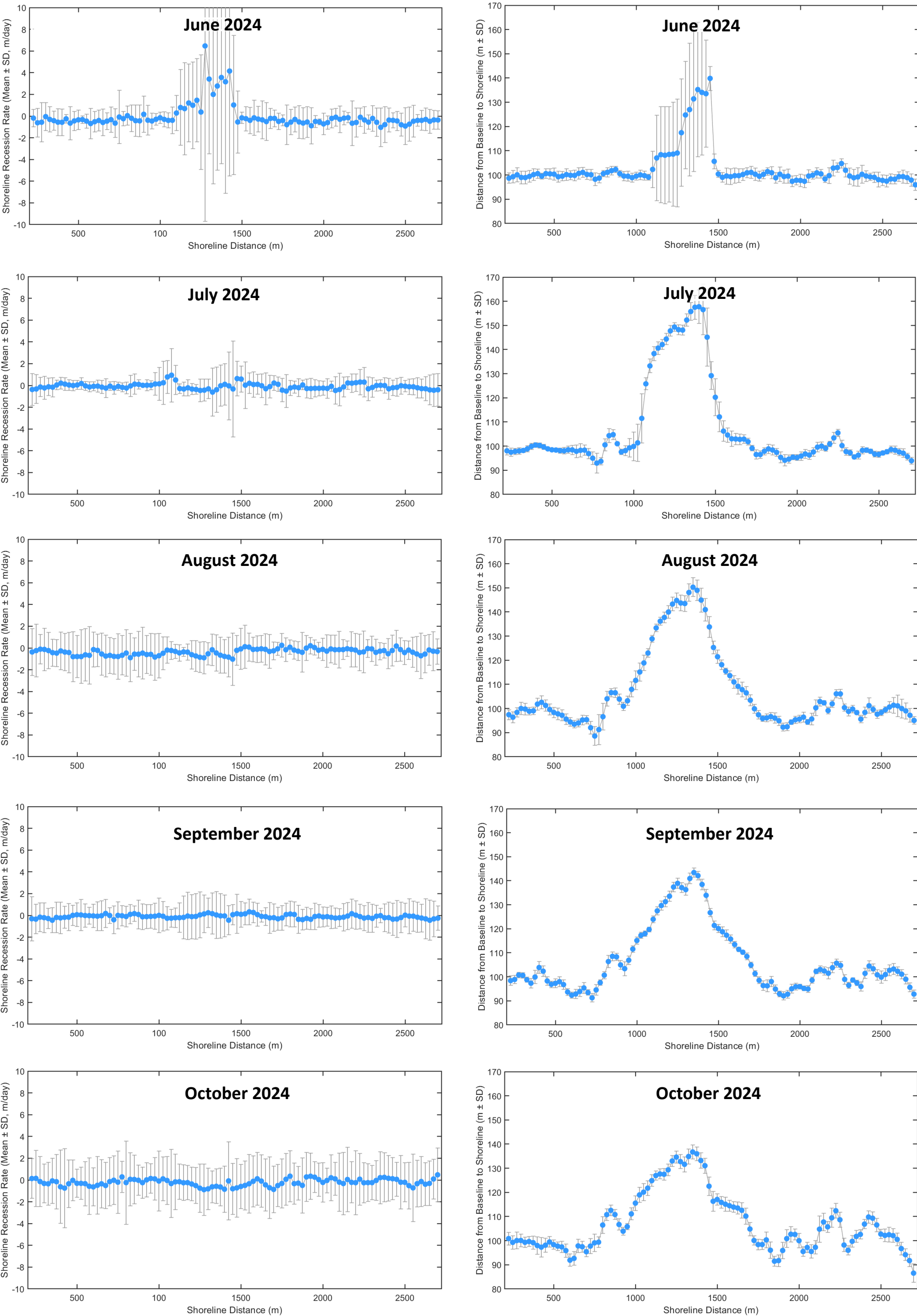


**Figure 3.** Monthly mean shoreline recession rates. June, July, and October show more pronounced shoreline changes compared to August and September.

### Shoreline distance

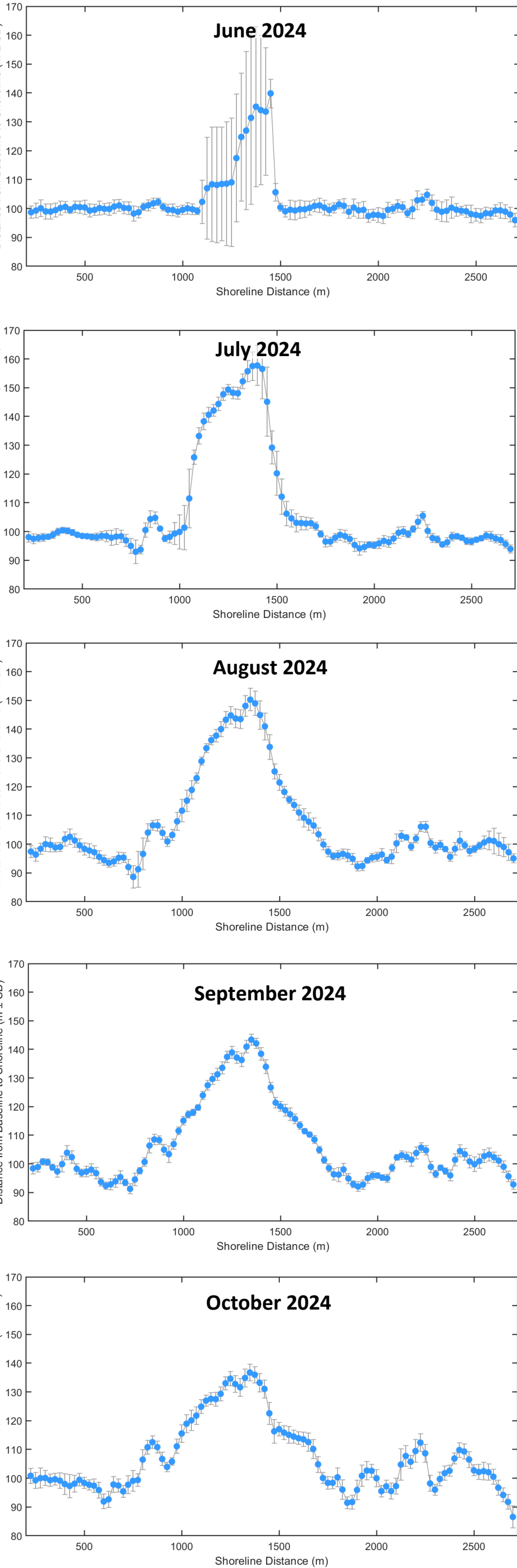


**Figure 4.** Monthly mean shoreline position after nourishment. The beach width initially increased by approximately 40 meters in the central section of Oval Beach. One month after nourishment, beach width at the primary placement area decreased by 20–30 meters and remained relatively stable for the next two months. Shoreline dynamics were more variable on the distal ends of the site.

### Volume change

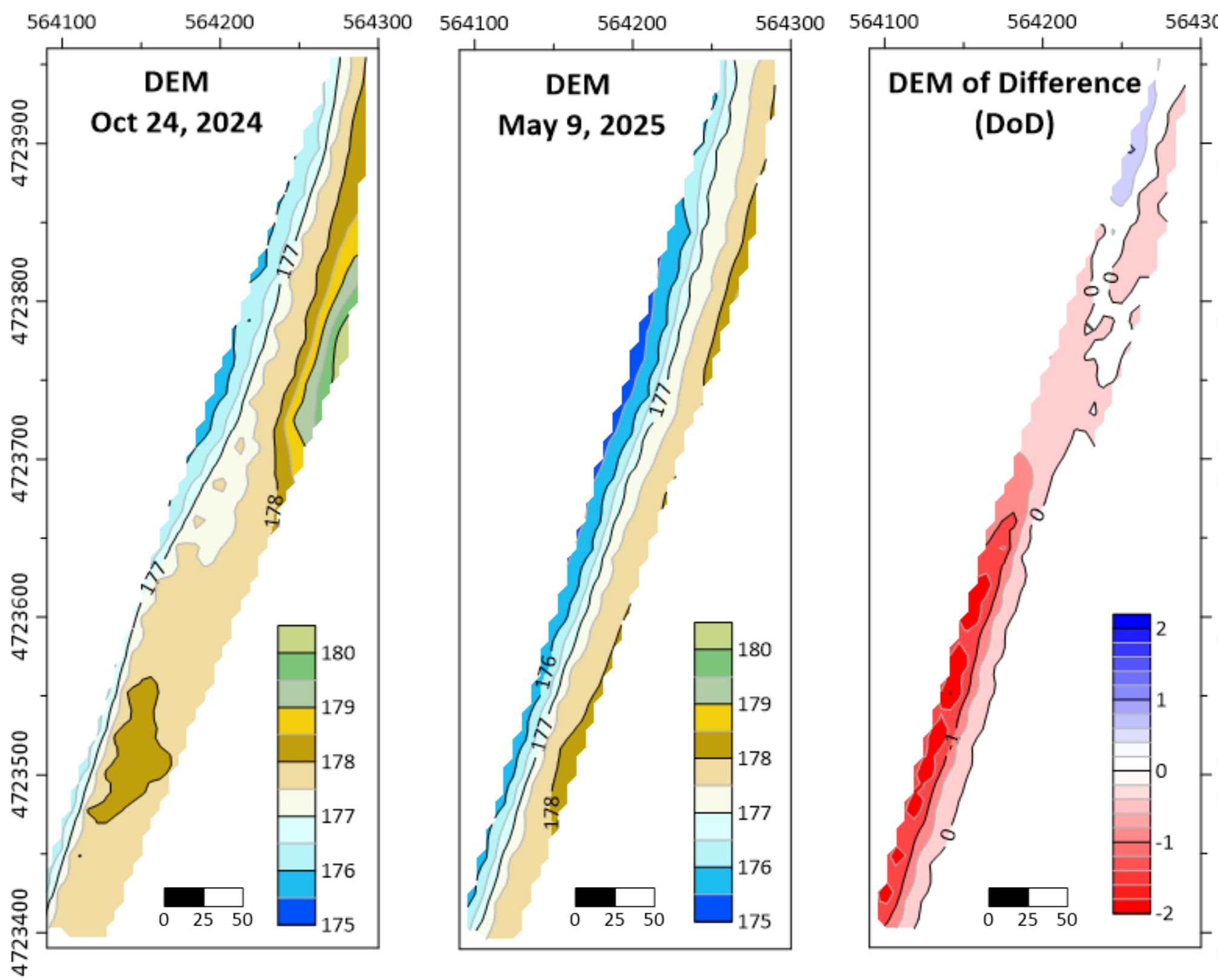


**Figure 6.** Evolution of topography at Oval Beach from October 24, 2024, to May 9, 2025. The Digital Elevation Model of Difference (DoD) shows significant erosion within the nourishment area, with sediment redistribution primarily toward the north.

### Nourishment sustainability

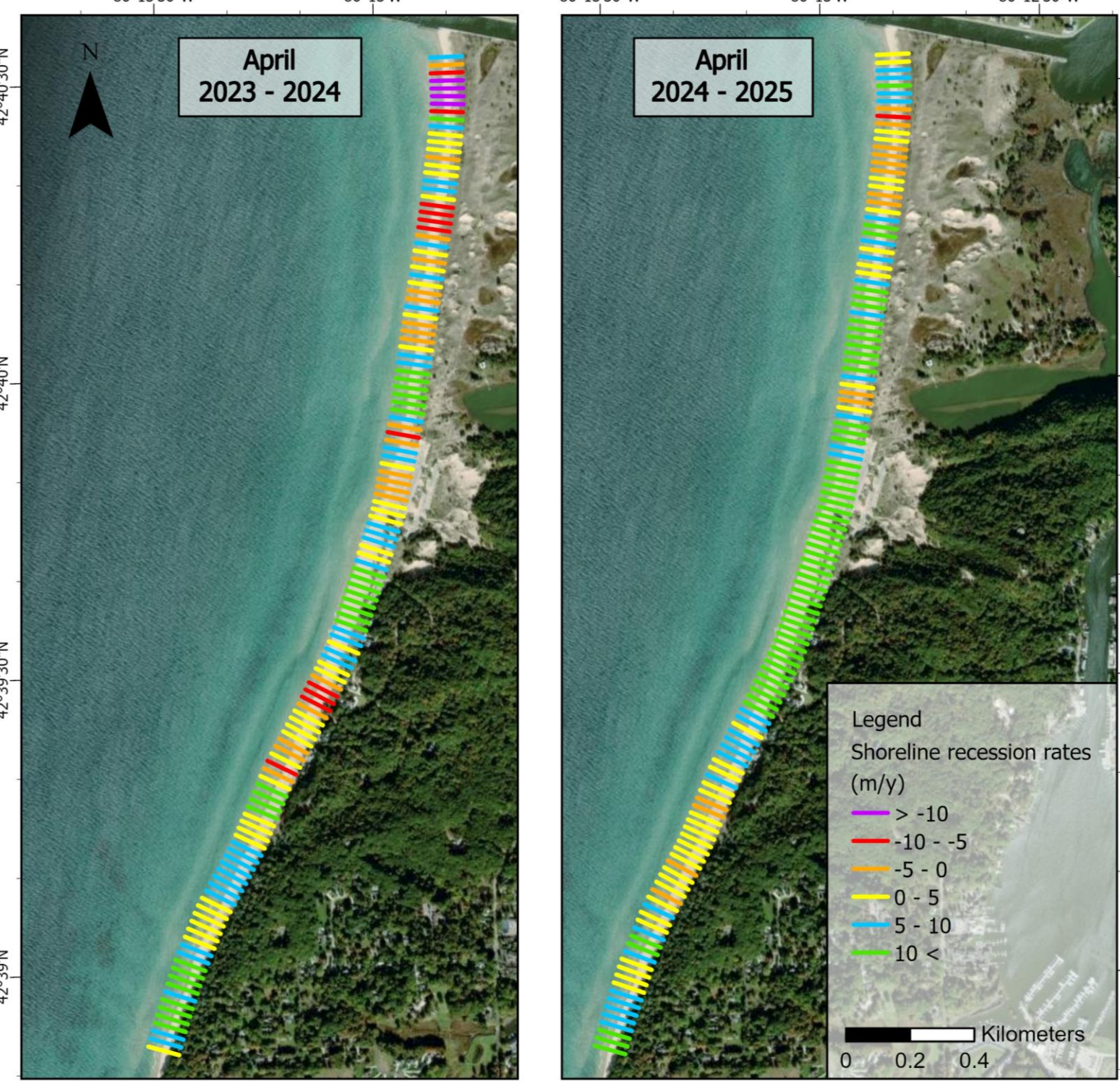


**Figure 7.** Shoreline recession rates from April 2023 to April 2024 (pre-nourishment) and April 2024 to April 2025 (post-nourishment). Post-nourishment, the shoreline shows substantial advancement, indicating a positive response to the intervention.

## Takeaway

- (1) Shoreline position at the nourishment site remained lakeward of the pre-nourishment position several months after placement, despite several higher energy wave events.
  - (2) Shoreline position updrift and downdrift of the initial placement was variable in the months after placement due to small-scale wave events moving material in the beach drift.
  - (3) Positive shoreline change documented along most of the study site in the past year is attributed to the material placement and suggests at least a year of nourishment benefit
- \*Financial assistance for this project was provided by the Michigan Coastal Management Program, Water Resources Division, EGLE, with funding through the National Coastal Zone Management Program. The statements, findings, conclusions, and recommendation in this manuscript are those of the authors and do not necessarily reflect the views of EGLE and NOAA.



## City Council Agenda Item Report

**FROM:** Mark Ondersma, Director of Public Works

**MEETING DATE:** July 22, 2026

**SUBJECT:** Elizabeth Street Improvements

**DESCRIPTION:**

During planning for the Elizabeth Street project, Fleis & VandenBrink presented several scope options. Following the City Council workshop discussion on July 8, 2026, the proposed project includes water main replacement, water service replacements, valves, and hydrants between Hoffman Street and Main Street; water service replacements throughout the corridor as required by Michigan EGLE Lead and Copper Rules; sanitary sewer repairs and replacements; roadway reconstruction and resurfacing; spot curb and gutter replacement; ADA curb ramp upgrades; new sidewalk segments on the west side of Elizabeth Street between Allegan Street and the Bayview Condos, and on the east side of Elizabeth Street adjacent to the Saugatuck School property, extending from the existing sidewalk to either the mid-block crosswalk or Francis Street; and crosswalk safety improvements.

Staff recommends that City Council approve moving forward with the design phase of the Elizabeth Street Improvement Project based on the proposed scope.

**BUDGET ACTION REQUIRED:**

The Proposed Design Fee will be \$122,700. The current fiscal year budget includes \$595,000 for the proposed Elizabeth Street Improvements project: \$400,000 from the Major Streets Fund, \$150,000 from the Water Fund, and \$45,000 from the Sewer Fund.

**COMMITTEE/COMMISSION REVIEW:**

The Parks & Public Works Committee will also review the project.

**LEGAL REVIEW:**

N/A



**SAMPLE MOTION:**

N/A



July 20, 2026

Via Email: [rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

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

**RE: Design Engineering Services for Elizabeth Street Improvements**

Dear Ryan,

Based on discussion with Saugatuck City Council and staff, we understand that the City desires to move forward with engineering design services for the reconstruction of Elizabeth Street (Allegan Street to Francis Street). During the planning phase of Elizabeth Street, Fleis & VandenBrink offered several options to define the scope of this project. Based on the City Council workshop discussion on July 8, 2026, along with additional conversations with staff during and after the planning process, we have prepared a Work Plan and Proposed Engineering budget for design phase services. We anticipate the following scope of improvements:

- Replace existing water main between Hoffman Street and Main Street with new 8-inch water main, valves and hydrants. Replace existing water services with a new curb stop at or near the right of way line along the water main replacement limits.
- Replace water services along the entire corridor of Elizabeth Street, to be verified and replaced (in-part or in full) based on Michigan Department of Environment, Great Lakes and Energy (EGLE) Lead and Copper Rules.
- Repair sanitary manholes and sanitary mains, where required. The sanitary sewer within the existing alley between Allegan Street and Mason Street will be abandoned.
- Replace the sanitary sewer from Mason Street south to the existing alley between Allegan Street and Mason Street.
- Reconstruct Elizabeth Street within the limits of water main replacement and the sanitary sewer replacement, preserving existing curb and gutter, where practical.
- Remove all existing asphalt between Francis Street and Allegan Street and resurface the road.
- Remove all existing asphalt on Hoffman Street between Elizabeth Street and the High School parking lot and resurface the road.
- Spot remove and replace failing curb and gutter, as necessary for utility improvements, along the corridor.
- Upgrade the existing sidewalk curb ramps to be compliant with the Americans with Disabilities Act (ADA).
- Install a 5-foot concrete sidewalk on the west side of Elizabeth Street between Allegan Street and Bayview Condos, including retaining walls and fencing, where required.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)

- Install a 5-foot concrete sidewalk on the east side of Elizabeth Street in front of Saugatuck School property from the existing sidewalk to either the mid-block crosswalk or to Francis Street (specific limits to be confirmed during design).
- Upgrade crosswalks with appropriate safety measures along the corridor.

Topographic survey for work on Elizabeth Street was completed as part of the project planning phase. We anticipate additional survey along Bayview condos, Hoffman Street, and the Saugatuck School property. Based on our understanding of the project requirements, we propose completing the scope of work identified in the attached Work Plan for the following lump sum fees:

| Task                             | Design Engineering Fees |
|----------------------------------|-------------------------|
| Topographic Survey & Mapping     | \$4,200                 |
| Preliminary Design               | \$57,000                |
| Final Design & Permitting        | \$57,600                |
| Bidding Assistance               | \$3,900                 |
| <b>Total Proposed Design Fee</b> | <b>\$122,700</b>        |

We have attached a combined cost estimate for the project that incorporates the various elements with the same anticipated breakdown. We anticipate the following schedule:

- Authorization of design phase services: August 2026
- Topo survey: August 2026
- Preliminary design: August – September 2026
- Final design and permitting: October – December 2026
- Bidding: Late 2026 or early 2027
- Construction: Summer 2027 (specific timeframe to be determined)

We will provide a proposal for construction phase services once the timeframe for construction has been determined.

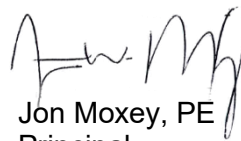
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Peter Tierney, PE  
Project Manager



Jon Moxey, PE  
Principal

Cc: Mark Ondersma, Department of Public Works ([mondersma@saugatuckcity.com](mailto:mondersma@saugatuckcity.com))

#### 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 \_\_\_\_\_

# ELIZABETH STREET WORK PLAN

## Design Engineering Services

### Topographic Survey & Mapping

1. Research right of way information, public land corners (section corners), plats and recorded surveys for additional survey needed at Hoffman Street.
2. Obtain information from private utilities along Hoffman Street. Contact Miss Dig to obtain mapping utilizing the design ticket process. Incorporate the information into the basemap.
3. Perform topographic mapping of along Bayview Condos, Hoffman Street from Elizabeth Street to the High School Parking lot, and along the school property.
4. Download the field data to add the topographic survey to the existing basemap.

### Preliminary Design Phase

1. Utilize topographic survey for design of water main, sanitary sewer, sanitary sewer repairs, roadway improvements, sidewalk construction, and retaining walls.
2. Complete preliminary design and prepare preliminary plans. We anticipate the plans to consist of the following:
  - a. Title sheet.
  - b. Maintaining traffic details
  - c. Typical construction cross sections and details
  - d. Plan and profile sheets
  - e. Sidewalk grading sheets
  - f. Permanent signing and pavement marking plan
3. Based on the scope of the improvements, we have assumed that the grading limits will be within the existing right-of-way, except for the sidewalk work along Bayview Condominiums. We will aid in the discussion between Bayview Condominiums and the City. If necessary, we will draw the proposed easement along Bayview Condominiums' property. This proposal does not include preparing the easement agreement legal documents, which we anticipate will be completed by the City Attorney.
4. Prepare the preliminary construction cost estimate.
5. Draft technical specifications of proposed elements to include in bid package.
6. Evaluate the impact of proposed improvements on private utilities such as gas, electric, telephone and cable TV. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project.
7. Submit the preliminary bid package to City staff for review. Meet with City staff to review the bid package.
8. Prepare and submit the EGLE Part 41 sanitary sewer permit and EGLE Part 399 water system construction permit applications for the project.
9. Attend a public workshop/open house for property owners along the corridor and other stakeholders, as appropriate. Review general concerns at the meeting and follow up on specific concerns.

**Final Design & Permitting**

1. Complete final design and prepare final construction drawings and specifications. Incorporate comments from City staff, permit agencies, and other stakeholders.
2. Coordinate final utility relocation issues, if any, in conjunction with the final plan preparation.
3. Prepare updated estimate of probable construction cost and specifications.
4. Submit final drawings, specifications, bid items and cost estimate to City Staff.

**Bidding Assistance**

1. Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms and trade organizations.
2. Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
3. Issue electronic bid documents to prospective bidders.
4. Answer bidder questions and provide supplemental information, if necessary.
5. Conduct a public bid opening to be held at City Hall.
6. Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.



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**To:** City of Saugatuck, City Council  
**From:** Grayson Moore, Director of Planning & Zoning  
**Meeting Date:** July 22, 2026  
**RE:** Historic District Sign Proposal & Quotes

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City Commissioners,

At its January 9, 2026 meeting, the Historic District Commission reviewed a second round of historic district sign concepts prepared by Concept A Creative Studio. Following discussion of the proposal and the accompanying quote at your February 9, 2026 meeting, the following motion was made:

*Motion by Gardner, second by Muncey to table this proposal until they have more due diligence completed on sign costs as well as possible Michigan vendors. Upon roll call vote, motion carried 6-0*

In response to the Commission's direction, staff contacted two additional Michigan sign companies: Streamline Design and Holland Custom Signs, both located in Holland, Michigan. After discussing the project specifications with each company, both ultimately consulted their respective national wholesale suppliers to develop pricing for comparable cast aluminum signs.

Based on the proposals received, the submittal to Concept A from Lake Shore Industries remains the most cost-effective option. Lake Shore Industries quoted \$2,349.60 per sign, including the sign and post, for a total project cost of \$7,048.80 for three (3) signs. The next lowest proposal, submitted by Holland Custom Signs, was \$4,300 per sign, with a total project cost of \$14,168.

Suggested Motions:

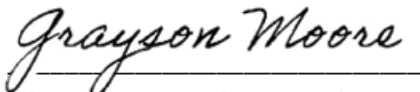
Option 1 – Concept A Creative Studio

*Motion to approve the quote submitted by Lake Shore Industries for the fabrication and installation of three (3) single-faced cast aluminum signs with raised lettering and border , each measuring 24” x 36” and mounted on 8-foot posts, in the total amount of \$7,048.80.*

Option 2 – Holland Custom Signs

*Motion to approve the quote submitted by Holland Custom Signs for the fabrication and installation of three (3) single-faced cast aluminum historic district signs, each measuring 36” x 24” x .25” with raised lettering and border to be mounted on 8-foot round posts, in the total amount of \$14,168.00.*

Respectfully submitted,

  
\_\_\_\_\_  
Director of Planning & Zoning

## Scott Herbert

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**From:** Rich Davis <rdavis@streamlinedesign.com>  
**Sent:** Thursday, March 19, 2026 9:53 AM  
**To:** Scott Herbert  
**Subject:** RE: Historical Signs

**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.

Hey Scott,

The quote you got already is much lower than the “wholesale supplier” we work with. They want about \$8K per sign!!!! 🤔

Thanks,  
Rich Davis



Signs | Graphics | Marketing | Promotional  
616.848.7102 | rdavis@streamlinedesign.com

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**From:** Scott Herbert <scott@saugatuckcity.com>  
**Sent:** Tuesday, March 17, 2026 2:04 PM  
**To:** Rich Davis <rdavis@streamlinedesign.com>  
**Subject:** Historical Signs

Hi Rich and Dar,

Could you guys help us out with getting us a quote to make 3 historical signs for us? The two attachments should give you a general idea of what we’re looking for. Let me know if you think this is something that you could help us with and provide a quote.

Thank you,

**Scott Herbert**  
**Public Works Superintendent**  
**City of Saugatuck**  
**M: (269) 857-2638**  
**D: (269) 857-4137**

*Want City of Saugatuck news?*

**Holland Custom Signs****Estimate & Purchase Contract**

4047 56TH Street  
Holland, mi 49423  
United States  
Phone: 6165664783



| Sales Rep | Job # | Date       |
|-----------|-------|------------|
|           | 1936  | 2026-07-08 |

| Bill To:                                                                                 | Job Location: |
|------------------------------------------------------------------------------------------|---------------|
| Saugatuck City<br>102 Butler Street<br>PO Box 86<br>Saugatuck, MI 49453<br>United States |               |

| Quantity | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Unit Cost | Cost     |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 1        | <p>Signage Estimate<br/>For a quantity of 3 signs (\$4,300 each)- 36" x 24" x .25" Cast Aluminum Sign, Single Sided with raised lettering and border, painted 2 colors, mounting post 8' round post with Ogee 2" blade post cap.</p> <p>Does not include permitting but these services can be added. MISSDIG required to mark installation locations prior to HCS install.</p> <p>3 36" x 24" x .25" Aluminum cast sign with raised lettering and border. Custom painted 2 colors with a mounting post; 8' round post with Ogee style 2" post cap</p> <p>1 Installation Materials</p> <p>8 hr Team Installation</p> | \$14,168  | \$14,168 |

THIS AGREEMENT IS ACCEPTED AND APPROVED BY:

**Saugatuck City**

**Holland Custom Signs**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

| Contract Totals:      |                    |
|-----------------------|--------------------|
| Subtotal              | \$14,168           |
| Total Tax             | \$783.36           |
| <b>Total Contract</b> | <b>\$14,951.36</b> |
| Required Deposit      | \$7,475.68         |
| Final Balance         | \$7,475.68         |

**Surface Preparation & Cleaning Policy for Vehicle Applications:**

Customer is responsible for ensuring that the vehicle is clean and free of salt, dirt, grease, wax, and debris prior to installation. We recommend washing thoroughly with soap and water before arrival. Our team will perform a final alcohol wipe on the application surfaces prior to installation. If the vehicle is not properly cleaned, additional labor will be required and billed at a rate of \$150 per hour (one-hour minimum).

**Payment & Terms:** Please make all checks payable to: *Holland Custom Signs*. Cash or check is our preferred method of payment. A charge of 4% will be added if a credit card is used. This proposal may be withdrawn if not accepted within 30 days. By signing, the Customer signee accepts *Holland Custom Signs'* proposal for the Job, approves the visual proof, and agrees to all terms of this purchase contract.

**Permits & Approvals:** Holland Custom Signs (HCS) may, at its discretion, assist in obtaining permits for the project. However, unless specifically stated in writing within this contract, the cost, responsibility, and procurement of permits are not included. It is the Customer's sole responsibility to ensure that all necessary permissions and approvals from property owners, landlords, municipalities, or other governing bodies are secured prior to installation or removal. HCS assumes no liability for disputes, delays, or costs resulting from a lack of such permissions or permits.

**Liability & Responsibility:** HCS is not responsible for any damage to buildings, structures, walls, or surrounding property that may occur during the removal or installation of signage, including but not limited to holes, cracks, paint damage, or other incidental alterations. Repair, patching, or restoration of such damage is not included in this agreement unless specifically stated in the signed contract. By signing, Customer acknowledges and accepts these terms and releases HCS from any responsibility for building or property repair outside the scope of the contracted work.

If the Customer chooses to install any signage, hardware, or related items themselves, HCS is not liable for any negligence, damage, injury, or substandard results arising from the Customer's installation. Products installed by the Customer are not eligible for refund, replacement, or warranty coverage and may only be remade or replaced through a new order. Any existing warranty, whether expressed or implied, may be voided if installation is performed by anyone other than HCS or if improper techniques, tools, or materials are used during installation.



**Underwriters  
Laboratories Inc.**

Holland Custom Signs meets  
UL Safety Requirements for lit signs.

© This design is the exclusive property of Holland Custom Signs and cannot be reproduced in whole or in part without their consent. We will endeavor to closely match colors, but cannot guarantee exact matches due to varying compatibility of materials and paints.

|                                                                                                                |                        |
|----------------------------------------------------------------------------------------------------------------|------------------------|
| Job No.:                                                                                                       | Date:                  |
|                                                                                                                | 7.8.26                 |
| Sign Dimensions:<br>36" x 24"                                                                                  | Estimate:<br>SEE QUOTE |
| Comments:                                                                                                      |                        |
| * Single sided Cast Aluminum sign .25" thick<br>* 8' Round Post for post cap Mount w/ Ogee Blade 2"<br>* QTY 3 |                        |

|                          |
|--------------------------|
| Customer:                |
| Grayson Moore            |
| Company:                 |
| City Of Saugatuck        |
| Address:                 |
| 102 Butler St            |
| City:                    |
| Saugatuck, MI            |
| Phone:                   |
| gmoore@saugatuckcity.com |

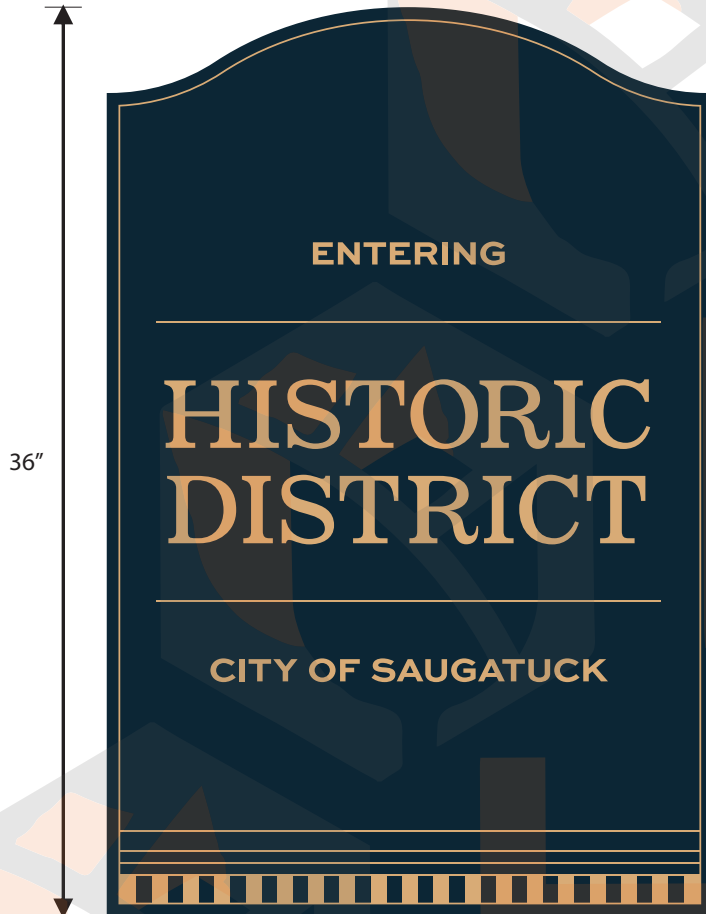


Jacob Rozema-President  
Jessica Hulst - Design Manager  
graphics@hollandcustomsigns.com

I have read the terms and conditions supplied by  
Holland Custom Signs and APPROVE of the design.  
SIGNATURE \_\_\_\_\_

Landlord Approval if necessary \_\_\_\_\_

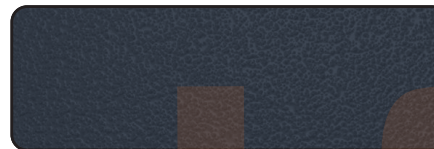
24"



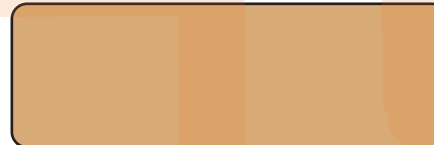
36"



FINISH: Painted  
THICKNESS: .25"



RECESSED COLOR: Navy (SW 9178)  
RECESSED TEXTURE: Sand



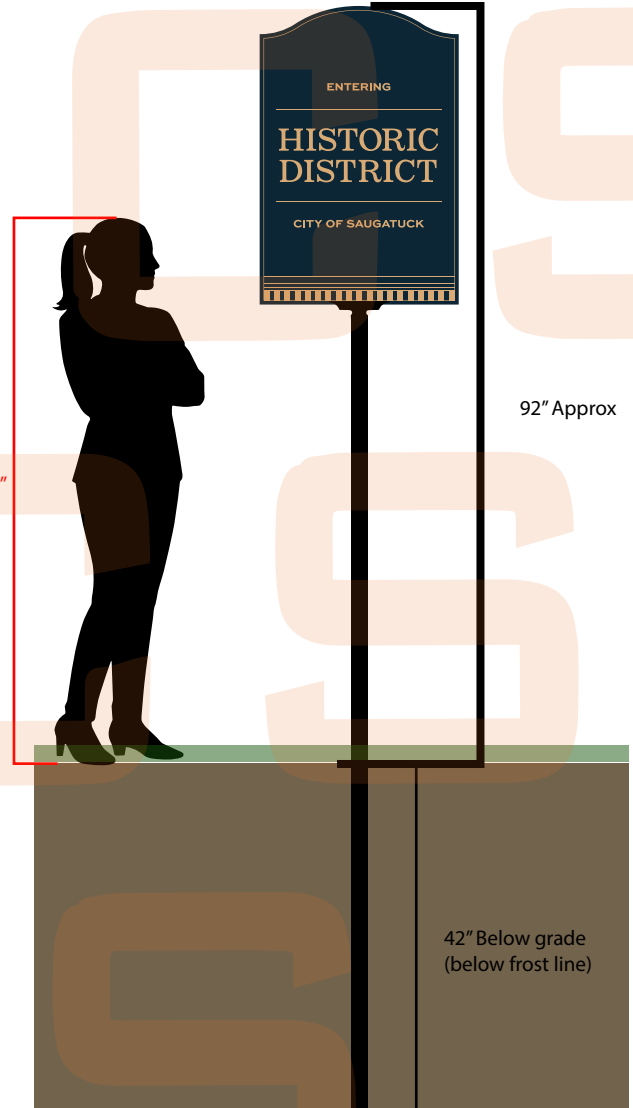
RAISED COLOR: Gold (SW 2813)



MOUNTING: Post Cap (Ogee 2")

Quantity: 3

66"



92" Approx

42" Below grade  
(below frost line)

Watermarked for security; HCS logo will be removed before completing your design

4047 56th Street - Holland, MI 49423 - 616.566.4783 - www.HollandCustomSigns.com

To place an order 50% deposit is required. Make checks payable to Holland Custom Signs and drop off or mail payment to address above. If paying by credit card, a 4% service fee will be added prior to running your card. Estimates are provided based on standard installation and construction conditions, if circumstances dictate external influence beyond standard conditions, extra costs may be implied. Permit fees and acquisition (if required) are not included in cost and will be an additional charge unless otherwise stated.

**PLEASE CHECK** this document carefully for errors or omissions. Proofread and verify that all text is spelled correctly. If any part of this proof requires changes, please contact your salesperson. No changes can be made once sent into production.

NOTE: The colors depicted in this drawing are only representations of the actual colors. Final color samples can be provided upon request. It is the responsibility of the customer to proofread and verify all text is spelled correctly.

PROOF

# Saugatuck Historic District Signage Spec Sheet

## SIZE

24" x 36" sign with 8' x 2.5" diameter round post

## QUANTITY

2-3

## FABRICATION

Single face cast aluminum sign with raised lettering/border and 2.5" mounting hub.

8' x 2.5" diameter painted round post provided

## COLOR

Ability to match paint colors, our suggestions:

Navy = Sherwin Williams 9178 (In the Navy)

Gold = Sherwin Williams 2813 (Downing Straw)

Black painted post

## PRODUCTION / QUOTE

Lake Shore Industries

Erie, Pennsylvania

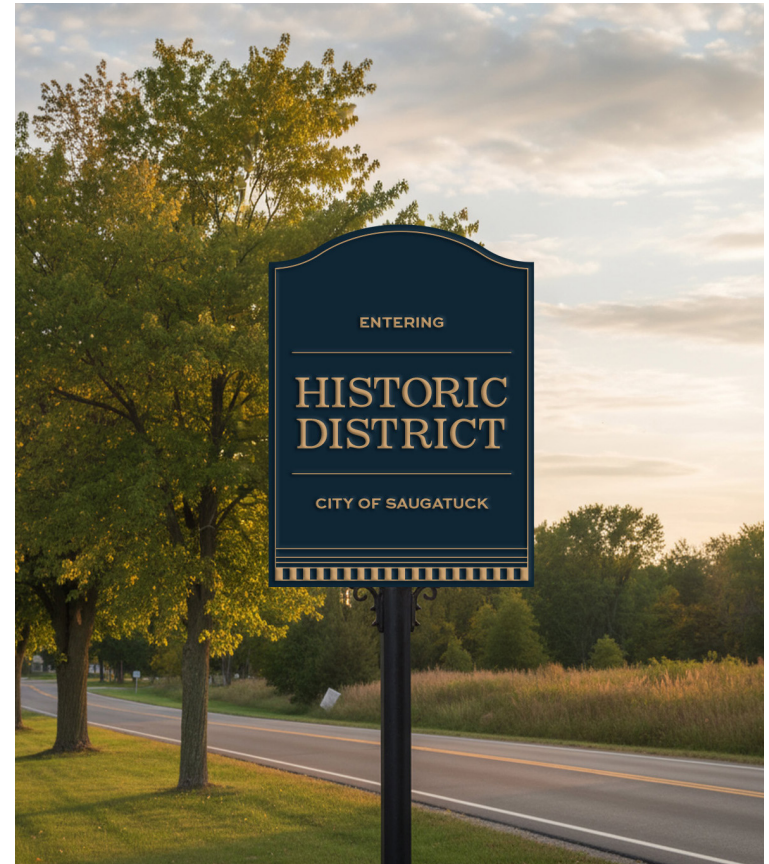
[bjackson@lsisigns.com](mailto:bjackson@lsisigns.com)

\$2,030.40 / sign

\$319.20 / post

(Not including shipping)

Turnaround: 8 weeks from final approval



Mockup



Example provided by Lake Shore Industries



## City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** July 8, 2026

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

### **DESCRIPTION:**

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

### **Previous Amendments**

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

### **Workshop Discussion**

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

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

### **Draft Amendment**

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

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

### **Penalty Fee for Late Applications**

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

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

### **Caution Against Continuous Amendments**

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

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

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

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

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

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

**LEGAL REVIEW:**

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

**SAMPLE MOTION:**

Workshop item at this time.

**CITY OF SAUGATUCK**  
**ALLEGAN COUNTY, MICHIGAN**

**SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT**

**ORDINANCE NO. \_\_\_\_\_**

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

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

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

**§99.58 DURATION OF LICENSE; RENEWAL.**

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

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

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

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

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

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

---

Holly Anderson  
City of Saugatuck, Mayor

DRAFT

## **CERTIFICATION**

I hereby certify that:

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

ATTESTED:

\_\_\_\_\_  
Jamie Wolters  
City of Saugatuck, Clerk

**CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**NOTICE OF ADOPTION**

**SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT**

**ORDINANCE NO. \_\_\_\_**

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

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

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

Publication Date: \_\_\_\_\_, 2026

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

**RESOLUTION NO. \_\_\_\_\_**

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

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

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

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

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

**NOW, THEREFORE, IT IS RESOLVED THAT:**

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

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

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

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

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026

**CITY OF SAUGATUCK**

BY: \_\_\_\_\_  
Holly Anderson, Mayor

BY: \_\_\_\_\_  
Jamie Wolters, City Clerk

**CERTIFICATION**

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

Signed: \_\_\_\_\_  
Jamie Wolters, City Clerk