# CITY COUNCIL WORKSHOP AGENDA
## May 20, 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=84253550853

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 – May 11, 2026. *Pg.2*

7. **Discussion Items:**
   - **A.** Easement Agreement and Ordinance to Amend Zoning Ordinance and Zoning Map for a Planned Unit Development Overlay and Associated Plan for 640 Water Street. *Pg.6*
   - **B.** Consumers Energy Request for Easement. *Pg.50*
   - **C.** Mr. Tringali and Mr. Madhava re 534 St. Joseph. *Pg.66*

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

9. **Council Comments**

10. **Adjourn**

# CITY COUNCIL REGULAR MEETING
# May 11, 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, Peterson and Stanton.
Absent: None.
Others Present: City Manager Cummins, Attorney Witte, Clerk Wolters and Treasurer Bredeweg.

**Mayor's Comments:**
Mayor Holly Anderson expressed personal and civic gratitude that the City of Saugatuck and the council continue to support the LGBTQ community through the annual Pride proclamation. She contrasted Saugatuck's stance with other communities that are retreating from visible DEI efforts—such as removing pride symbols or facing backlash for supporting marginalized communities—and emphasized that Saugatuck remains a place where everyone is welcome and where the city is not afraid to publicly "show our pride."

**City Manager Comments:**
City Manager Ryan Cummins began by apologizing for not having a formal written report in the council packet but said he had several key updates. He announced the appointment of Mark Ondersma as the new Director of Public Works, highlighting his nearly two decades of municipal and military public works experience, including his role in the Michigan Air National Guard and his current work with the City of Hudsonville. Ryan praised the existing public works team—especially Michelle Gibson, Adam Kerridge, and Angela Stasewich—for stepping up during the leadership gap and preparing the city for the busy summer season. He then provided detailed updates on infrastructure projects: completion of seawall and sidewalk work at Wicks and Coghlin Park, storm sewer and sidewalk work on Francis Street, and catch basin and sanitary sewer work on Mary Street, with road milling, concrete work, and paving scheduled in the coming days. He also described progress at Spear Street near the boat launch and explained that, with downtown work largely wrapping up (except for valve work tied to a consent agenda change order), crews would shift focus to Maple Street for several months. He outlined

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upcoming traffic control, tree removal, water main work sequencing from south to north, mailbox relocation notices, biweekly coordination meetings with contractors and engineers, and ongoing email updates for more than 70 residents who have signed up for Maple Street project communications.

**Agenda Changes:** None.

**Guest Speakers:** None.

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

**Consent Agenda:**

**A.** Approval of City Council Special Meeting Minutes – May 4, 2026.
**B.** Approval of City Council Workshop Minutes – May 6, 2026.
**C.** Proclamation 260511-P1: Proclamation Designating June as Pride Month.
**D.** 2026 Street and Utility Improvements - Change Order #1.
**E.** Agreement with Assessing Solutions for Professional Contractor Services.
**F.** Proposal from Granicus for Continued Short Term Rental Address Identification and Monitoring and 24/7 Hotline.
**G.** Revocable License Agreement for Restaurant Seating in the Public Right of Way – JW Pizza LLC (Scooters).
**H.** Letter of Support for Allegan County Grant Application to EGLE for 640 Water Street Environmental Cleanup
**I.** Special Event – Memorial Day Parade
**J.** Special Event – Town Crier
**K.** Special Event – Fourth of July

*Motion by Peterson, second by Clark to approve the consent agenda. Via roll call vote, motion carried unanimously.*

**Approval of Accounts Payable:**

*Motion by Gardner, second by Stanton, to approve the accounts payable in the amount of $140,806.09. Via roll call, motion carried unanimously.*

**Public Hearing:** None.

**Unfinished Business:** None.

**New Business:**

**A.** <u>Conditional Rezoning Request – 510 Butler Street:</u>

*Motion by Clark, second by Peterson to deny the proposed conditional rezoning of 510, Butler Street and 120, Mary street from our four city residential trans city center, transitional residential district, to the c2 Water Street East district, on the basis that the request is not consistent with section 150, 4.17, 6c, 1b of the zoning ordinance is not compatible with surrounding land uses or the character of the area. Via roll call vote, motion carried unanimously.*

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**B.** Ordinance No. 260511-A - Zoning Ordinance Amendment to Update Signage Regulations to Regulate Signs in a Content-Neutral Manner:

*Motion by Stanton, second by Muncey to approve Ordinance 260511-A a zoning ordinance amendment to update signage regulations to regulate signs in a content neutral manner. Via roll call vote, motion carried 6-1. Yes – Anderson, Clark, Dean, Gardner, Muncey, Stanton. No – Peterson.*

**Staff Reports, Boards, Commissions & Committees:**
Monthly department activity reports were provided by the City Staff, Engineer and Police Sergeant.

**Public Comment:**
Heidi Wolf provided comment.

**Correspondence:**
Correspondence provided by the following:
Jennifer Davenport
Brian Elmore
Julie Maguire
Lew Wessel
Rosemary Johnson
Randall Miller
Catherine Simon

**Council Comments:**
Councilmember Peterson expressed appreciation for the recent stretch of sunny weather and said she is looking forward to the upcoming Pride events. She also thanked Clerk Wolters and election staff for their strong work administering the recent election and closed by saying she is excited for the coming season in the community.

Councilmember Gardner commented on the Spear Street water valve work, noting that he regularly walks his dogs in that area and finds the engineering work fascinating to watch. He suggested the city consider placing small signs at such project sites—e.g., "Your tax dollars at work – water valve replacement"—to help residents understand what's happening and to positively highlight how public funds are being used.

Mayor Pro-Tem Clark thanked staff and contractor Schippers for moving quickly to adjust the construction schedule, especially around staging and mobilization. He announced that the Tri-Community Water & Sewer Advisory Committee meets Friday at 1:00 p.m. at Douglas City Hall for a public presentation from the consultant on moving toward a full authority model. He also publicly welcomed Mark Ondersma as the incoming Director of Public Works and thanked Clerk Wolters and the election team for their hard work.

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Councilmember Dean his thanks to Clerk Wolters and all the volunteers involved in running the recent election, recognizing the effort required to administer it successfully.

Councilmember Muncey wished everyone Happy Mother's Day, noting how nice it was to see town looking beautiful and busy, with many families out celebrating. He reminded the public about the Parking Task Force meeting on Wednesday at 3:00 p.m. at City Hall, encouraging all those with strong opinions on parking to attend, emphasizing that now is the critical time for input before the task force finishes its work and forwards recommendations to council.

Councilmember Stanton reported that the Kalamazoo River Greenway quarterly meeting is scheduled for tomorrow from 10:30 a.m. to 12:00 p.m. in Douglas. She highlighted the upcoming "Crazy for the Kazoo" event on May 30, 10:00 a.m.–1:00 p.m. at Wade's Bayou, where participants can use free kayaks or bring their own small craft to help clean up trash and remove invasive species along the river, with expert guidance on site. She said she is looking forward to working with incoming Public Works Director Mark Ondersma as a member of the PPW committee. She also updated council on the logo and branding committee, noting that Concept A is digesting community feedback and will bring creative ideas to the next meeting on June 9. Finally, she thanked the Clerk Wolters and Deputy Clerk Williams and the election volunteers for a well-run election and expressed appreciation that the community approved renewal of the school sinking fund to support the school district.

Mayor Anderson closed by sharing a positive story from church coffee hour, where a friend's daughter visiting from Chicago lit up upon hearing she was speaking with the Mayor of Saugatuck and enthusiastically described her love for Saugatuck and spending Mother's Day there. Mayor Anderson said that kind of unsolicited praise—a "big Saugatuck hug"—helps validate and energize the work the council and staff do for the community.

**Adjournment:**

*Motion by Dean, second by Muncey to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:13 p.m.*

Respectfully Submitted

_____

Jamie Wolters, City Clerk

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**TO:** City Council
City of Saugatuck

**FROM:** Grayson Moore
Director of Planning/Zoning

**DATE:** May 20, 2026

**RE:** Planned Unit Development Request, AMK Holdings LLC: 640 Water Street

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**REQUEST:** The applicant requests approval of a Planned Unit Development (PUD) ordinance and associated conceptual development plan for the property located at 640 Water Street. The request includes adoption of the PUD zoning designation and amendment of the official zoning map for the subject property.

**BACKGROUND:** The subject property is located within the C-2 Downtown Waterfront Preservation District and is currently occupied by an existing one-story commercial structure proposed for demolition. The applicant proposes redevelopment of the property with a mixed-use building containing commercial space on the first floor and residential units above intended for short term rental use.

The Planning Commission conducted a public hearing on March 19, 2026 and subsequently recommended approval of the Planned Unit Development application and associated ordinance to the City Council.

The City Council conducted a public hearing on March 23, 2026 in accordance with the requirements of §§ 154.110 through 154.118 of the Zoning Ordinance.

**REVIEW:** Pursuant to § 154.117(G)(7), the City Council is responsible for making a final determination on the Planned Unit Development following review of:

- The site plan;
- The recommendation of the Planning Commission;
- Reports and recommendations from the Zoning Administrator;
- Comments from city consultants; and
- Comments from reviewing agencies.

The proposed development generally advances the intent of the C-2 Downtown Waterfront Preservation District by promoting redevelopment within the downtown waterfront area, maintaining pedestrian orientation, and encouraging mixed-use development.

The submitted plans have been revised throughout the review process in response to comments from staff, the Historic District Commission, the Planning Commission, and the City's consulting engineer.

The proposed structure is identified on the submitted plans as a 2.5-story building. The "third-floor" area is substantially contained within the roof form and includes open-to-below areas consistent with the ordinance definition of a half-story. Based on the submitted elevations and floor plans, the proposal appears to comply with the district maximum of 2.5 stories. The submitted elevations also indicate a maximum peak building height of 32 feet, which is consistent with the maximum height permitted within the district. Final verification of all height measurements and building code requirements will occur during the construction permitting process.

Additional compliance review associated with utilities, stormwater management, engineering requirements, and construction details will occur during subsequent permitting.

**RECOMMENDATION:** The Planning Commission and Historic District Commission both recommended approval of the proposed plans following their respective reviews.

Staff recommends approval of the Planned Unit Development ordinance, conceptual PUD plan, and zoning map amendment, subject to the conditions listed below.

Sample motions are provided below:

*I move to **approve** the Planned Unit Development (PUD) ordinance and conceptual PUD plan for the property located at 640 Water Street and to adopt the associated amendment to the City of Saugatuck Zoning Map. This motion is based on the findings that the proposed PUD satisfies the review standards and intent of § 154.117 and other applicable provisions of the Zoning Ordinance, as documented in the staff memorandum and Planning Commission recommendation. Approval is subject to:*

- *Substantial conformance with the revised plans dated May 8, 2026;*
- *Compliance with the City Engineer review letter dated February 5, 2026, and any subsequent engineering comments;*
- *Obtaining all required permits and approvals from applicable agencies; and*
- *Recording of the affidavit required pursuant to § 154.117(G)(9).*

*I move to **postpone** consideration of the Planned Unit Development (PUD) ordinance, conceptual PUD plan, and associated zoning map amendment for the property located at 640 Water Street to the City Council meeting of _____ to allow additional review and/or submission of additional information.*

Respectfully submitted,

Grayson Moore
_____
Director of Planning & Zoning

**EASEMENT AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS, that AMK BLUEWATER LLC whose address is 6971 N. MAPLE RD, SALINE, MI 48176 (the "650 WATER OWNER") a limited liability company formed under the laws of the State of Michigan, and AMK HOLDINGS, LLC whose address is 6971 N. MAPLE RD, SALINE, MI 48176 (the "640 WATER OWNER") a limited liability company formed under the laws of the State of Michigan (640 WATER OWNER and 650 WATER OWNER are collectively the "Grantor"), does hereby convey, grant and release to the CITY OF SAUGATUCK whose address is 102 BUTLER STREET, SAUGATUCK, MI 49453, its successors and assigns (the "Grantee") (both "Grantor" and "Grantee" are collectively referred to as "the Parties"), the easements described herein for the following parcels of land situated in the CITY OF SAUGATUCK, in the County of Allegan, State of Michigan, which are herein identified as the 650 WATER PARCEL and the 640 WATER PARCEL, and legally described in the ATTACHED EXHIBIT 1 (both 650 WATER PARCEL and 640 WATER PACEL are collectively referred to as "the Property").

The easements areas are identified as the 650 WATER EASEMENT and the 640 WATER EASEMENT, and more specifically described in the ATTACHED EXHIBIT 1 for both Properties as the "Public Access Easement" ("Easement").

Recitals

A. Grantor limited liability companies are affiliated and 640 WATER OWNER desires to redevelop the 640 WATER PARCEL.

B. Grantee has identified that the proposed redevelopment of the 640 WATER PARCEL is likely to diminish the current availability of public waterfront access to the Kalamazoo River and Kalamazoo Lake (collectively the "Lake")

C. Grantee desires to acquire a public access easement preserving waterfront access to the Lake across the Property to ensure that public waterfront access is preserved and not diminished as a result of the redevelopment of the 640 WATER PARCEL.

Agreements

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Easement. The easement areas conveyed herein are identified as the 650 WATER EASEMENT and the 640 WATER EASEMENT, and more specifically described for both Properties as the "Public Access Easement" in the ATTACHED EXHIBIT 1 ("Easement").

2. Consideration. Grantor conveys the Easement for One Dollar ($1.00) and the benefits to be derived from the City's approval of the Planned Unit Development for the 640 WATER PARCEL and other valuable consideration as set forth herein.

3. Conveyance of Easement. Grantor conveys a permanent easement and right of way in which to allow public access over, across and through the Easement for access to the Lake.

4. Use of Easement. The Easement is intended to be used by the Grantee and the public for the access to the Lake by pedestrian access only and no motor vehicles, wagons, golf carts, or other vehicles or apparatus with any type of motor, except for bicycles, electronically powered bicycles, power wheelchairs, and similar devices, including those as required by the Americans with Disabilities Act, shall be used on the Easement for access to the Lake without the express prior approval of the Grantor. Neither the Grantor nor the Grantee shall place, or permit to be placed, trees, major shrubbery, fences, buildings, structures or other construction of any kind or nature upon, over or under the Easement without the prior written consent of the other. Neither the Grantor nor the Grantee shall unreasonably withhold such consent. The Easement does not include and this agreement does not convey any right to construct, or place any boat dock, shore station, mooring buoys, or any other structure or apparatus along the edge of the Property.

5. Indemnities. The Grantor hereby agrees to save and hold Grantee harmless from any and all claims, debts, causes of action or judgments for any damage to property and/or injury to any person which may arise out of any construction within or use of easement areas by the Grantor, its agents, employees, representatives, contractors, successors or assigns. The Grantee hereby agrees to save and hold Grantor harmless from any and all claims, debts, causes of action or judgments for any damage to property and/or injury to any person which may arise out of any use of easement areas by the Grantee, its agents, employees, representatives, contractors, successors or assigns, or the public. Grantee shall provide liability insurance of the kind and amount which it carries for any other public areas within the City of Saugatuck for the Easement. Adding the Easement area to existing liability insurance policies shall be sufficient to satisfy the requirements of this provision.

6. Maintenance; Repairs. Grantor shall be responsible for the maintenance and repair of the Easement, including the costs of the maintenance and repair work and materials. However, if the Grantor and Grantee agree that the need for maintenance and repairs is caused by use of the Easement by Grantee, its agents, employees, representatives, contractors, successors or assigns, or the public, then the Grantee shall promptly reimburse Grantor for any maintenance or repairs which are occasioned by use of the Easement by Grantee, its agents,

employees, representatives, contractors, successors or assigns, or the public. If the Easement requires maintenance and repairs and the Grantee agrees that the Grantee is at least partially responsible for the costs of such maintenance and repairs under this provision, the Grantee shall be responsible for procuring the contractors or vendors to perform the work. No maintenance and repair work shall be performed on the Easement unless both the Grantee and Grantor agree on the scope of work and project plans, and such consent shall not be unreasonably withheld.

7. Non-Exclusive Easement. The Grantor reserves the right to grant to others additional easement rights, in the easement hereby being granted, for the installation and maintenance of gas, electric power, telephone structures and lines; said right being subject to approval set forth in paragraph 4 above. All such additional easements shall be subject to the prior rights of the Grantee and additional expenses incurred in the construction, maintenance, repair or replacing resulting from these additional easements and the presence of gas, electric or telephone structures and lines, shall be assumed by the Grantor or its successors or assigns.

8. Rules; Enforcement. Grantee may, at its discretion, apply such reasonable rules as may be established by the Parks and Recreation, or similar, Department, or by City Ordinance. As long as the Grantee agrees to any rules imposed by the Grantor, the Grantor may apply such reasonable rules for the Easement, provided they are no less restrictive than the rules set by the City of Saugatuck, and that they do not unreasonably interfere with the use of the Easement for access to the Lake. By way of example, without limitation, as long as the Grantee consents to such rules and regulations, the Grantor may prohibit smoking, weapons, pets, and other activities customary in building and land use rules. Grantor may enforce private property parking in compliance with Michigan law.

9. Enforcement. The Parties shall be entitled to enforce this Easement Agreement by bringing an action for specific performance in the Allegan County Circuit Court and shall be entitled to recover their costs and attorney fees for any action in which they are successful in obtaining enforcement of the Easement Agreement from the court.

10. Severability. If any term, covenant, or condition of this Agreement or the application of which to any party or circumstance shall to any extent be invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall be effective, and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

11. Notice and Consent. Except as otherwise provided, all notices and consents required under this Agreement shall be effective only if in writing or in a form of electronic or facsimile transmission that provides evidence of receipt and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change or a new facsimile transmission number to the other as provided in this section.

12. Time is of the essence. Time shall be of the essence in the performance and actions undertaken under this Agreement.

13. Exhibits. One exhibit is attached to and is a part of this Agreement:

    a. Exhibit 1—Legal description of the 640 WATER PARCEL and 650 WATER PARCEL and Legal Description and Survey of Public Access Easement Area.

14. Effective date. This Agreement shall be effective as of the date and time when the Parties sign this Agreement.

15. Binding Agreement; Assignment. This Agreement shall be binding on and for the benefit of the parties hereto, their heirs, representatives, successors and assigns and the obligations of the Grantor shall run with the land. The rights granted in this Agreement shall not be assigned by Grantee in whole or in part except with the prior written consent of the Grantor, which shall not be unreasonably withheld.

16. Entire agreement. This Agreement and all exhibits form the entire agreement between the parties regarding the subject matter of this Agreement and all prior negotiations and agreements regarding the Easement between the parties, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.

WITNESSES:

_____

**640 WATER OWNER:**

By: _____

Its: _____

Date: _____

**650 WATER OWNER**

_____

By: _____

Its:_____

Date: _____

STATE OF MICHIGAN )
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____ on behalf of _____.

_____
Notary Public
_____ County, _____
My commission expires: _____

WITNESSES:

**CITY OF SAUGATUCK:**

_____

By: _____

Its: _____

Date: _____

STATE OF MICHIGAN )
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____ on behalf of _____.

_____
Notary Public
_____ County, _____
My commission expires: _____

Prepared By:
Durellaw, PLC
Jonathan Durell (P78781)
644 Lovett Ave SE, Suite C
Grand Rapids, MI 49506

**Exhibit 1**

(Insert Legal Description of Property and Easement Area Exhibits)

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

**ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF SAUGATUCK BY APPROVING A PLANNED UNIT DEVELOPMENT OVERLAY AND ASSOCIATED PLAN FOR 640 WATER STREET**

Section 1. Amendment to Section 154.043 of the Zoning Ordinance. Subject to the terms and conditions of this Ordinance and the development plan ("Plan") associated with the Planned Unit Development ("PUD)" request submitted by Daniel Boggs (the "Applicant") on behalf of AMK Holdings, LLC, the City of Saugatuck Zoning Ordinance is hereby amended by an amendment of Section 154.043, the Zoning Map, to rezone the following land ("Subject Property") to PUD Overlay with the base zoning district remaining Downtown Waterfront Preservation District (DWP).

640 Water Street

(FROM COVENANT DEED LIBER 4875, PAGE 157 DOCUMENT NO. 2023010350, ALLEGAN COUNTY RECORDS)
LOT(S) 29, 30 AND NORTH ONE-HALF OF LOT 31 OF KALAMAZOO PLAT, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 111 OF DEEDS, PAGE 551 OF ALLEGAN COUNTY RECORDS.

Section 2. Terms and Conditions of the Planned Unit Development Overlay District. The rezoning of land to PUD Overlay and approval of the Plan submitted by the Applicant are expressly subject to the following terms and conditions:

A. Site Development. The development of the Subject Property shall comply in all respects with the Plan, last revised November 18, 2025, with supplemental revisions last revised May 8, 2026 (Sheet A-1), except if amended in accordance with the City of Saugatuck Zoning Ordinance.

B. Land Use. The Plan includes construction of a two-story mixed-use building oriented toward Water Street and the Kalamazoo River. The first floor includes one retail/commercial tenant space with a commercial kitchen and an outdoor riverfront dining patio. The second floor includes three (3) dwelling units as upper-story residential use, intended for, but not limited to, short-term rental occupancy.

C. Building. The building will be no higher than (2.5) stories, 28 feet at the mid-roof, and 32 feet at the roof ridge. The building includes metal siding, aluminum-clad wood windows and doors, standing-seam metal roofing, and balconies with metal railings, subject to the Historic District Commission (HDC) approving the materials.

D. Parking and Mobility. The Plan includes three (3) off-street parking spaces accessible via an existing driveway along Water Street. Pedestrian circulation improvements include new concrete sidewalks, patios, and paved pedestrian areas. Vehicle and emergency access shall be accommodated by a single driveway to the proposed parking lot. All vehicular and pedestrian access easements shall be reviewed and approved by the City Attorney. After review, the City Attorney may require modification of the terms of the easements before the easements receive the required approval from the City Attorney.

E. Landscaping and Screening. The site shall incorporate 551 square feet of landscaped area, including new trees, shrubs, and perennial plantings along the Water Street frontage and river edge in accordance with the Plan. The dumpster shall be installed where shown on the Plan and fully screened with a six-foot (6') high enclosure.

F. Stormwater and Utilities. Final stormwater management infrastructure and public water and sewer utility connection plans shall be submitted and approved by all applicable City departments and the City Engineer.

G. Fire Department Approval. The Applicant shall secure approval from the Saugatuck Township Fire Department prior to the issuance of a building permit.

H. Zoning Requirements. The development of the Subject Property shall comply with all requirements of the DWP zoning district and all other applicable requirements except as modified by this Ordinance. The following PUD modifications are approved in accordance with Section 154.113(E)(1) and (2):

1. The front setback, as measured from the Water Street right-of-way, is reduced from five (5) feet to zero (0) feet.
2. The waterfront setback, as measured from the waterfront, is reduced from 25 feet to 15 feet.
3. The parking lot setback, as measured from the Water Street right-of-way, is reduced from 20 feet to five (5) feet.

I. Waterfront Access.

1. The Plan includes a public waterfront walking path located within the waterfront yard area along the Kalamazoo River.
2. The waterfront path shall be no less than seven feet and eight inches (7'8") wide, and it is intended to allow pedestrians to traverse 100% of the waterfront yard width from one side to the other.
3. Legal access from the Water Street right-of-way to the waterfront walking path shall be established by an easement crossing the property located at 650 Water Street. The connecting path shall be concrete, decking, or another material along the south side of the building at 650 Water Street, then cross the parking lot to the waterfront walking path along the Subject Property.

4. A sign shall be located near the intersection of the connecting path and the Water Street right-of-way, indicating public access to the waterfront walking path. The sign design shall be consistent with any applicable City of Saugatuck wayfinding signage design guidelines.
5. The mechanism or legal instrument that memorializes public waterfront access shall be reviewed and approved by the City Attorney and City Manager. After review, the City Attorney may require modification of the terms of the legal instrument before the legal instrument receives the required approval from the City Attorney.

J. Historic District Committee Review. In accordance with City Code Section 154.03, the Applicant shall secure Historic District Committee (HDC) approval for the project before the demolition of the existing building, construction of the new building, and any other improvements that require review under this section. In the event that the HDC requires a change that is determined by the Zoning Administrator to be a minor or major amendment to the approved PUD materials, the Applicant shall be required to secure approval of the amendment prior to site development and construction of the new building.

K. Signage. The Applicant shall prepare and submit a detailed signage plan that depicts all signage proposed for the project. All proposed signage shall comply with applicable requirements of the Zoning Ordinance and City Code. All signs shall be subject to the approval of the Zoning Administrator. Approval of the PUD shall not constitute approval of any future site signage.

L. Phasing. The project shall be constructed in a single phase.

M. Application and Data Requirements. Prior to site development and issuance of a building permit, the Applicant shall provide the following for review and approval by the Zoning Administrator:

1. Legal Documentation of Single Ownership or Control. The documentation shall be in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained at public expense will continue to be operated and maintained by the developers, their successors, or other authorized entity;
2. Schedule. A specific schedule of the intended development and construction details, including the phasing or timing of all proposed improvements; and
3. Draft of Ownership and Governance Documents. These documents shall include the following:
    a. Deeds of ownership;
    b. Warranties guaranteeing ownership conveyed and described in the deeds;
    c. A list of covenants, conditions, and restrictions that are conditions of ownership upon the purchasers and owners in the planned unit development; and
    d. Association bylaws (for example, condominium or homeowner's association bylaws) which describe how the association is organized; the duties of the association to operate, manage, and maintain common elements of the planned unit development; and the duties of individual shareholders to manage and maintain their own units.

Section 3. Planned Unit Development Eligibility. The City Council determines that the Applicant has demonstrated that the project qualifies for PUD review and approval in accordance with Section 154.122 Eligibility:

A. Recognizable and Substantial Benefit. The project delivers a recognizable community benefit by redeveloping an aging waterfront site, consistent with the C-2 DWP District's intent, and by incorporating riverfront landscaping and a public walking path.

B. Minimum Area and Density. The parcel meets the minimum lot area required in the C-2 DWP District for the proposed uses, and the residential component (three upper-story dwelling units) is permitted in the district. The district does not establish a maximum density standard that the proposal would exceed.

C. Availability and Capacity of Public Services. The development will be served by existing public services and infrastructure, subject to review and approval by applicable City departments and outside agencies.

D. Compatibility with the Land Use Plan. The project is consistent with the City's Comprehensive Plan policies on downtown reinvestment, compatible mixed-use development, waterfront protection, preservation of river views, and high-quality waterfront design.

E. Compatibility with PUD Intent. The proposed redevelopment aligns with the intent of the PUD provisions by using design flexibility to address a constrained site while providing a higher-quality infill development that supports downtown activity and enhances the waterfront setting.

F. Economic Impact. The proposed commercial use and upper-story residential units are compatible with the downtown district and are not expected to impede surrounding properties or the continued use of nearby permitted uses.

G. Unified Control of Property. The development is proposed under single ownership and control, ensuring a single responsible party to implement the project in accordance with the approved PUD Plan.

H. Dedication of Utilities and Roads. No new public streets are proposed. Utility easements may be established if required during engineering review, but the project does not involve new roadway dedication.

Section 4. Project Design Standards. The City Council determines that the project design standards and requirements outlined in Section 154.113 Project Design Standards have been met by the Applicant:

A. Minimum Lot Area. The project is eligible for PUD review in the C-2 DWP District, which does not require a minimum acreage threshold for PUD consideration.

B. Compatibility with Adjacent Uses. The building height, scale, placement, and architectural materials are generally compatible with the downtown and waterfront context. The Plan includes screening and landscaping elements intended to buffer site features, including parking and service areas.

C. Permitted Uses. The proposed mix of uses (first-floor commercial/retail space and upper-story dwelling units) is allowed in the C-2 DWP District and may be authorized through the PUD approval.

D. Application Base Regulations. The Plan was reviewed against the underlying C-2 DWP District standards and applicable site development regulations. Where deviations are proposed (including reduced front, waterfront, and parking setbacks), they are addressed through the PUD modification process.

E. Regulatory Flexibility. The proposal includes requested modifications to dimensional standards (including reduced front, waterfront, and parking setbacks). The waterfront walkway component supports the flexibility provisions applicable in the C-2 DWP District by providing continuous traversable access along the waterfront yard area.

F. Permitted Mix of Uses. The project's commercial and residential components are designed to operate together and are not expected to cause nuisance impacts on surrounding properties, consistent with the district's mixed-use intent.

G. Open Space Requirements. While the C-2 DWP District does not impose a maximum lot coverage standard, the Plan provides usable, accessible open area through patios, porches, and the riverfront walkway, consistent with the district's open area requirements.

H. Frontage and Access. The Subject Property fronts on Water Street and provides access using the existing shared driveway arrangement. No additional drive openings are proposed beyond the current vehicle access point.

I. Utilities. Utilities are proposed to be underground where feasible and will be subject to review and approval through the City Engineer and utility service providers.

J. Privacy for Dwelling Units. Residential units are located on the second floor, with balconies and outdoor areas oriented toward the river and Water Street. The site design does not identify privacy conflicts that would prevent approval.

K. Emergency Access. Emergency vehicle access is shown on the Plan and remains subject to review and approval by the Saugatuck Township Fire Department.

L. Pedestrian and Vehicular Circulation. The Plan includes new sidewalks, patios, and paved areas. The waterfront pathway will be accessible to the public through an easement located at 650 Water Street.

M. Minimum Spacing. The development meets applicable spacing requirements through compliance with minimum side setbacks. Separation between off-site buildings shall adhere to applicable Building Code and Fire Code requirements.

N. Building Length. The proposed building length is within the maximum length standard for multiple-family buildings.

O. Sensitive Natural Features. The project maintains a 15-foot waterfront setback area and does not propose removing sensitive natural features. The river edge is buffered by landscaping and a setback space, as shown on the Plan.

P. Natural Vegetation Strip Along Streams. This standard is addressed through the C-2 DWP waterfront setback and proposed waterfront yard landscaping.

Q. Buffer Zone Along Property Lines. Given the downtown infill context and lot constraints, large perimeter buffer strips are neither proposed nor expected for this type of waterfront redevelopment.

R. Parking Areas. The parking area is small in scale and includes screening along the street frontage, which helps minimize visual impacts from paved areas.

S. Common Property. The Plan includes a waterfront pathway intended for public access. The applicant must ensure the pathway and access are maintained and preserved for public access through appropriate legal documentation, subject to City Attorney review and approval.

T. Easements Across Common Property. Where easements are necessary (including for the shared driveway and waterfront access), the applicant is expected to provide legal documentation to ensure long-term access and enforceability. All legal instruments, including those pertaining to the shared driveway and waterfront access, must be review and approved by the City Attorney. After review, the City Attorney may require modification of the terms of the legal instruments before the legal instruments receive the required approval from the City Attorney.

Section 5. Expiration. Construction must be initiated under a PUD approval within one (1) year from the date of the issuance of a zoning permit. Upon receipt of a written request for an extension from the Applicant, an extension of up to one (1) year may be granted by the Planning Commission if the Planning Commission feels the nature of the problems preventing project initiation is legitimate, and that the approved Plan adequately represents current conditions on and surrounding the Subject Property. If the project is not initiated within 24 months of the original

approval, the PUD is cancelled. Thereafter, the project may proceed only if it is approved after the entire PUD process is repeated, starting with a new application. In the event that an approved PUD Plan becomes null and void, the City shall initiate proceedings to amend the zoning classification of the Subject Property.

Section 6. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 7. Severability. The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 8. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402

YEAS:_____
NAYS: _____

ABSENT/ABSTAIN:_____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

## 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.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

# AMK PROPERTIES - SAUGATUCK BUILDING

## 640 Water Street, Saugatuck, MI 49453



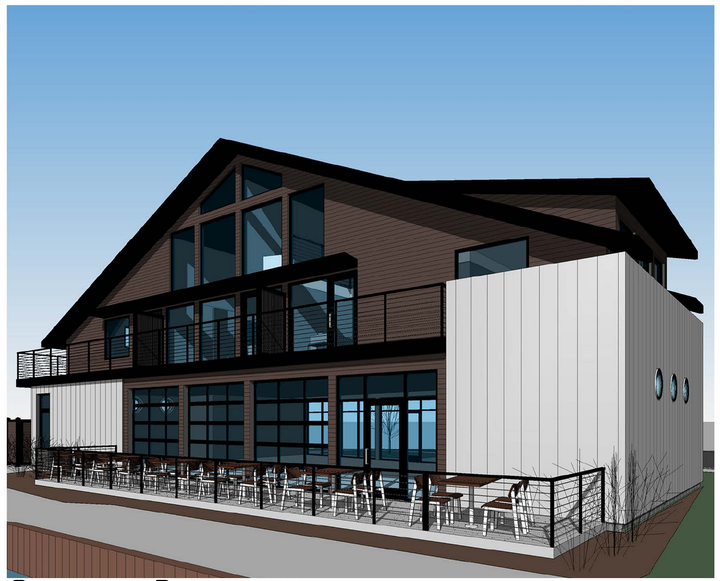
NORTHEAST ELEVATED PERSPECTIVE



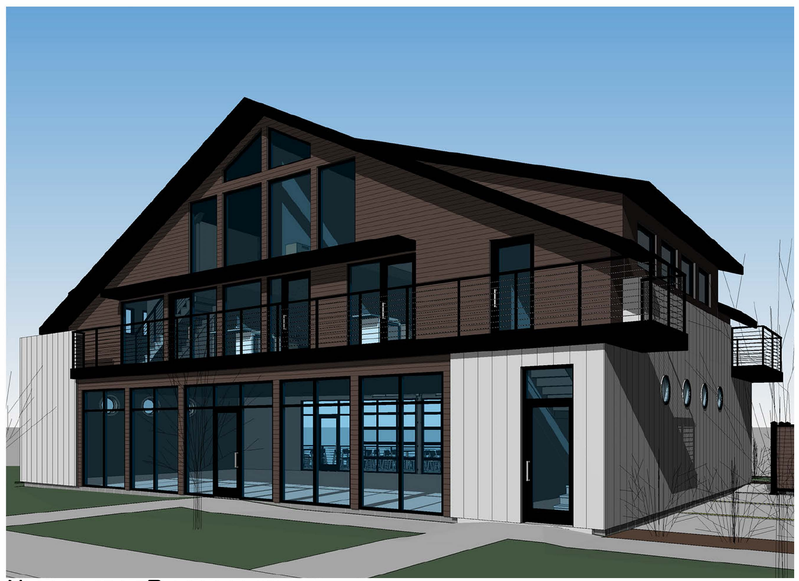
SOUTHWEST ELEVATED PERSPECTIVE



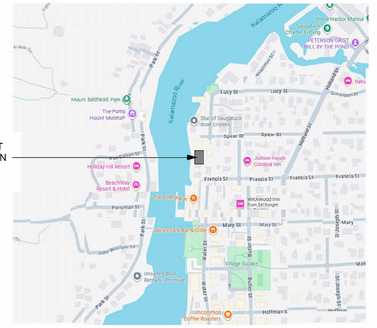
NORTHWEST PERSPECTIVE



SOUTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE




LOCATION MAP

### DRAWING INDEX

| DWG NO. | Drawing Title | Issuance | Date |
|---|---|---|---|
| GENERAL | | | |
| G-1 | Title Sheet | City Council Review | 05-08-26 |
| G-1.1 | Streetscape | HDC Submission 3 | 05-01-26 |
| G-1.2 | Concept | HDC Submission 3 | 05-01-26 |
| G-1.3 | Exterior Materials and Products | Revision | 05-08-26 |
| GENERAL: 4 | | | |
| CIVIL | | | |
| C-1 | Survey | Survey Issue | 10-21-25 |
| C101 | Grading Plan | PUD Submission | 11-18-25 |
| C202 | Utility and Stormwater Management Plan | PUD Submission | 11-18-25 |
| CIVIL: 3 | | | |
| LANDSCAPE | | | |
| L-1 | Landscape Plan | Revision | 04-29-26 |
| L-2 | Landscape Details | PUD Submission | 11-18-25 |
| LANDSCAPE: 2 | | | |
| DEMOLITION | | | |
| D-1 | Site Demolition Plan | PUD Submission | 11-18-25 |
| DEMOLITION: 1 | | | |
| ARCHITECTURAL | | | |
| A-0.1 | PUD Pre-Application | PUD Pre-Application | 09-23-25 |
| A-0.2 | PUD Pre-Application - Setbacks | HDC Submission 3 | 05-01-26 |
| A-1 | Site Plan | HDC Submission 3 | 05-01-26 |
| A-1.1 | Site Details | Revision | 05-08-26 |
| A-2 | Floor Plans | Revision | 04-29-26 |
| A-3 | Third Floor | Revision | 04-29-26 |
| A-4 | Exterior Elevations | Revision | 04-29-26 |
| A-5 | Exterior Elevations | Revision | 04-29-26 |
| ARCHITECTURAL: 8 | | | |
| TOTAL DRAWINGS: 18 | | | |


DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


**PROJECT:**

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

**PROFESSIONAL SEAL:**

PRELIMINARY
NOT FOR CONSTRUCTION

**ISSUED:**

| | |
|---|---|
| 10-22-25 | Client Review |
| 10-27-25 | Revision |
| 11-18-25 | PUD Submission |
| 02-04-26 | Client Review |
| 02-27-26 | HDC Submission 2 |
| 04-29-26 | Revision |
| 05-01-26 | HDC Submission 3 |
| 05-08-26 | Revision |
| 05-08-26 | City Council Review |

**PROJECT NO:**

2025.13

**DRAWN BY:**

DWB


These drawings have been specifically prepared for **AMK Properties** for use at **640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


**SHEET TITLE:**

Title Sheet

**SHEET NO:**

G-1

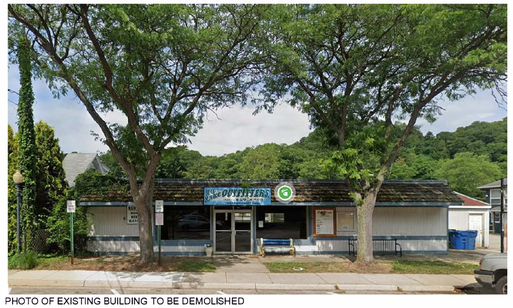


PHOTO OF EXISTING BUILDING TO BE DEMOLISHED



## EAST STREETSCAPE

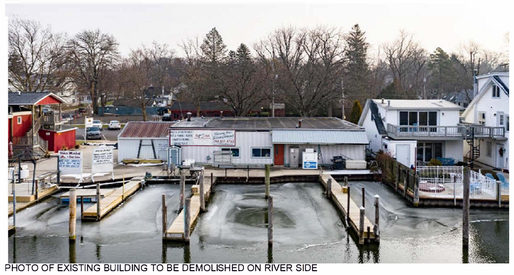


PHOTO OF EXISTING BUILDING TO BE DEMOLISHED ON RIVER SIDE



PHOTO OF 650 WATER STREET ON THE RIVER SIDE



PHOTO OF EXISTING RESIDENTIAL HOMES NORTH ACROSS STREET



PHOTO OF EXISTING BUILDING DIRECTLY ACROSS STREET



PHOTO OF EXISTING BUILDING ACROSS STREET TO THE EA


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

| | |
|---|---|
| 01-23-26 | HDC Preliminary Review |
| 02-04-26 | Client Review |
| 02-27-26 | HDC Submission 2 |
| 05-01-26 | HDC Submission 3 |

PROJECT NO:
2025.13

DRAWN BY:
DWB


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SHEET TITLE:

Streetscape

SHEET NO:

G-1.1



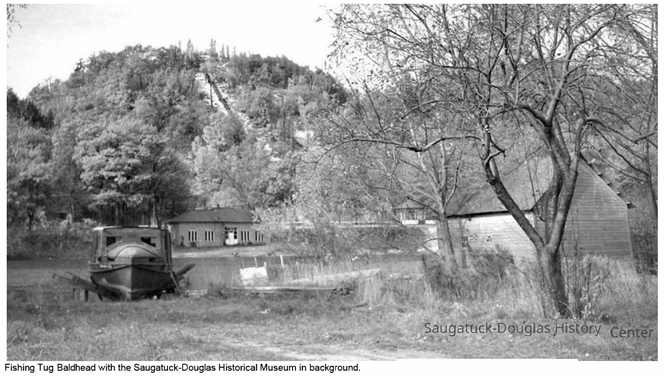
Wm Cary tug at Saugatuck fish docks.




Sewers's Joann fishing tug near present day Coghlin Park.




Fisher Boy tug.




Fishing Tug Baldhead with the Saugatuck-Douglas Historical Museum in background.



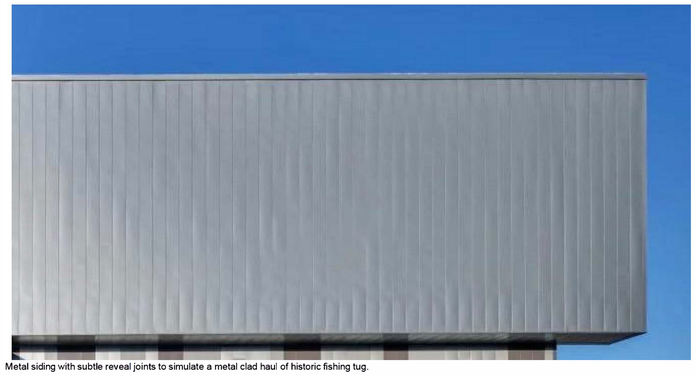

Color example of metal clad haul with wood cabin above.



Image of wood skeleton at bow of Evelyn S.



Wood siding to simulate wood clad boat cabin of historic fishing tug.



Metal siding with subtle reveal joints to simulate a metal clad haul of historic fishing tug.


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

02-04-26 Client Review
02-27-26 HDC Submission 2
05-01-26 HDC Submission 3

PROJECT NO:

2025.13

DRAWN BY:

DWB


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SHEET TITLE:

Concept

SHEET NO:

G-1.2



Example image of roof shingles.

Manufacturer: Owens Coming
Model: Duration
Color: Onyx Black



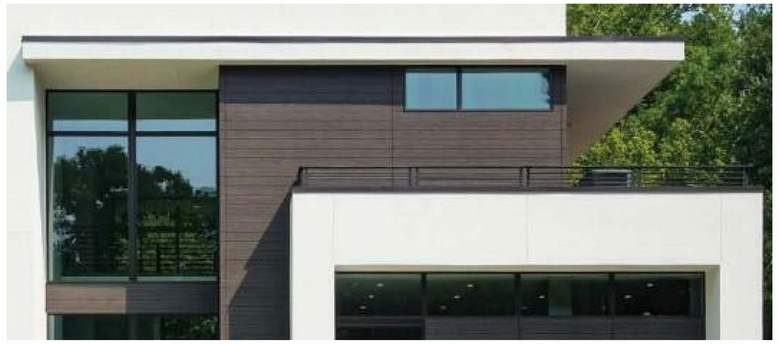
Example image of standing seam metal roofing to be installed on dormer roofs.

Manufacturer: Pac-Clad
Model: Snap-Clad Panel 12" 24 ga
Color: Onyx (matte black)



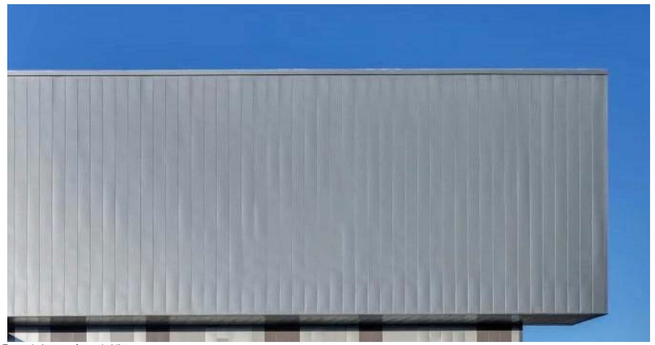
Example image of cable guardrails.

Manufacturer: Atlantis Rail Systems
Model: Orion Cable Railing
Color: Black Rails and Cable



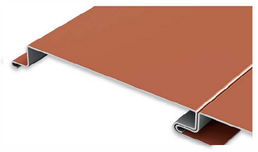
Example image of shiplap siding.

Manufacturer: Boral
Model: TruExterior
Color: Custom Color (match image above)



Example image of metal siding.

Manufacturer: Pac-Clad
Model: Flush Wall Panel 12" Smooth 24 ga
Color: Silver

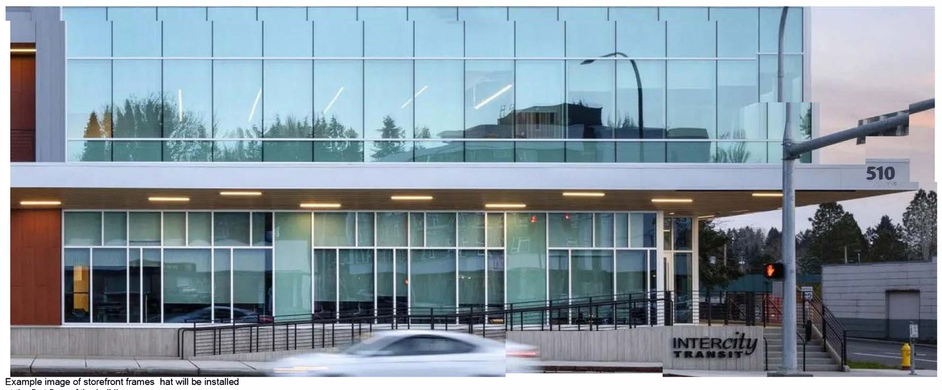


FLUSH PANEL



Example image of aluminum-clad wood windows and doors that will be installed on the second and third floor of the building.

Manufacturer: Pella
Model: Reserve Contemporary
Color: Black




Example image of storefront frames hat will be installed at the first floor of the building.

Manufacturer: Kawneer
Model: Tribab 451T
Color: Black

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

| | |
|---|---|
| 04-29-26 | Revision |
| 05-01-26 | HDC Submission 3 |
| 05-08-26 | Revision |

PROJECT NO:
2025.13

DRAWN BY:
DWB

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

SHEET TITLE:
Exterior Materials and Products

SHEET NO:
G-1.3




NORTH

SCALE: 1" = 10'

0 5 10 20

## LEGEND

- PROPERTY IRON (FOUND)
- UTILITY POLE
- LIGHT POLE
- UTILITY MANHOLE
- CATCH BASIN
- WATER VALVE
- UTILITY RISER
- MAILBOX
- UTILITY METER
- SIGN
- POST
- MONITORING WELL
- BENCHMARK

- PROPERTY BOUNDARY
- PLAT LOT LINE
- CURB LINE
- BUILDING LINE AT GROUND LEVEL
- FENCE

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BULIDING

**PARCEL DESCRIPTION AS FURNISHED:**
(FROM COVENANT DEED LIBER 4875, PAGE 157 DOCUMENT NO. 2023010350, ALLEGAN COUNTY RECORDS)

LOT(S) 29, 30 AND NORTH ONE-HALF OF LOT 31 OF KALAMAZOO PLAT, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 111 OF DEEDS, PAGE 551 OF ALLEGAN COUNTY RECORDS.

STATE OF MICHIGAN
Anthony Gerald Bartol
License No. 4001056499
LICENSED PROFESSIONAL SURVEYOR

fishbeck
Engineers | Architects | Scientists | Constructors

# AMK Properties
Village of Saugatuck, Michigan

604 Water Street
Topographic Survey

REVISIONS

| | |
|---|---|
| Drawn By | MLNITENGALE |
| Designer | MLNITENGALE |
| Reviewer | TBARTOL |
| Manager | TBARTOL |

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501331

SHEET NO.
1

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PLOT INFO: Z:\2025\2501331\CAD\SURVEY\XSURF\2501331_TO CLIENT.DWG LAYOUT: LAYOUT1 DATE: 10/21/2025 TIME: 8:12:59 AM USER: MLNITENGALE




# GRADING PLAN

SCALE: 1" = 10'

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

## BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

## SURVEY NOTES

1. TOPOGRAPHIC SURVEY WAS COMPLETED BY FISHBECK IN SEPTEMBER 2025 AND REFLECTS CONDITIONS AT THAT TIME. THE SURVEY HAS BEEN SUPPLEMENTED WITH RECORD AND PAST PROJECT INFORMATION FOR THE CONTRACTOR'S CONVENIENCE. THE CONTRACTOR IS RESPONSIBLE FOR VISITING THE SITE PRIOR TO BIDDING TO CONFIRM EXISTING CONDITIONS AS SHOWN ON THE PLANS. REPORT ALL DISCREPANCIES TO THE ENGINEER.
2. THE HORIZONTAL AND VERTICAL INFORMATION PROVIDED IS BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE, INTERNATIONAL FEET) WITH NAD83 HORIZONTAL AND NAVD88 VERTICAL DATUM, RESPECTIVELY.
3. UNDERGROUND UTILITIES ARE SHOWN BASED ON SURFACE MANHOLE AND VALVE LOCATIONS, RECORD DRAWINGS, AND OWNER PROVIDED UTILITY MAPS AND MAY NOT BE ACCURATE. CONTRACTOR SHALL CONTACT MISS DIG PRIOR TO ANY EXCAVATION. CONTACT ENGINEER IF UTILITIES ARE FOUND IN DIFFERENT CONDITIONS THAN SHOWN ON THESE PLANS.

## SYMBOL LEGEND

| | |
|---|---|
| -725- | EXISTING MAJOR CONTOUR |
| -724- | EXISTING MINOR CONTOUR |
| 725 | PROPOSED MAJOR CONTOUR |
| 724 | PROPOSED MINOR CONTOUR |
| (L) | LANDING (2% MAX. SLOPE ALL DIRECTIONS) |
| (R) | RAMP |
| 724.50 XX | SPOT ELEVATION |
| EM | EDGE OF METAL |
| EW | EDGE OF WALK |
| FF | FINISH FLOOR |
| GP | GUTTER PAN |
| GR | GRADE ELEVATION |
| HP | HIGH POINT |
| LP | LOW POINT |
| TC | TOP OF CURB |
| TP | TOP OF PAVEMENT |
| TW | TOP OF WALL |

## NOTES

1. FINISH GRADE OF SOIL EDGES ALONG PAVEMENT TO MATCH EDGE OF PAVEMENT.
2. STRIP AND STOCKPILE TOPSOIL FROM GRADING AREAS. USE STOCKPILED TOPSOIL AND IMPORTED TOPSOIL AS NECESSARY FOR SURFACE RESTORATION.
3. GRADES SHOWN ARE FINAL SURFACE GRADES AFTER COMPLETION OF SURFACE IMPROVEMENTS AND PLACEMENT OF TOPSOIL.
4. ADA PARKING AREAS NOT TO EXCEED 2.0% SLOPE IN ALL DIRECTIONS.
5. GRADE AREAS AT SITE PERIMETER TO MATCH GRADES OF ADJACENT PARCELS.
6. REMOVE EXCESS SOIL FROM SITE AND DISPOSE OF PROPERLY IN ACCORDANCE WITH APPLICABLE REGULATIONS.
7. PROVIDE TEMPORARY GRADING FEATURES SUCH AS BERMS, SWALES, SUMPS AND BASINS TO MANAGE INTERIM STORM WATER RUNOFF DURING CONSTRUCTION PROCESS. STORM WATER RUNOFF LEAVING THE SITE SHALL MEET ALL FEDERAL, STATE AND LOCAL QUALITY REQUIREMENTS.

fishbeck
Engineers | Architects | Scientists | Constructors

**AMK Properties**
640 Water Street, Saugatuck, MI 49453

Saugatuck Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025 PUD SUBMISSION

| | |
|---|---|
| Drawn By | SNETZ |
| Designer | BAMCDOWELL |
| Reviewer | DRHOTON |
| Manager | BAMCDOWELL |

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501807

SHEET NO.
**C101**

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PLOT INFO: Z:\2025\2501807\CAD\C\D\C101_2501807.DWG LAYOUT: C101 DATE: 11/17/2025 TIME: 2:08:38 PM USER: BAMCDOWELL




# UTILITY AND STORMWATER MANAGEMENT PLAN

SCALE: 1" = 10'

0 5 10 20

NORTH

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

## BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

## SYMBOL LEGEND

- 8" SAN — SANITARY SEWER & MANHOLE
- WYE & LEAD
- RISER & LEAD
- STANDARD SEWER CLEANOUT
- 12" STM — STORM SEWER & MANHOLE
- CATCH BASIN
- UNDERDRAIN
- 8" WTR — WATER MAIN
- VALVE & BOX
- VALVE & CHAMBER
- M — METER
- PLUG
- STANDARD FIRE HYDRANT ASSEMBLY
- CURB STOP & BOX
- GAS MAIN
- ELECTRIC
- TELEPHONE/FIBER OPTIC

## ENVIRONMENTAL NOTES

THE SITE CONTAINS 2 ABANDONED UNDERGROUND STORAGE TANKS THAT WERE PREVIOUSLY USED AS FUEL STORAGE FOR RECREATIONAL USE ALONG THE KALAMAZOO RIVER. THE TANKS FED A FUEL DISPENSER ON THE DOCKS OF THE ADJACENT PROPERTY. THE FUEL DISPENSER AND PRODUCT LINE WERE REMOVED, AND THE UNDERGROUND STORAGE TANKS WERE REMOVED OF PRODUCT, CLEANED, BACKFILLED, AND LEFT IN PLACE. THE SITE SOIL IS CONTAMINATED WITH RESIDUAL NON-AQUEOUS PHASE LIQUID (NAPL) AND A CONTAMINATED GROUNDWATER PLUM IS PRESENT ON THE NORTH SIDE OF THE PROPERTY. A DEED RESTRICTION IS IN PLACE PROTECTING AGAINST UNACCEPTABLE EXPOSURES TO THE CONTAMINATION, AND THAT FUTURE LAND-USE MUST NOT EXACERBATE EXISTING CONDITIONS.

## NOTES

1. EXISTING UTILITIES LOCATIONS SHOWN ARE APPROXIMATE.
2. VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO EXCAVATION WHERE NECESSARY.
3. PROTECT AND MAINTAIN SERVICE OF OTHER UTILITIES AT CROSSINGS.
4. DO NOT CONNECT ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER SERVICES TO THE SANITARY SEWER.
5. PROVIDE AND MAINTAIN INLET FILTERS AT ALL CATCH BASIN INLETS, DURING CONSTRUCTION.
6. WATER MAIN TO HAVE A MINIMUM OF 5.5 FEET OF COVER.
7. FIRE HYDRANTS LOCATED IN CURB ISLAND OR GREEN SPACE SHALL BE LOCATED 5' FROM BACK OF CURB OR EDGE OF PAVEMENT (TYP.).
8. PROVIDE A MINIMUM OF EIGHTEEN (18) INCHES OF VERTICAL SEPARATION AND TEN (10) FEET OF HORIZONTAL SEPARATION BETWEEN THE WATER MAIN AND ALL SANITARY AND STORM SEWERS.
9. FACE NOZZLES OF SITE FIRE HYDRANTS TOWARD BUILDING.
10. ADJUST ALL CASTINGS TO FINISH GRADES.
11. PIPE LENGTHS ARE TO CENTER OF STRUCTURES UNLESS NOTED OTHERWISE. ALL PIPE LENGTHS ARE FOR THE CONVENIENCE OF THE CONTRACTOR.
12. UTILITY ELEVATIONS INDICATED REPRESENT INVERT ELEVATIONS UNLESS OTHERWISE NOTED.

## STORMWATER MANAGEMENT SUMMARY

THE PROJECT TEAM IS SEAKING AN ALTERNATIVE STORMWATER APPROACH DUE TO THE SITES ENVIRONMENTAL CONTAMINATES AND HIGH GROUNDWATER, SEE DETAILED ENVIRONMENTAL NOTES ON THIS SHEET. THE PROPOSED SITE CONDITIONS GENERATE LESS RUNOFF THAN THE EXISTING SITE CONDITIONS.

PRE-DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.95

POST-DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.91

## GEOTECHNICAL NOTES

1. SOIL CLASSIFICATION: PRIMARILY SANDY AN LOAMY AQUENTS (34) PER WEB SOIL SURVEY
2. GROUNDWATER ELEVATION: 579.75

## FLOODPLAIN NOTES

1. SITE IS LOCATED IN A AE/(EL 583) FLOODPLAIN ZONE PER FEMA FLOODPLAIN MAPS.

## WETLAND NOTES

1. SITE IS NOT LOCATED IN A WETLAND PER EGLE WETLANDS MAPPER.

## KEY NOTES

1. DOWNSPOUT

fishbeck
Engineers | Architects | Scientists | Constructors

**AMK Properties**
640 Water Street, Saugatuck, MI 49453

Water Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025 PUD SUBMISSION

| | |
|---|---|
| Drawn By | SNETZ |
| Designer | BAMCDOWELL |
| Reviewer | DRHOTON |
| Manager | BAMCDOWELL |

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501807

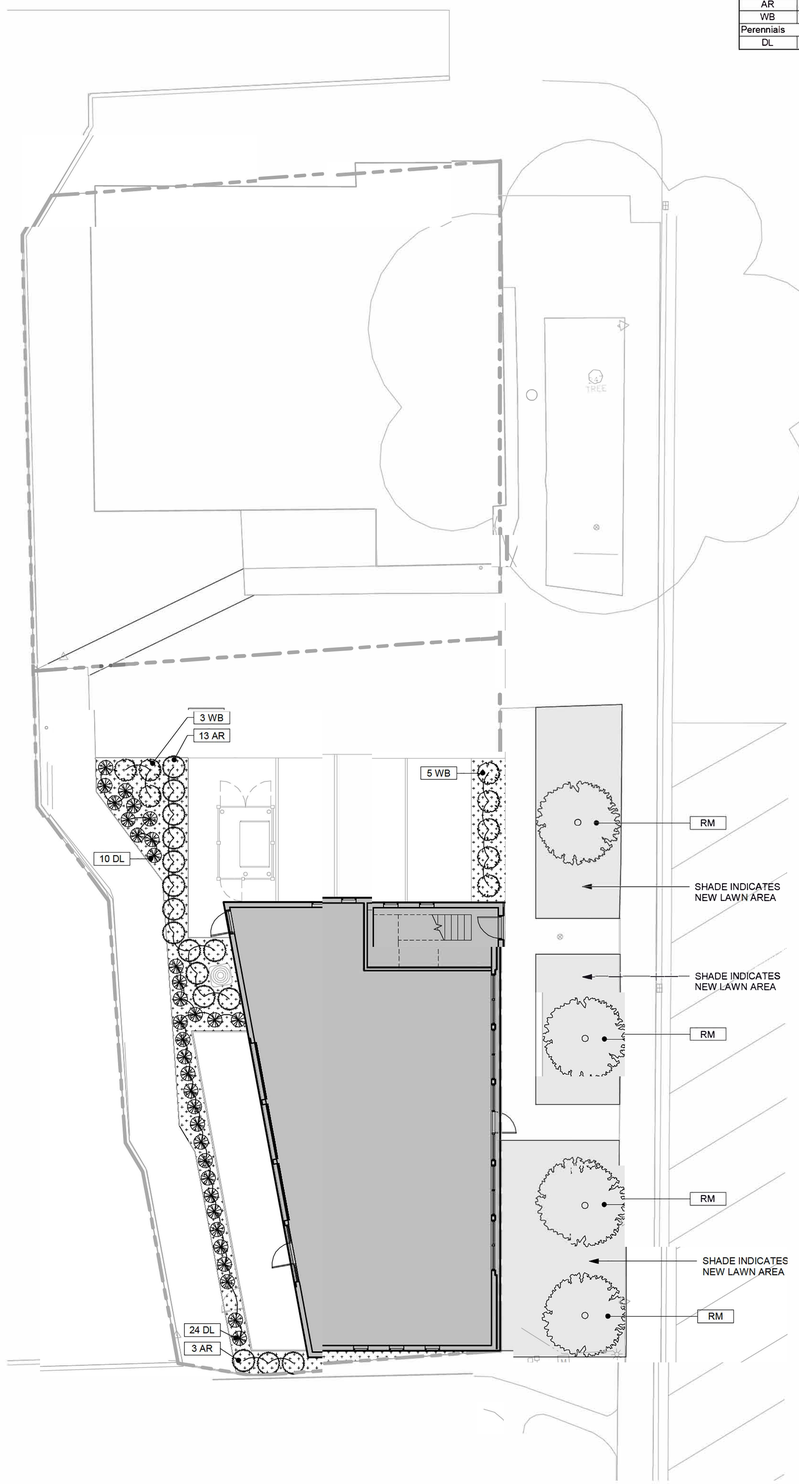
SHEET NO.
C201

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PLOT INFO Z:\2025\2501807\CAD\CD\C201_2501807.DWG LAYOUT: C201 DATE: 11/14/2025 TIME: 3:36:52 PM USER: BAMCDOWELL

| Planting Schedule | | | | | | |
|---|---|---|---|---|---|---|
| Type | Common Name | Miniumum Caliper | Miniumum Height | Miniumum Spread | Root Type | Count |
| Trees | | | | | | |
| RM | Red Maple | 2-1/2 inches | ---- | ---- | BB | 4 |
| Shrubs | | | | | | |
| AR | Arborvitae | ----- | 48 inches | ---- | BB | 16 |
| WB | Wintergreen Boxwood | ---- | 24 inches | ---- | BB | 8 |
| Perennials | | | | | | |
| DL | Daylily - Stella De Oro | ----- | ---- | 15 inches | BB | 34 |




1 L-1 LANDSCAPE PLAN
SCALE: 1" = 10'-0"

## LANDSCAPE GENERAL NOTES

1. ALL LANDSCAPE AREAS, ESPECIALLY PARKING LOT ISLANDS AND SHRUB BEDS NEXT TO BUILDING, SHALL BE EXCAVATED OF ALL BUILDING MATERIALS AND POOR SOIL TO A DEPTH OF 12"-18" AND BACK FILLED W/ A GOOD MEDIUM TEXTURED SOIL ( LOAM OR LIGHT YELLOW CLAY). ALL LANDSCAPE AREAS TO HAVE 4"-6" OF TOP SOIL AND ARE TO BE CROWNED A MINIMUM OF 6" HIGHER THAN ADJACENT CURBS OF WALKS AFTER EARTH SETTLING.
2. PLANT TREES AND SHRUBS GENERALLY NO CLOSER THAN THE FOLLOWING DISTANCES APART:
   A. SHADE TREES: 20' O.C.
   B. SHRUBS LESS THAN 1'-0" HT & WIDTH AT MATURITY: 5' O.C.
   C. ORNAMENTAL & EVERGREEN TREES (CRAB, PINE, SPRUCE): 10' O.C.
3. DIG SHRUB PITS 1'-0" LARGER THAN THE SHRUB ROOT BALLS. TREE PITS 2'-0" LARGER THAN ROOT BALLS. BACK FILL W/1 PART TOPSOIL - 1 PART SOIL FROM EXCAVATED PLANT HOLE.
4. REMOVE ALL TWINE, WIRE, AND BURLAP FROM TOP OF ALL SHRUB EARTH BALLS AND TREE TRUNKS.
5. LAWN TREES TO BE MULCHED WITH A 2'-0" WIDE BY 3" DEEP MINIMUM SHREDDED BARK RING OR APPROVED ALTERNATE DESIGN FOR TRUNK PROTECTION.
6. ALL LANDSCAPE AREAS TO BE MULCHED WITH 3" OF SHREDDED WOOD MULCH ON CONTINUOUS WEED-CONTROL BARRIER WITH PLASTIC EDGING AROUND PERIMETER.
7. INSTALLATION OF PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE STANDARDS.
8. ALL TREES TO STAKED, WRAPPED, AND MULCHED ACCORDING TO THE CITY STANDARDS.
9. ALL ERICACIOUS PLANT MATERIAL AND OTHER ACID LOVING PLANTS SHALL BE PLANTED IN PLANTING MIX OF 1 PART TOPSOIL - 1 PART PEAT.
10. ALL LAWN AREAS TO BE FINE GRADED AND TOP DRESSED WITH 3" OF TOPSOIL BEFORE SODDING.
11. ALL QUANTITIES ON PLANS HAVE BEEN FIGURED AS CLOSELY AS POSSIBLE. IT REMAINS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO COMPLETE THE PROJECT AS INDICATED ON THE DRAWINGS.
12. ALL GROUND COVER BEDS SHALL RECEIVE 3" OF PLANT MIX (1/3 TOPSOIL, 1/3 SAND, 1/3 PEAT) ROTOTILLED INTO THE UPPER 6" OF SOIL, MULCH WITH 2" OF MICHIGAN PEAT MULCH.
13. ALL NEW PLANT BEDS AND LAWN AREAS TO BE IRRIGATED UNLESS INDICATED OTHERWISE. EXISTING PLANT BEDS AND LAWN AREAS TO BE IRRIGATED IF INDICATED. CONTRACTOR TO PROVIDE A DESIGN/BUILD IN-GROUND AUTOMATIC IRRIGATION SYSTEM.

## CITY LANDSCAPE REQUIREMENTS

**CITY OF SAUGATUCK ZONING ORDINANCE**

**154.144 LANDSCAPING**

(C) SITE LANDSCAPING REQUIREMENTS
MINIMUM OF 10% OF THE SITE AREA SHALL BE LANDSCAPED.

5,487x10% = 549 SF

| Landscaping Area | |
|---|---|
| Type | Area |
| Landscape | 501 SF |
| Landscape | 100 SF |
| Overhang | 73 SF |
| Overhang | 71 SF |
| Total: | 745 SF |


DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

| | |
|---|---|
| 10-22-25 | Client Review |
| 10-27-25 | Revision |
| 11-18-25 | PUD Submission |
| 12-18-25 | Revision |
| 04-29-26 | Revision |

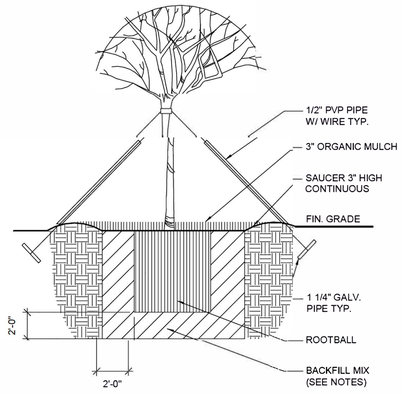
PROJECT NO:
2025.13

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DWB

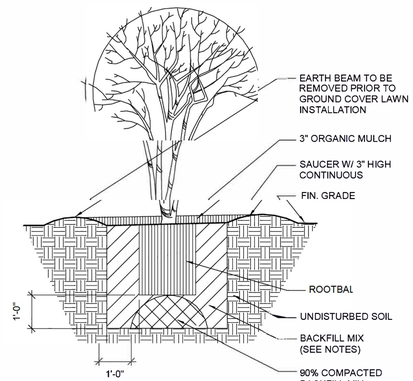

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These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


SHEET TITLE:
Landscape Plan

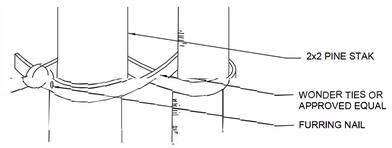
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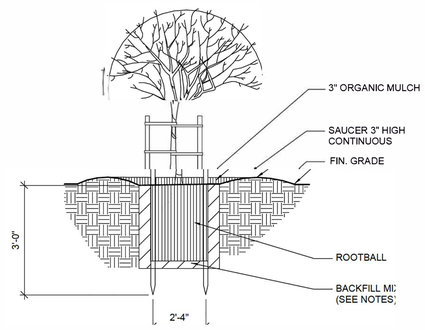



TREES - STAKING

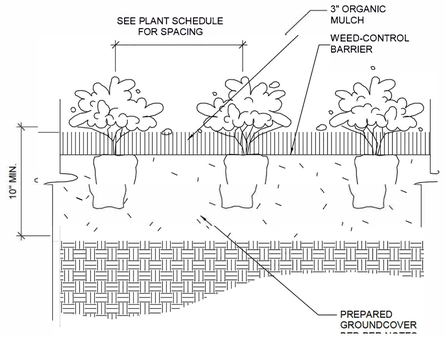



SHRUBS




TREES - GUYING




GROUND COVER PLANTING

1 L-2 **PLANTING DETAILS**
SCALE: 1/2" = 1'-0"


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


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Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
10-22-25 Client Review
11-18-25 PUD Submission

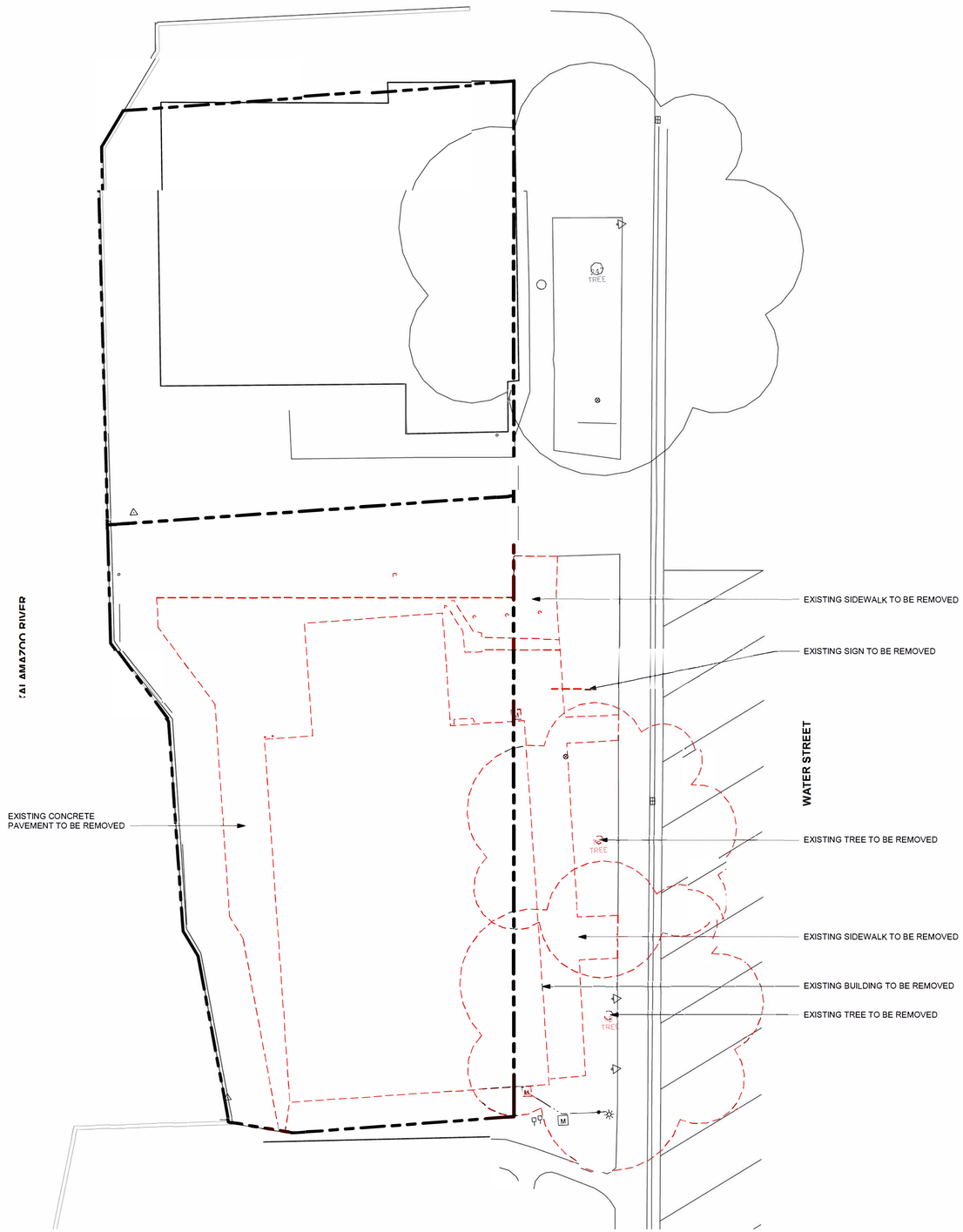
PROJECT NO:
2025.13

DRAWN BY:
DWB


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SHEET TITLE:
Landscape Details

SHEET NO:
L-2




1 D-1 SITE DEMOLITION PLAN
SCALE: 1" = 10'-0"


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GROSSE ILE, MI 48138

248.882.3642


PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

10-22-25 Client Review
11-18-25 PUD Submission

PROJECT NO:
2025.13

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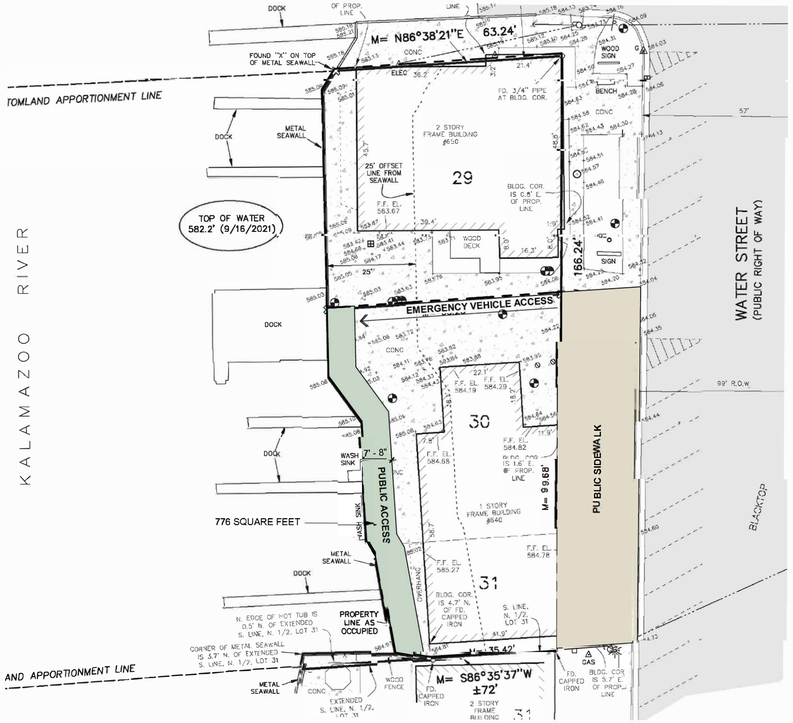

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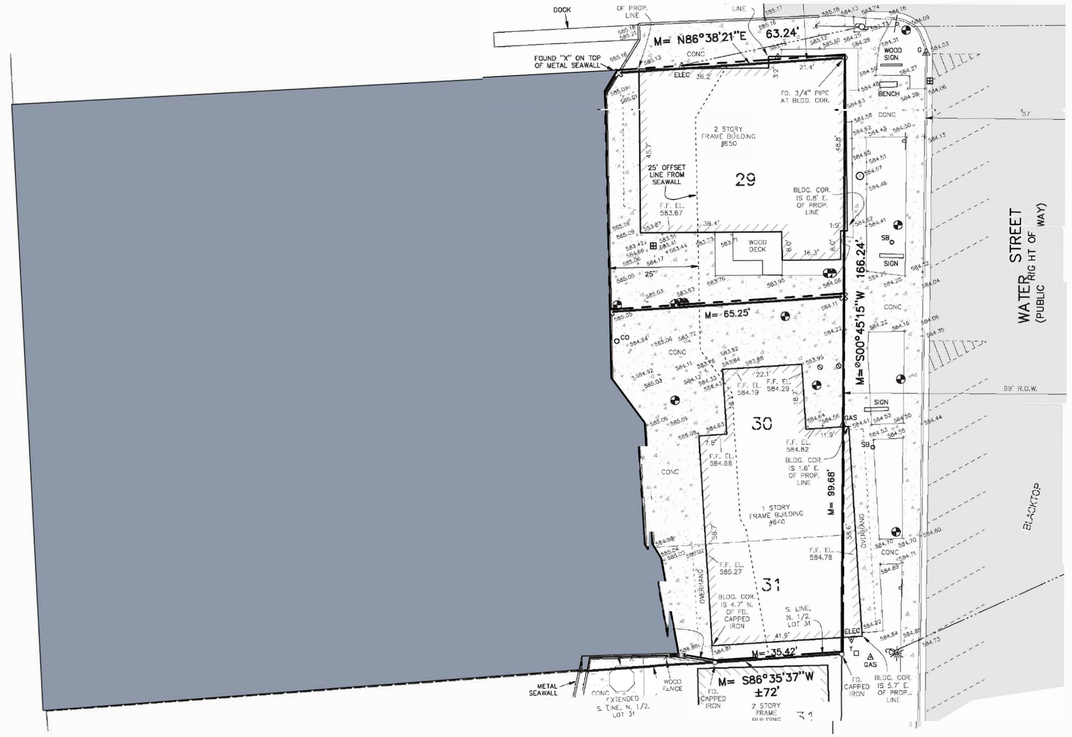
Site Demolition Plan

SHEET NO:

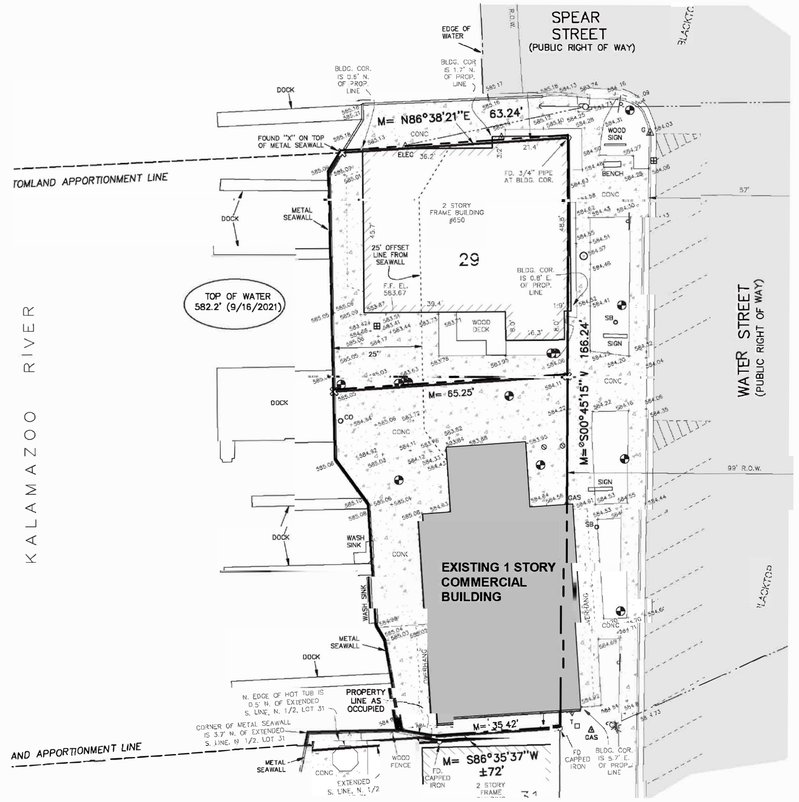
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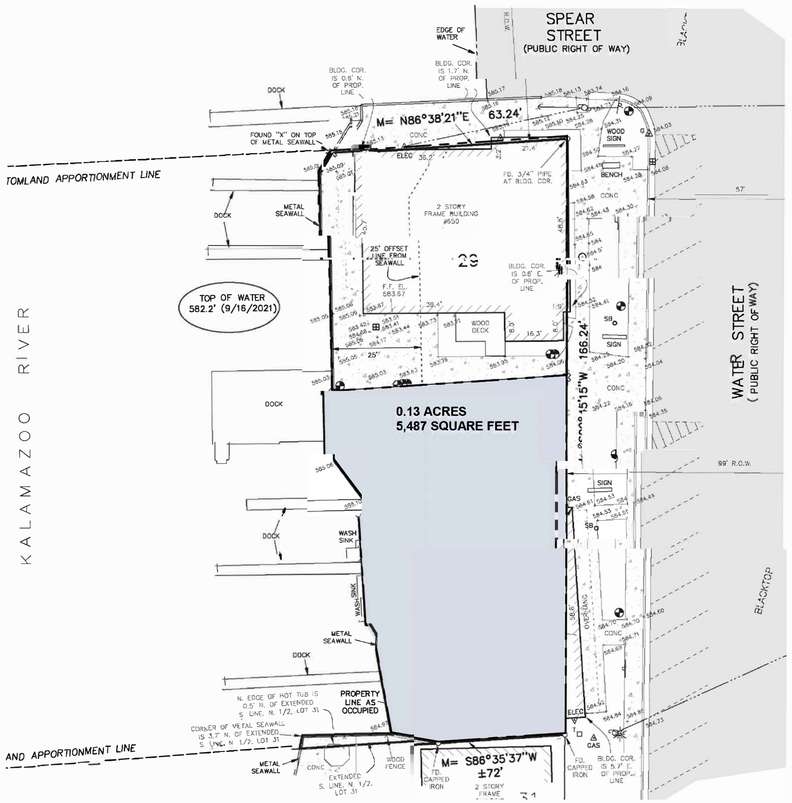

4 A-0.1 **SITE PLAN - CIRCULATION PATTERNS**
SCALE: 1" = 20'-0"




3 A-0.1 **SITE PLAN - NATURAL RESOURCES**
SCALE: 1" = 20'-0"




2 A-0.1 **SITE PLAN - EXISTING USE**
SCALE: 1" = 20'-0"




1 A-0.1 **SITE PLAN - AREA**
SCALE: 1" = 20'-0"


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248.882.3642


**PROJECT:**

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

**PROFESSIONAL SEAL:**

PRELIMINARY
NOT FOR CONSTRUCTION

**ISSUED:**

09-23-25 PUD Pre-Application

**PROJECT NO:**
2025.13

**DRAWN BY:**
DWB

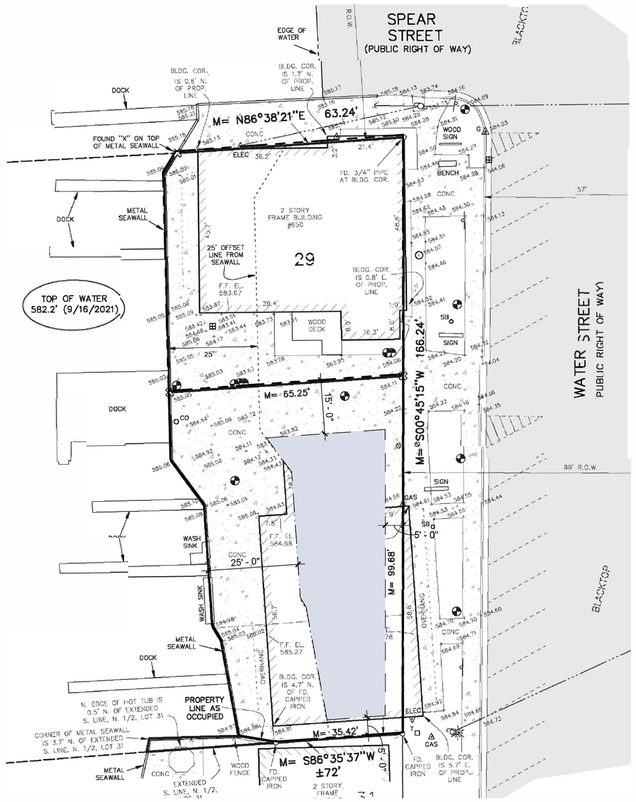

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**SHEET TITLE:**

PUD
Pre-Application

**SHEET NO:**

A-0.1

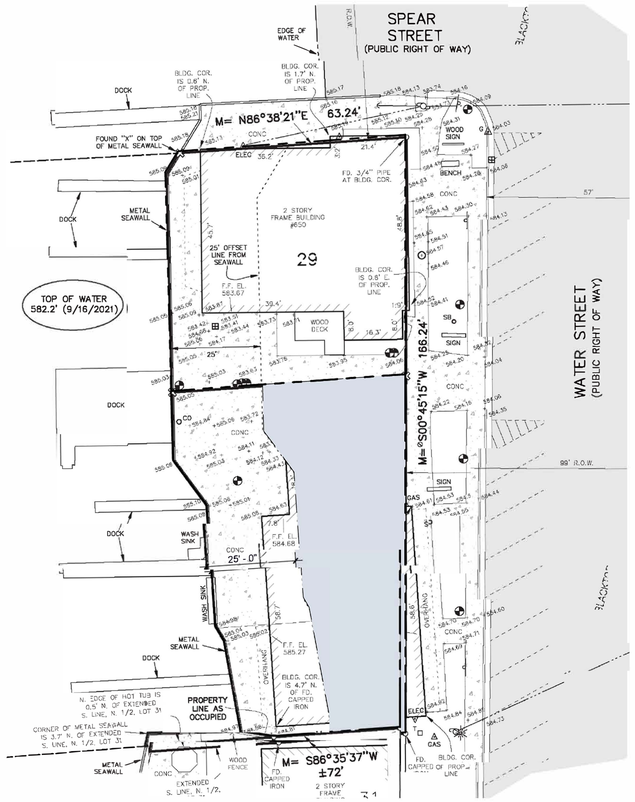



## CURRENT ZONING:

Dimension and area regulations north of Francis Street:

| | |
|---|---|
| Front setback | 5 feet |
| Maximum front setback | 20 feet |
| Side setback | 20 feet minimum between both side setbacks |
| Rear setback | 15 feet |
| Waterfront setback | 25 feet, see § 154.021 (F)(4) |
| Minimum lot area | 4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet |
| Minimum lot width | 100 feet of street frontage |
| Maximum lot coverage | No requirement |
| Maximum number of stories | Two and a half (2.5) |
| Minimum parking lot setback | 20 feet |

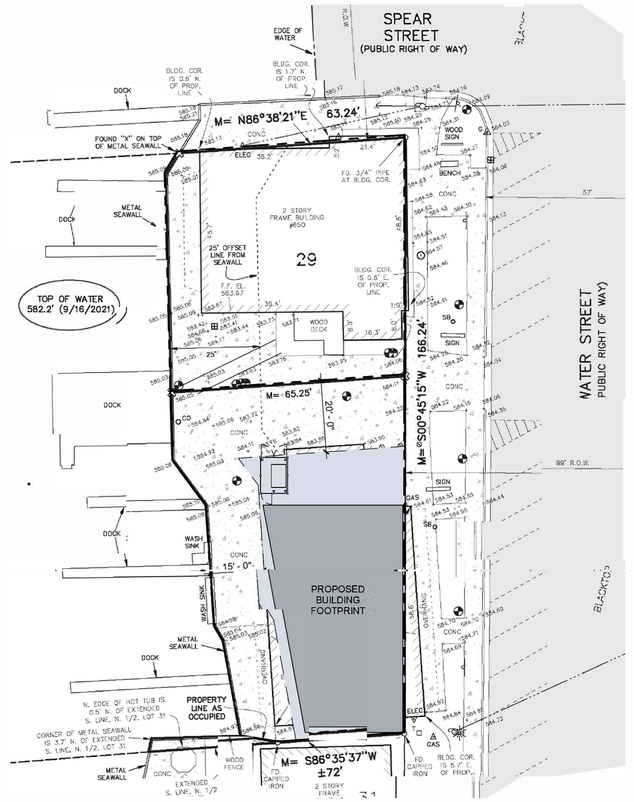
1 A-0.2 **SITE PLAN - CURRENT SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"




## PREVIOUS ZONING:

| | |
|---|---|
| Front setback | 0 feet |
| Side setbacks | 0 feet* |
| Rear setback | 0 feet* |
| Minimum lot | 4,560 square feet |
| Minimum lot width | 66 feet |
| Maximum lot coverage | 100%* |
| * Subject to Fire Code Regulations | |

2 A-0.2 **SITE PLAN - PREVIOUS SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"




## MODIFICATIONS TO BE SOUGHT:

FRONT SETBACK: 0 FT
WATERFRONT SETBACK: 15 FT (PUD PROVISION)
PARKING SETBACK: 5 FT (LANDSCAPE SCREENING)

3 A-0.2 **SITE PLAN - MODIFICATIONS TO BE SOUGHT**
SCALE: 1" = 20'-0"


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GROSSE ILE, MI 48138

248.882.3642


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Saugatuck Building
640 Water Street
Saugatuck, MI 49453

**PROFESSIONAL SEAL:**

PRELIMINARY
NOT FOR CONSTRUCTION

**ISSUED:**

| | |
|---|---|
| 09-23-25 | PUD Pre-Application |
| 02-27-26 | HDC Submission 2 |
| 05-01-26 | HDC Submission 3 |

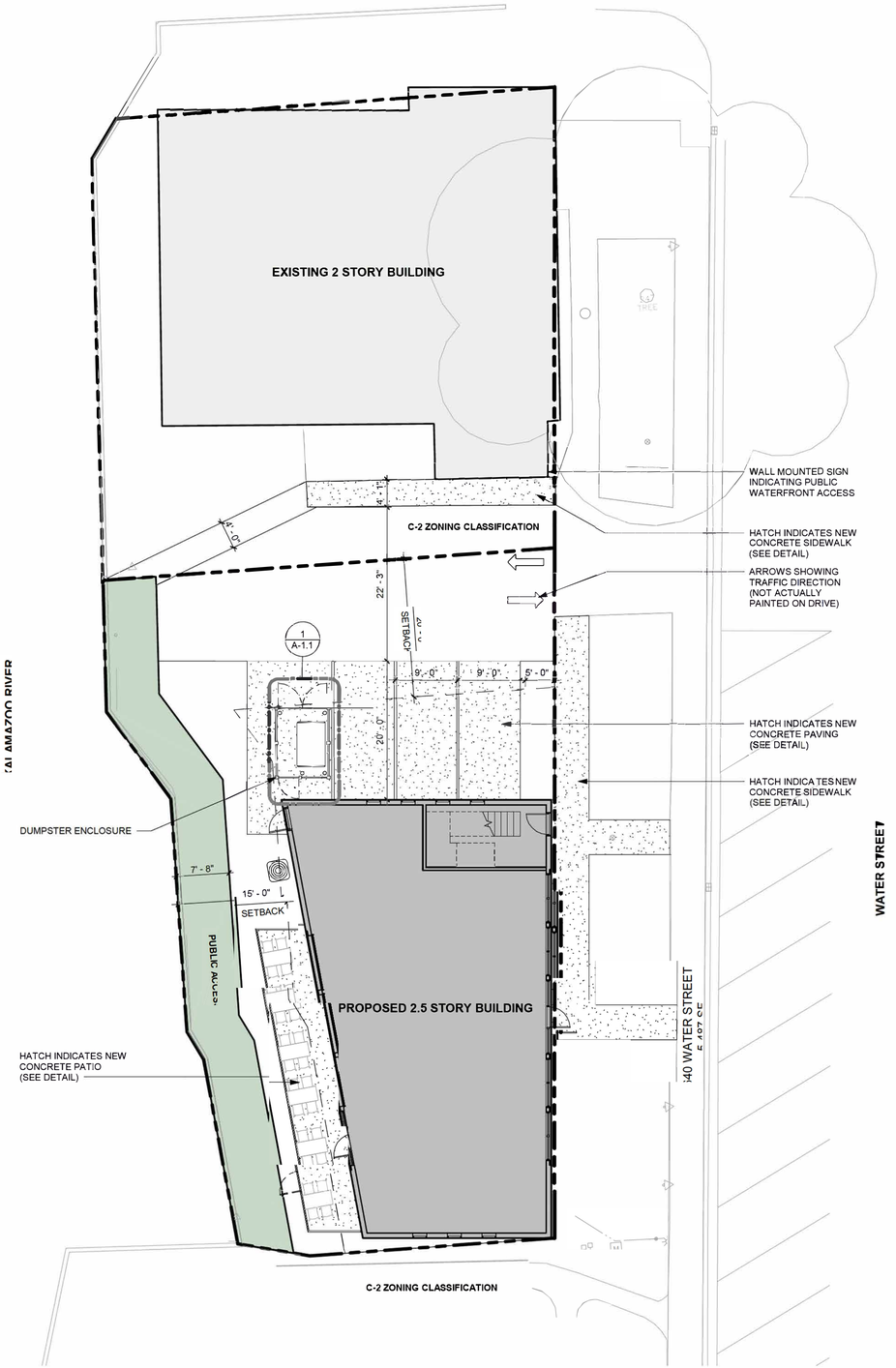
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2025.13

**DRAWN BY:**
DWB


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**SHEET TITLE:**
PUD
Pre-Application - Setbacks

**SHEET NO:**
A-0.2




1 A-1 SITE PLAN
SCALE: 1" = 10'-0"

## CITY ORDINANCE REVIEW

**CITY OF SAUGATUCK ZONING ORDINANCE**

**154.022 GENERAL REGULATIONS**

(C) STRUCTURES
(c) MULTIPLE-FAMILY DWELLINGS
EFFICIENCY 375 SF
ONE BEDROOM 600 SF

**154.038 C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT (DWP)**

(B) PERMITTED USES
(1) SHORT-TERM RENTAL OF ALLOWABLE APARTMENTS
(4) SIGNIFICANT EXTERIOR CHANGE
(e) RETAIL STORES

(D) DIMENSION AND AREA REGULATIONS NORTH OF FRANCIS STREET

| | |
|---|---|
| FRONT SETBACK: | 5 FT (0 FT ACTUAL) |
| MAX MUM FRONT SETBACK: | 20 FT |
| SIDE SETBACK: | 20 FT MIN. BOTH SIDES |
| NORTH SIDE: | 33'-9" ACTUAL |
| SOUTH SIDE: | 0 FT ACTUAL |
| REAR SETBACK: | 15 FT (N/A) |
| WATERFRONT SETBACK: | 25 FT (15 FT ACTUAL) |
| MINIMUM LOT AREA: | 4,560 (5,487 ACTUAL) |
| MINIMUM LOT WIDTH: | 66 FT (100 ACTUAL) |
| MAX. LOT COVERAGE: | NO REQUIREMENT |
| MAX. NUMBER OF STORIES: | 2.5 (2 ACTUAL) |
| MIN. PARKING LOT SETBACK: | 20 FT (5 FT ACTUAL) |

**154.131 EXCEPTION TO OFF-STREET PARKING REQUIREMENTS**

(A) FOLLOWING ZONING DISTRICTS SHALL BE EXEMPT FROM ANY PARKING REQUIREMENTS.
(5) C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT

**Parking Schedule**

| Type | Count |
|---|---|
| 9' x 20' | 3 |
| Total Provided: | 3 |


DANIEL BOGGS ARCHITECT
ARCHITECTURE & PLANNING
26143 EAST RIVER ROAD
GROSSE ILE, MI 48138
248.882.3642


PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

| | |
|---|---|
| 07-15-25 | Client Review |
| 07-23-25 | Revision |
| 07-24-25 | City Preliminary Review |
| 09-23-25 | PUD Pre-Application |
| 10-22-25 | Client Review |
| 10-27-25 | Revision |
| 11-18-25 | PUD Submission |
| 12-18-25 | Revision |
| 12-19-25 | Revision |
| 01-22-26 | Revision |
| 02-27-26 | HDC Submission 2 |
| 04-29-26 | Revision |
| 05-01-26 | HDC Submission 3 |

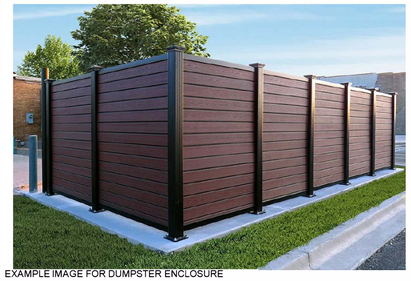
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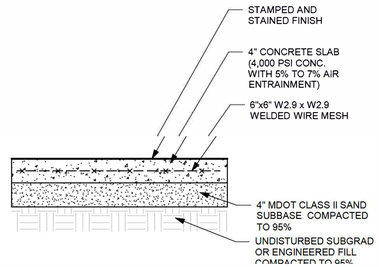

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SHEET TITLE:
Site Plan

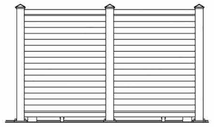
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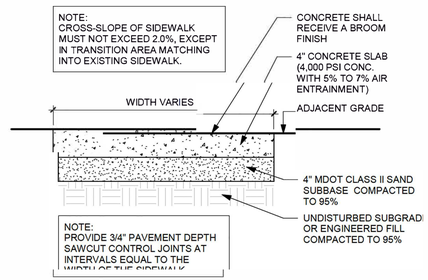
EXAMPLE IMAGE FOR DUMPSTER ENCLOSURE



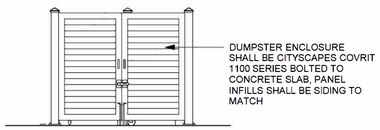

6 A-1.1 **CONCRETE PATIO DETAIL**
SCALE: 1" = 1'-0"



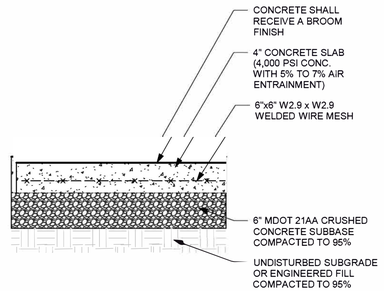
3 A-1.1 **DUMPSTER ENCLOSURE - SIDE**
SCALE: 1/4" = 1'-0"



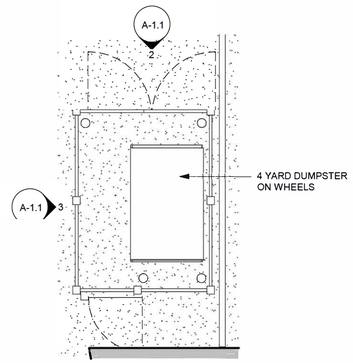

5 A-1.1 **CONCRETE SIDEWALK DETAIL**
SCALE: 1" = 1'-0"




2 A-1.1 **DUMPSTER ENCLOSURE - FRONT**
SCALE: 1/4" = 1'-0"




4 A-1.1 **CONCRETE PAVING DETAIL**
SCALE: 1" = 1'-0"




1 A-1.1 **ENLARGED DUMPSTER ENCLOSURE PLAN**
SCALE: 1/4" = 1'-0"


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ARCHITECT

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**ISSUED:**

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|---|---|
| 11-18-25 | PUD Submission |
| 04-29-26 | Revision |
| 05-08-26 | Revision |

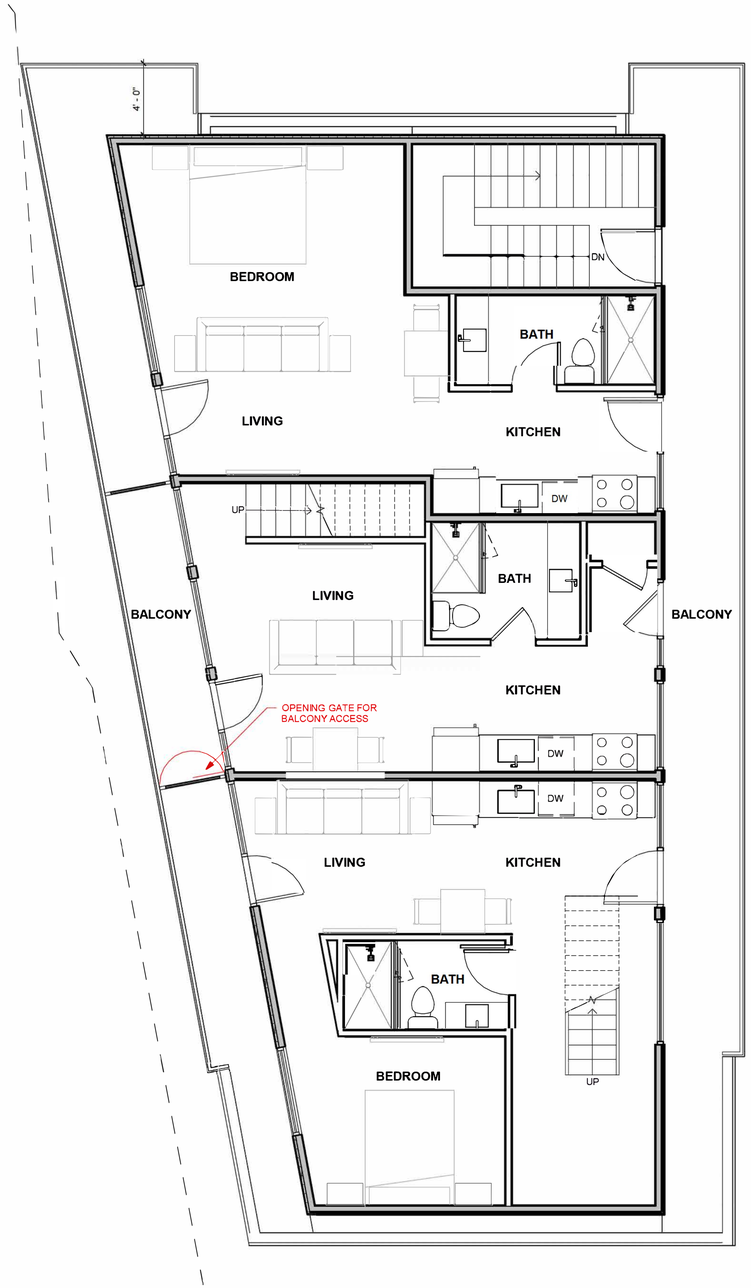
**PROJECT NO:**
2025.13

**DRAWN BY:**
DWB

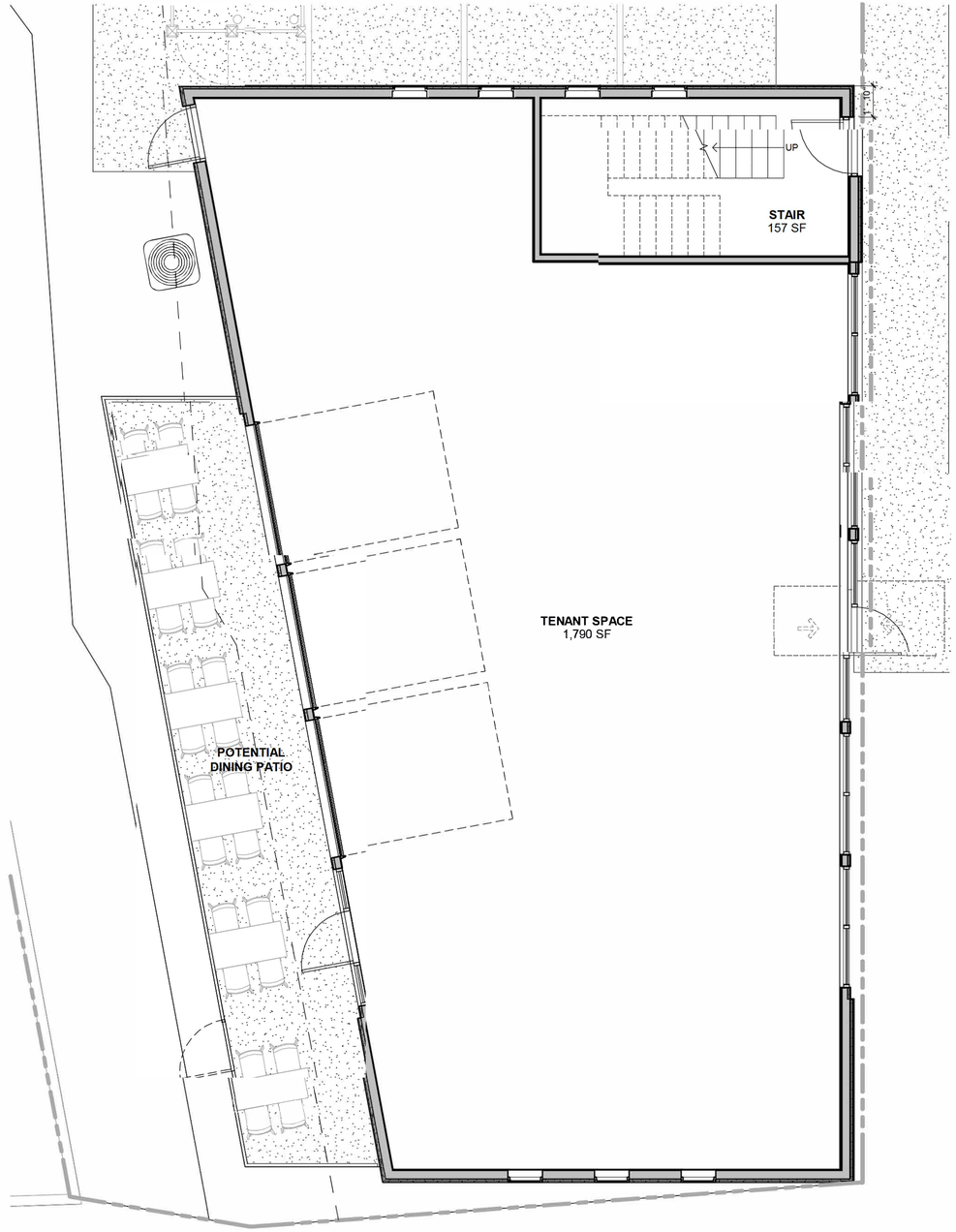

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


**SHEET TITLE:**
Site Details

**SHEET NO:**
A-1.1




2 A-2 **SECOND FLOOR PLAN**
SCALE: 1/4" = 1'-0"




| Seating Schedule | | |
|---|---|---|
| Type | Count | Seating # |
| Chair | 24 | 24 |
| Total | | 24 |

1 A-2 **FIRST FLOOR PLAN**
SCALE: 1/4" = 1'-0"


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

| | |
|---|---|
| 07-15-25 | Client Review |
| 07-23-25 | Revision |
| 07-24-25 | City Preliminary Review |
| 09-23-25 | PUD Pre-Application |
| 10-22-25 | Client Review |
| 10-27-25 | Revision |
| 11-18-25 | PUD Submission |
| 04-29-26 | Revision |

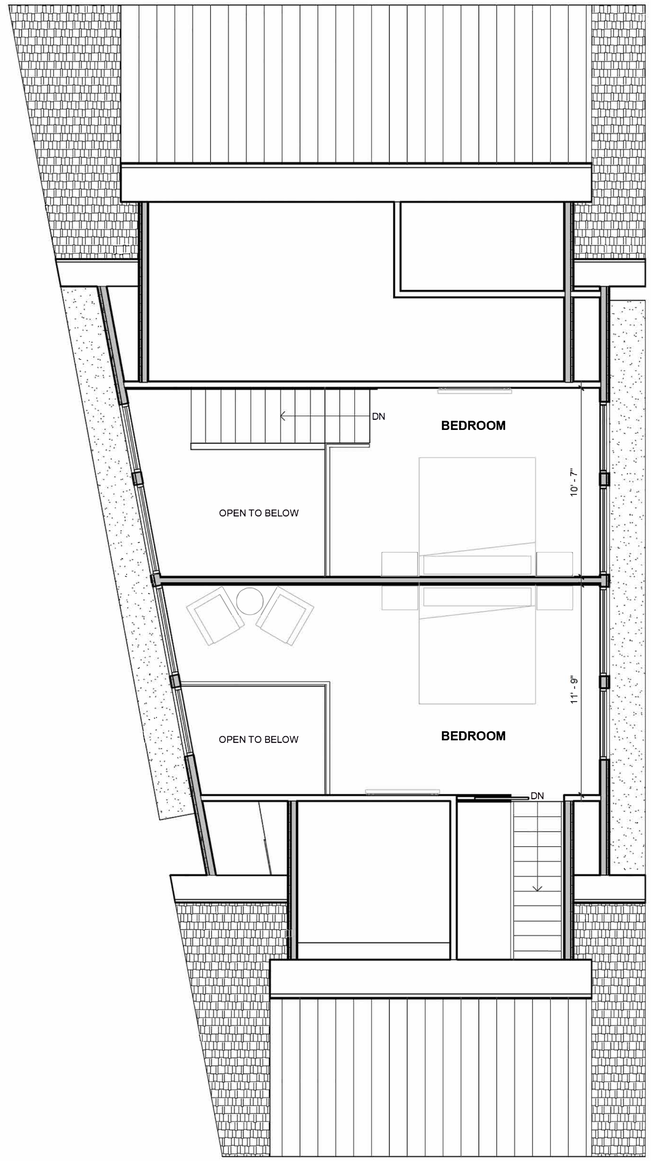
PROJECT NO:
2025.13

DRAWN BY:
DWB


These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


SHEET TITLE:
Floor Plans

SHEET NO:
A-2




1 / A-3 THIRD FLOOR
SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

04-29-26 Revision

PROJECT NO:

2025.13

DRAWN BY:

DWB

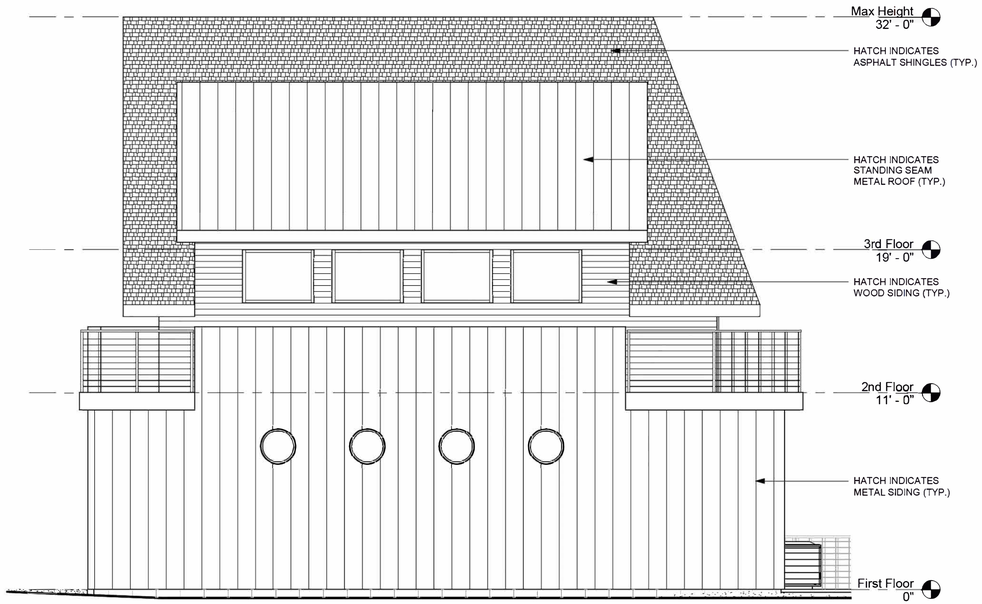
These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

SHEET TITLE:

Third Floor

SHEET NO:

A-3




2 / A-4 NORTH ELEVATION
SCALE: 1/4" = 1'-0"




1 / A-4 EAST ELEVATION
SCALE: 1/4" = 1'-0"


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

11-18-25 PUD Submission
04-29-26 Revision

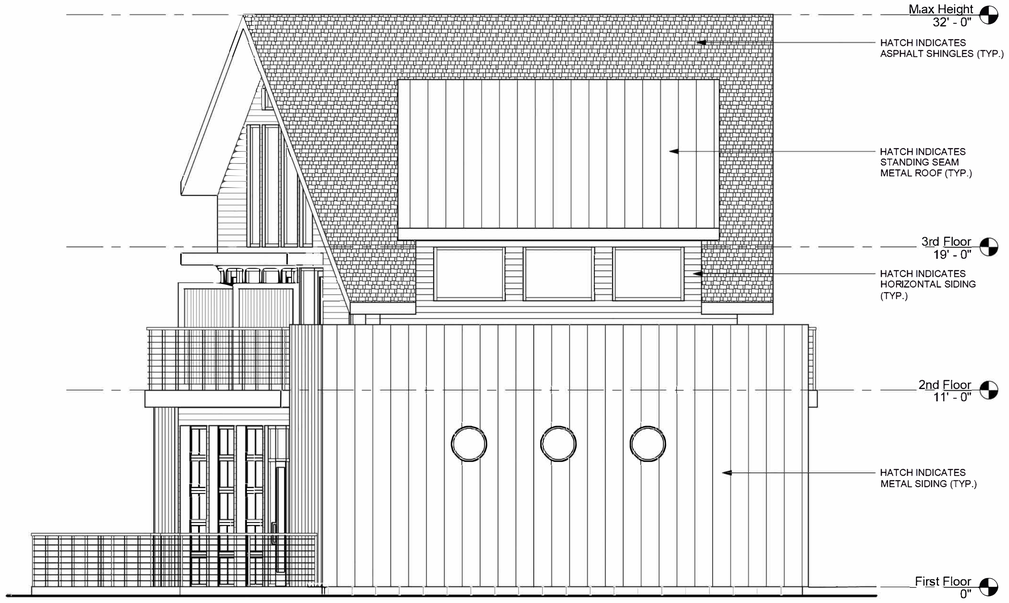
PROJECT NO:
2025.13

DRAWN BY:
DWB

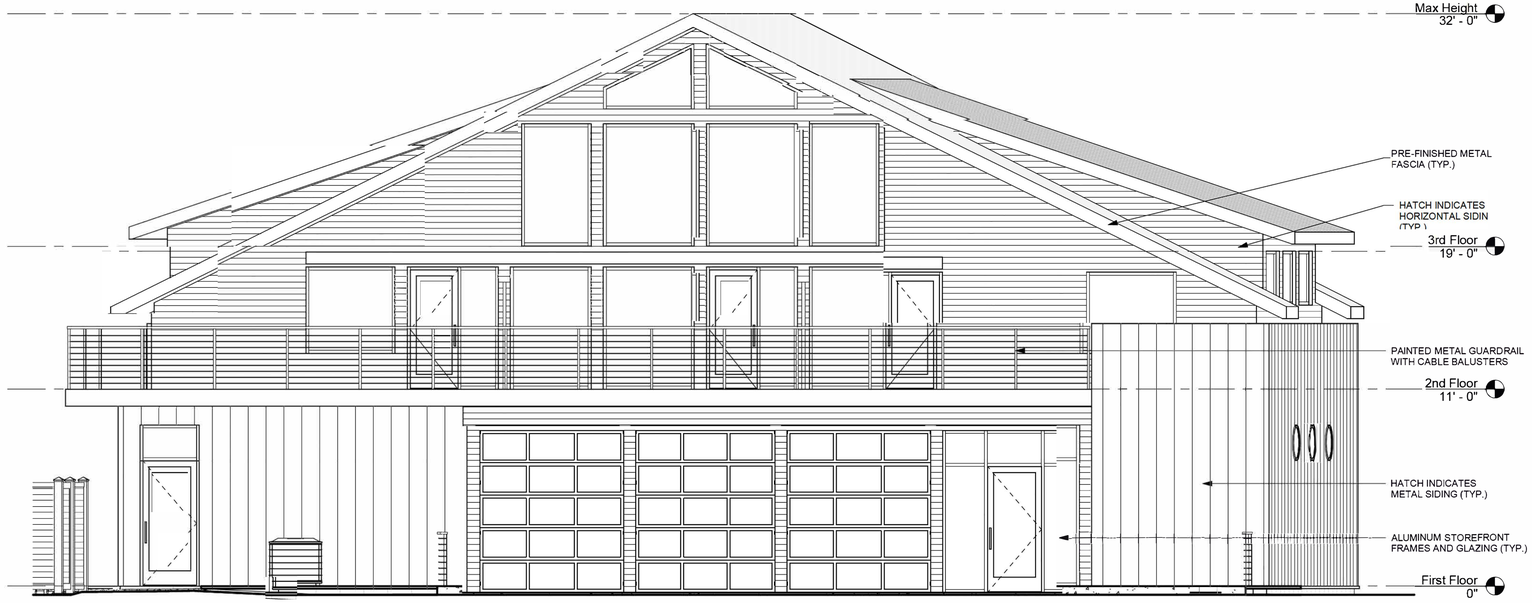

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


SHEET TITLE:
Exterior Elevations

SHEET NO:
A-4




2 / A-5 **SOUTH ELEVATION**
SCALE: 1/4" = 1'-0"




1 / A-5 **WEST ELEVATION**
SCALE: 1/4" = 1'-0"


DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

26143 EAST RIVER ROAD
GROSSE ILE, MI 48138

248.882.3642


PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
11-18-25 PUD Submission
04-29-26 Revision

PROJECT NO:
2025.13

DRAWN BY:
DWB


These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.


SHEET TITLE:
Exterior Elevations

SHEET NO:
A-5


10” WIDE
16”
TALL
PUBLIC
WATERFRONT
ACCESS

03-57-300-029-00 OK
03-57-300-030-00

Allegan County MI Register of Deeds
Bob Genetski, Register of Deeds
Document # 2023010350
OPR LIBER 4872 PAGE 157
Recorded: 07/19/2023 09:34 AM

# COVENANT DEED

(Platted/Condominium)

**Drafted By:**
Kevin Schafer, Manager
3520 36th Street Property, LLC
6300 Venture Hills Blvd SW
Byron Center, MI 49315

**Return To:**
AMK Holdings, LLC
6971 N Maple Rd
Saline, MI 48176

**Send Tax Bills To:**
AMK Holdings, LLC
6971 N Maple Rd
Saline, MI 48176

| | | | |
|---|---|---|---|
| Recording Fee: $30.00 | State Transfer Tax: | $ | Tax Parcel No.: 03-57-300-029-00, 03- |
| File Number: 991185 KCM | County Transfer Tax: | $ | 57-300-030-00 |

THE CURRENT YEAR TAX WAS NOT AVAILABLE FOR EXAMINATION

PENDING RECEIPT OF DENIAL OF HOMESTEAD TAX EXEMPTION

**THIS CONVEYANCE** is made this July 14, 2023, **BETWEEN**
3520 36th Street Property, LLC, a Michigan limited liability company
whose address is 6300 Venture Hills Blvd SW, Byron Center, MI 49315, Grantor, grants and conveys,
AMK Holdings, LLC, a Michigan limited liability company
whose address is 6971 N Maple Rd, Saline, MI 48176, Grantee

The Grantor, for and in consideration of the sum of

Real Estate Transfer Tax Valuation Affidavit filed herewith

said sum having been paid by the Grantee, the receipt whereof is hereby confessed and acknowledged, all right title and interest in a certain parcel of land known and described as follows as situated in the City of Saugatuck, County of Allegan, State of Michigan, to wit:

Lot(s) 29, 30 and the North one-half of Lot 31 of KALAMAZOO PLAT, according to the plat thereof recorded in Liber 111 of Deeds, Page 551 of Allegan County Records.

More commonly known as: **640 and 650 Water Street, Saugatuck, MI 49453**

RECEIVED
'23 JUL 18 PM 2:29

**Subject To:**
Existing building and use restrictions, easements of record, and zoning ordinances, if any.

*Together* with all and singular the hereditaments and appurtenances thereunto belonging or in anywise appertaining, and the reversion or reversions, remainder or remainders, rents, issues and profits thereof; and all the estate, right, title,

First American Title™
Tax Certification # 331e018
Obtained from Allegan County Treasurer Prior to Recording

First American Title

env

RETURN TO:
First American Title
10291 E. Grand River, Ste B
Brighton, MI 48116

interest, claim or demand whatsoever, of the Grantor, either in Law or Equity, of, in, and to the above bargained premises, with the said hereditaments and appurtenances; to have and to hold the premises as before described, with the appurtenances, unto the Grantee, their heirs and assigns, forever.

And the Grantor, for itself, its successors and assigns, does covenant, grant, bargain and agree to and with the Grantee, their heirs and assigns, that the Grantor, has not heretofore done, committed or wittingly or willingly suffered to be done or committed any act, matter, or thing whatsoever, whereby the premises hereby granted, or any part thereof, is, or shall or may be charged or encumbered in title, estate or otherwise howsoever.

Dated this July 14, 2023.

*(**Attached to and becoming a part of Covenant Deed dated: July 14, 2023** between 3520 36th Street Property, LLC, a Michigan limited liability company, as Grantor(s) and AMK Holdings, LLC, a Michigan limited liability company, as Grantee(s).)*

**Seller(s):**

3520 36th Street Property, LLC, a Michigan limited liability company

By: _____
Name: Kevin Schafer
Title: Manager

State of Michigan
County of Kent

The foregoing instrument was acknowledged before me this July 14, 2023 by Kevin Schafer, Manager of 3520 36th Street Property, LLC, a Michigan limited liability company.

_____
Notary Public:
Notary County/State: /
County Acting In:
Commission Expires: 1-20-2024

TAMI MCGILLEN NOTARY PUBLIC COUNTY OF KENT COMMISSION EXPIRES JAN. 20, 2024 ACTING IN THE COUNTY OF Kent STATE OF MICHIGAN

# City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** May 18, 2026

**SUBJECT:** Consumers Energy Easement Request – Perryman Street/Oval Beach Area

**DESCRIPTION:**

Consumers Energy has requested that the City grant a permanent non-exclusive easement for electric facilities on City-owned property generally located near Perryman Street and Oval Beach. Consumers advised they wish to bury existing electrical lines and related infrastructure in the area. The easement would allow Consumers to construct, operate, maintain, inspect, repair, replace, relocate, and improve electric infrastructure within a defined easement area.

The easement area is generally described as a 12-foot-wide strip extending six feet on either side of the electric facilities, excluding portions within public right-of-way utilized by Consumers.

**Staff and Legal Review**

While burying the existing electrical infrastructure has benefits (less outages, potentially less tree trimming in the future, aesthetics), staff raised some concerns about the original easement language that Consumers proposed. Staff and legal counsel prepared revisions to the proposed easement agreement (first redline version in your packet) intended to better protect the City's interests related to restoration, trees and vegetation, future public infrastructure improvements, permitting, and ongoing use of the property. Consumers reviewed and sent back a revised version.

I have concerns that the revised Consumers version would still prohibit planting of trees. While this may not be of immediate concern, the tree canopy in this area is important to the dune system and provides a natural experience when entering and leaving Oval Beach. Existing trees will eventually die and if new trees cannot be planted, this could change the look and feel of this area. Concerns also remain with the buildings/structures language.

**Council Feedback Requested**
Staff seeks Council feedback on whether you are open to an easement at all. If you are, we seek further feedback on whether you are comfortable with the latest version from Consumers or if you prefer the City's original redline version.

**Summary**
Below is a summary comparison of several key provisions between the City redline version and the Consumers revised version.

| Issue | City Redline | Consumers Revised Version |
|---|---|---|
| **Nature of easement** | Adds that the easement is "non-exclusive." | Includes "permanent non-exclusive easement." |
| **Additional lateral lines outside Easement Area** | Deletes Consumers' language allowing additional lines outside the Easement Area to the south and west edges of Owner's Land, which would automatically create additional 12-foot easement strips. | That broad lateral-line language is not included in Consumers' PDF. |
| **Minimizing damage in Easement Area** | Adds that Consumers' work in the Easement Area must, to the fullest extent possible, minimize interference with and damage to City infrastructure, improvements, trees, and vegetation. | Consumers version does not appear to include this exact City-added language in the main grant paragraph. |
| **Restoration standard — Easement Area** | Requires Consumers, at its sole expense, to restore the Easement Area to "as good a condition as when the work commenced." | Adds a separate Restoration paragraph requiring restoration to a condition that is "reasonably practicable" for portions damaged by Consumers, but excludes anything located in the Easement Area in violation of the easement. |
| **Temporary additional work space** | Adds that work in temporary workspace must minimize damage to trees, brush, roots, and vegetation, and Consumers must restore the workspace to as good a condition as when work commenced. | Consumers version keeps temporary workspace rights but does not appear to include the City's stronger minimization/restoration language there. |
| **Access rights** | Same broad access language remains: unimpaired access and ingress/egress over Owner's Land for purposes necessary, convenient, or incidental to easement rights. | Same. |
| **Tree planting restriction** | Deletes "Owner shall not plant any trees within the Easement Area." | Consumers version keeps: Owner shall not plant any trees within the Easement Area. |

| | | |
|---|---|---|
| **Tree trimming/removal within Easement Area** | Limits Consumers' right to trimming/removal only to what is strictly necessary to maintain or repair infrastructure and subject to necessary licenses/permits/authorizations. Requires 14 days' advance written notice before tree removal or major trimming and good-faith cooperation to resolve City objections. | Includes the "strictly necessary" limitation, permit/authorization concept, and 14-day notice/good-faith cooperation, but adds "with the exception of emergencies." |
| **Trees/vegetation outside Easement Area** | Deletes Consumers' right to remove/control trees or vegetation outside the Easement Area that could fall into/onto facilities. | Consumers version does not include that outside-Easement vegetation removal language. |
| **Permitting and compliance** | Adds a stronger clause requiring Consumers to comply with applicable local, state, federal, regulatory, safety, and environmental laws/rules; obtain and maintain permits at its expense; name itself as applicant/responsible party; and provide copies to the City upon request. | Includes a shorter Compliance clause requiring compliance with applicable laws/rules/orders, but Consumers expressly reserves the right to contest applicability. It does not appear to include the City's more specific permit/applicant/responsible-party language. |
| **Buildings / structures / improvements** | Rewrites the prohibition to reserve the City's right to construct, install, maintain, improve, repair, and replace public buildings, structures, improvements, or infrastructure, provided they do not unreasonably interfere with Consumers' rights. Requires 14 days' notice before excavation-related work in the Easement Area. | Keeps Consumers' broad prohibition on any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation, or other structure over/under/on the Easement Area without written agreement from Consumers' Real Estate Department. |
| **Relocation due to City public improvements** | Adds that if the City lawfully changes grade or constructs/replaces public buildings, structures, improvements, or infrastructure and Consumers facilities conflict, Consumers must relocate at its own expense upon reasonable notice. | Not included. |
| **Existing improvements in Easement Area** | Adds that nothing requires the City to remove or relocate existing buildings, structures, improvements, or infrastructure currently located within the Easement Area. | Not included. |
| **Ground elevation** | Same restriction: City may not materially alter ground elevation within the Easement Area without prior written agreement from Consumers Real Estate Department. | Same. |
| **Exhibit B / Easement Area** | 12-foot strip, 6 feet on each side of facilities, and City adds exclusion for sections within public right-of-way used by Consumers. | Consumers version includes the public right-of-way exclusion. Pages 5–6 show the 12-foot easement route on the attached drawings. |
| **Restoration carve-out** | City version does not include Consumers' "violation of easement" restoration carve-out in the same way. | Consumers version says restoration does not apply to anything located within the Easement Area in violation of the easement. |

**LEGAL REVIEW:**

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

**SAMPLE MOTION:**

TBD

# EASEMENT FOR ELECTRIC FACILITIES

SAP# 1049276468
Design# 11804741
Agreement# MI00000091195

CITY OF SAUGATUCK, a Michigan municipal corporation, whose address is PO Box 86, Saugatuck, Michigan 49453 (hereinafter "Owner")

for $1.00 and other good and valuable consideration [*exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)*] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers") a permanent non-exclusive easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Saugatuck, County of Allegan, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity. All work performed by Consumers in the Easement Area shall, to the fullest extent possible, be done in a manner that minimizes interference with, and damage to, the Owner's infrastructure, improvements, and any trees and vegetation in the Easement Area. Consumers, at their sole expense, shall restore the Easement Area to as good a condition as when the work commenced.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction. All work performed by Consumers in the additional work space shall, to the fullest extent possible, be done in a manner that minimizes damage to trees, brush, roots, and other vegetation. Consumers, at their sole expense, shall restore the additional work space to as good a condition as when the work commenced.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area, but only to the extent strictly necessary to maintain or repair its infrastructure and subject to all necessary government licenses, permits or other authorizations. Consumers shall provide the City with at least fourteen (14) days' advance written notice prior to cutting down any trees or conducting major tree trimming, and shall cooperate in good faith with the City to resolve objections from the City regarding the necessity of such work.

Permitting and Compliance: In its exercise of the rights granted herein, Consumers shall comply with all applicable local, state, federal, regulatory, safety and environmental, laws, ordinances, rules and regulations. Consumers is responsible for determining what licenses, permits or other authorizations are at any time required and shall, at Consumer's sole expense obtain and maintain such licenses, permits and other authorizations that may be required. Consumers shall name itself as the applicant and

responsible party for any such licenses, permits or other authorizations. Upon request, Consumers shall provide copies of any such licenses, permits and other authorizations to Owner.

Buildings/Structures: Owner reserves the right to construct, install, maintain, improve, repair, and replace any buildings, structures, improvements or other infrastructure, over, under, or on said Easement Area, provided that any such construction, installation, maintenance, repair, or replacement does not unreasonably interfere with Consumer's rights of access, operation, maintenance, repair, improvement or use of the line or lines of electric facilities. Owner shall provide Consumers with fourteen days' (14) written notice prior to any construction, installation, maintenance, improvement, repair or replacement that requires excavation within the Easement Area, including planting trees. If the Owner lawfully elects to alter or change the grade of any highway, street, alley, or other public place, or construct or replace any public buildings, structures, improvements or other infrastructure, and Consumers' electric lines or other appurtenances must be relocated due to a conflict with the alteration, change, construction or replacement, Consumers shall, upon reasonable notice from the Owner, relocate electric lines and other appurtenances at its own expense. Nothing in this Section shall be construed to require Owner to remove or relocate any buildings, structures, improvements or other infrastructure that are currently located within the Easement Area.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____

Owner: CITY OF SAUGATUCK, a Michigan municipal corporation

_____
Signature

By:_____
Print Name

Its: Mayor

_____
Signature

By:_____
Print Name

Its: Clerk

Acknowledgment

The foregoing instrument was acknowledged before me in _____County, _____,

on _____ by _____ of
Date Name Title

City of Saugatuck, a Michigan municipal corporation, on behalf of the corporation.

_____
Notary Public

_____
Print Name

_____County, _____

Acting in _____County

My Commission expires: _____

PROPERTY OWNERS MAIL SIGNED EASEMENT TO:

Justin Bardin – Real Estate
Consumers Energy Company
3030 M-40
Hamilton, MI 49419
ROW Manager: Adam Hillman

Prepared By:
Mara Armstrong, 2/2/2026
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

REGISTER OF DEEDS OFFICE USE ONLY

Return recorded instrument to:
Carrie J. Main, EP7-464
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

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

A parcel of land in the Northeast 1/4 of Section 8, Town 3 North, Range 16 West, described as Government Lot 1 also the North 400.00 feet of Government Lot 2.

Also known as: 690 Perryman Street, Saugatuck, Michigan 49453

Parcel ID: 57-008-001-00

And

A parcel of land in the Northwest 1/4 of Section 9 and the Northeast 1/4 of Section 8 all in Town 3 North, Range 16 West described as:

Part of Section 8 and Section 9, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section 8; thence N00°43'40"E 313.55 feet along the East line of the Northeast 1/4 of said Section 8 to the Point of Beginning; thence Northwesterly 105.64 feet along a 245.00 feet radius curve to the right, the chord of which bears N54°15'12"W 104.82 feet; thence Northwesterly 199.42 feet along a 326.00 feet radius curve to the left, the chord of which bears N51°53'00"W 196.33 feet; thence Northwesterly 228.95 feet along a 464.00 feet radius curve to the right, the chord of which bears N66°35'10"W 226.64 feet; thence Northwesterly 48.87 feet along a 134.00 feet radius curve to the right, the chord of which bears N36°20'37"W 48.60 feet; thence Northwesterly 79.92 feet along a 824.86 feet radius curve to the right, the chord of which bears N13°59'53"W 79.89 feet; thence N10°26'40"W 58.79 feet; thence Northwesterly 184.26 feet along a 371.17 feet radius curve to the left, the chord of which bears N20°34'30"W 182.37 feet (the previous 7 courses being along the North right-of-way line of Perryman Street); thence S89°07'21"E 579.00 feet along the South line of the North 400 feet of the South 1/2 of the Northeast fractional 1/4 of said Section 8; thence S01°18'53"W 40.93 feet; thence S89°21'46"E 1125.00 feet along the North line of the South 2/3 of Government Lot 3 of said Section 9; thence S00°04'20"E 519.49 feet along the West line of Park Addition to the Village of Saugatuck as recorded in Liber 2 of Plats on Page 40; thence S89°51'13"W 51.65 feet; thence Southwesterly 130.77 feet along a 304.50 feet radius curve to the left, the chord of which bears S76°21'12"W 129.77 feet; thence S67°08'59"W 68.36 feet; thence Southwesterly 149.32 feet along a 459.00 feet radius curve to the right, the chord of which bears S76°13'05"W 148.66 feet; thence S89°45'36"W 301.44 feet; thence Northwesterly 191.52 feet along a 984.00 feet radius curve to the right, the chord of which bears N85°56'36"W 191.22 feet; thence N82°11'13"W 181.57 feet; thence N77°55'01"W 55.23 feet; thence Northwesterly 23.52 feet along a 245.00 feet radius curve to the right, the chord of which bears N69°21'12"W 23.51 feet (previous 9 courses being along the Northerly right-of-way line of Perryman Street) to the Point of Beginning. Contains approximately 20.65 acres.

Also known as: Perryman Street and 543 & 631 Perryman Street, Saugatuck, Michigan 49453

Parcel ID: 57-009-051-00 and 57-008-002-00

EXHIBIT B

Easement Area

A 12.00-foot-wide strip of land, being 6.00 feet on each side of the facilities of the line constructed on Owner's Land, excluding any sections contained within the Owner's public right-of-way utilized by Consumers, the facilities to be located approximately as shown in the attached drawing.

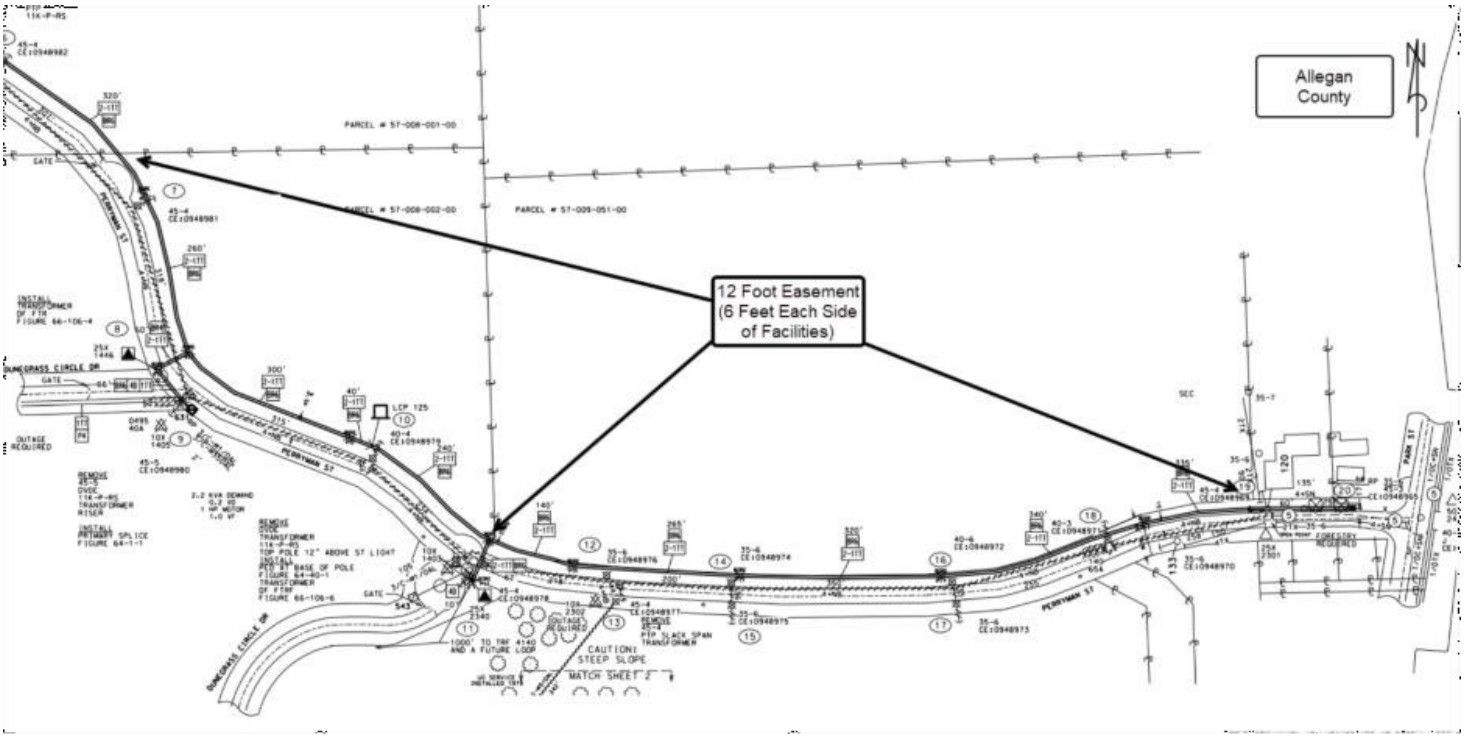
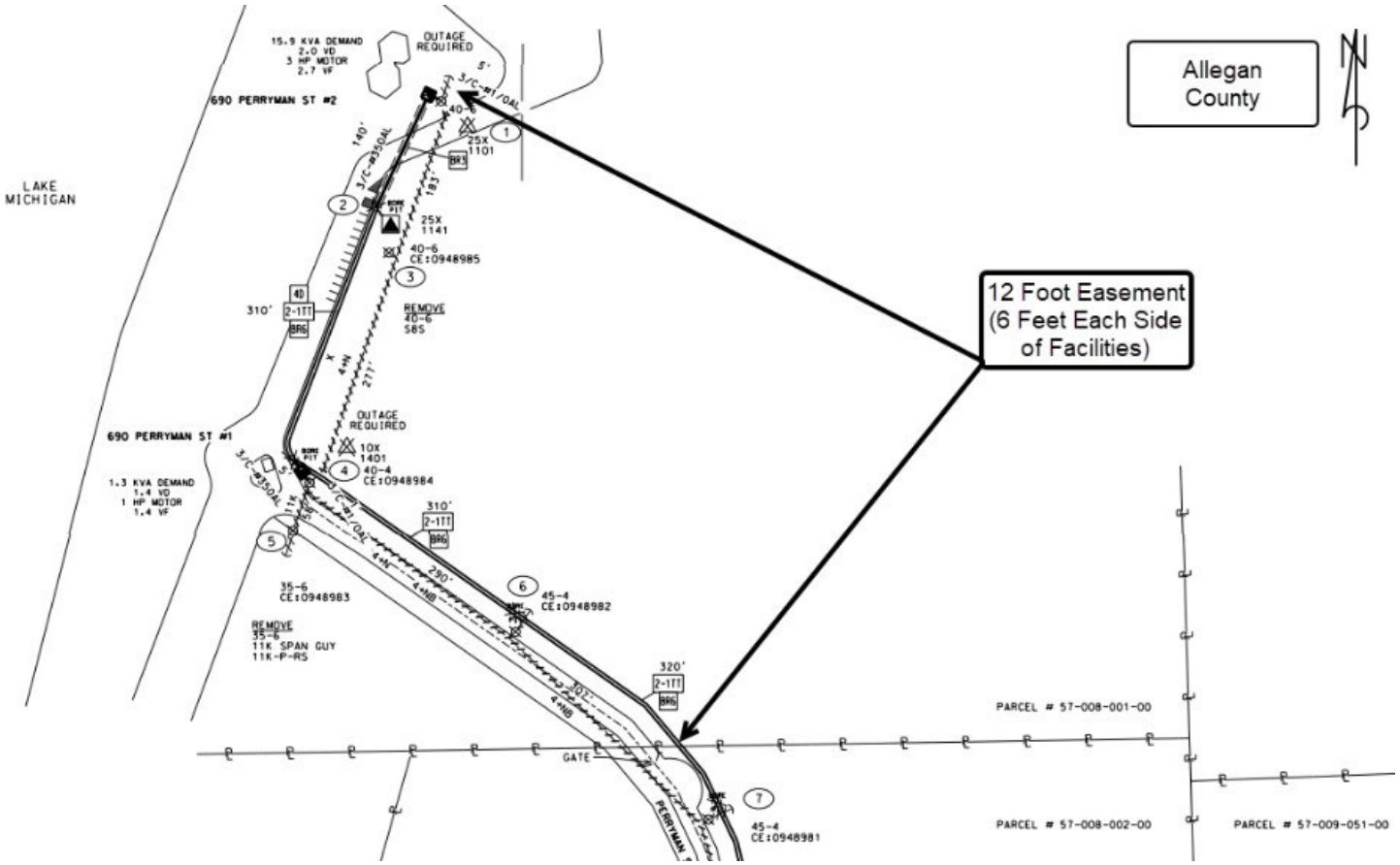


EXHIBIT B- Continued



# EASEMENT FOR ELECTRIC FACILITIES

SAP# 1049276468
Design# 11804741
Agreement# MI00000091195

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for $1.00 and other good and valuable consideration [*exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to MCLA 207.526(f)*] grants and warrants to

CONSUMERS ENERGY COMPANY, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201 (hereinafter "Consumers")

a permanent non-exclusive easement to enter Owner's land (hereinafter "Owner's Land") located in the City of Saugatuck, County of Allegan, and State of Michigan as more particularly described in the attached Exhibit A to construct, operate, maintain, inspect (including aerial patrol), survey, replace, reconstruct, improve, remove, relocate, change the size of, enlarge, and protect a line or lines of electric facilities in, on, over, under, across, and through a portion of Owner's Land (hereinafter "Easement Area") as more fully described in the attached Exhibit B, together with any pole structures, poles, or any combination of same, wires, cables, conduits, crossarms, braces, guys, anchors, transformers, electric control circuits and devices, location markers and signs, communication systems, utility lines, protective apparatus and all other equipment, appurtenances, associated fixtures, and facilities, whether above or below grade, useful or incidental to or for the operation or protection thereof, and to conduct such other activities as may be convenient in connection therewith as determined by Consumers for the purpose of transmitting and distributing electricity.

Additional Work Space: In addition to the Easement rights granted herein, Owner further grants to Consumers, during initial construction and installation only, the right to temporarily use such additional work space reasonably required to construct said lines. Said temporary work space shall abut the Easement Area, on either side, as required by construction.

Access: Consumers shall have the right to unimpaired access to said line or lines, and the right of ingress and egress on, over, and through Owner's Land for any and all purposes necessary, convenient, or incidental to the exercise by Consumers of the rights granted hereunder.

Trees and Other Vegetation: Owner shall not plant any trees within the Easement Area. Consumers shall have the right from time to time hereafter to enter Owner's Land to trim, cut down, and otherwise remove and control any trees, brush, roots, and other vegetation within the Easement Area, but only to the extent strictly necessary to maintain or repair its infrastructure and subject to all necessary government licenses, permits or other authorizations. With the exception of emergencies Consumers shall provide the City with at least fourteen (14) days' advance written notice prior to cutting down any trees or conducting major tree trimming, and shall cooperate in good faith with the City to resolve objections from the City regarding the necessity of such work.

Buildings/Structures: Owner agrees not to build, create, construct, or permit to be built, created, or constructed, any obstruction, building, septic system, drain field, fuel tank, pond, swimming pool, lake, pit, well, foundation, engineering works, installation or any other type of structure over, under, or on said Easement Area, whether temporary or permanent, natural or man-made, without a prior written agreement executed by Consumers' Real Estate Department expressly allowing the aforementioned.

Ground Elevation: Owner shall not materially alter the ground elevation within the Easement Area without a prior written agreement executed by Consumers Real Estate Department allowing said alteration.

Restoration: Consumers shall restore to a condition that is reasonably practicable all that portion of Owner's Land damaged by Consumers during the original installation, maintenance, repair, replacement, or removal of Consumers' facilities on Owner's Land pursuant to this Easement; provided however, the provisions of this paragraph shall not apply to anything located within the Easement Area in violation of any other provisions contained in this Easement.

Exercise of Easement: Consumers' nonuse or limited use of this Easement shall not preclude Consumers' later use of this Easement to its full extent.

Ownership: Owner covenants with Consumers that they are the lawful fee simple owner of the aforesaid lands, and that they have the right and authority to make this grant, and that they will forever warrant and defend the title thereto against all claims whatsoever.

Successors: This Easement shall bind and benefit Owner's and Consumers' respective heirs, successors, lessees, licensees, and assigns.

Compliance: Consumers agrees that its use of the Easement Area will comply with any applicable federal, state, or local statutes, regulations or ordinances or any applicable rules, regulations, or orders issued by any federal, state, or local agency or commission. Consumers expressly reserves the right to contest the applicability of any federal, state, or local statutes, regulations or ordinances or any rules, regulations, or orders issued by any federal, state, or local agency or commission.

Counterparts: This Easement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. It is not necessary that all parties execute any single counterpart if each party executes at least one counterpart.

Date: _____

Owner: CITY OF SAUGATUCK, a Michigan municipal corporation

_____
Signature

By: _____
Print Name
It's: _____
Print Title

_____
Signature

By: _____
Print Name

Its: _____
Print Title

Acknowledgment

The foregoing instrument was acknowledged before me in _____ County, _____.

on _____ by _____ of
Date Name Title

City of Saugatuck, a Michigan municipal corporation, on behalf of the corporation.

_____
Notary Public

_____
Print Name

_____ County, _____

Acting in _____ County

My Commission expires: _____

**PROPERTY OWNERS MAIL SIGNED EASEMENT TO:**
Justin Bardin – Real Estate
Consumers Energy Company
3030 M-40
Hamilton, MI 49419
ROW Manager: Adam Hillman

**Prepared By:**
Mara Armstrong, 2/2/2026
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

**REGISTER OF DEEDS OFFICE USE ONLY**
Return recorded instrument to:
Carrie J. Main, EP7-464
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EXHIBIT A

Owner's Land

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

A parcel of land in the Northeast 1/4 of Section 8, Town 3 North, Range 16 West, described as Government Lot 1 also the North 400.00 feet of Government Lot 2.

Also known as: 690 Perryman Street, Saugatuck, Michigan 49453

Parcel ID: 57-008-001-00

And

A parcel of land in the Northwest 1/4 of Section 9 and the Northeast 1/4 of Section 8 all in Town 3 North, Range 16 West described as:

Part of Section 8 and Section 9, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the East 1/4 corner of said Section 8; thence N00°43'40"E 313.55 feet along the East line of the Northeast 1/4 of said Section 8 to the Point of Beginning; thence Northwesterly 105.64 feet along a 245.00 feet radius curve to the right, the chord of which bears N54°15'12"W 104.82 feet; thence Northwesterly 199.42 feet along a 326.00 feet radius curve to the left, the chord of which bears N51°53'00"W 196.33 feet; thence Northwesterly 228.95 feet along a 464.00 feet radius curve to the right, the chord of which bears N66°35'10"W 226.64 feet; thence Northwesterly 48.87 feet along a 134.00 feet radius curve to the right, the chord of which bears N36°20'37"W 48.60 feet; thence Northwesterly 79.92 feet along a 824.86 feet radius curve to the right, the chord of which bears N13°59'53"W 79.89 feet; thence N10°26'40"W 58.79 feet; thence Northwesterly 184.26 feet along a 371.17 feet radius curve to the left, the chord of which bears N20°34'30"W 182.37 feet (the previous 7 courses being along the North right-of-way line of Perryman Street); thence S89°07'21"E 579.00 feet along the South line of the North 400 feet of the South 1/2 of the Northeast fractional 1/4 of said Section 8; thence S01°18'53"W 40.93 feet; thence S89°21'46"E 1125.00 feet along the North line of the South 2/3 of Government Lot 3 of said Section 9; thence S00°04'20"E 519.49 feet along the West line of Park Addition to the Village of Saugatuck as recorded in Liber 2 of Plats on Page 40; thence S89°51'13"W 51.65 feet; thence Southwesterly 130.77 feet along a 304.50 feet radius curve to the left, the chord of which bears S76°21'12"W 129.77 feet; thence S67°08'59"W 68.36 feet; thence Southwesterly 149.32 feet along a 459.00 feet radius curve to the right, the chord of which bears S76°13'05"W 148.66 feet; thence S89°45'36"W 301.44 feet; thence Northwesterly 191.52 feet along a 984.00 feet radius curve to the right, the chord of which bears N85°56'36"W 191.22 feet; thence N82°11'13"W 181.57 feet; thence N77°55'01"W 55.23 feet; thence Northwesterly 23.52 feet along a 245.00 feet radius curve to the right, the chord of which bears N69°21'12"W 23.51 feet (previous 9 courses being along the Northerly right-of-way line of Perryman Street) to the Point of Beginning. Contains approximately 20.65 acres.

Also known as: Perryman Street and 543 & 631 Perryman Street, Saugatuck, Michigan 49453

Parcel ID: 57-009-051-00 and 57-008-002-00

EXHIBIT B

Easement Area

A 12.00-foot-wide strip of land, being 6.00 feet on each side of the facilities of the line constructed on Owner's Land, excluding any sections contained within the Owner's public right-of-way utilized by Consumers, the facilities to be located approximately as shown in the attached drawing.

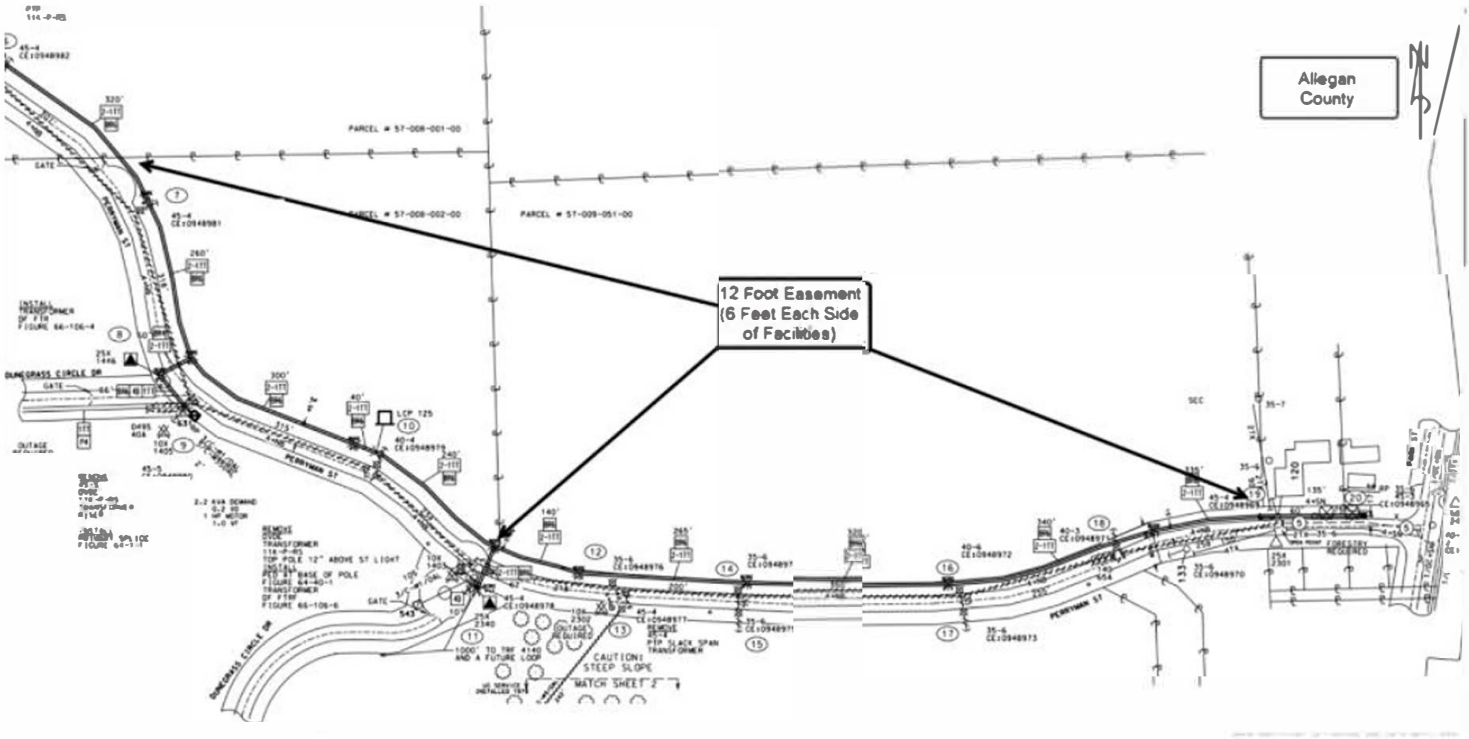
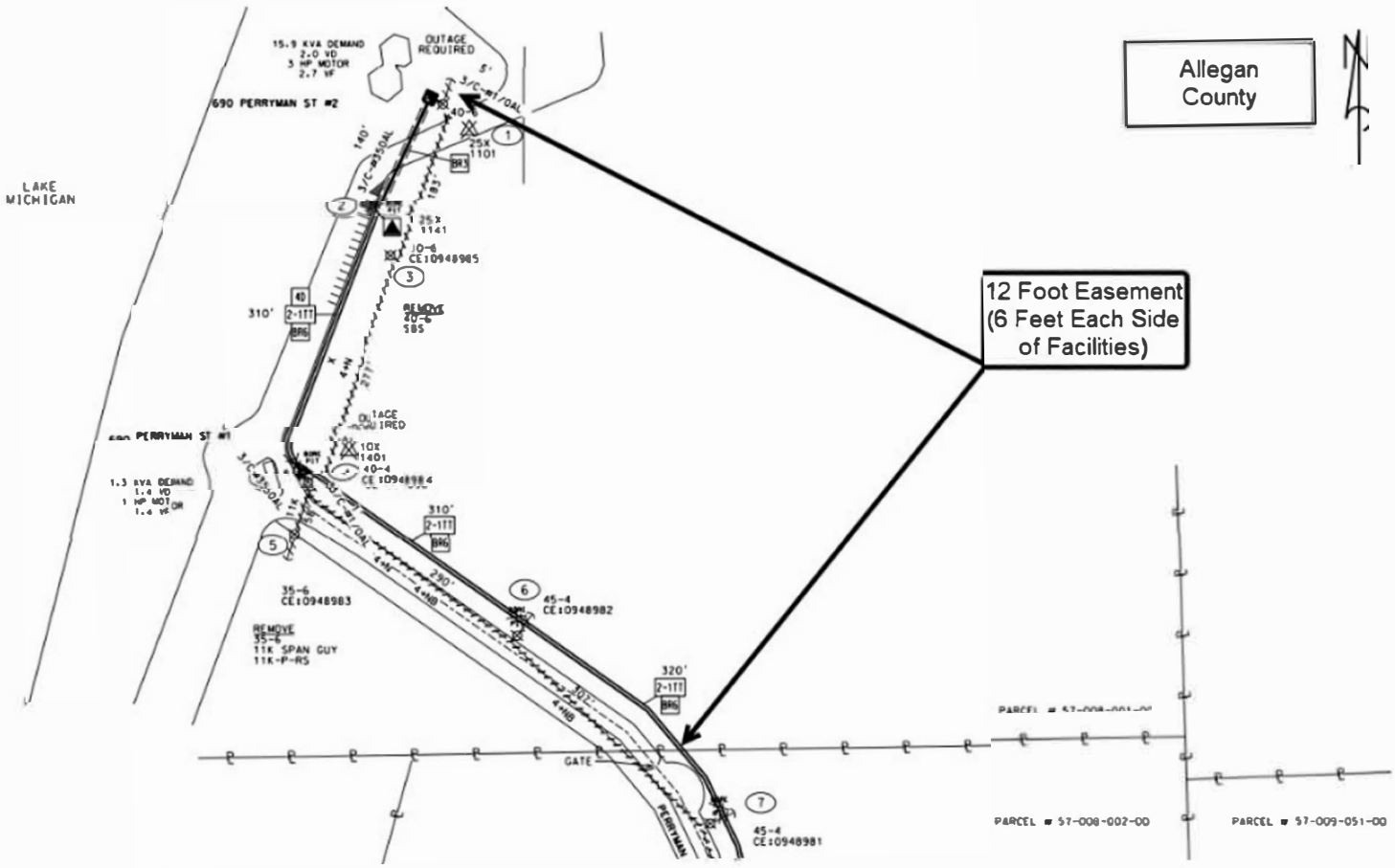


EXHIBIT B- Continued



# City Council Agenda Item Report

**FROM:** Ryan Cummins, City Manager

**MEETING DATE:** May 20, 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. Madava 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.

**LEGAL REVIEW:**

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

**SAMPLE MOTION:**

Workshop item at this time.

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.<br>Note: Owner signature is required in multiple places.<br>2. Submit a complete application and required attachments with the annual license fee of $525.00.<br>Note: Payment can be made via check or by card in person or by calling the City Treasurer.<br>3. City staff will review the application for completeness and compliance with the City's STR Licensing Ordinance.<br>4. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.<br>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.<br>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.<br>☑ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental.<br>☑ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided.<br>☑ Completed and signed rental inspection checklist from the Saugatuck Township Fire District<br>☑ 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:<br>• 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<br>☐ Other |
| Applicant Name: | |
| Applicant Address: | |
| Applicant Phone: | |
| Applicant E-mail: | |
| Owner Approval of Another Applicant:<br>• 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<br>☑ Other |
| Agent Name: | Bella Vista Vacation Rentals |
| Agent Address: | 133 Butler. PO 421 Saugatuck 49453 |
| Agent Phone: | [redacted] |
| Agent E-mail: | |
| Approval of Agent:<br>• 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.

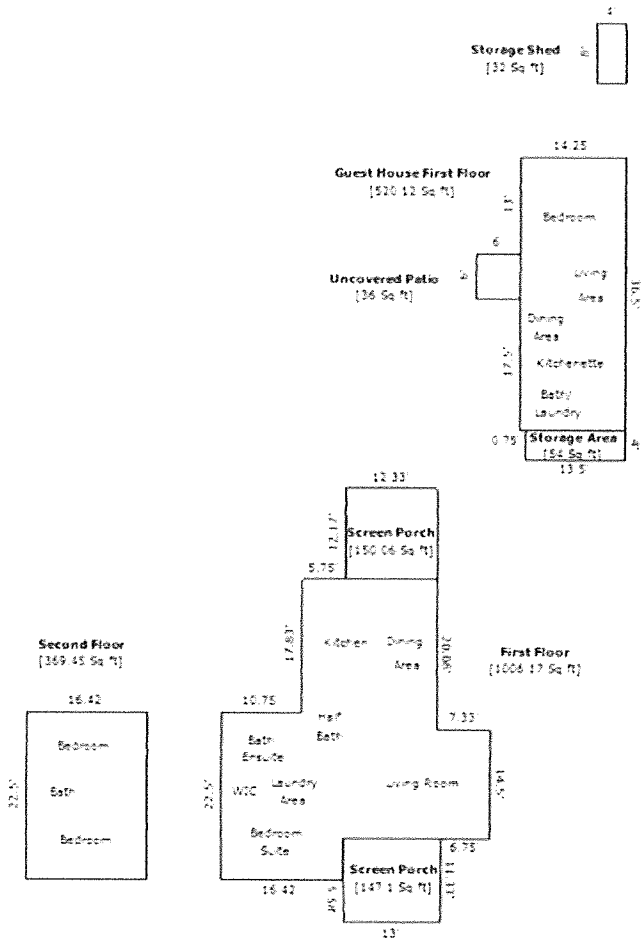
Printed Name: Kevin Trinklein Date: 5/15/24

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

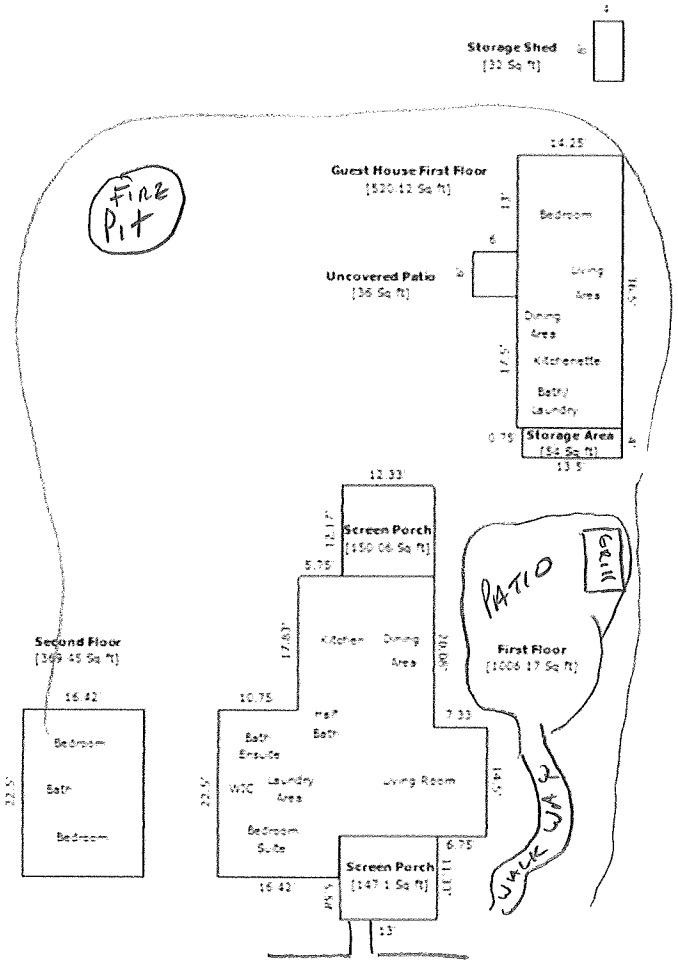
## Area Calculations Summary

| | | Calculation Details | |
|---|---|---|---|
| **Living Area** | | | |
| 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

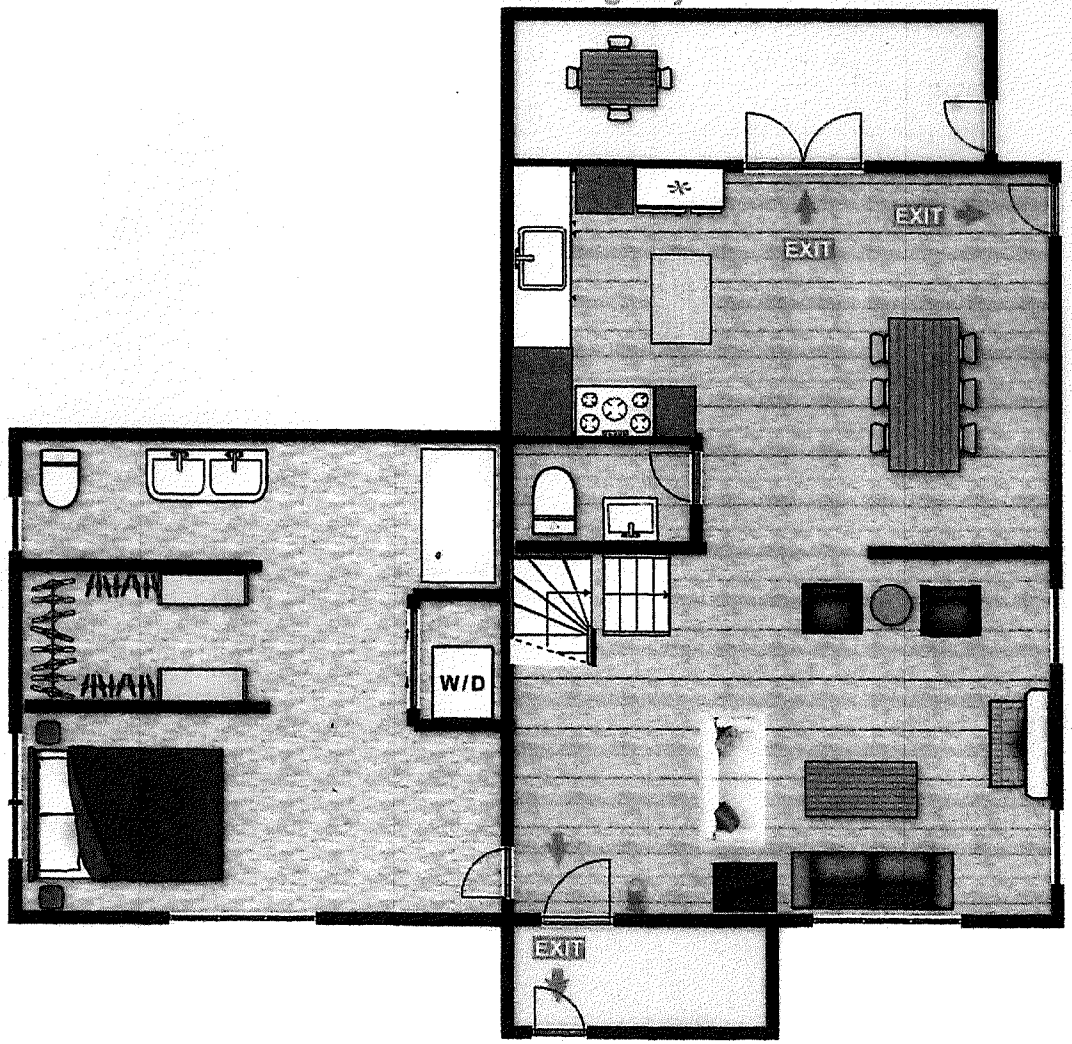
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| | | | 0.08 × 5.75 | = 0.48 |
| | | | 0.5 × 0.08 × 5.58 | = 0.23 |
| Uncovered Patio | 36 Sq ft | | 6 × 6 | = 36 |
| Storage Area | 54 Sq ft | | 13.5 × 4 | = 54 |
| Storage Shed | 32 Sq ft | | 8 × 4 | = 32 |

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

Dial 911 for an Emergency

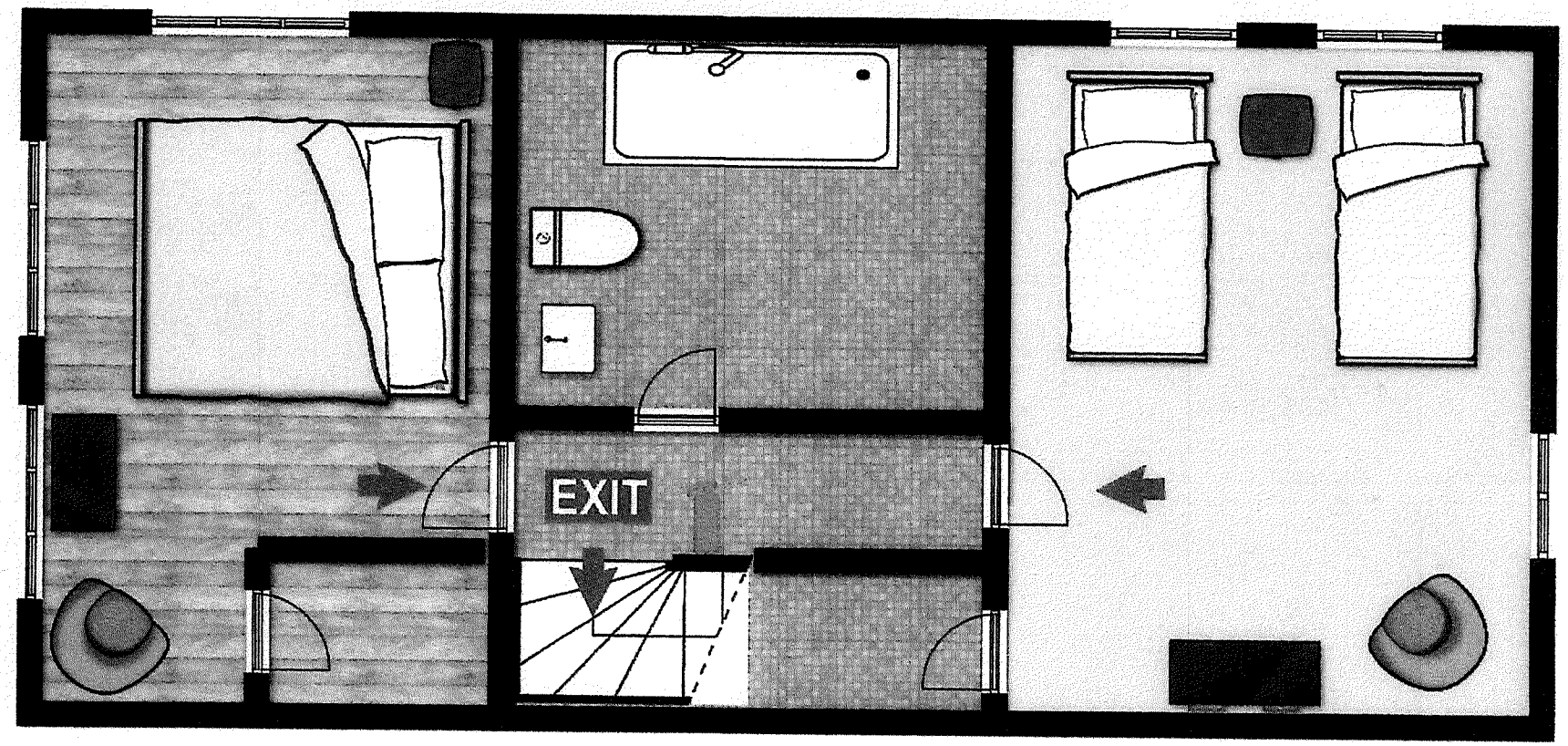





BELLAVITA

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

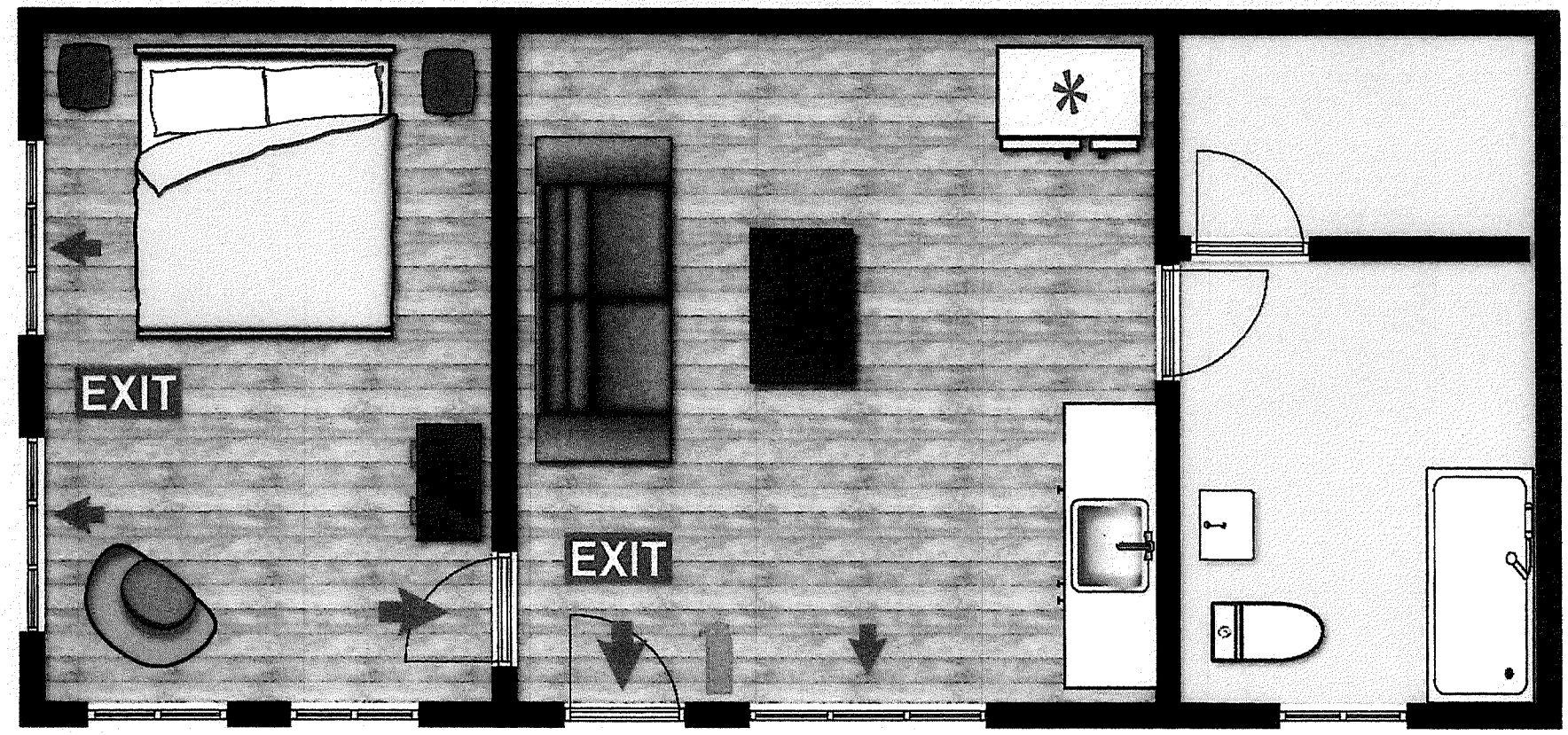
# Dial 911 for an Emergency




# Dial 911 for an Emergency

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

# Dial 911 for an Emergency




# Dial 911 for an Emergency

COV

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

POLICY#: [redacted] HO - HOMEOWNERS

MADHAVA, RAKESH
[redacted]

PHONE#: [redacted]

***** 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 )

[redacted]

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

*Po Box 2356*
*Bloomington IL 61702-2356*

AT1 [redacted] 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.

## 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

State Farm

## NAMED INSURED

MADHAVA, RAKESH

## MORTGAGEE AND ADDITIONAL INTERESTS

**Mortgagee**
THE HUNTINGTON NATIONAL BANK
ISAOA/ATIMA
PO BOX 5072
TROY MI 48007-5072

Loan Number:

## SECTION I - PROPERTY COVERAGES AND LIMITS

| Coverage | Limit of Liability |
|---|---|
| A Dwelling | $ 479,300 |
| Other Structures | $ 47,930 |
| B Personal Property | $ 359,475 |
| C Loss of Use | $ 143,790 |
| **Additional Coverages** | |
| Arson Reward | $1,000 |
| Bed Bugs | $1,000 |
| Credit Card, Bank Fund Transfer Card, Forgery, and Counterfeit Money | $1,000 |
| Debris Removal | Additional 5% available/$1,000 tree debris |
| Fire Department Service Charge | $500 per occurrence |
| Fuel Oil Release | $10,000 |
| Locks and Remote Devices | $1,000 |
| Trees, Shrubs, and Landscaping | 5% of Coverage A amount/$750 per item |

## SECTION II - LIABILITY COVERAGES AND LIMITS

| Coverage | Limit of Liability |
|---|---|
| L Personal Liability (Each Occurrence) | $ 300,000 |
| Damage to the Property of Others | $ 1,000 |
| M Medical Payments to Others (Each Person) | $ 1,000 |

## INFLATION

Inflation Coverage Index: 338.8

## DEDUCTIBLES

| Section I Deductible | Deductible Amount |
|---|---|
| All Losses | $ 2,000 |

## LOSS SETTLEMENT PROVISIONS

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

22-PN-3660-0

## 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. Yarnell
Secretary

Michael J. Tipsord
President

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

*PO Box 2356*
*Bloomington IL 61702-2356*

[redacted]

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.

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**Location of Residence Premises**
534 ST JOSEPH ST
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49453-9489

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Phone: (269) 857-2131

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**Year Built:** 1922

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## 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**<br>THE HUNTINGTON NATIONAL BANK Loan Number: [redacted]<br>ISAOA/ATIMA<br>PO BOX 5072<br>TROY MI 48007-5072 |

## SECTION I - PROPERTY COVERAGES AND LIMITS

| Coverage | Limit of Liability |
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| All Losses | $ 2,000 |

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## 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**

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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. Yarnell
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

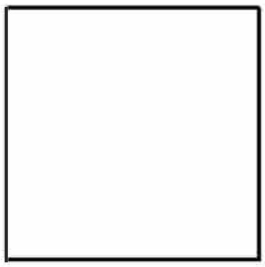
**From:** Kevin Tringali <kevin@bellavitavacationrentals.com>
**Sent:** Friday, August 29, 2025 1:59 PM
**To:** Ryan Cummins <rcummins@saugatuckcity.com>
**Cc:** Lindsay Tringali <lindsaymlorence@yahoo.com>
**Subject:** Re: 534 St. Joseph

**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>

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**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



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

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 2
requesting reconsideration of license
issues you have raised to the City are

DELIVERY OF STR LICENSI

You have both raised issues related to
was issued by the City on July 5, 2024.
license for my property that delinea
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 missing

EXPERT COUNSEL. REAL SOLUTIONS.

NEXTPOINT

**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

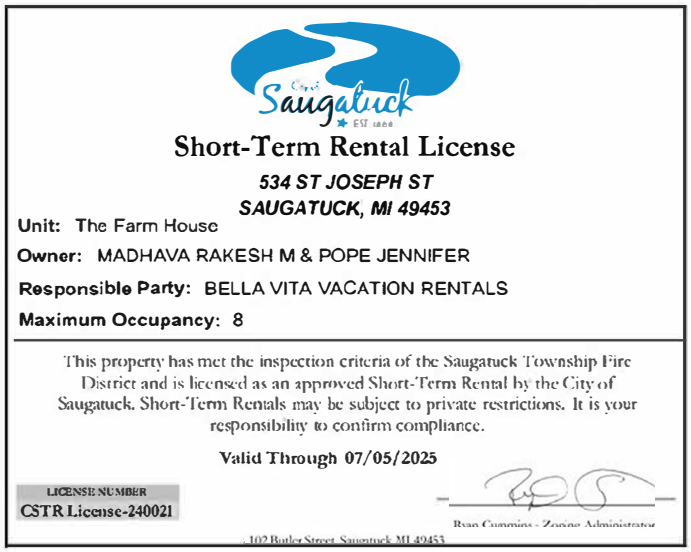
5 Agent keystroke error — one in ten years, 44 properties

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 |



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

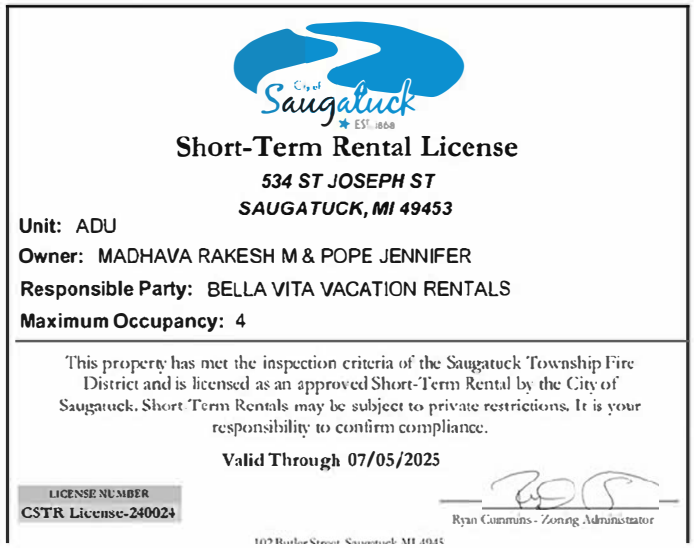
This property has met the inspection criteria of the Saugatuck Township Fire District and is licensed as an approved Short-Term Rental by the City of Saugatuck. Short-Term Rentals may be subject to private restrictions. It is your responsibility to confirm compliance.

**Valid Through 07/05/2025**

LICENSE NUMBER
CSTR License-240021

Ryan Cummins - Zoning Administrator

102 Butler Street, Saugatuck MI 49453



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

# 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