



To: City of Saugatuck, City Council

From: Grayson Moore, Director of Planning & Zoning

Meeting Date: April 13, 2026

RE: Temporary Signage within the Public Right-of-Way – April 25, 2026

City Commissioners,

Sandi Troutman has submitted an application to install temporary signage within the public right-of-way on April 25, 2026. The request includes four (4) standard temporary ground signs, each measuring 24"x18" and two (2) sandwich board signs, each measuring 24"x43". The proposed signs would be located at several intersections within the area between the sidewalk and the roadway.

Specifically, the sandwich board signs are proposed near the intersection of Mason St. & Water St. and the ground signs are proposed near the Holland St. & Francis St. intersection, Griffith St. & Mason St. intersection, Griffith St. & Lake St. intersection, and Blue Star Highway & Lake St. intersection.

The request is subject to §150.30 Temporary Sign Regulations and does require a City Council waiver. Provisions relating to this request include:

- **§150.30(D)** permits one sandwich board per business and allows placement within the ROW, provided it does not obstruct pedestrian traffic or create a vision obstruction.
- **§150.30(G)(1)** states that temporary signs shall not be installed within the public right-of-way unless otherwise permitted.

§150.30(H) authorizes City Council to waive the requirements of this section subject to the following:

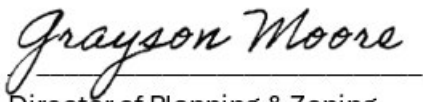
- The sign does not create a traffic vision obstruction;
- The sign does not create a pedestrian traffic obstruction;

- The sign (typo) is compatible with the surroundings and is not uniquely out of character for the community; and
- The sign does not create a situation which could be detrimental to health, safety, or welfare.

Motion to approve the request for four (4) temporary ground signs and two (2) sandwich board signs to be placed within the public right-of-way on April 25, 2026, as presented in the submitted application, based on a finding that the request meets the waiver criteria set forth in §150.30(H).

Motion to deny the request for four (4) temporary ground signs and two (2) sandwich board signs to be placed within the public right-of-way on April 25, 2026, as presented in the submitted application, based on a finding that the request does not meet the waiver criteria set forth in §150.30(H).

Respectfully submitted,



Director of Planning & Zoning



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____

Name Sandi Troutman Address / PO Box _____
City Fennville State MI Zip 49408 Phone _____
E-Mail _____
Signature Sandi Troutman Date 4/7/26

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners _____

Dates to be displayed 4/25/26

Further Comments: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

☒ ☐ ☐

Dimensions and type of each proposed sign

4 push in signs 24x18

☒ ☐ ☐

Map showing the location of each sign

2 sandwich signs 24x43

☐ ☐ ☐

Explanation of how each sign will be attached and secured

Pursuant to Section 150.30(H), please to the following questions:

☐ ☒ ☐

Will the signs create a traffic vision obstruction?

☐ ☒ ☐

Will the signs create a pedestrian traffic obstruction?

☐ ☐ ☐

Are the signs compatible with the surroundings and is not uniquely out of character for the community? and

☐ ☒ ☐

Do the signs create a situation which could be detrimental to health, safety, or welfare?

X



X

 Save