



City Manager Report

April 13, 2026

Cellular Coverage Update

- AT&T – I regularly check with AT&T to see if funding has been shifted from the macro project on Mt. Baldhead to small cell. So far, the funding is still pending. I spoke recently with our government affairs contact to encourage progress and remind them of our needs for service at Oval Beach and improved coverage across the city. They too want to see these improvements. I was told a project is highly unlikely for this busy season, but next season is a possibility. While it's not a permanent solution, they advised that they do have increased satellite coverage as a backup that may provide some improvement.
- Verizon – With the news that Verizon purchased Frontier and Frontier's recent installation of fiber out to Oval Beach, I reached out to see if Verizon may be willing to install small cell at Oval Beach. I met with them this week and they are interested. Their team has a good understanding of our area and needs. They are going to do some due diligence and further assessment and circle back with some possible options.

Director of Public Works Position

- Scott Herbert has submitted a resignation letter. While I am bummed to see Scott leave us, I am grateful he will still be serving the tri-community. His high standards for work are going to be a huge asset to KLSWA. I trust that with his skills and talent, and new things he will learn at KLSWA, he has a bright future ahead.
- We owe Scott a great amount of gratitude for his nearly 19 years of public service to the City. More to come on that.
- We are accepting applications for the position. The posting has been shared in numerous places including the Michigan Chapter of the American Public Works Association, Michigan Municipal League, LinkedIn, Indeed, City website, and City Hall.
- The position was posted a week and a half ago and we have received 46 applicants, including out-of-state candidates. Monday is the two-week mark, and I will be taking a first look at whether we have a sufficient pool to begin interviews.
- Scott and I have met and discussed a transition plan, including extending his end date, transfer of administrative duties, and working with the team in the field to transfer knowledge and continue preparing the City for the busy summer season. Scott is also working on preparing a work list to cover the next couple of months. Scott has been generous in offering to be available for phone calls after he leaves.

KLSWA has also been very supportive in offering to help make sure the transition is smooth.

- I anticipate at least two rounds of interviews. One with a panel, including myself, Council Member/PPW Committee Liaison Stanton, and other staff team members. A second round will involve a one-on-one interview with me, tour of the City, and informal meet and greet with additional City staff.

Parking Improvements Task Force

- In my last report I encouraged the Council to review the latest Parking Improvements Task Force packet. As a refresh, it contains the following:
 - Survey Results, including open ended responses.
 - Stakeholder Interviews
 - Framing Saugatuck's Parking Challenges and Potential Remedies
 - Parking Inventory
 - Estimated Cost to Build and Operate a Parking Structure in Saugatuck
 - Paid Parking Considerations for Saugatuck
 - Wayfinding, Signage, and Communication Evaluation
 - Packet link:
https://www.saugatuckcity.com/uploads/1/3/3/9/133977444/pitf_4.7.26.pdf
- A key summary document that is helping to frame the conversation and provide some quick data points is attached. The Task Force has requested that we start communicating some of this information and you will start to see it shared on our various channels.

Plastic Pellet Spill Cleanup

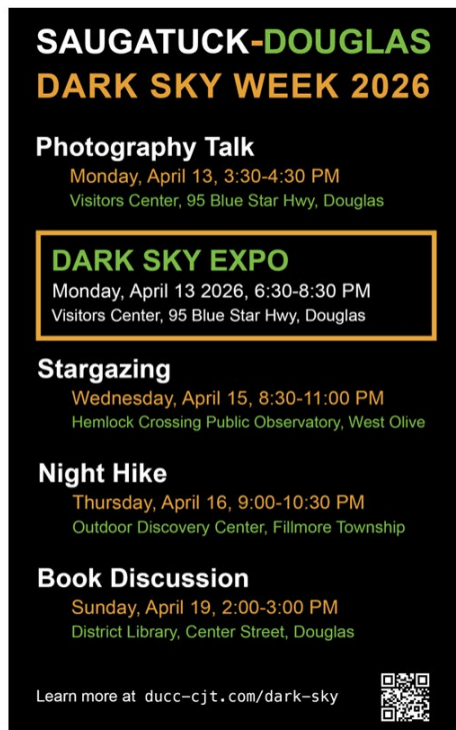
- EGLE continues to provide weekly updates to the managers of the tri-community as well as the tribal nations. Here is a quick summary from the latest update:
 - Cleanup of the initial spill site is nearing completion, with continued vacuuming of pellets along the highway and surrounding areas.
 - Activities have extended approximately 1,000 feet beyond Old Allegan Road and I-196 northbound.
 - Catch basins have been cleared, with reported findings of little to no remaining pellets.
 - A more detailed cleanup summary is expected from EGLE in the coming week.
 - Outstanding Items / Next Steps
 - Clarify why cleanup has not progressed further beyond the 1,000-foot extent and whether additional work is warranted.
 - Seek more detail on what constitutes “little to no” pellets in catch basins and whether further investigation is needed.
 - Continue monitoring and analysis of the Kalamazoo River, including determining if additional underwater mapping/dives are necessary.

Proposed Budget for Next Fiscal Year

- We have been working hard on next year's proposed budget.
- I will be giving a draft budget presentation at your next workshop meeting.

Kalamazoo River Greenway (KRG)

- The KRG has been planning several events and sharing a lot of educational materials. Below are some recent items they shared.
- The KRG is also planning a cleanup event and water trail open house. More to come on that.



Miscellaneous

- Attended safe routes to school meeting.
- Prepared for and attended Kalamazoo Lake Harbor Authority meeting.
- Held Department Head team meeting.
- Met with Friends of the Blue Star Trail, Saugatuck Township Manager, and C2AE.
- Attended Consumers Energy Reliability Action Plan update.
- Attended meeting with EGLE grant coordinator regarding Park Street planning grant.
- Prepared for and attended Parking Improvements Task Force meeting
- Reviewed project brief and draft survey for logo and branding project. Survey to be released next week.
- Held one on one with Public Works Superintendent.
- Attended county wide managers meeting.

Framing Saugatuck's Parking Challenges and Potential Remedies

Parking Conditions and Challenges

- Peak-season congestion from June through September leads to difficulty finding parking, with many days operating at or near capacity.
- Enforcement is widely viewed as inconsistent or non-existent, resulting in overstays, illegal parking, and reduced turnover.
- Employees often occupy prime parking spaces, reducing availability for visitors.
- Safety concerns include angled parking encroaching into travel lanes and insufficient accessible spaces.
- Shuttle services and Interurban transit are perceived as limited in schedule, reach, and reliability.
- Survey results show that over 70% of respondents require more than 5 minutes to find parking in peak season, and most rely on personal vehicles.

Options Under Consideration

- Paid on-street parking (seasonal or year-round).
- Construction of a parking structure.
- Remote parking lots with shuttle service.
- Improved or expanded Interurban service.
- Enhanced enforcement of existing time limits.
- Employee parking management (remote lots or restrictions).
- Bicycle and multi-modal infrastructure upgrades.
- Low-speed vehicle (golf cart) system.

Pros and Cons of Options

- Paid Parking – Pros: Improves turnover, generates revenue, reduces reliance on strict enforcement.
- Paid Parking – Cons: Unpopular with many residents; may burden workers; could impact small-town character.
- Parking Structure – Pros: Adds supply; may support long-term growth; reduces circulation from drivers searching for spaces.
- Parking Structure – Cons: Very high capital and operating cost; limited seasonal usefulness; aesthetic concerns.
- Remote Parking/Shuttles – Pros: Low cost; scalable; reduces congestion downtown.
- Remote Parking/Shuttles – Cons: Requires reliable frequency; may inconvenience employees; needs strong communication.
- Improved Enforcement – Pros: Increases turnover without infrastructure costs; clarifies expectations.
- Improved Enforcement – Cons: Could be perceived as punitive; requires staffing resources.
- Bike & Multi-Modal Enhancements – Pros: Reduces vehicle demand; improves safety and community character.
- Bike & Multi-Modal Enhancements – Cons: Requires capital investment; adoption may be gradual.

- Low-Speed Vehicle System – Pros: Reduces short car trips and demand for downtown parking.
- Low-Speed Vehicle System – Cons: Requires regulation, designated areas, and multi-jurisdictional coordination.

Additional Findings from Recent Studies

- Parking supply totals 1,868 spaces citywide, with 1,502 on-street and 366 off-street. Zones 1 and 2 account for the majority of the supply. (Inventory Summary)
- Accessible spaces total 28 citywide—only 1.5% of supply, indicating a shortage. (Inventory Summary)
- Wayfinding evaluation identifies a lack of arrival signage, inconsistent pedestrian/vehicular direction signs, and cluttered on-street signs. (Wayfinding Report)
- City website lacks clear parking information; visitors rely on third-party sites. (Wayfinding Report)
- Recommended improvements include new gateway signage, facility naming conventions, simplified parking signage, added kiosks, and better online resources. (Wayfinding Report)

Additional Findings: Parking Structure Cost and Feasibility

- Parking structure costs estimated at \$35,000 per space to construct; 200-space cost ~\$7M, 300-space >\$10M. (Cost Summary)
- Soft costs add ~20%, raising per-space cost to ~\$42,000; total project likely near \$10M. (Cost Summary)
- Annual operating costs estimated at \$156k–\$235k for a 200–300 space structure. (Cost Summary)
- Lifecycle costs are high; need a reserve fund of at least 1% of the construction cost annually. (Cost Summary)
- Saugatuck's seasonal demand means a structure would be underutilized much of the year; unlikely to be revenue-sustaining. (Cost Summary)
- Break-even monthly cost per space ~\$309 at \$42k/space and \$1k annual O&M—higher than typical Michigan parking rates. (Cost Summary)

Summary of Paid Parking Considerations

- Peer Michigan resort communities often rely on 2–3 hour time limits with enforcement rather than paid parking. (Paid Parking Considerations)
- Paid parking can increase compliance, generate revenue, improve turnover, promote alternative transportation, and reduce punitive enforcement. (Paid Parking Considerations)
- Cons include resistance to changing free parking norms, potential burden on residents and workers, negative public perception, enforcement costs, and concerns about clutter from meters. (Paid Parking Considerations)
- Implementation costs include meter equipment (\$1,200–\$10,000 per unit), data fees, credit card fees, maintenance, and labor. Estimated annual cost ~ \$300,000, including enforcement. (Paid Parking Considerations)
- Potential revenue: \$450k–\$600k annually at \$2/hr for ~300 spaces during peak season; half at \$1/hr. (Paid Parking Considerations)
- Paid parking improves compliance and turnover but may not address all design issues. Works best with signage, communication, and multimodal improvements. (Paid Parking Considerations)

Treasurer Report
April 13, 2026



Tax Administration

- Responded to resident inquiries regarding property taxes and payment status.
- Completed tax settlement with the County (matched to the penny).
- Reviewed refund request in coordination with the Assessor and issued appropriate reimbursement.
- Developed an official stop-service page for ACH tax payments to allow taxpayers to discontinue service.

Accounts Payable

- Processed regular payables.
- Updated sales tax exemption status with vendors.
- Transitioned select vendors to ACH payment.
- Updated vendor contact information.
- Continuing to work with Comcast to secure a billing credit.

Payroll & Benefits

- Processed three payrolls.
- Coordinated random drug screening.
- Updated employee records following returned W-2s due to incorrect addresses.
- Continuing the MERS transition from Alerus to Empower.
- Working through the State of Michigan's employment reporting transition from MiWAM to MiUI.
- Reported benefits information to MML.

Financial Management

- Processed credit card payments.
- Completed February bank reconciliation and began March reconciliation.
- Processing boat slip-related invoices as payments are received.
- Prepared and presented the mid-year budget amendment; entered and posted following authorization.
- Prepared initial draft of the upcoming budget for internal review.
- Consulted with auditor regarding proper treatment of insurance claim receipts.

Investments and Banking

- Completed first CD-to-CDARS transition.
- Continued process of purchasing CDs with Consumers Credit Union.
- Processed CD rollovers as accounts reached maturity.

Miscellaneous / Administrative

- Continued review of utility bills for reasonableness.
- Updated BS&A modules.
- Reviewed and reconciled the Star of Saugatuck / boat launch deposits and payment.
- Ordered Oval Beach passes (daily and seasonal) and Culver Street parking passes.
- Analyzed the Oval Beach Concession RFP.
- Coordinating with Oval Beach manager on pre-season startup activities.



City Clerk Monthly Report

Elections

- May 5, 2026:
 - SAUGATUCK PUBLIC SCHOOLS SINKING FUND MILLAGE PROPOSAL:

This proposal renews building and site sinking fund millage that expired with the 2025 tax levy and restores millage lost as a result of the reduction required by the Michigan Constitution of 1963.

 - *Shall the limitation on the amount of taxes which may be assessed against all property in Saugatuck Public Schools, Allegan County, Michigan, be increased by and the board of education be authorized to levy not to exceed .5 mill (\$0.50 on each \$1,000 of taxable valuation) for a period of 3 years, 2026, 2027 and 2028, for sinking fund purposes to be used for the purchase of real estate for sites, for the construction or repair of school buildings, for school security improvements, for the acquisition or upgrading of technology, and for all other purposes authorized by law (.4812 mill of the above is a renewal of millage for building and site sinking fund purposes that expired with the 2025 tax levy and .0188 mill is to restore millage for the same purpose lost as a result of the reduction required by the Michigan Constitution of 1963); the estimate of the revenue the school district will collect if the millage is approved and levied in 2026 is approximately \$527,000?*
 - Thursday March 26, Absent voter ballots must be available for issuance to voters.
[Mich. Const. Art II Sec 4](#)
- August 4, 2026 - Primary
- November 3, 2026 – General
- 9-Days of Early Voting agreement executed with the City of Village of the Douglas and Saugatuck Township to hold Tri-Community early voting site at the City of the Village of Douglas City Hall.
- Residents can register to vote here:

Records Management

- 2026 Ordinances have been published and are available online:
<https://codelibrary.amlegal.com/codes/saugatuck/latest/overview>
 - Digitizing city documents will resume second week of May.
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Training and Certification

- Congratulations to Deputy Clerk Williams as she completed her third and final year of the MAMC Clerk Institute in the March, achieving MiPMC certification status.



Meetings

- Prepared agendas, packets, and minutes for the following bodies:
 - Two City Council Workshops
 - Two City Council Regular
 - Historic District Commission
 - Zoning Board of Appeals
 - Parks and Public Works Committee
- Participated in:
 - Board of Review scheduling
 - West Michigan Clerks Association
 - Election Lunch and Learn Training
 - Department Head Staff Meeting

Special Events

- *Special event applications received for processing:*
 - “Pop In” Museum Opening Party event date: 5-20-26.
 - Memorial Day Parade event date: 5-25-26.
 - Saugatuck Douglas Jazz Weekend event date: 6-14-26.
 - Town Crier Races event date: 6-20-26.
 - Fourth of July event dates: Fireworks on 7-3-26, Parade and Party on 7-4-26.
 - Sidewalk Sales event date: 8-13-26.
 - Art Coast Food & Wine Festival event dates: 11-5-26 through 11-7-26.
 - *Special events process completed:*
 - SDAC Art Fairs event dates: July 4 and July 25 & 26.
 - Saugatuck Farmers Market – The Market at SCA event date: 7-31-26.
 - Art in the Park event date: 9-12-26.
 - Community Car Parade event date: 6-6.25.
 - Music in the Park event dates: Wednesdays between 6-17-26 – 9-2-26.
 - Venetian Festival event dates: 7-24-26 and 7-25-26.
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Administrative & General

- Distributed 313 zoning-related mailers.
- Processed 30 zoning permit payments.
- Issued 80 business license applications, 7 new businesses thus far.
- Processed 3 FOIA requests.
- Received 14 Wicks Park boat slip applications, 8 applicants forfeited their slips. We have 4 slips available for an additional lottery to be held on April 17. Application period ends April 15 at 5pm.
- Distributed all street end license agreements, and 7 are fully executed.
- Created and distributed 19 community E-News blasts.
- City Staff handled a total of 726 incoming phone calls.
- City Hall Remodel: Second round of renderings should be coming soon.
- Managed front counter operations as the primary point of contact for walk-ins and phone inquiries.



March 2026 Department of Planning & Zoning Report

Monthly Update Overview

- Short Term Rental (STR) administration, compliance, and policy coordination.
- Ongoing development review and interdepartmental coordination.
- Brush & leaf pick-up notification released to the public and door hangers to improve enforcement created for DPW.
- Provided notification to business owners and created a seasonal application for expanded outdoor dining operations to ensure compliance and improve documentation.

Action & Progress

- Met with Saugatuck Township and Douglas planners to discuss current parking practice, availability, and projected development that may impact the area.
- Attended PA 58 Amendments to the Land Division Act webinar hosted by Michigan State University Extension.
- Attended Enduring by Design: Historic Façade Material Performance & Preservation in Practice webinar hosted by the Michigan Historic Preservation Network.
- Review of software renewal options are in progress with Granicus.
- Continued STR administration, including resident meetings, application guidance, compliance checks related to property transfers, and coordination with Granicus on system abilities.
- Coordinated multiple zoning and policy matters with legal counsel, including STR enforcement cases, site sewer connection, and enforcement strategy.
- Historic District signage proposal recommended to Council for approval. Awaiting additional quotes for price comparison.
- Maintained ongoing coordination with the City Engineer and planning consultant on active and proposed development projects.
- Communicated with the planning consultant regarding Master Plan scope and proposal.
- Prepared maps and compiled demographic data for the Master Plan.
- Provided memo and data to the parking improvements task force.
- Communication with residents along Maple St. to ensure any right of way installations have appropriate permitting in advance of the proposed construction.

Boards, Casework, & Operations

- Prepared agendas, packets, and materials for Planning Commission, Zoning Board of Appeals, Historic District Commission, and City Council meetings; issued meeting cancellations where applicable.
- Issued permits, processed planning and zoning applications, short term rental applications, conducted field inspections, and continued enforcement follow-ups on active violations.
- Maintained escrow and invoice tracking, participated in internal staff coordination meetings, and reviewed recently proposed State ordinance language.

Ongoing & Upcoming

- Continued STR compliance monitoring and enforcement. Review of STR related noise complaints as provided by the Allegan County Sheriff's Department.
- Ongoing sign ordinance updates and Master Plan coordination.
- Updating & creating new permit applications where applicable.
- Brush & leaf enforcement coordination with Department of Public Works.

Permits Issued 2026

Permit Type	Number Issued in March	Year to Date Issued
Zoning	7	13
Historic	3	7
Right of Way	5	12
Special Land Use	0	1
Total	15	33

Short Term Rental License's 2026

Zoning District	Number Issued in March	Year to Date Issued
Blue Star (LI-1)	-	-
City Center (C-1)	5	6
City Center Transitional Residential (R-4)	1	2
Community Residential (R-1)	15	34
Conservation Recreation & Camp (CRC)	-	-
Cultural/Community	-	-
Lake Street (R-2)	5	7
Maple Street (R-1)	3	5
Neighborhood Marine (NHM)	-	-
Peninsula North (Duneside – R-1)	1	1
Peninsula North (Riverside – R-1)	-	-
Peninsula South (R-1)	3	4
Peninsula West (R-1)	3	8
Resort (C-4)	1	2

Downtown Waterfront Preservation (C-2)	-	-
Water Street East (C-2)	2	4
Water Street North (C-1)	-	-
Water Street South (C-2)	-	-
Multi-Family Residential (R-3)	2	2
Total	41	75

Enforcement Cases – March 2026

Type	Number of Substantiated Complaints in Feb	Status
Nuisance	0	N/A
Short Term Rental	3	Closed / Pending
Right of Way	1	Closed

Open Casework

Items Associated with Granicus Short-Term Rental Hotline/System:

In addition to those specifically noted throughout this report, all Short Term Rental properties are logged, updated, & maintained within the Granicus software.

510 Butler	Special Land Use	PC approved with conditions. Applicant pursuing parcel combination. Received updated survey for review.
102 Butler	Historic / Zoning	Rose Garden warming station. Plans in progress. Presented at PPW meeting and conducting survey. Will reappear before Council.
700 N Maple	Enforcement	Correspondence between resident and legal regarding sewer connection is ongoing.
510 Butler	Rezoning / Text Amendment	Application for rezoning and text amendment heard at Planning Commission's March 19 th meeting. Revisions to be on the PC's April 16 th meeting.
3365 Palmer	Sewer Connection	Application received for Township property to connect to City sewer. Review of agreement and submitted plans ongoing.
120 Mary/510 Butler	Enforcement	Mature arborvitae planted as screening. Exceeds height limit for fencing. Met with owner to discuss remedy. Fencing will be removed in by March 15 th or further enforcement action will be taken.
421 Water	Short Term Rental	Application submitted. Additional information requested from the applicant. Sent to Fire Department for inspection.
291 Sugar Hill	Zoning	Application for a new single family home. Meets zoning standards. Needs payment.
1037 N Maple	Right of Way	Installation in ROW without permit. Application submitted and information to be reviewed by engineering.

750 Allegan	Zoning	Fence application received. Awaiting additional information requested.
125 Elizabeth	Enforcement	Ongoing communication with resident and other applicable departments to come to an agreeable solution. Easement being pursued.
651 Holland	STR Enforcement	Complaint received, site visit documented garbage violation. Contact made with the property owner.
302 Culver	Zoning	Signage application submitted. Awaiting HDC application.
640 Water	Zoning	PUD application recommended approval with conditions to Council. Returning to HDC meeting for final approval. Easement agreed upon.
214 Butler	Sewer Connection	Application received. Site to be scoped by plumber.
445 St. Joseph	Zoning / ADU	ADU application submitted for new structure to be constructed.
810 Allegan	ZBA	Variance request submitted. Needs notice & review.
405 Park	Zoning / Special Land Use	Application received for the addition of a pool on site.
322 Culver	Special Land Use	Application received for expanded outdoor dining. Public hearing at the April 16 th Planning Commission meeting. HDC approved with stipulations.
118 Hoffman	Liquor License	Application for a liquor license received. Memo drafted. On Council agenda for review.
229 Francis	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
410 Hoffman	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #2	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
332 Mary #3	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
349 St. Joseph	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
421 Water	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
165 Elizabeth	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #10	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

781 Manchester	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
991 Ridgeview	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
842 Lake #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
143 West	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
743 Allegan	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
138 West	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
129 Griffith #12	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
338 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
338.5 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
347 Park	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
615 Park #8	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
807 Lake #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
630 Holland	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
731 Water	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #2	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #3	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
444 N Maple	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
153 Lucy #1	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
128 Elizabeth #12	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.

237 Francis	Short Term Rental	Application submitted, reviewed, and sent to Fire Department for inspection.
245 Spear	Short Term Rental	Application submitted, reviewed, and needs additional information.
842 Lake #4	Short Term Rental	Application submitted, reviewed, and needs additional information.
339 Lucy (Main)	Short Term Rental	Application submitted, reviewed, and needs additional information.
339 Lucy (ADU)	Short Term Rental	Application submitted, reviewed, and needs additional information.
547 Water #4	Short Term Rental	Application submitted, reviewed, and needs additional information.

Closed Casework

152 Butler	Right of Way	Temporary encroachment.
890 Simonson	Historic / Zoning	Pergola installation. Approved by HDC. Zoning approved.
118 Hoffman	Historic / Zoning	Application submitted and reviewed for sign. Home occupation.
320 Water	Waterfront Construction	Application for minor dredging submitted and reviewed by engineering.
303 Butler	Historic	Door replacement like-for-like materials.
250 Mason	Right of Way	Placement of utilities underground, stormwater improvements, and off street parking.
57-850-010-00 Frederick	Address	Address assigned.
311 Water	Outdoor Dining	Application received, reviewed, and approved.
764 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
110 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
702 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
138 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
129 Griffith #7	Short Term Rental	Application submitted. Fire Department inspected. License approved.
117 Perryman	Short Term Rental	Application submitted. Fire Department inspected. License approved.

143 Van Dalson	Short Term Rental	Application submitted. Fire Department inspected. License approved.
220 Brook	Short Term Rental	Application submitted. Fire Department inspected. License approved.
446 Culver	Short Term Rental	Application submitted. Fire Department inspected. License approved.
651 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
515 Water #4	Short Term Rental	Application submitted. Fire Department inspected. License approved.
985 Ridgeview	Short Term Rental	Application submitted. Fire Department inspected. License approved.
807 Lake #5	Short Term Rental	Application submitted. Fire Department inspected. License approved.
715 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
731 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
419 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
540 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
128 Elizabeth #13	Short Term Rental	Application submitted. Fire Department inspected. License approved.
635 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
350 N Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
790 Simonson	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1010 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
340 Park (ADU)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
340 Park (Main)	Short Term Rental	Application submitted. Fire Department inspected. License approved.
336 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
295 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
413 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
409 Lake	Short Term Rental	Application submitted. Fire Department inspected. License approved.
150 Taylor	Short Term Rental	Application submitted. Fire Department inspected. License approved.
186 S Maple	Short Term Rental	Application submitted. Fire Department inspected. License approved.
836 Park	Short Term Rental	Application submitted. Fire Department inspected. License approved.
997 Singapore	Short Term Rental	Application submitted. Fire Department inspected. License approved.
3390 Blue Star	Short Term Rental	Application submitted. Fire Department inspected. License approved.
3394 Blue Star	Short Term Rental	Application submitted. Fire Department inspected. License approved.

115 Butler	Short Term Rental	Application submitted. Fire Department inspected. License approved.
1035 Holland	Short Term Rental	Application submitted. Fire Department inspected. License approved.
648 Pleasant	Short Term Rental	Application submitted. Fire Department inspected. License approved.
412 Mason	Short Term Rental	Application submitted. Fire Department inspected. License approved.
108 Hoffman	Short Term Rental	Application submitted. Fire Department inspected. License approved.
149 Griffith	Short Term Rental	Application submitted. Fire Department inspected. License approved.
745 Pleasant	STR Enforcement	Nuisance created by guests. Confetti released across multiple yards. STR owner hired clean-up crew for neighboring properties. Local agent confirmed multiple site visits following cleaning were made.
630 Pleasant	STR Enforcement	Unregistered rental listed on multiple sites. Removed. Fine paid.

Total Closed in March: 48

Respectfully submitted,



Grayson Moore - Director of Planning & Zoning



Department of Public Works

This monthly report provides a summary of notable activities carried out by the Department of Public Works since the regular council meeting held on March 9, 2026.

Staff Update:

-Angela Stasewich has successfully completed her Commercial Driver's License (CDL) training course, which consisted of a 3-day course in Grand Rapids through West Michigan CDL. She now holds a CDL Class B with an air brake endorsement, allowing her to operate the City's dump trucks.
-Additionally, applications are continuing to come in for seasonal summer work positions which include Oval Beach Ticket Booth Attendants, Beach Patrollers, and Public Works Seasonal Maintenance positions. Many staff members from last year are returning to assist the City through another summer.

Oval Beach:

The seasonal erosion control fencing (snow fence), installed each fall to reduce sand movement from the main beach during the winter months, has been removed. While some work remains to roll up the fencing and return it to the Public Works facility, its removal allows staff to begin clearing sand from parking lots, buildings, and other affected areas.

Tree Work:

All previously removed tree stumps within the City's right-of-way have now been grounded. These areas are being prepared for new tree plantings anticipated to take place in April. New trees are ordered from Great Lakes Ornamentals. Public Works has been working with each property owner to keep them informed of the work and offered them an opportunity to provide input on which type of tree they would like to see planted.

Asphalt Patching:

DPW staff continues to perform routine rounds of hot patching to address potholes resulting from seasonal freeze/thaw cycles. This work will remain ongoing as needed. Key areas that receive attention on a regular basis include Maple Street, Elizabeth Street, and Culver Street.

City Hall Elevator Repairs:

Repairs to the City Hall elevator have been completed. The elevator is currently awaiting final inspection, which is dependent on the installation of a new phone line. Comcast has experienced delays on their end, which has impacted the installation timeline.

Chain Ferry Arbors:

Staff continue to work on final construction items for the Chain Ferry arbors as weather conditions allow. Final roof work is nearing completion. Upon council approval at the April 13th regular meeting, the landing frames will be replicated and replaced by Diversified Welding & Fabrication before the end of the fiscal year. Staff will seek HDC approval for the handrails and Public Works will replace the wood decking once the landings have new frames.

Maple St Road Project:

Notices have been sent to residents along Maple St and the adjacent side streets informing them that construction is scheduled to begin in May. Mailbox banks will be established to accommodate mail delivery during construction. Additional notices will be sent once the final mailbox locations are determined. The Post Office has approved the initial mailbox bank location design.

Parks:

With winter behind us, the parks have been dethatched which removes old, dead, compacted material from the lawn. The Allegan County D.E.B.T.S. crew assisted with removing leaves from the parks as well. The leaves were a challenge to get last fall before the snow fell because there was very little time between the leaves falling and snow accumulating.

City of Saugatuck
Status Report of Engineering Activities
April 9, 2026

General Consultation

- Developed a proposal for inspection of larger culvert crossings and storm sewer outfalls. This work could be completed in phases and areas of concern could be prioritized.
- Pavement Markings: 2026 work will begin soon. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.
- Updated the City Capital Improvement Plan to assist with prioritizing projects.

EGLE Technical, Managerial and Financial (TMF) Project

- The project is complete, final documents have been submitted to EGLE and notices have been sent to customers. Assisting staff with answering customer questions.
- Will be working with City staff on a plan to eliminate remaining unknowns and replace lead/galvanized services by the federal and state deadlines (11/1/2037 and 1/1/2041, respectively). Water services are being evaluated with all ongoing projects to help make progress.

Mt. Baldhead Projects

- Restroom Building Replacement
 - Final site restoration will be completed soon.
 - The final walkthrough is scheduled for April 21.
- Observation Platform Replacement
 - Preliminary design work is underway.
 - Construction is targeted for fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement and permitting.

Maple Street Improvements

- Construction is planned to begin mid-April. A detailed schedule from the Schippers Excavating will be available soon.
- Construction is anticipated to be completed November 2026.

Parking Study

- Incorporated City comments in GIS mapping for available parking.
- Parking surveys/counts are tentatively scheduled for May and July.

Park Street Improvements – Study Phase

- The City received funding from EGLE's Michigan Coastal Management Program, which will fund up to 50% of the planning cost.
- Survey field work is complete. Once mapping is complete we will schedule a kickoff meeting to review the data and re-engage with the Parks & Public Works Committee, Park Street Study Group and other stakeholders.

City Hall Interior Renovations

- Met with City staff to review initial floor plan concepts and working on updates based on direction received.

Elizabeth Street Improvements

- Met with representatives from Saugatuck Public Schools to gather SPS input on the project in general and sidewalk improvements in particular.
- Topographic survey work is complete. Soil borings are complete. Sewer televising work is complete.
- Working on scheduling an open house in late April.
- Projected schedule is planning work in early 2026, design in mid-2026, bidding in late 2026 and construction in 2027.

Village Square Court Renovation

- Survey work and soil borings are complete. Design is underway.
- We anticipate construction will take place in fall 2026 or spring 2027, depending on the timeframe for design, stakeholder engagement, etc.

Wicks Park and Village Square Restroom Interior Renovations

- Meeting with City staff April 21 to review scope/needs before developing a proposal for design phase.