



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 23, 2026

SUBJECT: Right of Way Signage – Spring Gallery Stroll

DESCRIPTION:

The Saugatuck-Douglas Area Convention and Visitors Bureau has submitted an application requesting approval to display a banner on the palette sign from April 26 through May 10. The banner is intended to promote the Spring Gallery Stroll, scheduled to take place on May 9 and May 10.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

- 1) The sign does not create a traffic vision obstruction;
- 2) The sign does not create a pedestrian traffic obstruction;
- 3) The sign is compatible with the surroundings and is not uniquely out of character for the community; and
- 4) The sign does not create a situation which could be detrimental to health, safety, or welfare.
- 5) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year

SAMPLE MOTION:

Motion to approve/deny the Spring Gallery Stroll banner to be hung April 26 through May 10.



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER _____ - _____

Name Brittany Obetts Address / PO Box P.O Box 28
City Saugatuck State MI Zip 49406 Phone 2698571701
E-Mail brittany@saugatuck.com
Signature  Date 3.18.26

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed April 26-May 10

Further Comments: _____

This is to go on the Pallet Sign promoting the Spring Gallery Stroll which will be May 9th and 10th

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
☐ ☐ ☐ Map showing the location of each sign
☐ ☐ ☐ 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?