



Parks and Public Works Agenda Item Report

FROM: Scott Herbert, Department of Public Works Superintendent

MEETING DATE: January 21, 2025

SUBJECT: Review of Airport Property Application-Plans.

DESCRIPTION:

Documents were submitted for a Parks and Public Works Committee review of Airport Application-Plans.

LEGAL REVIEW:

SAMPLE MOTION:

Discussion-review only.



Date: December 20, 2024

To: Saugatuck Township c/o Lynee Wells

3461 Blue Star Highway

P.O. Box 100

Saugatuck, Michigan 49453

From: Nate Bosch, LLA, LEED AP

ODC Network

RE: Outdoor Discovery Center – Former Saugatuck Airport Improvements

About the ODC Network

ODC Network is a non-profit organization committed to connecting communities to the outdoors through conservation and education. We prioritize creating experiences in nature for people of all ages, working with public schools, community organizations, governments, non-profit organizations, and private institutions to create a unique model for education. A specific component of this mission is through conservation and constructing facilities that offer access to the outdoors.

Objectives

The overall objective is to activate this public land for community use. Improvements / updates to the site include renovating the existing aggregate parking area to create clarity for visitors, a new trailhead sign for interpretation and wayfinding, invasive species removal, trail clearing and improvements, and a small deck lookout.

Structures

A small deck platform will be constructed as part of the improvements. The likely size will be approximately 20x20'. The location is shown on the plan sheets.

Timetable

The ODC Network anticipates construction beginning in early spring of 2025, with completion anticipated in late spring, 2025.

Contact Information

Nate Bosch

nate@outdoordiscovery.org



Saugatuck Township

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3461 BLUE STAR HIGHWAY
P.O. BOX 100
SAUGATUCK, MI 49453
info@saugatucktownshipmi.gov
PHONE (269) 857-7721
www.saugatucktownshipmi.gov

ADMINISTRATIVE PLAN REVIEW APPLICATION & REQUIREMENTS

See Schedule II of the Saugatuck Township Consolidated Fee Schedule for appropriate application fees.

Applicant should complete all of the following information, sign and return the form to the Saugatuck Township Zoning Administrator either in person, by mail, or by email: LWells@saugatucktownshipmi.gov

Land developers, engineers, surveyors, and architects and others seeking amendment of Subdivisions, Site Condominiums, PUDs, and Site Plan Review from the Saugatuck Township Planning Commission, this letter will be an attachment to all applications requesting the review of any of the above development projects which requires approval from the Planning & Zoning Administrator before beginning construction. Please submit the following:

- 1 – Application form and narrative on 8.5" x 11" paper. Narrative should address all zoning review criteria for the applicable project
- 1 - Site Plans on 11" x 17" paper
- 1 - Site Plan on 24" x 36" paper
- 1 - digital copy of all materials

Collated and clipped applications with completed site plan and other required plans such as landscaping, lighting, and drainage must be included in the submittal to be considered complete should those plans be changing.



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ADMINISTRATIVE PLAN REVIEW APPLICATION & REQUIREMENTS

Applicant information

Name ODC Network
Mailing Address 4214 56th Street, Holland, MI 49423
Telephone 616-393-9453
Email nate@outdoordiscovery.org
Person in charge of project Nate Bosch

Property information

Address 63rd St (Vacant)
Parcel # 20-002-027-00 Acreage 154
Current Zoning A-1 Agriculture Residential District Conforming use? Yes ☒ No ☐
Other action required? _____

Type of improvement (check as many as possible):

- ☐ New Building ☐ Addition ☒ Alteration ☐ Change of Use ☐ Multi-Family ☐ School ☐ Church
☐ Recreational Facility ☐ Cemetery ☐ Utility ☐ Public Service ☐ PUD ☐ Special Land Use ☐ Amendment
☐ Other (describe) _____

Engineer or Surveyor information:

Name Nate Bosch Address 4214 56th Street
City Holland State MI Zip 49423
Phone 616-393-9453 License# 3901001590
Email: nate@outdoordiscovery.org

State proposed use of property: Public park / preserve that would provide access to area citizens

Provide site plan as per [Article 14](#) of the Saugatuck Township Zoning Ordinance.

Provide a Brief narrative describing the following:

- The overall objectives of the proposed development
- Types and size of structures to be erected
- Timetable regarding stages of project and completion date
- Any objective or subjective information you wish to convey.

The Saugatuck Township Consolidated Fee Schedule can be viewed here. [Fee Schedule](#)

I have read and agree to Saugatuck Township Code of Ordinance, Chapter 40, [Article 14](#) Site Plan Review.

Applicant Signature  Date 12/20/2024



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ADMINISTRATIVE PLAN REVIEW APPLICATION & REQUIREMENTS

Applications accepted per the submitted deadlines found on the Township's website. By signing this application, I agree to pay all applicable fees and costs associated with the site plan review process as detailed on the reverse of this application. I hereby authorize the Saugatuck Township staff to inspect the proposed site at their discretion.

Applicant Signature _____ Date _____

For Office Use: Date Recorded _____ Fee Recorded _____

Fee Amount \$ _____ Hearing Date _____ Remarks _____

Conditions _____

Saugatuck Township Planning & Zoning Administrator

Fee Policy – Added at all the pertinent non-refundable fees set for the in the Consolidated Fee Schedule will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund may be established at the beginning of the project based upon reasonable anticipated costs for such consultants. These costs must be paid whether the project is approved or denied. Any portion of the fund not used for the above purpose will be refunded at the completion of the review process.



Notes:

10.10.2024 - OWNER REVIEW

AIRPORT TRAIL SYSTEM

63RD STREET, SAUGATUCK MICHIGAN

OVERALL
SITE PLAN

Scale: 1" = 200'

Date: 10/10/2024

Drawn By: NATE B

L1.0

10.10.2024 - OWNER REVIEW

63RD STREET, SAUGATUCK MICHIGAN

Drawn By: NATE B

L1.1





Parks and Public Works Agenda Item Report

FROM: Scott Herbert, Department of Public Works Superintendent

MEETING DATE: January 21, 2025

SUBJECT: Suggestion of Priorities for 2025

DESCRIPTION:

The committee shall suggest priorities to City Council to consider during their January 24th Strategic Planning Session.

LEGAL REVIEW:

SAMPLE MOTION:

Discussion only.