



City Manager Report

June 9, 2025

Maple Street Open House

- We had a good and steady turnout at the Maple Street open house. It was great to dialogue with property owners in the area and go over the plans. The vast majority of the feedback was positive. Folks are especially excited about the new sidewalk. The engineering team will be reviewing the comments and taking them into account as the design work progresses. Construction is planned for April – November 2026.
- Attached is a copy of the plans that were presented.
- For your constituents who were unable to attend and have questions or comments, they can reach out to Jon Moxey of Fleis & VandenBrink at jmoxey@fveng.com or 616-977-1000.



Frontier Fiber

- Fiber is coming to more of the City this summer! Staff and engineering recently met with Directline Communication who will be managing the project on behalf of Frontier. They will be extending the fiber optic network on the following streets:
 - Campbell Road
 - Manchester Drive

- Weirich Drive
- Park Street
- Vine Street
- Frederick Street
- Perryman Street
- Dunegrass Circle
- Van Dalson Street
- Oval Beach
- This project is expected to expand service options at the lakeshore significantly and is just the first phase of a larger project extending to other areas of the City.
- Our engineering consultant, Jon Moxey, advised the following:
 - Work is planned to begin on Monday, June 9, 2025 and run through August. The work will be a combination of directional drilling new underground lines (minimal excavation work required), adding overhead infrastructure on existing poles and setting underground access points. All work is proposed to be complete within the public right of way or utility easements. Work will generally be staged along the road shoulder but there may be times when a lane closure with flaggers or a sidewalk closure will be required. Questions or concerns can be directed to the Directline project manager, Tiffany Manges at (574) 272-9814 x1010 or tmanges@dlci.net

Temporary Signage at Holland/Blue Star

- At the last regular meeting, Council provided direction to temporarily re-locate the Saugatuck sign along the river to Holland/Blue Star. Since the approval, I have been working with the Township Manager and Road Commission to apply for the necessary permits. The Township and Road Commission are also requesting a formal agreement. The proposed agreement would allow the temporary sign to remain for up to three years, which will give us time to work together on a new sign for the intersection. I hope to bring the agreement forth at your next workshop. Assuming all the parties approve and permits are received, we can get the sign installed by end of June or early July.

Administrative/Project Coordinator

- After your approval, we posted the new Administrative/Project Coordinator position to support the Public Works Department. We have received over 80 applicants! We are confident we will find a great fit. I greatly appreciate the Council's approval of more staffing resources.

No Wake Survey and Next Steps

- The no wake survey recently closed and the results were provided to the Harbor Authority and City Council. The Harbor Authority will be reviewing in July. I hope to bring their feedback and survey results to a workshop at the end of July or sometime in August for further discussion and direction.

Ribbon Cutting at Saugatuck Wilds

- Saugatuck Wilds Nature Preserve is now open to the public! There was an excellent turnout at the ribbon cutting ceremony. A big thank you to Mayor Anderson, Mayor Pro Tem Stanton, and Jon Vanderbeek of the Riverwood Council for their thoughtful comments.
- We have received a lot of great feedback on how beautiful the property is and how well the Outdoor Discovery Center did with their work.
- One person said the following on our social media: “We took a walk this morning - it's a slice of heaven!”



Blue Star Trail

- The Township Manager, FOBST representative, C2AE, and I recently met to discuss items that are needed to get to a point where the project goes out for bids.
- MDOT advised the tribe's on-site assessment is scheduled for August.

Rainbow Sidewalk

- For the second year in a row, the Convention and Visitors Bureau (CVB) team volunteered to refresh the rainbow sidewalk along Culver. DPW purchased the paint and the CVB staff did a great job on the refresh. Thank you CVB!



Miscellaneous

- Met with Treasurer and our insurance agent to discuss health insurance proposal and options for next fiscal year.
- Held Department Head team meeting.
- Attended meeting to plan for next steps for deer management.
- Attended meeting with Township Manager and property owner to discuss sand mining project near old landfill property. More to come at the next workshop meeting.
- Held one on one meeting with DPW Superintendent.
- Held one on one meeting with Director of Planning/Zoning.

Blast from the Past

- Below is a publication that was in the paper on June 13, 1968.
- Community engagement during master planning is a key component and goes back many years. The Planning Commission, staff, and planning consultant are discussing ideas and ways to gather community feedback during the upcoming master plan update.

Citizen Participation in Planning Urged

Broad community representation on the area planning commission was urged last week by Phillip Quade, supervisor of Saugatuck Township.

He urged that Saugatuck, Douglas and Saugatuck Township each name two citizens at large to the planning commission and that each have no more than one board member on the commission.

So far, the Douglas members are Village President Carl Wicks and councilmen Ray Henneman and Morris Mueller. Saugatuck has as a planning committee Councilman James Seymour, chairman, and Councilman Julius Van Oss and President Lynn McCray. The township has not appointed its three commission members.

A long discussion over the makeup of the planning commission ensued at a meeting of representatives from the three governments Wednesday at the Il Forno restaurant.

Also attending the meeting were Robert Barber of Kalamazoo, the attorney who drew up the planning commission resolution recently adopted by the three bodies, Robert Gove of Gove Engineers, Inc., Kalamazoo, and William Ripatte, a consultant in urban planning of the Gove staff and city planner of Kalamazoo. Gove has done engineering work for Douglas and has submitted a proposal to draw up an area master plan. The choice of planning consultants will be up to the planning commission when it gets into operation.

Quade recommended the planning resolution be revised to provide for members from the community and to require staggered terms.

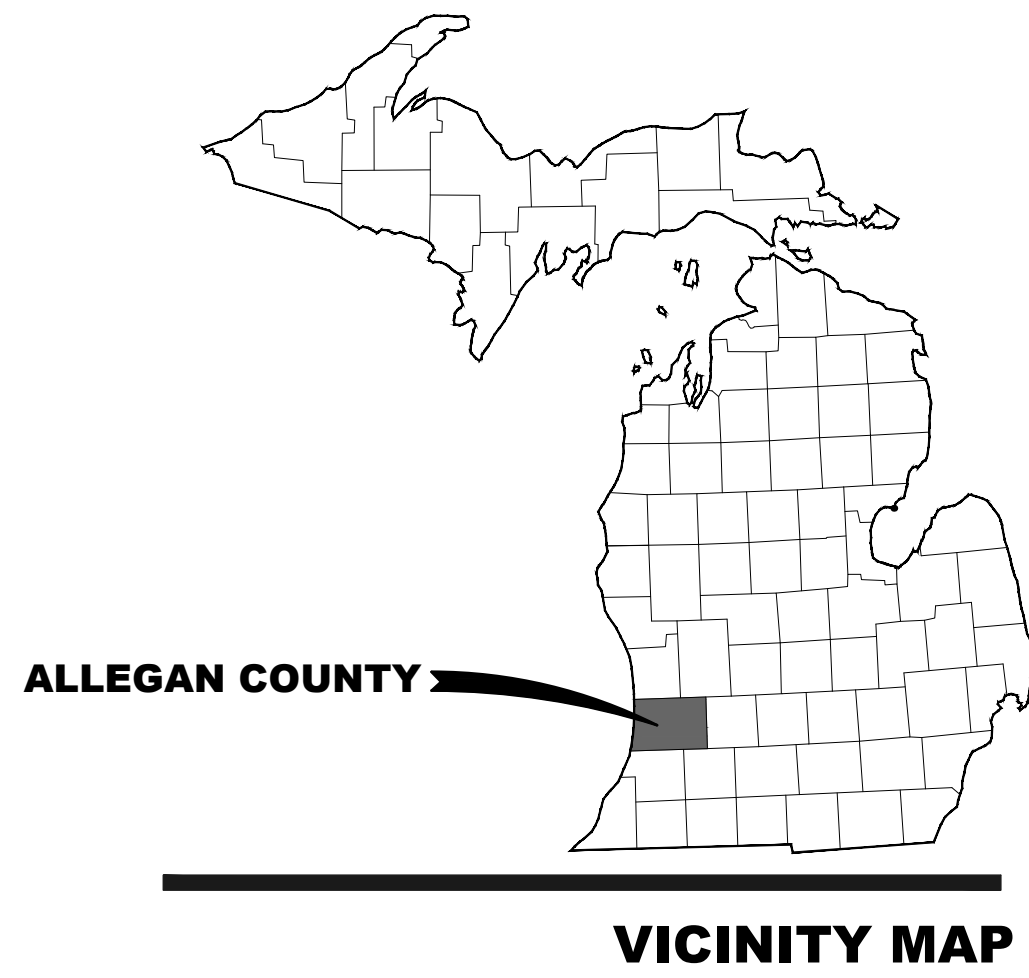
He said an area master plan should not be the product of township and village government members, who are concerned with solving immediate problems, but should be designed to reach long-range

goals by people not immersed in current problems. He urged staggered terms so that the government could not remove all the members at once.

The plan recommended by the commission would be submitted to the governments for adoption. Any action taken under it would be taken by the governments, not by the commission.

Gove said he has found that members of governing bodies make good commission members because they have more background in community problems than other people and they attend meetings and contribute more to planning. He said the professional planners need guidance from the local commission members.

The three governments agreed to consider revisions in the planning resolution providing for one or two members from each community at large, and with staggered terms.



CITY OF SAUGATUCK

ALLEGAN COUNTY, MICHIGAN

MAPLE STREET IMPROVEMENTS

MAY 2025

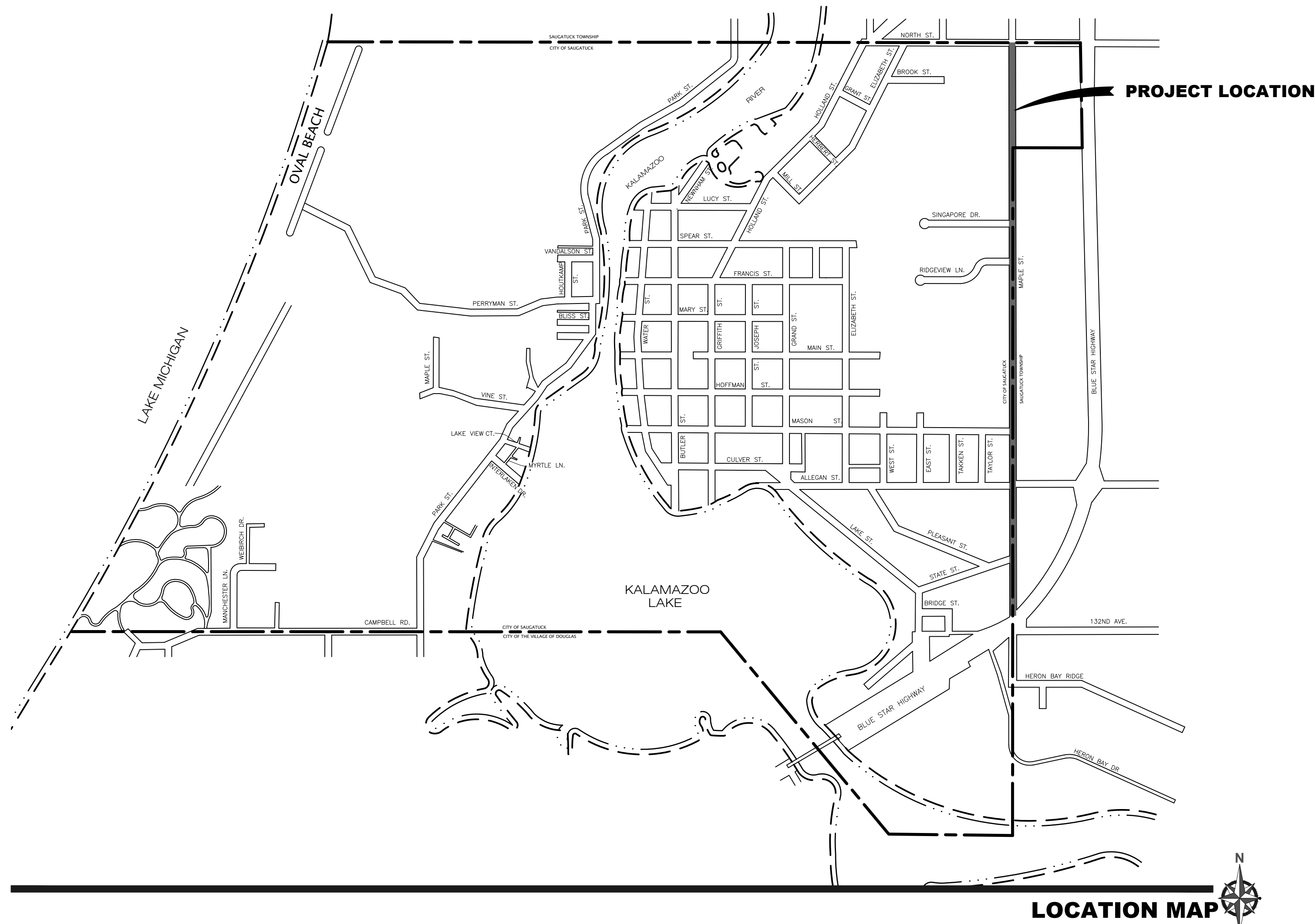


2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS

INDEX OF DRAWINGS

DESCRIPTION	SHEET NO.
COVER SHEET	G-001
CROSS SECTIONS, NOTES & DETAILS	C1-C2
PLAN AND PROFILES	C3-C8



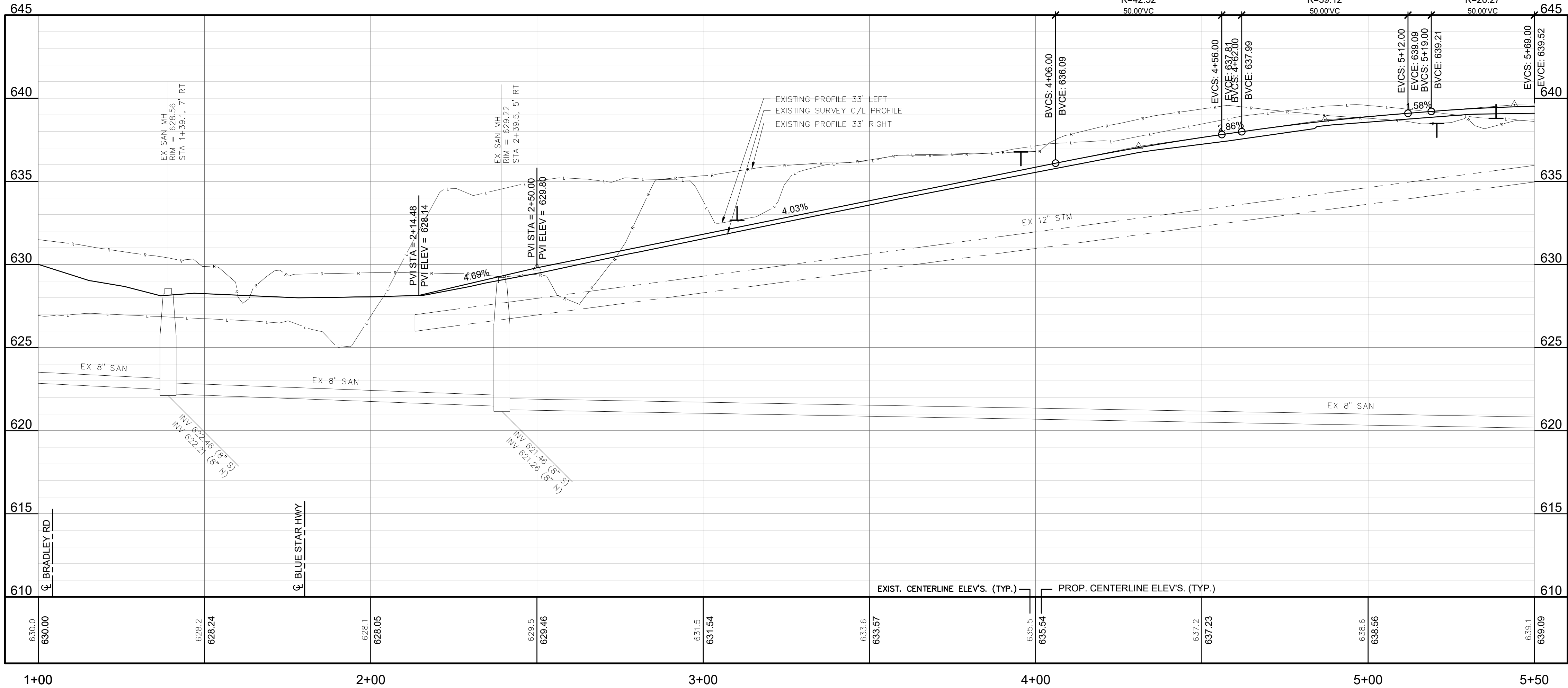
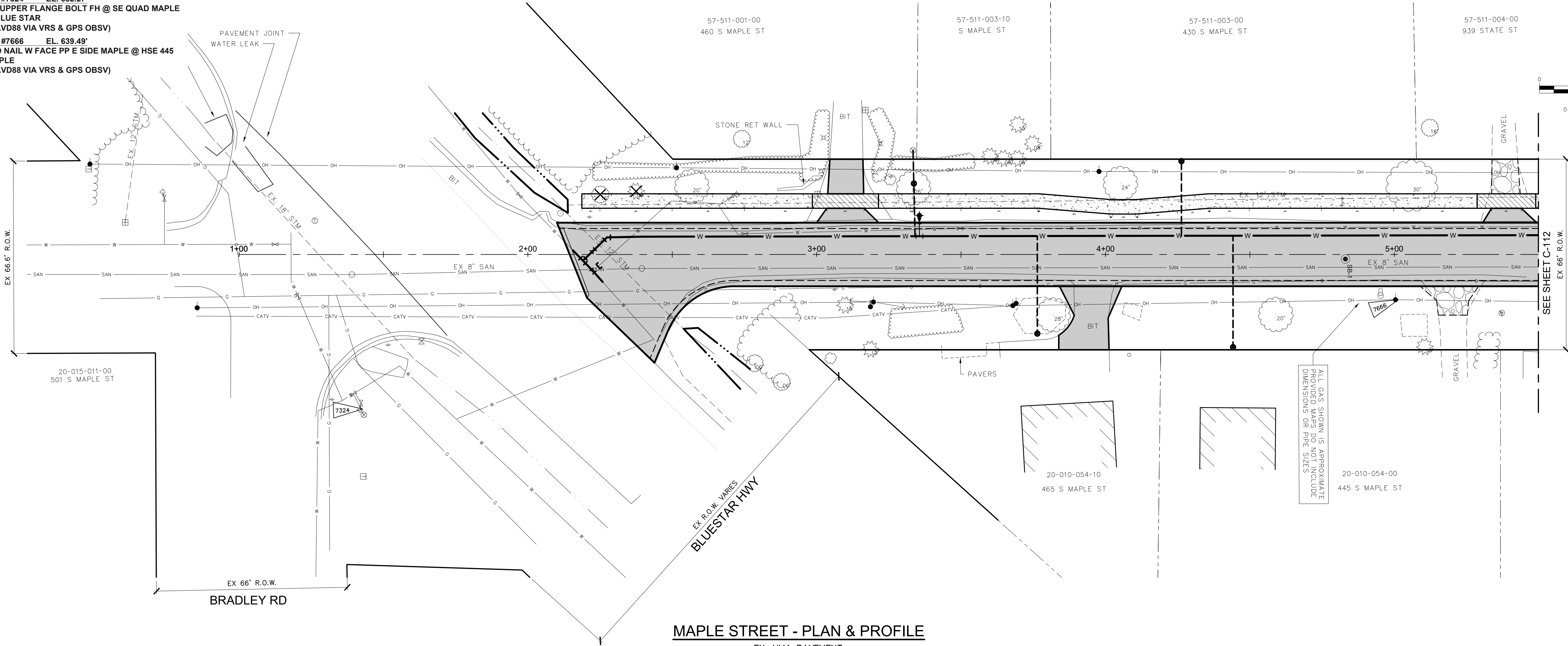
Know what's below.
Call before you dig.

NOT FOR
CONSTRUCTION

MAY 2025
F&V PROJECT NO.
859772

G-001

BM #7324 EL. 632.27'
NE UPPER FLANGE BOLT FH @ SE QUAD MAPLE
& BLUE STAR
(NAVD88 VIA VRS & GPS OBSV)
BM #7666 EL. 639.49'
20D NAIL W FACE PP E SIDE MAPLE @ HSE 445
MAPLE
(NAVD88 VIA VRS & GPS OBSV)



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
859772_C111
051525.plt

NOT FOR
CONSTRUCTION

MAY 2025
F&V PROJECT NO.
859772

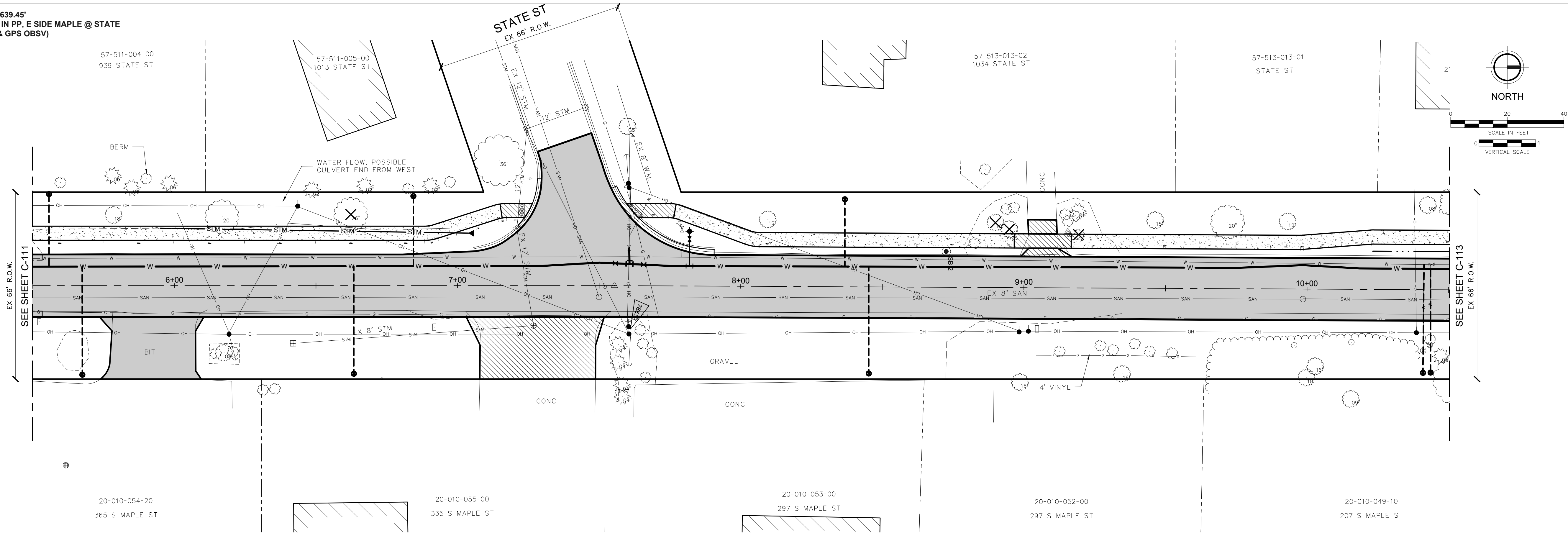
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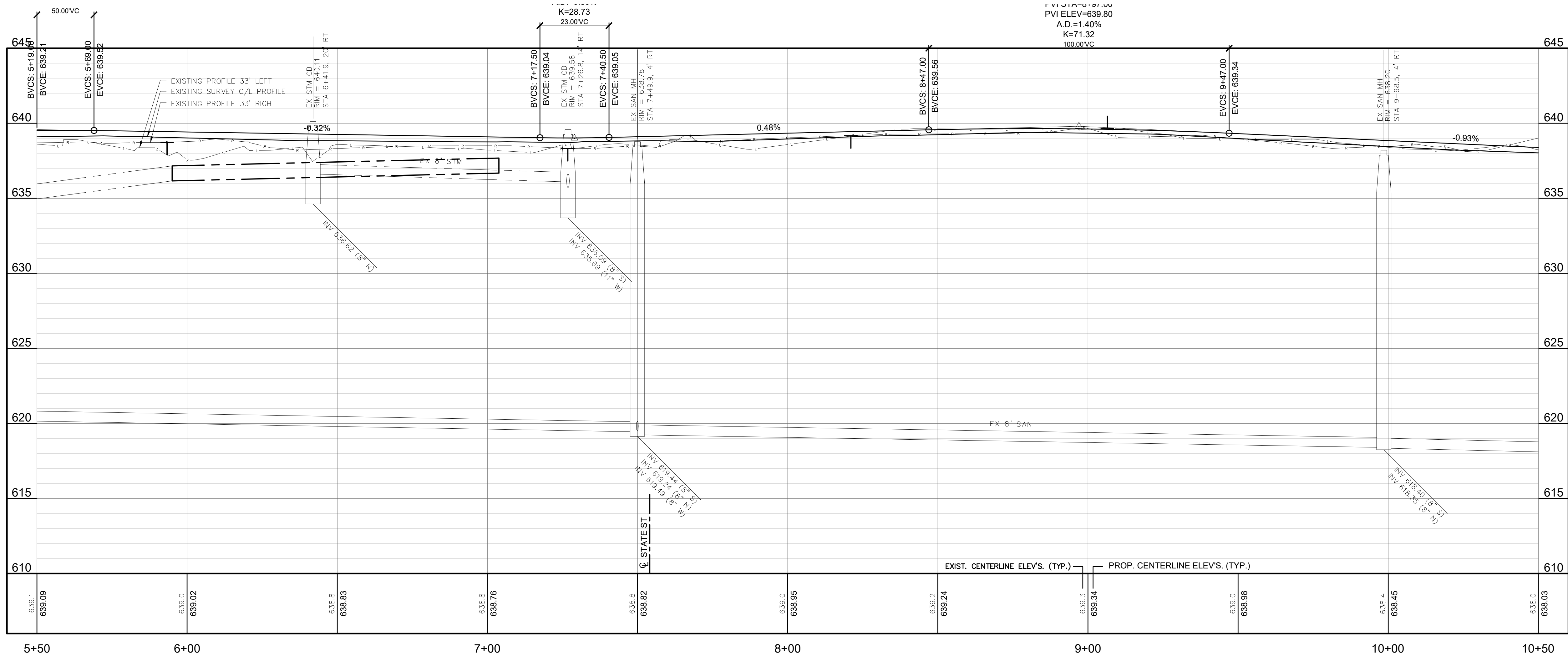
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

FLEISCHMANN
DESIGN. BUILD. OPERATE.

BM #7863 EL. 639.45'
BENT BOAT SPIKE IN PP, E SIDE MAPLE @ STATE
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
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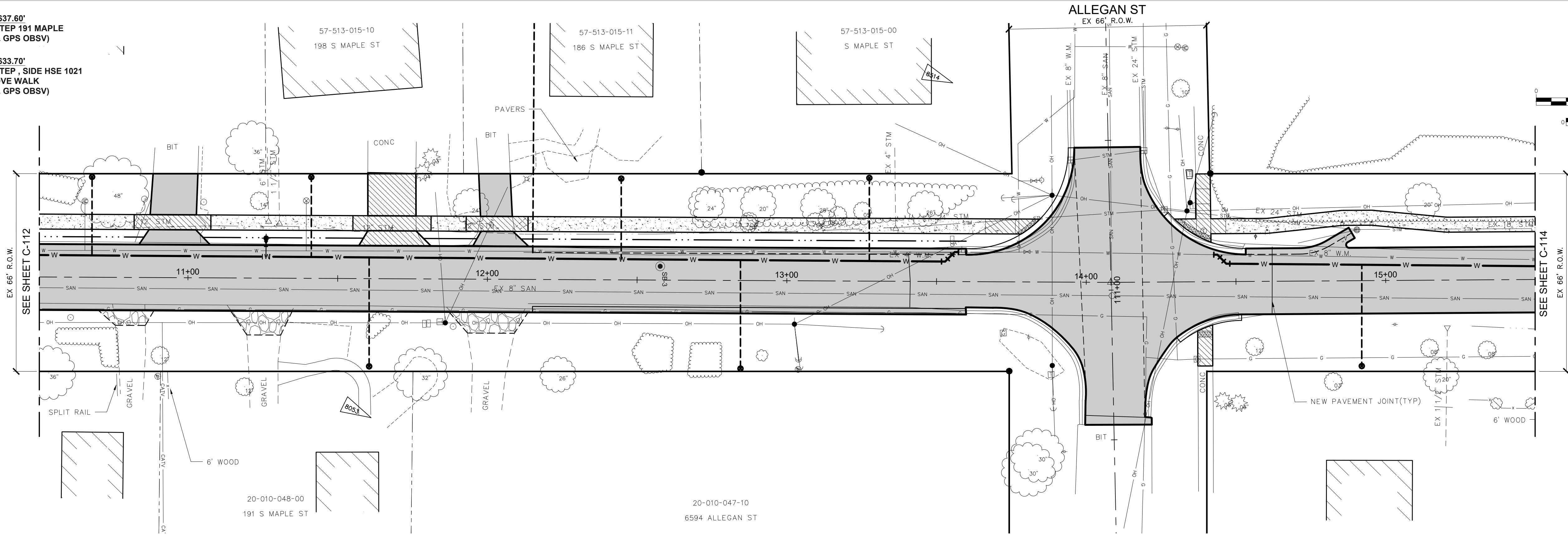
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CONSTRUCTION

MAY 2025
F&V PROJECT NO.
859772

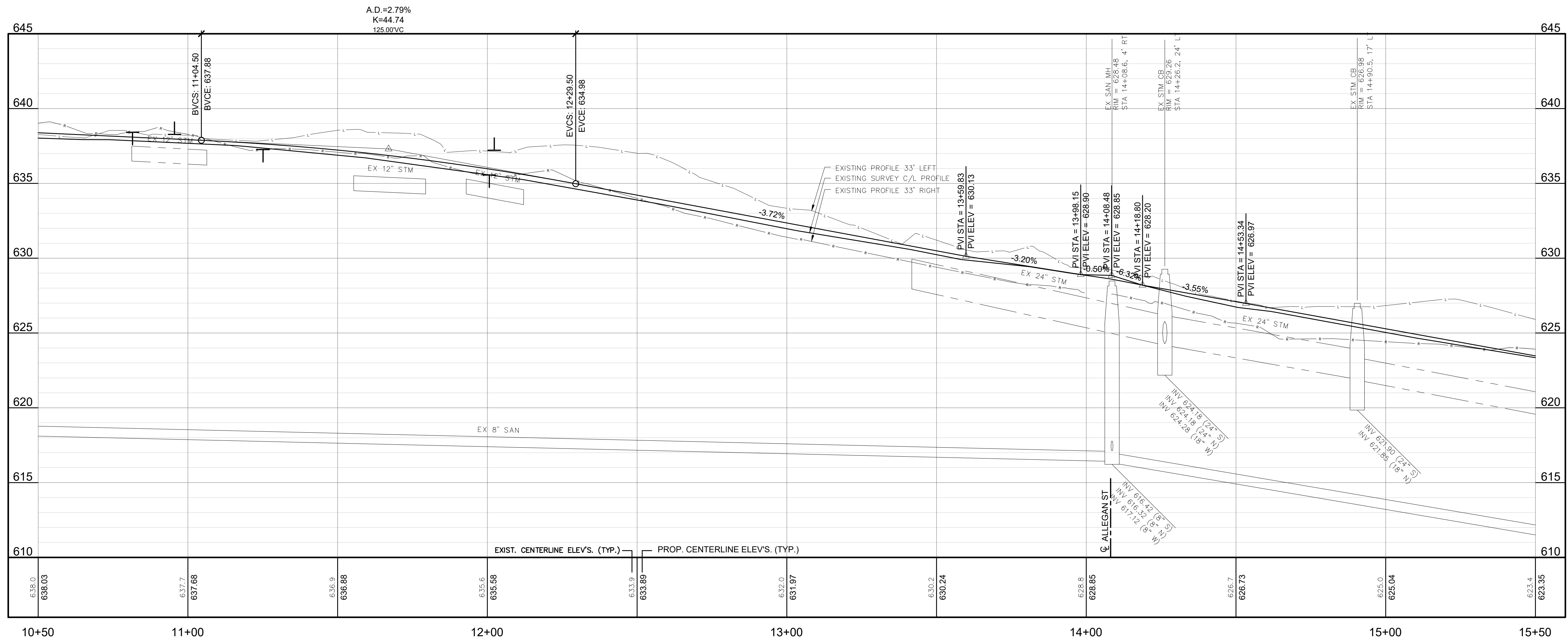
C-112

BM #8053 EL. 637.60'
NE COR BOTTOM STEP 191 MAPLE
(NAVD88 VIA VRS & GPS OBSV)

BM #8514 EL. 633.70'
NE COR BOTTOM STEP, SIDE HSE 1021
ALLEGAN, 0.5' ABOVE WALK
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ. MGR.: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
859772_C113
051525 pmt

NOT FOR
CONSTRUCTION

MAY 2025
F&V PROJECT NO.
859772

C-113

BM #8843 EL. 613.00'
20D NAIL S FACE PP @ SW QUAD MAPLE &
MASON
(NAVD88 VIA VRS & GPS OBSV)

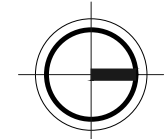
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1020 ALLEGAN ST

57-750-019-00
120 N MAPLE ST

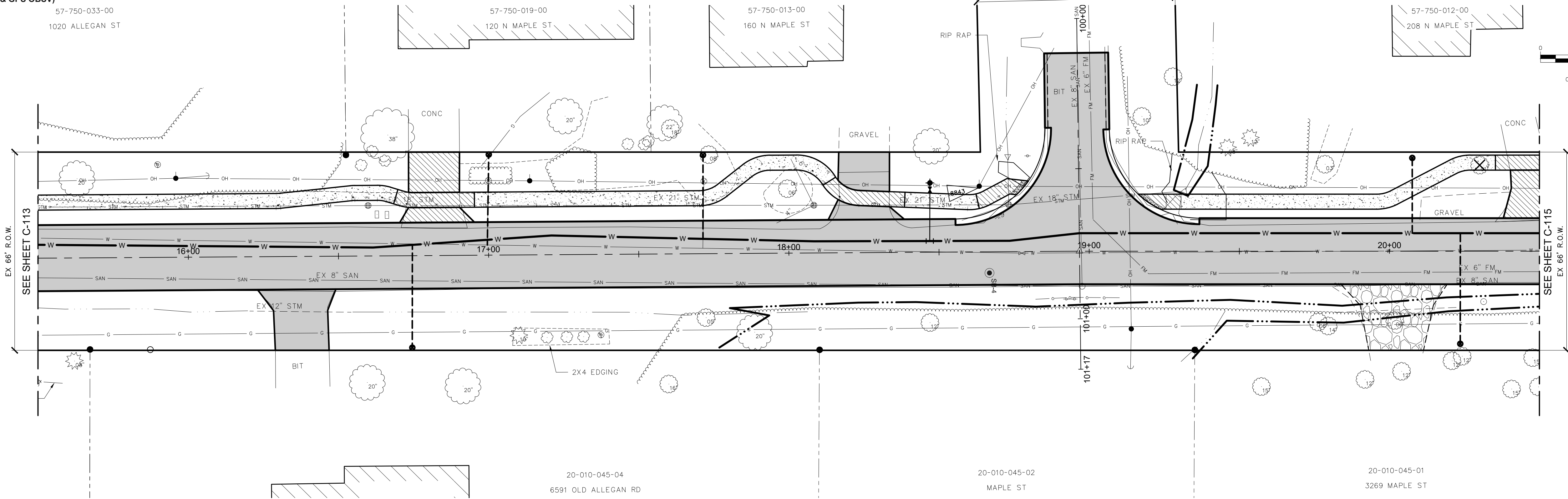
57-750-013-00
160 N MAPLE ST

57-750-012-00
208 N MAPLE ST

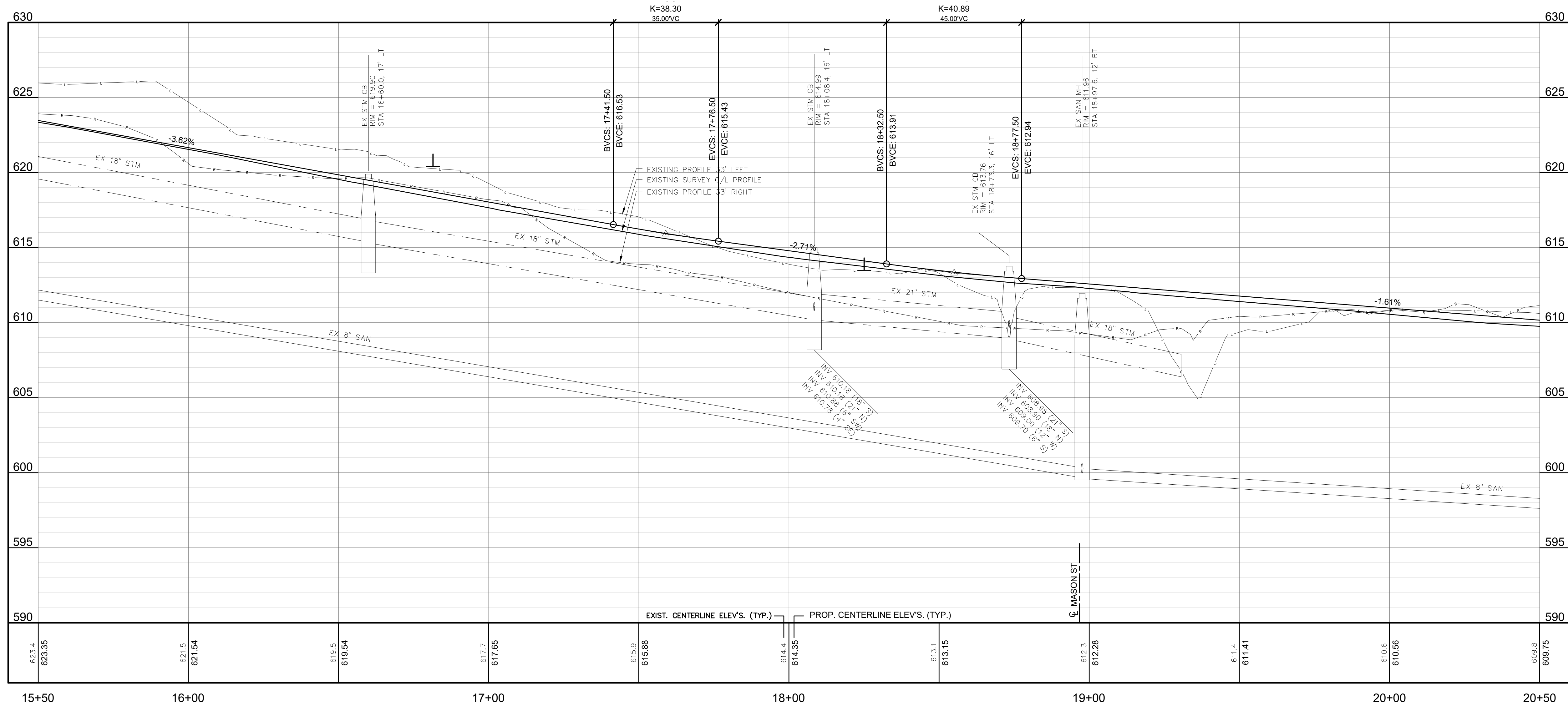
MASON ST
EX 66' R.O.W.



SCALE IN FEET
0 20 40
VERTICAL SCALE



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ. MGR.: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

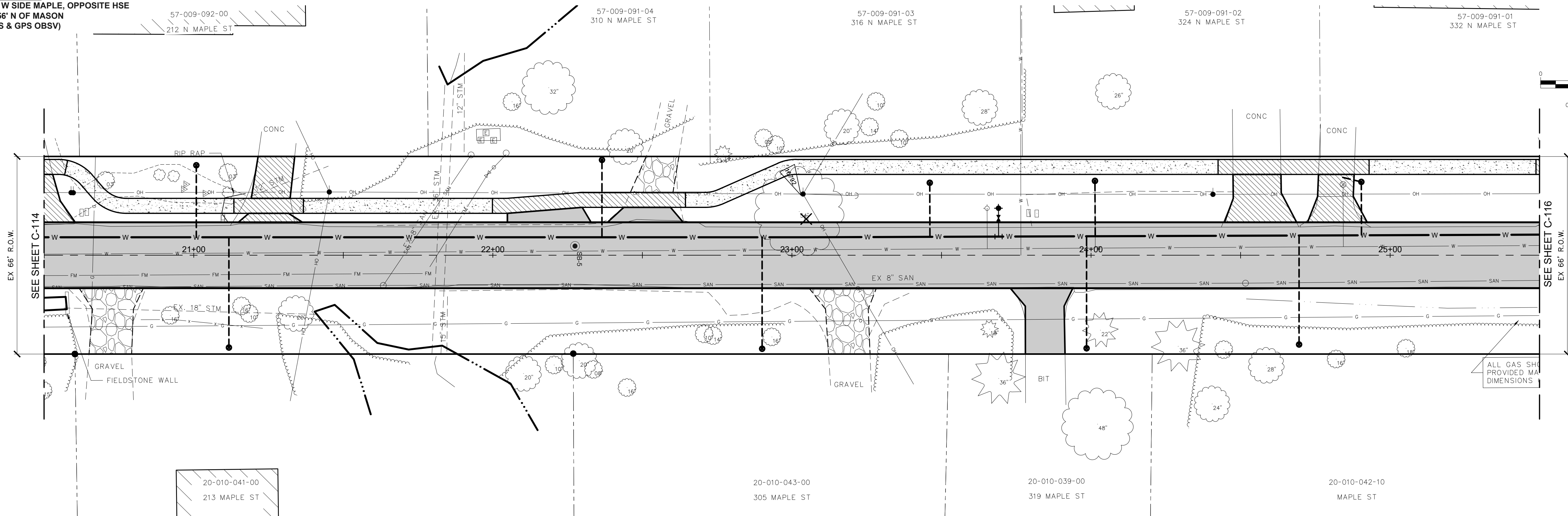
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CONSTRUCTION

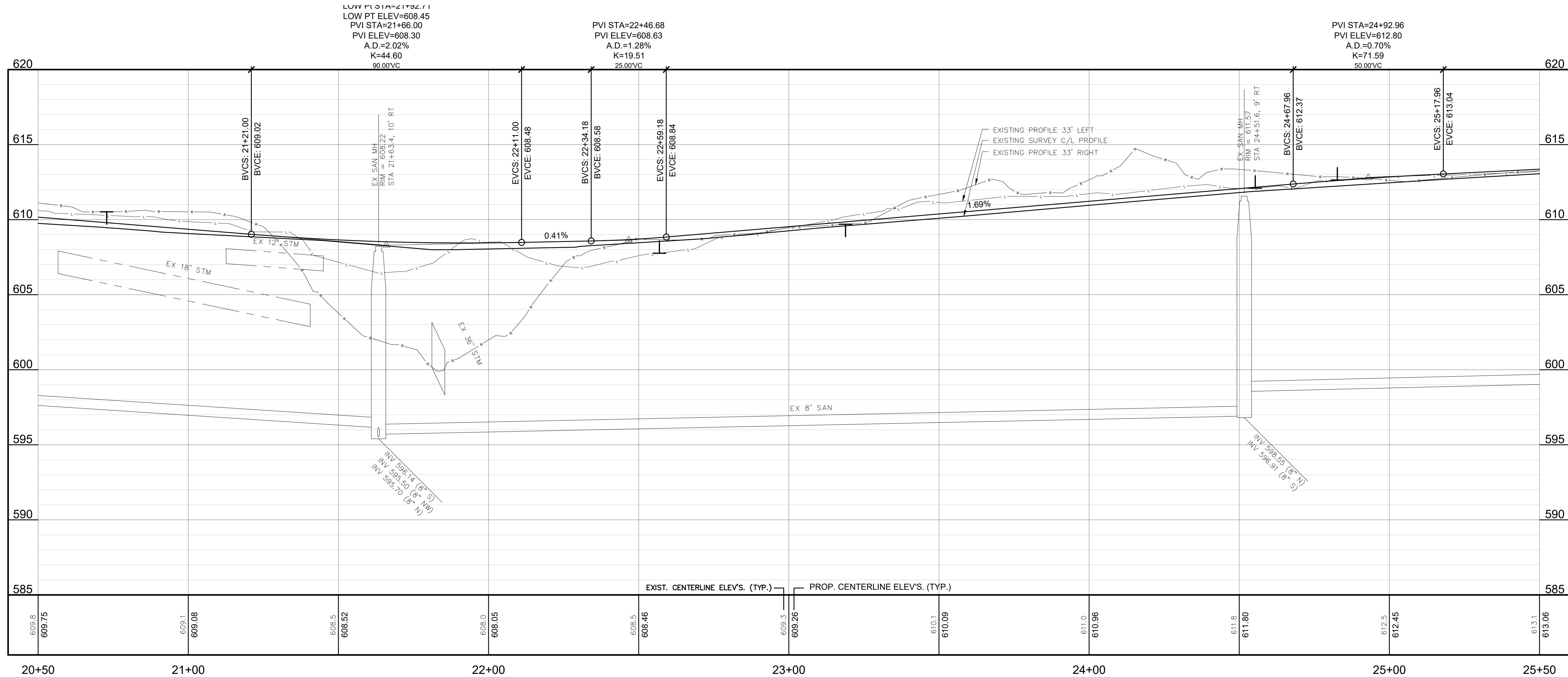
MAY 2025
F&V PROJECT NO.
859772

C-114

BM #16792 EL. 611.39'
LAG BOLT IN PP W SIDE MAPLE, OPPOSITE HSE
#305 MAPLE, 4056' N OF MASON
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
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CONSTRUCTION

MAY 2025

F&V PROJECT NO.
859772

C-115

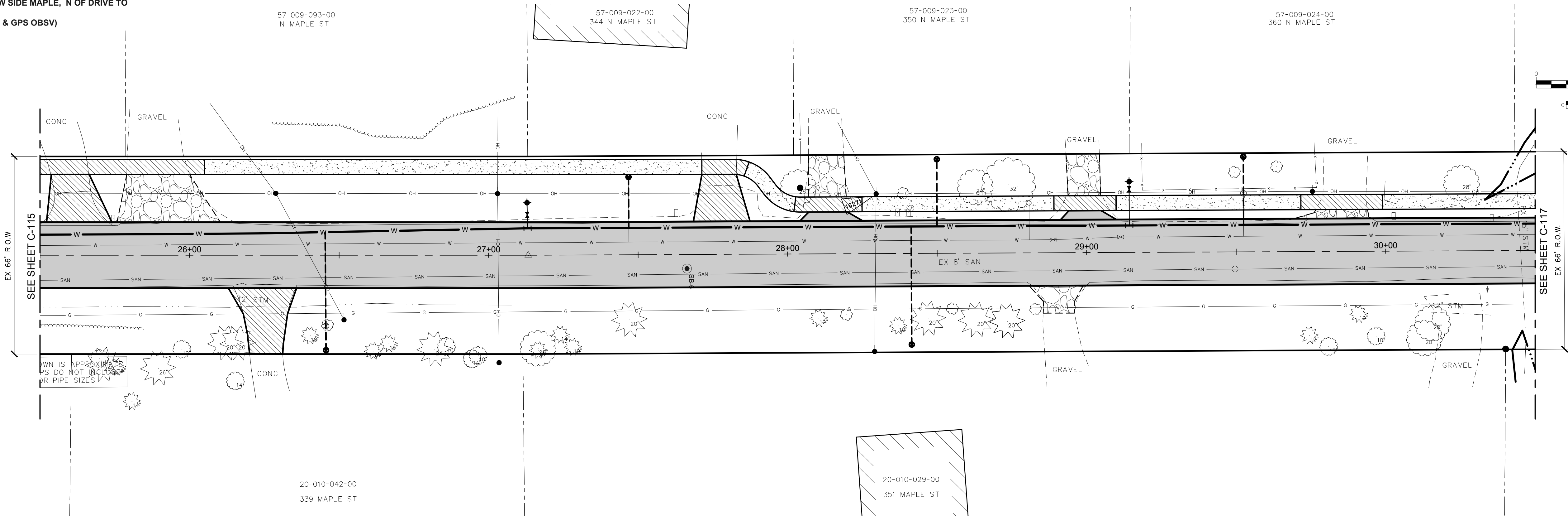
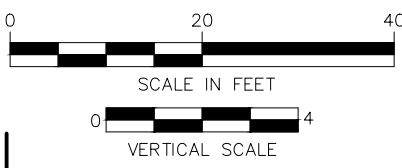
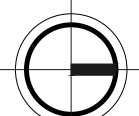
BM #16271 EL. 616.49'
LAG BOLT IN PP W SIDE MAPLE, N OF DRIVE TO
HSE #350 MAPLE
(NAVD88 VIA VRS & GPS OBSV)

57-009-093-00
N MAPLE ST

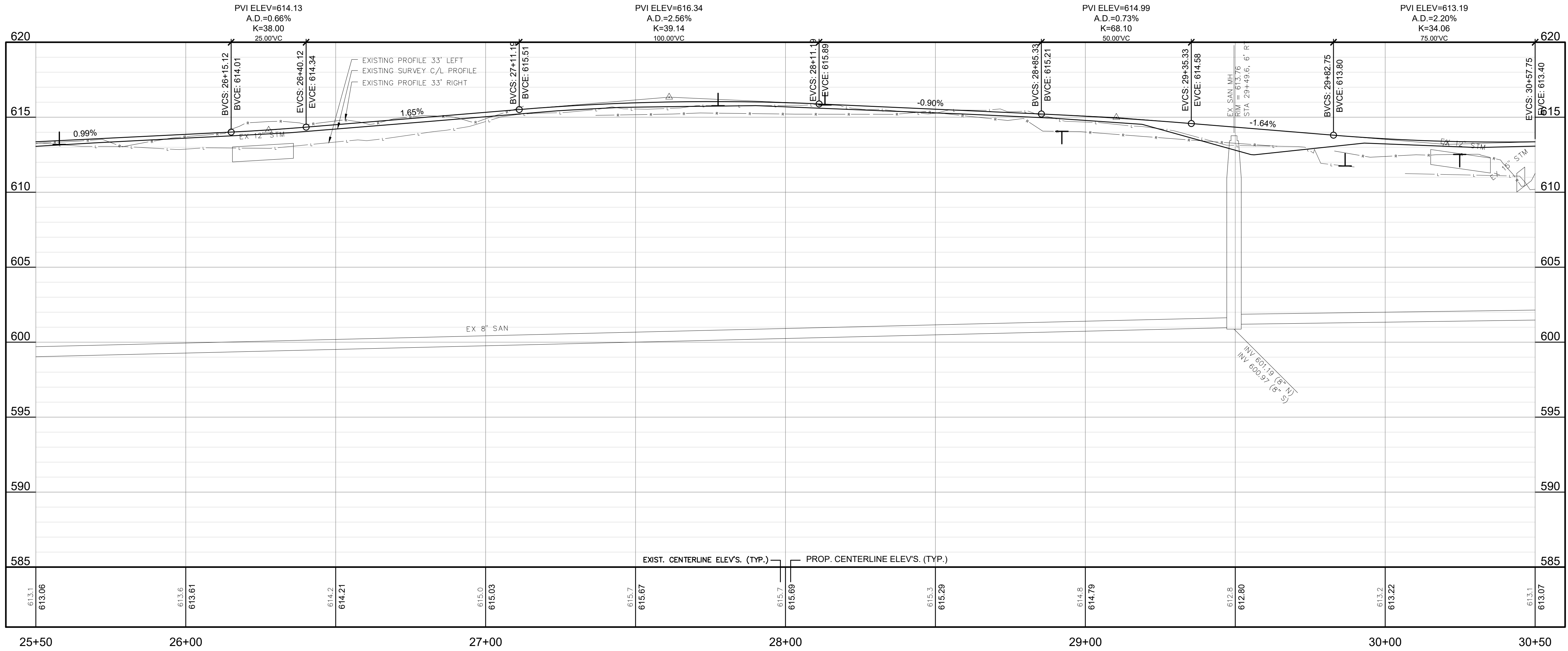
57-009-022-00
344 N MAPLE ST

57-009-023-00
350 N MAPLE ST

57-009-024-00
360 N MAPLE ST



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
859772_C116
051525 pmt

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CONSTRUCTION

MAY 2025

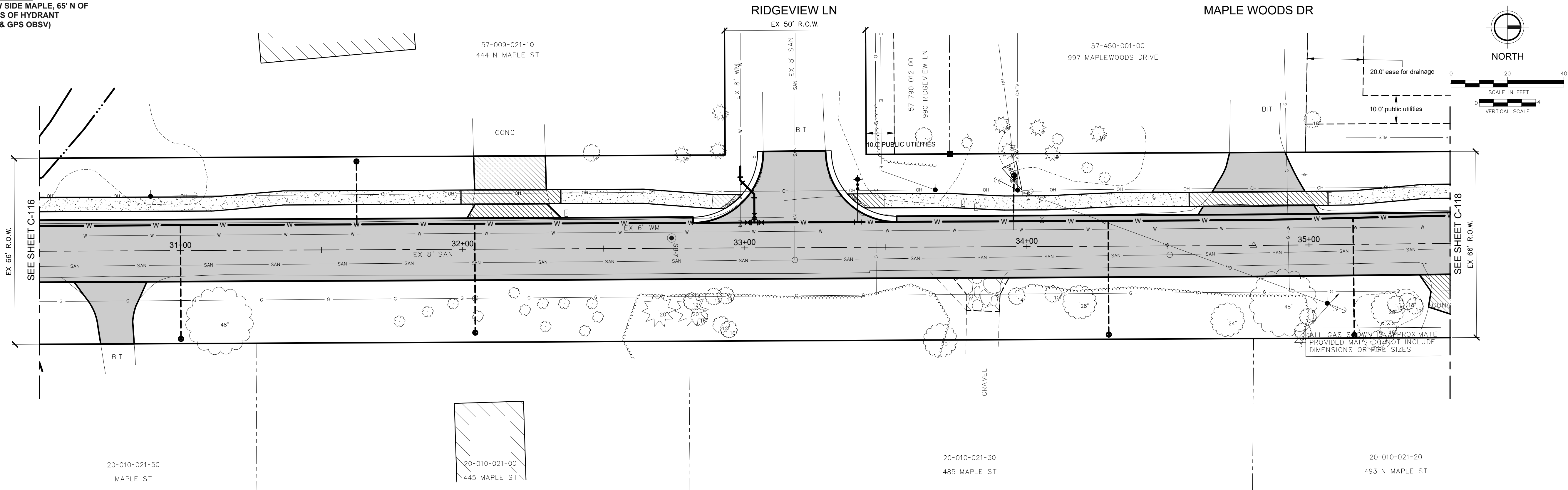
F&V PROJECT NO.
859772

C-116

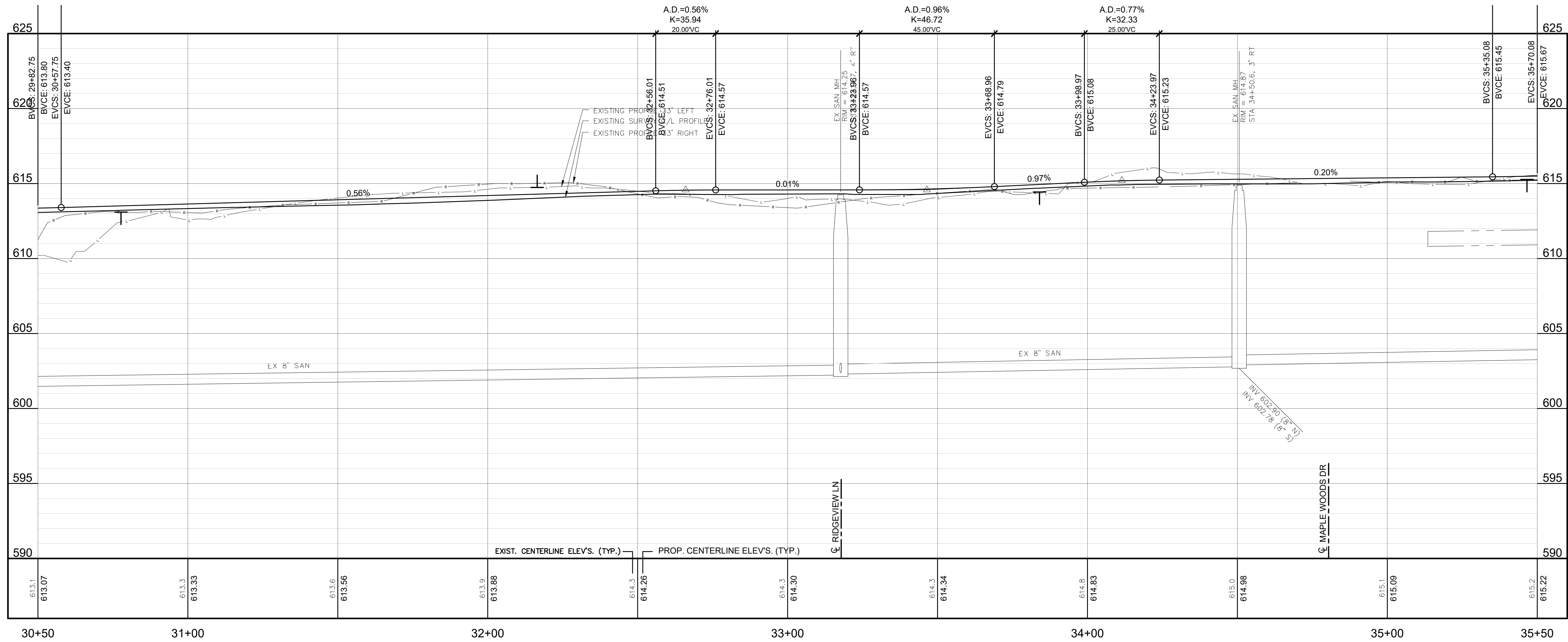
FLEISCHMANN
DESIGN. BUILD. OPERATE.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

BM #16044 EL. 616.01'
LAG BOLT IN PP W SIDE MAPLE, 65' N OF
RIDGEVIEW LN, 4' S OF HYDRANT
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
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051525.pat

NOT FOR
CONSTRUCTION

MAY 2025
F&V PROJECT NO.
859772

C-117

FLEISCHMANN
DESIGN, BUILD, OPERATE

2960 Lucerne Drive SE
Grand Rapids, MI 49546
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F: 616.977.1005



REVISION:

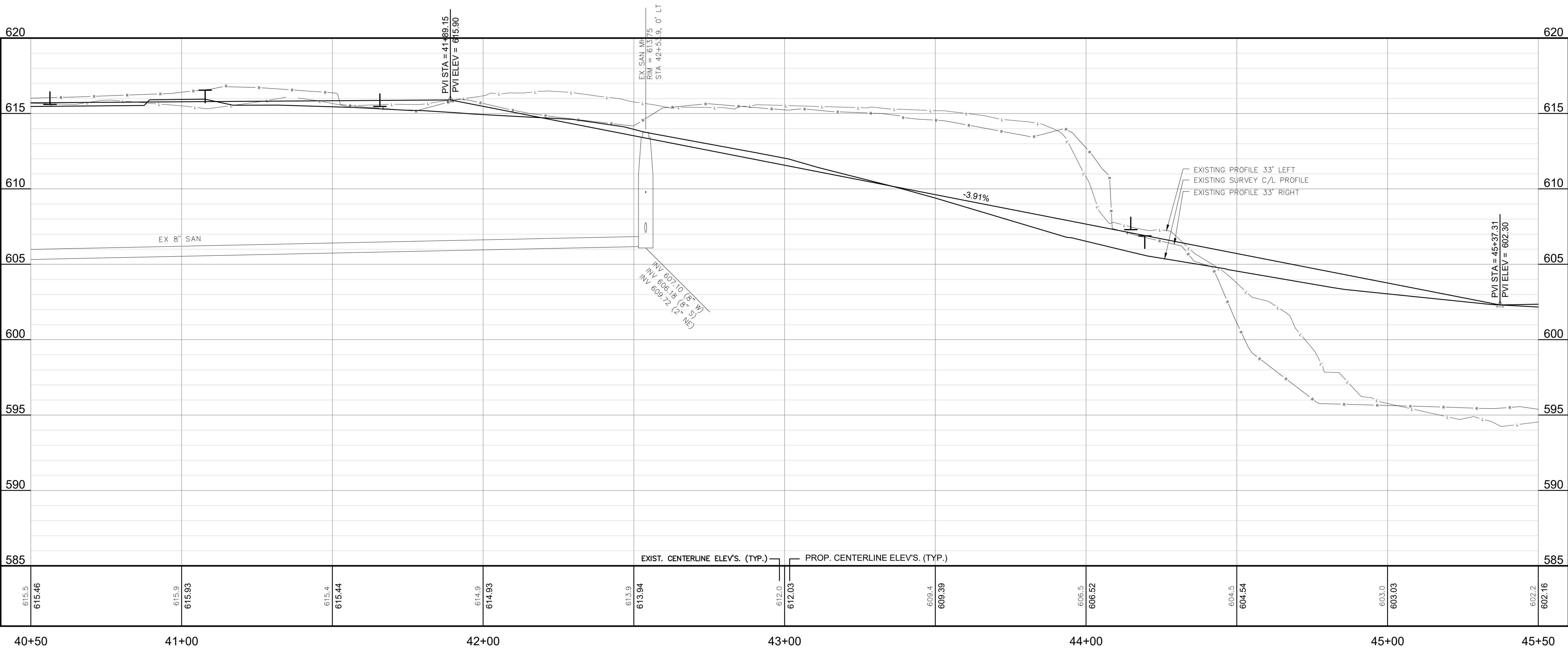
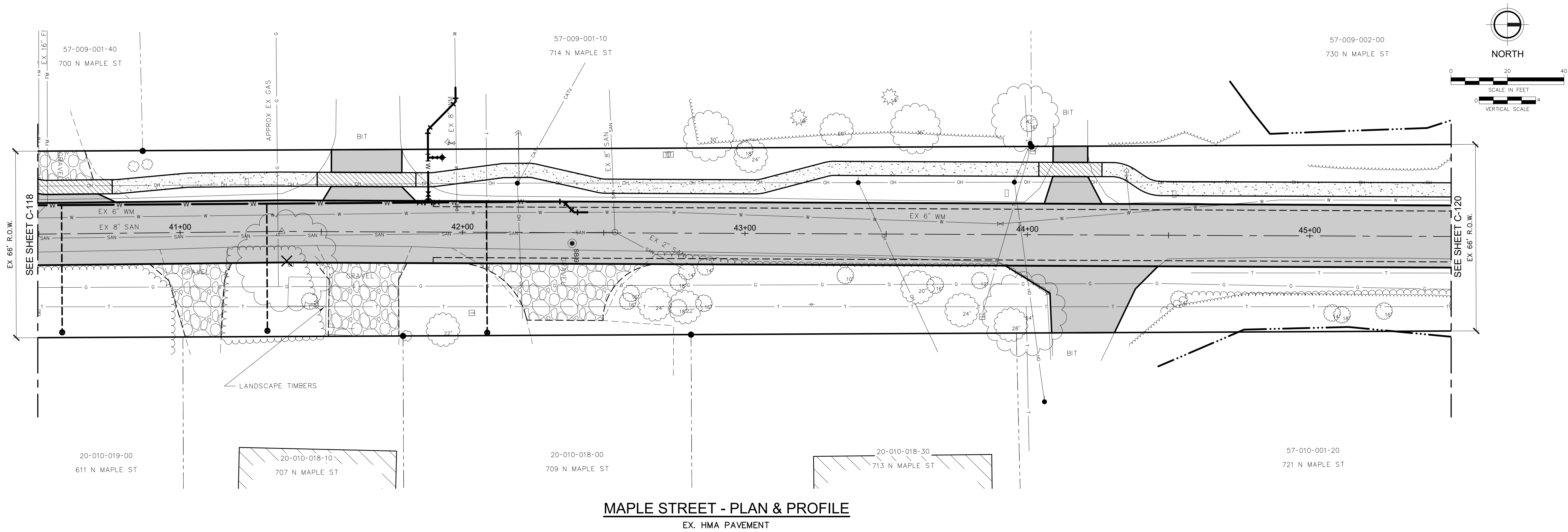
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS

PLAN & PROFILE



C-118

U:\Projects\001-861000\869772 - Saugatuck Maple Street Design\Drawings\869772_C119.dwg - plotted on 3/27/2025 4:37 PM



REVISION:

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
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051525.plt

NOT FOR
CONSTRUCTION

MAY 2025

F&V PROJECT NO.
859772

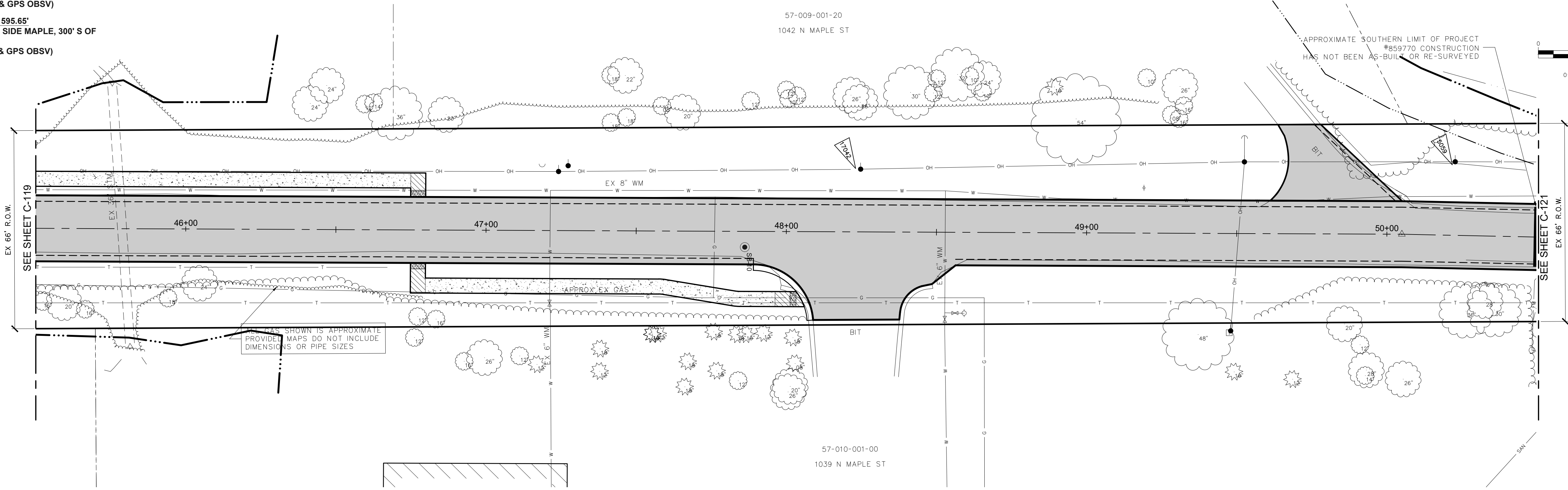
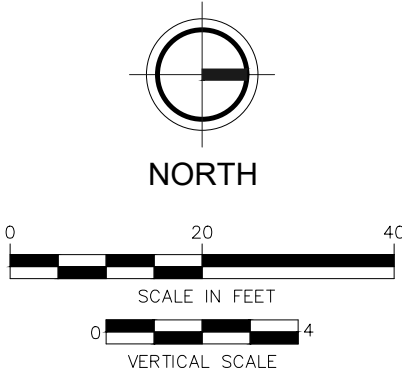
C-119

FLEISCHMANN
VANDENBRINK
DESIGN. BUILD. OPERATE.

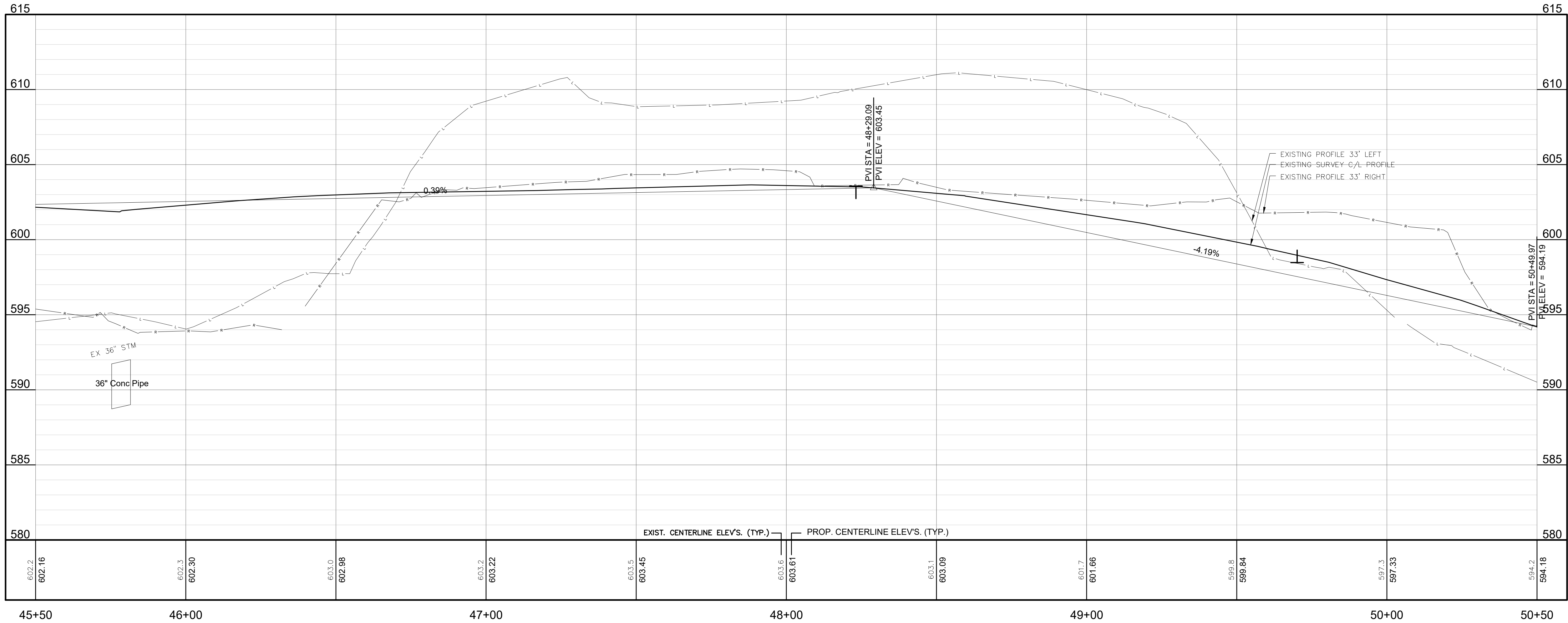
2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

BM #17042 EL. 605.06'
LAG BOLT IN PP W SIDE MAPLE, OPPOSITE DRIVE
TO RIDGEWOOD APARTMENT 522' S OF
134TH/NORTH ST
(NAVD88 VIA VRS & GPS OBSV)

BM #5059 EL. 595.65'
NAIL E FACE PP W SIDE MAPLE, 300' S OF
134TH/NORTH ST
(NAVD88 VIA VRS & GPS OBSV)



MAPLE STREET - PLAN & PROFILE
EX. HMA PAVEMENT



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
MAPLE STREET IMPROVEMENTS
PLAN & PROFILE

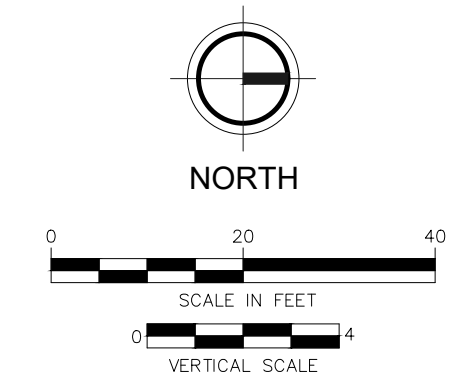
DESIGN TEAM: PROJ MGR: JWM
DESIGNED BY: PMT
DRAWN BY: RWD
CHECK BY:

DRAWING INFORMATION:
859772_C120
051525.plt

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MAY 2025
F&V PROJECT NO.
859772

C-120



**NOT FOR
CONSTRUCTION**

C-121

 **FLEISS & VANDENBRINK**
DESIGN, BUILD, OPERATE.

2960 Lucerne Drive SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

Treasurer Report
June 09, 2025



Tax:

- Fielded queries on mailing addresses, PRE's, etc
- Reviewed the new L-4022 and worked with Don to verify it's accuracy. Learned a new tweak on the Headlee calc for next year! (Thank you, Don)
- Reported our PILOT to the OAISD
- Working with CoreLogic and Lereta to learn / obtain uploading electronic mortgage requests for tax bills

Payables:

- Continue to convert the vendors from Peter's account information to mine
- Processed a payables run
- Worked with KLSWA on their payment from us.
- Discussed Fleis billing for Maple with both Fleis and Ryan

Miscellaneous:

- Took a variety of credit card payments (Oval Beach stickers, permits, etc)
- Helped with a variety of Oval Beach items, like:
- Working with credit card service provider to get rejected duplicates deposited into our account.
- Still working on getting our most recent franchise fee
- Worked with Ryan on last minute budget updates, reporting, etc
- Continuing to work with Liz on the Culver St parking lot program – still establishing processes, etc.
- Reviewed the property insurance renewal paperwork. Verified a few things.
- Bank reconciliations completely caught up (not May YET)
- VACATION!
- Passed out July – May budget information to employees

Payroll:

- Working to develop processes and procedures to eliminate inefficiencies and potential errors
- Processed the 06/02/25 payroll
- Added a new employees for this payroll (seasonal.
- Worked on processes for Oval Beach
- Assisted former employee with requests
- Updated employee's with cell phone reimbursements, ESTA tweaks, PTO sheets, etc
- Worked through a better way of dealing with defined contribution forfeiture situations.



City Clerk Department Report

June 9, 2025

Activity Since May 27:

- Elections:
 - Deadline to submit paperwork to be placed on November ballot for City Council is July 22nd at 4:00 p.m.
 - Please see clerk's department for paperwork or more information.
 - Filing information for candidates running for office can also be found on our website on the Clerk and Election page.
- Currently have 5 FOIA requests.
- Finalizing 2025 Business License, we have 95 back and sent out reminder to businesses still needing to apply. We've had great response and follow through from our local businesses!! Thank You!
- Deputy Clerk Williams reported the sales of 278 Oval Beach resident passes thus far and has sold 149 non-resident (*does not include what has been sold at the beach*) passes at City Hall.
- 4 notary services in past month.
- Coordinated and prepared meeting packets and minutes.
- Clerk Meetings:
 - City Council Meeting - Wolters
 - Parks & Public Works Meeting - Williams
 - Department Head Meeting - Wolters
 - City Council Special Meeting - Wolters
 - Venetian Safety Meeting - Wolters
 - Fourth of July Safety Meeting - Wolters
 - Music in the Park Safety Meeting - Wolters



Planning, Zoning and Project Report

June 9, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in HDC meeting.
- Cancelled ZBA Meeting.
- Created labels and mailer for upcoming SLU request.
- Prepared for and participated in Frontier Fiberoptic Cable installation review.
- Had meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Created a reference map to assist trash enforcement.
- Investigated concerns regarding potential structure in ROW.
- Had meeting with Legal and Planning regarding current stop work order.
- Met with various residents regarding personal projects.
- Met with City Manager to discuss ongoing projects and case list.
- Spoke to business owners regarding code violations occurring on weekends.
- Issued Citations for sidewalk repair.
- Created mailer for minor waterfront construction application.
- Performed onsite visits at the request of MTS.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement

125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support. Called representative and left message asking for update on process. received email stating that they are gauging interest of neighbors, asked for estimated timeline. letters from home owner to surrounding home owners will go out this week.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
345 Griffith	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department. License issued.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025. Mailer information sent to Clerks office and newspaper.	EODA
545 Spear St	SF residential application received. Sent invoice and asked for survey of property. Applicant provided info regarding plans for storm water mitigation but no survey. Survey provided, Zoning review complete, waiting on Fire department site plan review. Updated applicant on where we are at in the process.	Zoning
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required. Discussions continued regarding site, site plan review application submitted which addressed 1 of the 2 identified issues with the site, sent email explaining that addressing 1 issue would not lift the stop work order.	Enforcement
133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes.	HDC

401 Elizabeth St	Application for Accessory Structure received. Invoice sent.	Zoning
1064 Holland St	STR application received. More info needed. Sent to fire department. Reinspection required.	STR
660 Lake St	HDC application to build Garage in rear yard received. Zoning permit also received.	HDC
347 Water St	Letter sent to owners regarding driveway vendor.	Zoning
233 Butler St	Received sign permit application. sent questions to applicant.	Sign
226 Butler St	ROW app to Remove portion of sidewalk to determine sewer issue. Attach or repair sewer line depending on discovery. Invoice sent.	ROW
700 N Maple	Letter sent regarding use of septic tank and requirement to connect to City Sewer.	Zoning
560 Mill St	Continued discussions regarding denied ROW Hardscaping request. Followed up on letter sent and asked for timeline regarding continued removal of hardscaping. Representative reached out stating that work has begun and boulders have been removed, currently discussing reading work with landscaping companies.	Enforcement
951 Holland St	Potential enforcement case noticed. Left voicemail for owner. Firepit constructed without permits a year and a half ago. Owner was unaware that he needed permits, provided him with applications to apply for retroactive approvals.	Enforcement
842 Lake St 8	STR application received. More info needed.	STR
612 Lake St	STR application received. More info needed.	STR
444 Park St	STR application received. More info needed.	STR
717 Water St 7	STR application received. More info needed.	STR
712 Lake St	STR application received. More info needed.	STR
450 Spear St	ADU STR application received. Sent to fire department.	STR
648 Francis St	STR application received. More info needed.	STR

Closed Casework

568 Mason St	Resident asked questions regarding process for fence permits. Provided resources.	Zoning
128 Hoffman St	asked truck blocking road to move out of the ROW.	ROW
142 Butler	Met with contractor regarding signs. Provided resources.	Zoning
254 Francis St	Civil Infraction notice and fine sent regarding failure to repair sidewalk.	Enforcement
220 Culver	Observed clothing rack blocking sidewalk, corrected. Follow up at later date.	Enforcement
807 Lake St #9	STR application received, send to fire department. License issued.	STR
444 N Maple St	Application received, no payment. Sent invoice. Invoice paid. Sent to fire department. License issued.	STR
421 Water St	Received sign permit application. sent questions to applicant. further information provided. Sign Issued.	HDC
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail. payment received.	EODA
651 Holland St	Sent email to owner of property regarding overgrown vegetation.	Enforcement
546 Butler	Answered questions regarding HDC standards and provided resources.	HDC
660 Lake St	Admin Approval for Fixing damage caused by tree limb and replacing materials when necessary. damaged areas include Soffit, fascia, roof and rear door.	HDC
100 Park St	ROW permit for Replacement of Service Line. Sent to Engineer, sent invoice to MI gas. Invoice paid, permit issued.	ROW
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner. Sent to fire department. License issued.	STR

842 Lake St 9	STR Application received. More info needed. Info received, local agent outside of allowed radius. App updated, sent to fire department. License issued.	STR
660 Lake St	Answered questions regarding ROW and water connection standards.	ROW
129 Griffith St 10	STR application received. More information needed. Sent to fire department.	STR
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting. Site plan application approved with conditions. Sent email to applicant discussing easement processes and sent site plan to fire department for review. Received Easement documentation, and reviewed EGLE Permits and Engineering sign off. Permit issued.	Enforcement
408 Mason St	STR Application received, sent to fire department. License issued.	STR
865 Holland st	Had meeting with resident regarding converting his non conforming duplex into a SF Res with ADU. Provided resources. No further action needed at this time.	Zoning
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations. Plans and payment received. Permit issued.	Zoning
97 Park St	Received insurance information for STR. Sent STR application to owner. Application received. Sent to fire department. License issued.	STR
720 Butler St	Answered questions relating to the STR's, and the effect on previously issued certificates.	STR



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 5/27/2025:

Opening of the Saugatuck Wilds Nature Preserve (SWNP):

The City of Saugatuck officially opened the Saugatuck Wilds Nature Preserve to the public on May 29th with a ribbon-cutting ceremony. Funded by donations, the project was carried out by the Outdoor Discovery Center (ODC) and included improvements such as an asphalt millings driveway, new signage, and a 20' x 20' overlook deck of Silver Creek.

Oval Beach:

Oval Beach is entering the summer season in great shape as both Oval Beach staff and DPW crews continue to make ongoing maintenance improvements. The recent stretch of cooler air and water temperatures has provided an ideal window for staff to complete key tasks, including clearing sand encroachments, painting trash barrels, deep cleaning, and performing other essential maintenance work. Also, we're thankful for the Saugatuck Township Fire District for assisting Public Works with the installation of 12 new swim buoys that create the swim zone at the beach. These buoys are numbered as a quick location reference in the event of an emergency. The numbers face east toward the beach and west so that they can be seen by boaters.

Maple Street Open Houses:

Flies & Vandenbrink hosted two open houses at City Hall on Tuesday June 3rd. The open houses were a great opportunity for interested residents to review the preliminary design plan that has been drafted. There was a great turnout, and a lot of insightful points were discussed. Residents seem excited to see the City's Investment into Maple Street take shape and with a new pedestrian sidewalk.

Storm Response:

Public Works staff have been continuously working on cleaning up debris from the storm that hit Saugatuck on May 15th. With all the resulting debris now cleaned, there are still trees that were damaged that need to be assessed, and if necessary, removed due to safety concerns. If any of these trees need to be removed, they will be replanted in the Spring of 2026.

Street Painting & Striping:

This was the first time using Advanced Pavement Markings to paint the City's centerlines, parking spaces, stop bars, crosswalks, and curbs. Communication was excellent and the job was well executed in a minimally impactful way to residents, businesses, and pedestrians. This is the first

year of a 3-year contract with Advanced Pavement Markings so we're looking forward to working with them again over the next couple of years and possibly beyond.

Rainbow Sidewalk:

The CVB generously offered to refresh the paint on the rainbow sidewalk located along the south side of the Culver Street lot. This is the second year that the CVB staff has refreshed the paint, and it looks great.

2025 Service Request Summary:

January	34
February	20
March	54
April	83
May	101

Meetings:

- **5/27/2025** – DPW Weekly Goals Meeting
- **5/27/2025** – Parks & Public Works Committee Meeting
- **5/27/2025** – City Council Meeting
- **5/28/2025** – Department Head Team Meeting at City Hall
- **5/14/2025** – Department Head Team Meeting
- **5/16/2025** – Consumer's Energy Community Storm Update
- **5/16/2025** – DPW Weekly Goals Meeting - cancelled due to storm response.
- **5/19/2025** – DPW Weekly Goals Meeting
- **5/21/2025** – Meeting with PPW Chair
- **5/21/2025** – Progress Walkthrough at Saugatuck Wilds Nature Preserve
- **5/23/2025** – DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
June 4, 2025

General Consultation

- 2024 Asphalt Repairs: The project is complete and contract closeout paperwork is in process.
- Village Square Court Renovation: The DNR Passport Program application was submitted prior to the April 1 deadline and has been confirmed as administratively complete. Preliminary scoring will be released late summer or early fall, at which time revisions/additions can be made.
- 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.
- 2025 Pavement Markings: Work is complete. Paperwork for payment is in process. Current contract is 2025-2027.
- Assisting with review of water and sewer agreements as needed.

EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant).
- Prepared the City's Complete Distribution System Materials Inventory and submitted it to EGLE to meet the October 16 deadline. An updated version will be provided when potholing work is complete.
- Potholing work is complete and the contractor is addressing restoration and other punch list items.

Mt. Baldhead Projects

- AT&T Project Assistance
 - Providing assistance on an as-needed basis.
- Restroom Building Replacement
 - The contract with Midwest has been completed.
 - Prepared a Change Order to adjust the contract times for fall 2025 construction, for council's consideration.
- Observation Platform Replacement
 - Design work is progressing. Additional survey work is complete.
 - The Allegan Conservation District has provided the Vegetation Removal Assurance, which is a report required for the EGLE/USACE Critical Dunes Permitting. The report evaluates impacts on vegetation, native, non-native and invasives, and provides guidance for the design and construction. The report includes guidance for several of the unhealthy, dead or undesirable species to be removed as part of the project and replaced with native/desirable ones.

Sea Wall and Concrete Repairs

- The bid opening was held on April 30, however none were received.
- We will be regrouping with City staff soon on rebidding or other changes to get quotes for the work.

Maple Street Improvements

- Design work is progressing. Initial layout of water main, road and sidewalk is complete.
- An open house was held on June 3 for property owners in the project area and other stakeholders. It was well attended and good feedback was received that will be incorporated into the design.

Park Street Improvements – Study Phase

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing along the corridor. A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.
- We are awaiting results of our application to EGLE's Michigan Coastal Management Program, which was submitted on December 20, 2024 followed by a council resolution on December 23. If funded, the grant would cover up to 50% of the planning cost and an updated proposal will be prepared to align with the funding. EGLE has reached out several times with follow-up questions/clarifications on the application.