



CITY COUNCIL WORKSHOP AGENDA

March 8, 2023 – 4:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. **Call to Order**
2. **Roll Call**
3. **Agenda Changes** (Additions/Deletions)
4. **Guest Speaker**
5. **Public Comment on Agenda Items Only** (Limit 3 minutes)
6. **Discussion Items:**
 - A. PPW Update- Mt. Baldhead Proposal *Pg. 2*
 - B. Oval Beach Pass Discussion
 - C. Resolution 230313-A- Fee Schedule *Pg. 7*
 - D. Resolution 230313-B- Fenn Valley Social District *Pg. 30*
 - E. Special Event- SCA Art Out Loud Festival *Pg. 36*
 - F. Uetz Wick Park Dock *Pg. 45*
7. **Public Comments** (Limit 3 minutes)
8. **Correspondence:**
 - A. Jim Hannan
 - B. Rev Laurie TenHave-Chapman
9. **Council Comments**
10. **Adjourn** (Roll Call)

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
ryan@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or Wolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: March 13, 2023
SUBJECT: Mt. Baldhead Park Conceptual Planning

DESCRIPTION:

City Council prioritized infrastructure improvements during their strategic planning session. Improvements to the Mount Baldhead Park area have been discussed for over a decade. The City already has a group that is focused on restoration of the radar building and the City is partnering with AT&T on a project that will add AT&T infrastructure at the tower and a building at the bottom of the dune that will also house new City restrooms. The proposal from Fleis and Vandenbrink correctly envisions these three activities (conceptual planning, radar building restoration and AT&T project) will proceed on parallel paths with lots of dialog between the three groups. We are starting conceptual planning a little behind the other two, but we should be able to catch up quick. The general approach is to start with input from the general public, mold that into a draft plan amongst the Study Group, take that plan up the chain to the Parks and Public Works Committee, who can bring a recommendation to City Council, with opportunity for additional community input and changes throughout. Please see the attached flow chart for recommended process. The proposed timeline is aggressive and will need some slight adjustments. The Council has budgeted \$250,000.00 for Mt. Baldhead improvements this fiscal year.

BUDGET ACTION REQUIRED:

Design- not to exceed \$15,000.00

COMMITTEE/COMMISSION REVIEW:

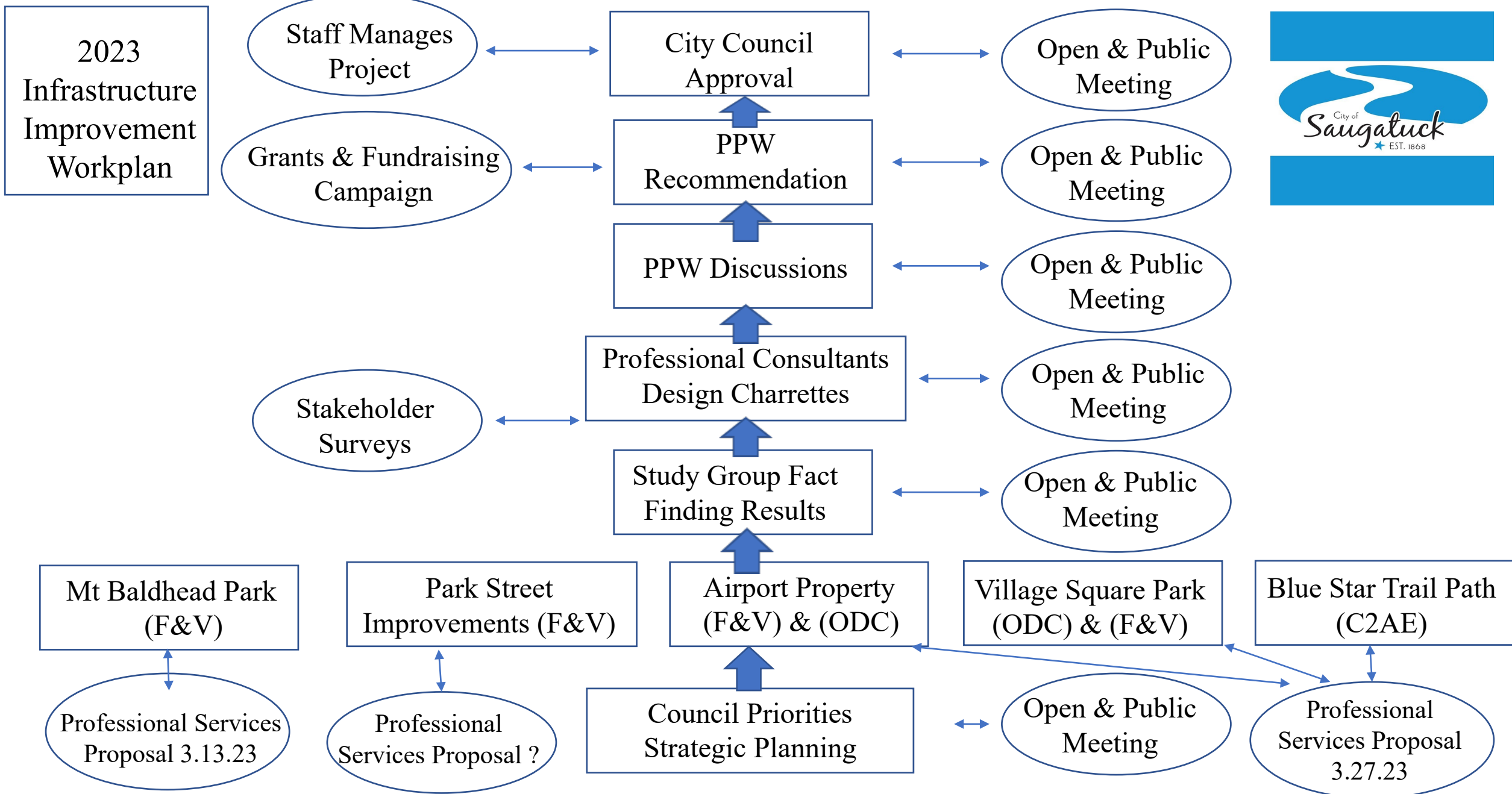
Yes

LEGAL REVIEW:

None

SAMPLE MOTION:

Approve Mount Baldhead Conceptual Planning proposal from Fleis & Vandenbrink in an amount not to exceed to \$15,000.00. Authorize Mayor or Mayor Pro Tem to execute subject to final staff approval.



February 16, 2023

Via Email: ryan@saugatuckcity.com

Ryan Heise, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Mt. Baldhead Conceptual Planning

Dear Ryan,

We met with the Mt. Baldhead Study Group (MBSG) on February 3 to discuss ideas and process for improving the Mt. Baldhead area. As you are aware, the stairs, overlook area, pavilion, restroom and other elements of the park are deteriorating and in need of attention. As work progresses on renovation/preservation of the radar building and partnership with AT&T on a new space for restrooms, it is important to have a consensus on the overall plan for the area so that various improvements can be made in a way that will serve the larger vision for the park. To that end, we propose the following scope of services to assist the City with conceptual planning for the Mt. Baldhead area:

Scope of Services

- Compile prior conceptual planning information from work done by F&V, Michigan State University and others. Assemble current planning/design documents from the radar building restoration activities and AT&T project to understand the current status and direction of those projects.
- Attend a public workshop/listening session focused on presenting background information and soliciting community input to serve as a basis for current planning work (Meeting 1).
- Attend a brainstorming meeting with the MBSG (and other stakeholders, as appropriate) to review prior conceptual planning information, current plans from AT&T and the radar building and community input (Meeting 2). Discuss advantages and disadvantages of the concepts and elements in prior plans and new ideas.
- Prepare a current draft conceptual plan, using aerial photography, prior topographic survey and other information, as available. Incorporate ideas from the brainstorming meeting, as appropriate.
- Attend a meeting with the MBSG (and other stakeholders, as appropriate) to present and discuss the current draft conceptual plan (Meeting 3).
- Incorporate comments and direction received from the Study Group into the conceptual plan and develop a preliminary project budget for the various elements in the plan.
- Attend a meeting with the Parks & Public Works Committee (PPWC) to present and discuss the conceptual plan, budget, potential grant programs and other ideas for implementation (Meeting

4). The PPWC meetings are public and thus provide additional opportunity to solicit community input.

- Incorporate comments and direction received from the PPWC into a final draft conceptual plan. Update the budget, as appropriate.
- Present the final draft conceptual plan, budget and implementation ideas to City Council at a workshop or meeting (Meeting 5). Finalize the Mt. Baldhead Conceptual Plan based on feedback and direction received from council and public in attendance.

Based on our prior work in the area, we understand the radar building and perhaps other areas of the site have contamination issues to be considered. We will include a line item in the overall budget for addressing known issues, however, our budget does not include detailed environmental investigation at this time. We can prepare a scope and budget for environmental work, if and when it becomes necessary during the course of the planning or future design work.

Schedule

The schedule for a project of this nature tends to be fluid, based on meeting schedules, ongoing dialog, review/decision times and other factors. However, for planning purposes we anticipate the following approximately timeline:

- | | |
|------------------------------------|---|
| ▪ Public Workshop | March/April 2023 (depending on authorization) |
| ▪ Brainstorming Meeting with MBSG: | April/May 2023 |
| ▪ Review Draft Plan with MBSG: | May 2023 |
| ▪ Meet with PPWC: | June 2023 |
| ▪ City Council Presentation: | July 2023 |

Our intent would be to complete the conceptual planning work prior to the busy summer season when scheduling meetings may become more complicated, but if more time is needed in the process, this schedule can be lengthened as necessary. Grant applications, if applicable, detailed design and construction activities would follow, and the schedule would be specific to the element(s) being implemented.

Budget

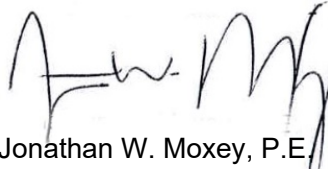
We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with an estimated budget of **\$10,000-\$12,000** to include the five meetings identified above. If additional meetings are desired during the course of the planning work, we recommend a budget of \$1,000-\$1,500 per meeting, depending on the meeting format and level of preparation involved.


We will prepare a proposal (or proposals) for grant applications (as applicable), formal design, bidding and construction phase services as various elements of the project move toward implementation.

We are prepared to begin upon authorization. Authorization to proceed with the work can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you for this unique place in the City. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK


Jonathan W. Moxey, P.E.
Project Manager


Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Mt. Baldhead Conceptual Planning** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By:

Date

DRAFT



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: March 8, 2023

SUBJECT: Resolution 230313-A Approving a Change in the City's Schedule of Fees

DESCRIPTION:

The City's various ordinances and state law allow the City Council to set fees for the provision of permits. As staff has reviewed the current fee schedule, it was found that many fees have not been updated in nearly twenty years, and do not reflect anything close to current costs. In other cases, staff has found that a fee for commonly requested permits has not been established at all.

In the case of zoning fees, applications for a zoning permit, Zoning Board of Appeals review, and lot divisions have not been raised since at least 2005. The last time the zoning fees were updated was in 2016, when there was a slight increase in the Planning Commission fee. Inflation alone has significantly eroded these fees. In the case of Planning Commission and Zoning Board of Appeals reviews, the cost to publish a public hearing notice in the paper and pay for board members to attend the meeting is more than the current fee of \$300. This leaves no charge for the staff time involved, mailing of public hearing notices, or professional reviews. As a result, this cost is being covered by other taxpayers through the general fund.

In the case of the Historic District, aside from a special meeting with the Historic District Commission, no fees are being charged for administrative reviews or HDC meetings. The Local Historic Districts Act does allow for a reasonable fee to process a permit application.

There are also no fees established to review and process an application for a street/curb cut permit, right of way permit, or sewer connection.

Fee Analysis

How much to charge for reviewing and processing permits is a policy decision. Some communities attempt to recover the exact costs. Others attempt to recover a portion of the cost from the applicant and are willing to allow general fund dollars to also be spent as the review benefits both the applicant and community.

Staff has reviewed the costs in reviewing and processing various permits. This includes the time involved with:

- Corresponding with applicants
- Reviewing permit applications and submitted materials
- Permit entry, uploading documents, and tracking in software systems
- Preparing public hearing notices
- Publication of public hearing notices in the newspaper
- Mailing public hearing notices
- Placing public hearing signage, answering public inquiries, and reviewing public hearing correspondence
- Preparing meeting packets
- Attending meetings
- Preparing and reviewing draft minutes
- Conducting final inspections
- Professional reviews (planner, engineer, legal etc.)
- Legal attendance at meetings
- Board member meeting attendance

In evaluating the time and costs above, I am recommending that you increase or establish fees as outlined in the attached resolution which would charge for some, but not all of the costs. Costs for office space and overhead costs were not included.

Escrow

The Zoning Ordinance allows for a deposit of fees to be held in escrow for any application for site plan approval, a special land use permit, condominium subdivision, planned unit development, variance, or other use or activity requiring a permit under Chapter 154. The escrow is used to pay professional review expenses of engineers, community planners, and any other professionals whose expertise the city values to review the proposed application and/or site plan of an applicant. It is my recommendation that we collect a \$2000 escrow deposit for the items listed above. This is reflected in the attached resolution and would be in addition to the application fee. The applicant is entitled to a refund of any unused escrow fees at the time a permit is either issued or denied in response to the applicant's request.

Fee Comparison

Staff extensively reviewed fees being charged in surrounding communities, including Saugatuck Township, the City of the Village of Douglas, and South Haven. While the City can only charge up to its actual costs, it is helpful to know if our fees are in line with others. Nearly all of our current fees are well under surrounding communities. All three communities are also utilizing escrow deposits. The City of the Village of Douglas just underwent a similar review and updated their fees earlier this month. South Haven and Saugatuck Township updated their fees in December. With the recommended increases, our fees would be in line with the others. I have included surrounding community fee schedules for evaluation.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

City Attorney, Jacob Witte, has reviewed the proposed fee schedule changes.

SAMPLE MOTION:

Motion to approve Resolution 230313-A, A Change In the City's Schedule of Fees.

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 230313-A

A RESOLUTION APPROVING A CHANGE IN THE CITY’S SCHEDULE OF FEES

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

WHEREAS, the City of Saugatuck, acting through the City Council, is authorized by various ordinances and state law to set fees for the provision of permits, etc.; and

WHEREAS, the City Council adopts and establishes such fees from time to time by resolution; and

WHEREAS, based on matters of record presented to it, the City Council is of the opinion that certain City-imposed fees and charges need to be approved and incorporated into the City’s Schedule of Fees.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. The City Council hereby approves a change in the City’s adopted Scheduled of Fees as follows:

Zoning	Current Fee	New Fee	Escrow Deposit
Fence or Sign Permit	\$25	\$75	
Zoning Permit Application <ul style="list-style-type: none"> • Deck, Patio, Shed, Pool, or Hot Tub (per item) • New Dwelling (Single or Two Family) or Bed and Breakfast • All Others 	\$50	\$125 \$500 \$250	Zoning Administrator Discretion
Planning Commission Review <ul style="list-style-type: none"> • Site Plan Review Only • Special Land Use, Text Amendment, Rezoning and Others Requiring a Public Hearing 	\$300	\$750 \$1,000	\$2,000 \$2,000
Zoning Board of Appeals Review <ul style="list-style-type: none"> • Variance, Appeal, Interpretation, and All Others 	\$300	\$850	\$2,000
Special Planning Commission or Zoning Board of Appeals Meeting	Not Established	Established PC or ZBA Review Fee plus \$300	\$2,000
Lot Division or Adjustment Application	\$100	\$275	
Major Waterfront Construction Permit	Not Separately Established	\$1,000	\$2,000

Minor Waterfront Construction Permit	Not Separately Established	\$250	
Temporary Zoning Permit	Not Established	\$75	
Planned Unit Development	Not Separately Established	\$1,300	\$4,000

Historic District	Current Fee	New Fee	Escrow Deposit
Historic District Commission Review	Not Established	\$250	
Historic District – Administrative Review	Not Established	\$50	
Historic District Commission Special Meeting	\$300	\$500	

Miscellaneous	Current Fee	New Fee	Escrow Deposit
Street Cut/Curb Cut Permit	Not Established \$2000 Escrow	\$100	\$3000
Temporary Right of Way Permit	Not Established	\$75	
Sewer Connection Application	Not Established	\$150	

2. The City Manager and City Clerk are authorized to take all actions necessary to effectuate the terms of the Resolution including, without limitation, modifying the City’s adopted Schedule of Fees maintained at City Hall.

3. All resolutions and parts of resolutions that conflict with the provisions of this Resolution are rescinded.

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held _____, 2023.

Signed: _____
Jamie Wolters, City Clerk



Schedule of Fees

Select Fees Are Payable Online at: tinyurl.com/PayItOnline

ESTABLISHED BY ORDINANCE #93 OF 1984 AND ARTICLE 23 OF
THE CITY OF THE VILLAGE OF DOUGLAS ZONING ORDINANCE,
ADOPTED ON MAY 18, 2009 - FEE SCHEDULE AMENDED FEBRUARY 6, 2023

The Village of Friendliness – Since 1870

PLANNING & ZONING SERVICES	Basic Fee	Escrow
Planned Unit Development (PUD)		
• Rezone Request and Preliminary PUD Review	\$1,000	\$2,000
• Final PUD Review	\$500	\$2,000
• <i>Major</i> Amendment to a PUD	\$500	\$2,000
• <i>Minor</i> Amendment to a PUD (administrative review)	\$300	\$1,000
Rezoning Requests (NON-PUD)		
• Rezoning of parcel	\$300	\$2,000
Residential and Mixed-Use Developments and Subdivisions		
• Plat Review (Conventional)	\$1,500	\$2,000
• Site Condominium Review	\$1,000	\$2,000
• Site Plan Review for Condominium Developments	\$1,000	\$2,000
• Open Space Preservation Developments	\$1,000	\$2,000
• Multi-Family Residential Development	\$1,000	\$2,000
• Mixed-Use Development (Vertical)	\$1,000	\$2,000
Non-Residential Developments		
• Site Plan Review – New Construction	\$1,000	\$2,000
• Site Plan Review – Expansions exceeding 15% of the existing floor area	\$500	\$1,000
• Site Plan Review – Expansions <i>NOT</i> exceeding 15% of the existing floor area	\$300	\$500
Waterfront Construction Permits		
• Minor	\$100	\$2,000
• Major	\$500	\$2,000
Special Use Permit	\$1,000	\$2,000
Master Plan Amendment	\$1,500	\$2,000
Special Meetings (outside of regularly scheduled PC meetings)	\$500	
Private Road Review	\$500	\$2,000
Land Division / Boundary Change Review	\$250	PZ Admin Discretion
Zoning Board of Appeals		
• Dimensional Variance Request	\$350	\$1,000
• Use Variance Request	\$350	\$1,000
• Zoning Text Interpretation	\$350	\$1,000
• Appeal of Planning & Zoning Administrator's Determination	\$350	\$1,000
Zoning Permits		PZ Admin Discretion
• General	\$50	
• Fences	\$50	
• Chickens	\$25/year	
• Sign Permits	\$100	
• Food Truck Permit	\$150/3-day-\$25/each add'l day	
• Home Occupation (annual)	\$50	
• Temporary Structures and Uses	\$50	
• Wind Energy Conversion System	\$50	
Zoning Ordinance Text Amendment	\$1,000	\$2,000
Tree Removal Permit	\$50	
Failure to Obtain a Zoning Permit (Penalty)	\$500	
Right of Way Work/Road Cut/Bore/Driveway Permit	\$100	\$5000

CITY CLERK SERVICES	Basic Fee	Escrow
Garbage/Refuse Permits	\$100	
Outside Amplification	\$100	
Parking Fee Waiver (per space)	\$7,000	
Community Directory Signs	\$50	
Short-Term Rental		
• Registration/Initial Inspection	\$350	
• Re-Inspection	\$100	
Business License/DDA (Annual)	\$25/year	
Temporary Vendor (Hawker/Peddler License)	\$150/daily	
Boat Launch Ramps • Union Street • Shultz Park	<i>Resident</i> \$10/daily, \$25/season	
	<i>Non-Resident</i> \$10/daily, \$75/season	
Revocable Sign License/Agreement	\$250/year	
Zoning Ordinance (Hard Copy)	\$50	
Zoning Map Copy		
• 8.5" x 11" & 11"x17"	\$0.25	
• Large format print	\$5	
Special Meeting of the City Council	\$500	
Water Well Review	\$50	\$1,000
Acceptance of Private Roads into the Public System	\$500	\$2,000
Marihuana Facility Permit Application (annual)	\$5,000	
Pleasant Point Kayak Storage Rack	\$175/season	
USB Storage Drive	Actual cost	
Freedom of Information Act Requests	Fee parameters as established by the Act (Act 442 of 1976).	
Returned check fee	\$13	
Special Event Permit	\$50	
	Free for non-profit organizations	
City Park Reservation	\$50	
	Free for non-profit organizations	
Point Pleasant Slip (lottery system)	\$1,800/year for 2 years	
Wedding Officiant (Mayor)	\$50	
Street Vacation	\$500	\$1,000
Municipal Water Connection		
• Users within City Limits	\$2,000	
• Users outside City Limits	\$4,000	
• Connection Inspection	\$200	
Sanitary Sewer Connection		
• Users within City Limits	\$2500	
• Users outside City Limits	\$3500	
• Indirect Connection	\$1,250	
• Connection Inspection	\$200	

SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE
December 01, 2022

Article I – General Provisions

Purpose. This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

Definition. For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

Applicant. Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

Fees. Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

Inspection/Review Escrow. Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

Article II – Fee and Escrow Regulations

Time of Payment. Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.

Non-Payments. No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

Duplicate of Escrow. Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection

and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

- A. Fees may be waived or reduced by the township board if any of the following conditions exist:
1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.
 2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
 3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
 4. Any other reason as determined by the township board in its sole discretion.

Article III – Interpretation and Effective Date

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.

Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule takes effect on December 1, 2022.

Schedule I

- A. Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)*
\$2,500

*Flat Escrow Fee Applies
- B. *Rezoning \$1,300
\$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.
- C. Zoning Board of Appeals \$1,300
- D. Fire Board of Appeals
 - 1. The application fee for a homeowner appealing the IFC for his/her primary residence shall be \$400.
 - 2. The application fee for a builder, developer, or any other person or entity not appealing a primary residence shall be \$1000. In addition to the standard fee of \$1000 for a building, developer, or any other person or entity not appealing a primary resident, the applicant shall be required to pay the amount of \$1000 as an escrow fee to be held by the Saugatuck Township Fire District. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys, and/or similar professional consultants. In the event the escrow drops to \$250, the applicant shall replenish it to the original amount of \$1000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.
- E. Land Divisions \$125

+ \$85 per parcel created
- F. Boundary Line Adjustments or Combination\$85 per parcel effected
Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.
- G. Special Meeting Request – *(other than a regularly scheduled meeting)* \$1,300
- H. Signs – as required by Sign Ordinance as amended\$1.50/sq. ft per number of sides

+ \$85 Zoning Permit Fee

 Temporary Sign.....\$1.50/sq. ft per number of sides
- I. Home Occupation Permit \$85

(one-time fee)

J.	*Pond Permit.....	\$500
K.	*Private Road Permit	\$500
L.	*Site Condominium, PUD, Multiple or Mobile	\$350 <i>(one time issue)</i>
M.	Temporary Mobile Home Location Permit	\$100 <i>(one time issue for 1 year)</i>
N.	Temporary/Seasonal Use Permit	
	6 month duration	\$300
	2 month duration.....	\$100
O.	Building Permit Fees – see Schedule of Building Permit Fees	
P.	Zoning Permit	\$85
Q.	Rental Inspection (<i>valid for three (3) years</i>)	
	Initial/Three (3) year interval.....	\$350
	Per Re-Inspection.....	\$100
	Rental Investigation Fee after 2 nd Notice.....	\$250
	<i>2nd Notice issued 30 days after First Notification and due upon registration/renewal</i>	
	Rental Investigation Fee after 3 rd Notice.....	\$300
	<i>3rd Notice issued 30 days after issuance of 2nd Notice and due upon registration/renewal</i>	
R.	Mechanical, Electrical and/or Plumbing Permit	\$85 (<i>per inspection</i>)
	Plan reviews, as necessary	\$85/hour <i>(1 hour minimum)</i>
S.	Water Service Connections	
	1. Water Service Connection Permit	\$4,000 (<i>per R.E.U.</i>) \$85 (<i>per inspection</i>)
	2. Water Service Fire Suppression Connection	Additional ½ R.E.U. <i>at \$4,000 per Water Service Connection R.E.</i>
	Irrigation Service Connection Permit.....	\$1,000 (<i>per connection</i>) \$85 (<i>per inspection</i>) <i>Only applicable if not in conjunction with a domestic water service line</i>
T.	Sewer Service Connection Permit	\$7,069.57 (<i>per R.E.U.</i>) \$85 (<i>per inspection</i>)
U.	Water Service Readiness to Serve Charge.....	\$8.00 <i>(per R.E.U. per month)</i>

V. Sewer Component Replacement Charge \$3.50
(per M.E.U. per month KLSWA unit)

Schedule II

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)* \$2500
* Flat Escrow Fee Applies

Site Plan Review

Added to all the fees below will be the **actual cost** of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

- A. *Site Plan Review..... \$1,300
- B. *Condominium *(site condo not included)*.....\$1,300
- C. *Site Condominium Plan Review.....\$1,300
- D. Administrative Site Plan Review *(for minor projects under 1,000 sq. ft.)*..... \$600
(Flat Escrow Fee of \$500)
- E. *Plat Review.....\$1,300

Planned Unit Development

- A. *Planned Unit Development\$1,300

Special Approval Use

- A. *Special Approval Use- plus appropriate fees from Schedule II.....\$1,300

Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage. All review fees will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs.

Construction Inspection\$85/inspection

Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.

Building Permit Fees

This fee schedule applies to all construction types including residential /commercial, new/improved, and additions. Up to 5 inspections and plan review are included. Additional inspections are \$85 each. Permit fees are capped at \$10,500 for a single residential structure of up to four units only. This does not include additional inspections or professional services deemed necessary.

\$85 base fee plus
\$3.50 per thousand dollars of project value
\$10,500 cap for a residential structure up to four units
Demolition and moving of a building \$85

All project values declared on the permit application will be compared to the “Bureau of Construction Codes Square Foot Construction Cost Table” and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a \$100 investigation fee will be added to the permit fee. If additional inspections are necessary, they will be billed to the permit holder at \$85 per inspection. The Certificate of Occupancy will not be issued until all fees are paid.

Building permits are valid for 1 (one) year from the issue date. If an extension is needed the fee will be 50% of the original permit cost. The permit is then valid for 2 years from the original issue date. **Permit fees are due prior to the issuance of the permit.** A permit may only be cancelled if no inspections have been performed. In the event you wish to cancel a permit, only 50% of the permit fees are refundable, the other 50% is kept as a processing fee.

Schedule III

Administration Fees:

Photocopies B/W	\$.25 per side
Photocopies Color	\$.35 per side
Envelope Labels	\$.75 per sheet
USB loaded (not provided)	\$5.00 per drive
Non-Sufficient Funds or Returned check Payment	\$20/per check
F.O.I.A. photocopies	\$0.10 per side
F.O.I.A. USB loaded (not provided)	\$5/ 15 minutes
F.O.I.A. Copy Service	\$5/ 15 minutes

Donation/Advertisement/Memorial Fees:

Memorial Park Bench	\$1,500.00 each (<i>plus cost of installation</i>)
Memorial Picnic Table	\$3,000.00 each (<i>plus cost of installation</i>)
Memorial Litter Receptacle	\$1,500.00 each (<i>plus cost of installation</i>)
Memorial Recognition Plaque	To be determined by contracted time and materials of Township.
Small Memorial Space on Dog Park Pavilion(s)	\$150.00 per space (sign not included)
Small Sign Advertisement Space on Dog Park Fence	\$150.00 per space annual fee (sign not included)
Large Sign Advertisement Space on Dog Park Fence	\$250.00 per sign annual fee (sign not included)

**CEMETERY STANDARDS, RULES AND REGULATIONS
& FEE SCHEDULE**

Section 1. PURPOSE

In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes of the Cemetery Ordinance.

Section 2. CARE OF LOTS

(a) No trees, shrubs or flowers shall be planted on any burial space or in any part of the cemetery grounds except by and with the permission of cemetery personnel.

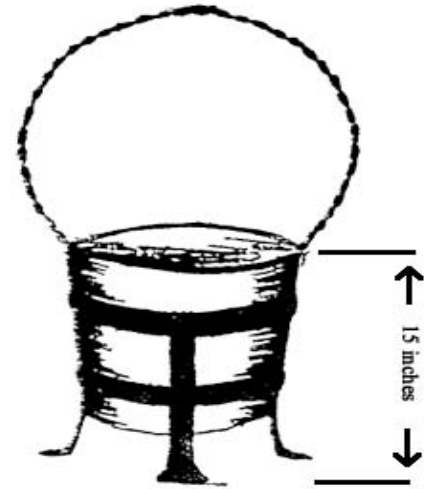
(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and will be disposed of when determined necessary by cemetery personnel. Wreaths and winter holiday associated trees may be placed on the gravesite during the winter holiday season and shall be removed during the first week of January.

(1) Glass containers are not permitted for use.

(2) Flowerpots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns that were existent prior to May 1st 1995 are permitted to remain only as long as they continue to be in reasonable condition as determined by cemetery personnel. Damaged or deteriorated urns will be removed, without notice, by cemetery personnel and may not be replaced.

(3) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries provided the height of such containers does not exceed 15 inches. The illustrated type of basket (see below) is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers

shall be green in color. The location of such containers will be subject to determination by cemetery personnel, and for purposes of reasonable grounds maintenance procedures, all such containers should be removed in the fall (for the winter months). Cemetery personnel, without notice, will remove containers not removed after October 1st annually, as time and weather conditions dictate.



Section 3. MONUMENT FOUNDATIONS

All cemetery monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by cemetery personnel. All foundations shall be installed by cemetery personnel only.

Markers and monuments will not be permitted to be delivered to cemetery grounds until a proper order for a foundation installation has been issued to cemetery personnel. All orders must be made through the Saugatuck Township Office.

Section 4. CREMATION INTERMENTS

Cremation interments are permitted in all useable burial spaces in the Cemeteries. Interments involving multiple cremations are permitted but must be authorized by the Cemetery Sexton.

Section 5. OPENING AND CLOSING OF BURIAL SPACE

All burial space shall be open and closed by cemetery personnel only. Funeral Service agents are not permitted to open or close burial space in the cemeteries except with the permission of cemetery personnel.

* Burial in any cemetery burial space is restricted to the certificate holder for such lot or space and the certificate holder's spouse, child or stepchild, parent or stepparent, or grandchild or step grandchild. In the event of unforeseen circumstances or questions of identity, the township sexton shall reach a determination for the right of usage taking into consideration any and all available evidence either written or oral. The determination of the township sexton is considered to be final unless appealed to the township board within 30 calendar days. Upon appeal the township board decision is conclusive and binding on all parties.

Schedule IV

Cemetery Fees

*Foundation \$.25 per sq. in.

A. Standard Burial

*Weekday Non-Holiday.....	\$550
*Saturday.....	\$600
*Sunday/Holiday.....	\$650

B. Cremation Burial

*Weekday Non-Holiday.....	\$150
* Saturday.....	\$175
* Sunday / Holiday	\$200

Standard Burial Plot Fees

A. Resident or Taxpayer

a. Standard Plot 1-2 spaces	\$120/space
b. Standard Plot 3-6 spaces	\$480/space
c. Standard Plot more than 6 spaces	\$1,500/space

B. Non Resident / Non Tax Payer

a. Standard Plot.....	\$2,000/space
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Cremation Burial Plot Fees

A. Resident or Taxpayer

a. Cremation Plot 1-2 spaces	\$80/space
b. Cremation Plot 3-6 spaces	\$240/space
c. Cremation Plot more than 6 spaces.....	\$1,000/space

B. Non Resident / Non Tax Payer

a. Cremation Plot	\$1,500/space
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The fees and charges for burial rights are for the use of cemetery grounds and lots and the purpose of recovering the costs for acquisition, construction, reconstruction, maintenance and operation, and shall be established, adopted and amended from time to time by the Township Board. Such fees and charges may be established for but are not limited to the sale of lots and perpetual care of such lots, burials, removals, foundations, certificate issuance, certificate transfer, and operational and maintenance services as may be determined.

FISCAL YEAR 2022-23 FEE SCHEDULE

Administrative Zoning Review	Fee
Residential Construction (single or two family)	\$125.00
Accessory Structures, Decks, Fences (per item)	\$75.00
Swimming Pools and Hot Tubs	\$75.00
Signs and Awnings (per item) (note that signs projecting over public ROW requires City Council approval)	\$125.00
Temporary signs	\$50.00
Temporary Use/Special Events (event located on City property requires City Council approval)	\$50.00
Short-term Rental Certificate	
Business	\$600.00
Personal	\$125.00
Reinspection	\$100.00
Minor Amendment (PUD, Site Plan, Special Land Use)	\$300.00
Residential Radio/TV Towers	\$75.00
Land Division or Combination** (per parent parcel)	\$200.00
Planning Commission Review	
Site Plan Review	
Preliminary Review (PC)	\$500.00
Final Review and Amendments (PC)	\$500.00
Special Land Use Permits	\$500.00
Special Meeting	\$800.00
Planning Commission and City Council Review	
Planned Unit Development (PUD)	
Initial Application and Amendments	\$750.00
Rezoning and Zoning Ordinance Map Amendment Request	
Regular Meeting	\$500.00
Special Meeting	\$800.00
Master Plan & Future Land Use Map Amendment	\$500.00
Zoning Ordinance Text Amendment Request	
Regular Meeting	\$500.00
Special Meeting	\$800.00
Zoning Board of Appeals Review	
Regular Meeting	\$500.00
Special Meeting	\$800.00

Additional Services	
Right-of-Way Permit Request (submitted to Engineering Department, does not include applicable "plus expenses fees")	
Curb and Gutter	\$100.00
Driveway, Commercial	\$150.00
Driveway, Residential	\$100.00
Sidewalk	\$100.00
Storm Sewer	\$150.00
Temporary Encroachment (dumpster, storage container)	\$100.00
Utility (non-telecommunications - water/sanitary repairs, gas main)	\$150.00
Utility (telecommunications - buried cable, conduit, fiber)	\$150.00
Other (for activities not mentioned above)	\$100.00
Additional inspections (each)	\$50.00
Late Fee (applies in addition to standard permit fees and is applied when permits were not obtained prior to start of work)	\$100.00
Bond	\$2,500 - \$5,000
Attorney, engineering, planning consultant reviews or other additional costs	See Escrow Policy
Building Review Permits	
Building Permit	See Building Permit Fee Schedule
Demolition of Structures	
Residential and Accessory	\$125.00
Commercial and Industrial	\$350.00
Moving a House (in addition to applicable "plus expenses fees")	\$125.00
Unpermitted Work (in addition to Building Permit fee)	\$250.00
Construction Board of Appeals	\$300.00

Council approval date: 12/06/2022



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: March 13, 2023
SUBJECT: Local Governmental Unit Approval for Social District Permit

DESCRIPTION:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Fenn Valley Vineyards Inc. at 310 Butler St. has requested approval to be added to the City of Saugatuck Social District.

Resolution No. 220411-A establishing the Social District and Commons Area in the City of Saugatuck and Approving a Social District Plan is attached for reference along with the map of the City of Saugatuck Social District.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** Resolution 230313-B adding Fenn Valley to the City of Saugatuck Social District.



Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the City of Saugatuck council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Dean on 3-13-23 at 7:00 p.m.
(date) (time)

the following resolution 230313-B was offered:

Moved by _____ and supported by _____

that the application from Fenn Valley Vineyards, Inc.
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ council/board at a _____ meeting held on _____
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

Department of Licensing
and Regulatory Affairs

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 22, 2022

BUSINESS ID: 159955

FILE NUMBER: G159955

FENN VALLEY VINEYARDS, INC.
D/B/A

310 BUTLER ST,
SAUGATUCK, MI 49453-9499

ALLEGAN COUNTY
G-20
SAUGATUCK TWP

LICENSE # LICENSE:
L-000417518 Off-Premises Tasting Room

ACT:

TOTAL BARS: OUTDOOR SERVICE AREA:
DIRECT-CONNECTIONS: 0 PASSENGERS:

ROOMS:

PERMIT
Sunday Sales (AM)

IN WITNESS WHEREOF,
this License has been duly signed
and sealed by both the Michigan
Liquor Control Commission and the
Licensee(s).

LIQUOR CONTROL COMMISSION

Pat Archibald
Demetrius
Justin Letzger
See Gonzalez
Edna Toma

LICENSEE(S) SIGNATURE(S)

2022
2023

LICENSE EFFECTIVE MAY 1, 2022 - EXPIRES APRIL 30, 2023

**CITY OF SAUGATUCK
COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION NO. 220411-A

**RESOLUTION ESTABLISHING A SOCIAL DISTRICT AND COMMONS AREA IN
THE CITY OF SAUGATUCK AND APPROVING A SOCIAL DISTRICT PLAN**

WHEREAS, Public Act 124 of 2020 (PA 124), was signed into law on July 1, 2020; and

WHEREAS, PA 124 established Section 436.1551, which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, under which the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas; and

WHEREAS, qualified licensees whose licensed premises are contiguous to a Commons Area within the Social District, and that have been approved for and issues a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District; and

WHEREAS, the City of Saugatuck intends to establish the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area which would be managed by the City.; and

WHEREAS, the Downtown Saugatuck Social District would generally be located in downtown Saugatuck area with the boundaries defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the Downtown Saugatuck Commons Area's boundaries are defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the City of Saugatuck will follow all stipulations of Michigan Public Act 124 of 2020 and through its Social District Plan arrange for appropriate controls and maintenance of the Social District.

NOW, THEREFORE, BE IT RESOLVED that the Saugatuck City Council approves the Downtown Saugatuck Social District Plan as presented; and

BE IT FURTHER RESOLVED that the Saugatuck City Council does hereby approve the creation of the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area pursuant to the Downtown Saugatuck Social District Plan.

Council Member Leo offered the following resolution and moved for its adoption, seconded by Council Member Stanton;

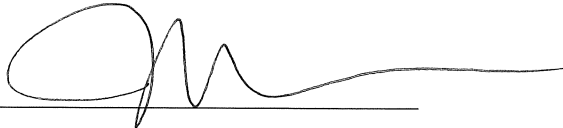
YEAS: Council Members: Bekken, Dean, Leo, Lewis, Stanton

NAYS: Council Members: Gardner

ABSTAIN: Council Members: _____

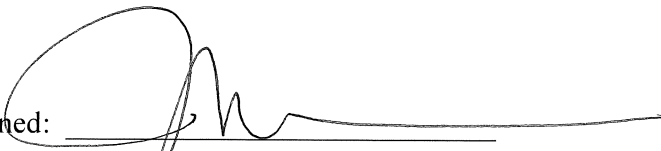
ABSENT: Council Members: Trester

ADOPTED this 11th day of April 2022.

Signed: 
Jamie Wolters, City Clerk

CERTIFICATION

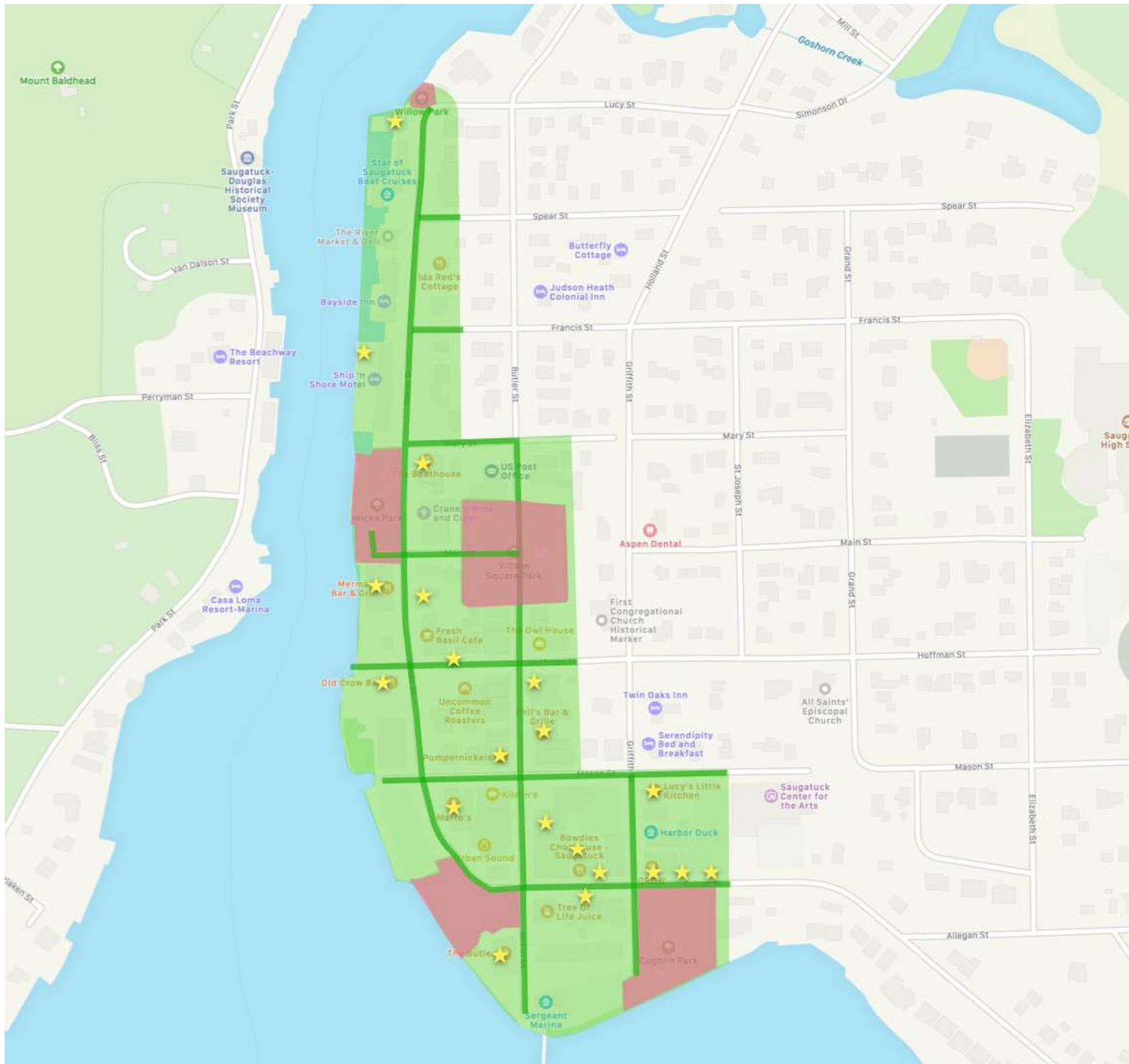
I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held April 11, 2022, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: 
Jamie Wolters, City Clerk

Downtown Saugatuck Social District Boundaries and Commons Map

Light green – Social District Boundaries

Darker green and pink (streets and parks) – Social Commons





City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: March 13, 2023

SUBJECT: Art Out Loud featuring Mountainfilm On Tour – Saugatuck Center for the Arts Signage Request

DESCRIPTION:

The Saugatuck Center for the Arts has multiple sign requests advertising the Art Out Loud featuring Mountain film on Tour happening on March 25th.

A Banner sign to be placed under the Saugatuck Palette sign.

Temporary yard signs to be displayed within the right-of-way.

An upright piano functioning as a temporary promotional installation.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the signage request from the Saugatuck Center for the Arts to place a banner under the Saugatuck Palette sign, temporary yard signs displayed within the right-of-way and an upright piano on the corner of Butler and Hoffman Streets to advertise the Art Out Loud featuring Mountainfilm On Tour.



Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____

RAIN DATE: _____

- Non-Profit For-Profit City Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Video/Film Production Other _____

EVENT LOCATION: _____

EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: _____ A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)

Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: Yes No

Provide Copy of Liability Insurance (listing the City as additionally insured)

Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

“YARD” SIGNS - Number requested: ____ (Maximum size is 2’ x 2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under “Rental Service Stores” that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? Yes No Time(s) _____

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: Yes No

- TRASH RECEPTACLES – QUANTITY _____ BARRICADES – QUANTITY _____
- TRAFFIC CONES – QUANTITY _____ PARKING SIGNS – QUANTITY _____
- FENCING WATER ELECTRIC RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

STREET CLOSURES: Yes No (use attached map to outline proposed closures)

Street closure date/time: _____ A.M. P.M.

Street re-open date/time: _____ A.M. P.M.

SIDEWALK CLOSURES: Yes No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

Sidewalk re-open date/time: _____ A.M. P.M.

PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

Sidewalk re-open date/time: _____ A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

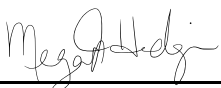
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature

February 27, 2023

Date



Right of Way Sign Application

APPLICANTS INFORMATION

APPLICATION NUMBER ____ - ____

Name _____ Address / PO Box _____
 City _____ State _____ Zip _____ Phone _____
 E-Mail _____
 Signature _____ Date _____

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners _ _____
 Dates to be displayed _____
 Further Comments: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION

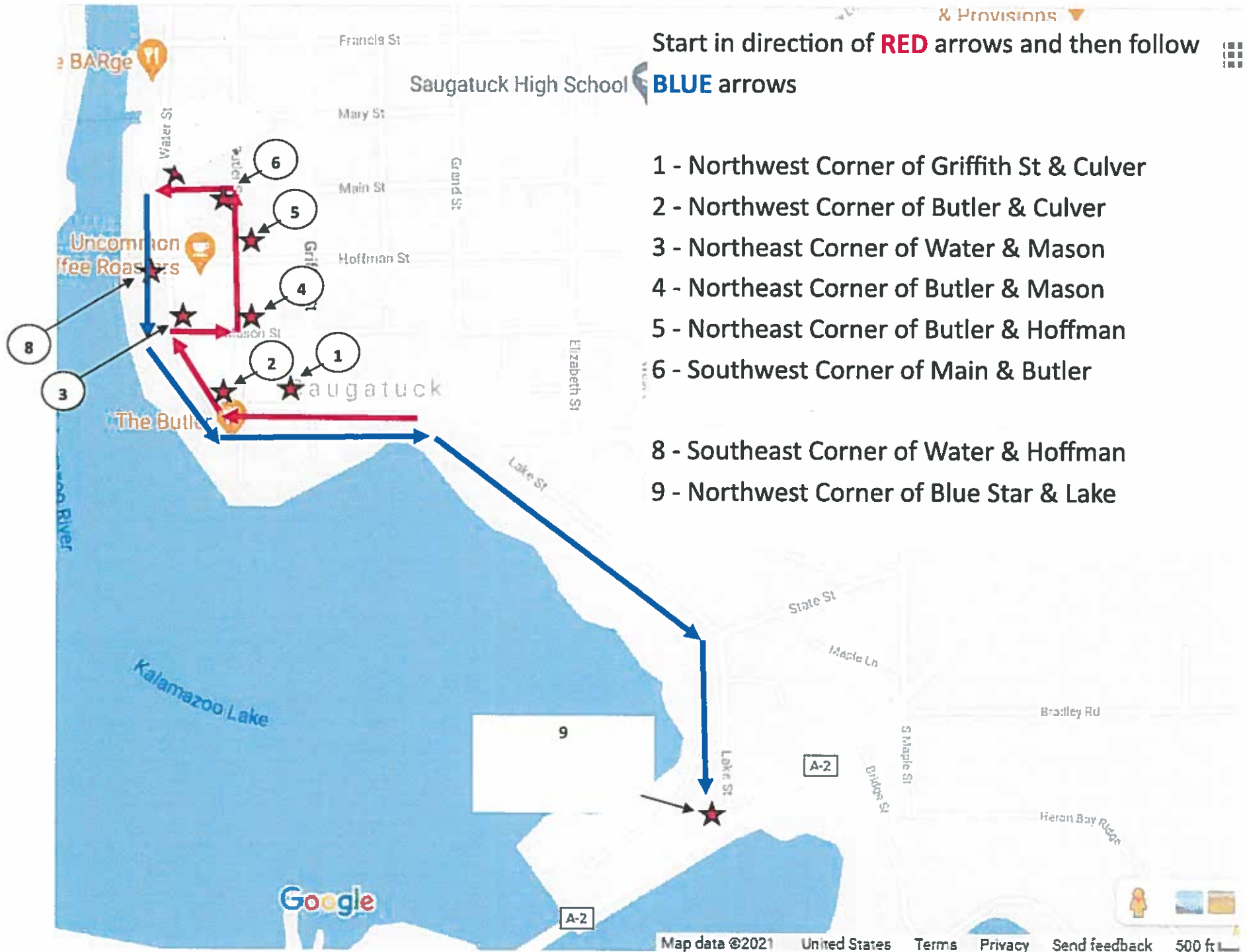
Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

Y N NA

- Dimensions and type of each proposed sign
- 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?



Start in direction of **RED** arrows and then follow **BLUE** arrows

- 1 - Northwest Corner of Griffith St & Culver
- 2 - Northwest Corner of Butler & Culver
- 3 - Northeast Corner of Water & Mason
- 4 - Northeast Corner of Butler & Mason
- 5 - Northeast Corner of Butler & Hoffman
- 6 - Southwest Corner of Main & Butler

- 8 - Southeast Corner of Water & Hoffman
- 9 - Northwest Corner of Blue Star & Lake



Permit Application for Event Sign: Piano at Landsharks

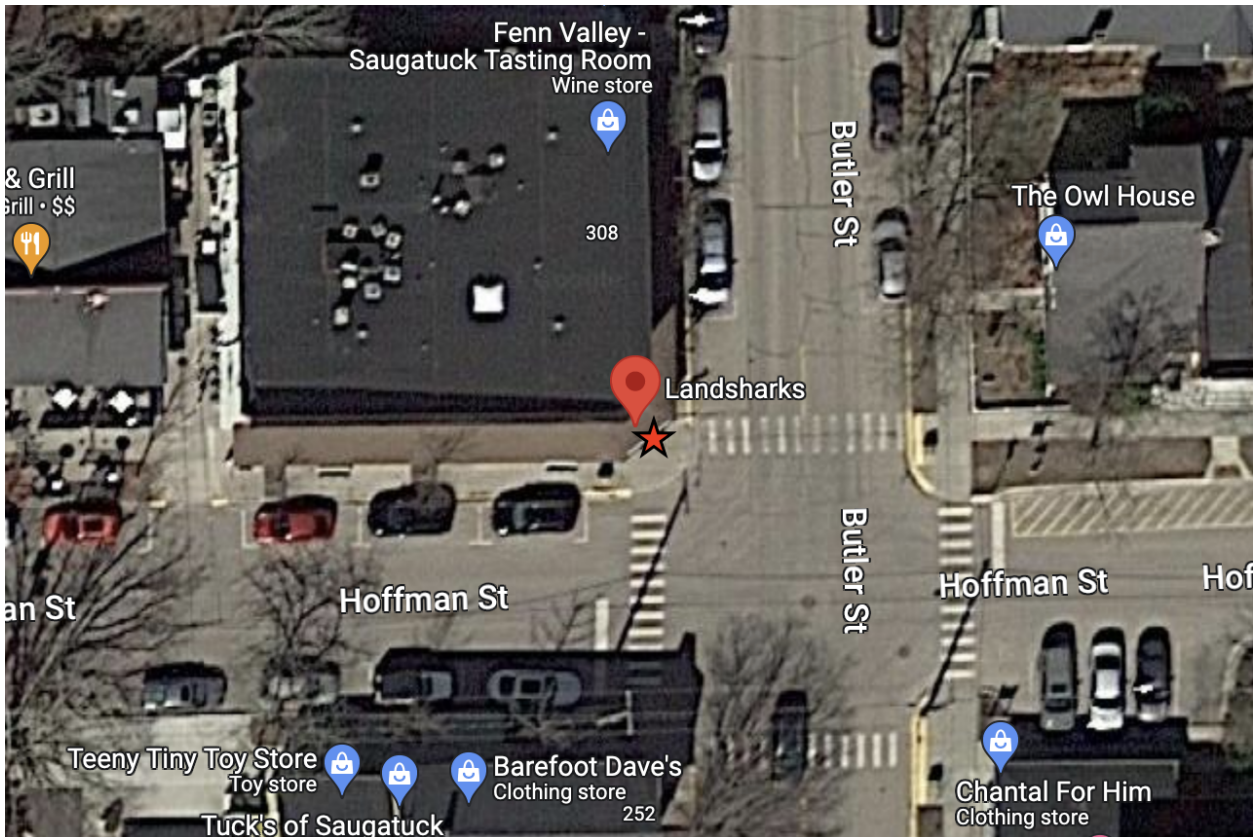
Submitted to the City of Saugatuck on February 24, 2023

SIGN DESCRIPTION: One upright piano, decorated with the details of the Art Out Loud festival featuring Mountainfilm on Tour, will be placed outside of the Landsharks as a promotional tool. Landsharks is a partner in this event and has given consent for this location. (Note: The internal mechanism of the piano has been removed rendering the piano unplayable and eliminating any concerns regarding noise.)

DIMENSIONS: 47.5" H x 58" W x 24" D

ATTACHMENT/SECURING OF SIGN: The piano is on lockable casters. It will be rolled into place, on the sidewalk in front of the Landsharks entrance. Once in place, the casters will be locked. *If the city would prefer*, the casters can also be removed or a wooden base can be attached to the legs of the piano that makes the wheels inaccessible and therefore makes the piano immovable.

MAP OF LOCATION: On the corner of Butler and Hoffman Streets, centered between the pillars that are along the Landsharks roofline. (See red star in image and map below.)





City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: March 13, 2023
SUBJECT: Wicks Park Boat Slip Issue

DESCRIPTION:

A Ms. Ann Marie would appreciate the Council's consideration to accommodate a boat rental rather than being the registered boat owner for the Wicks Park Boat slip. Please see the exchange with City staff below and attachments related to the application.

Ms. Ann Marie:

Good morning! If there is any way to accommodate a boat rental for the slip lease agreement, I would welcome that! I am traveling for work tomorrow but may be able to break depending on what time the meeting occurs, and I will make myself available for Monday's meeting as well.

If it would be helpful, I can easily mark up the existing lease language which Ryan forwarded to me, to accommodate a boat rental rather than registered owner as the slip lessee (it's a matter of simply changing the reference to "boat registration" to "lease" and "registered owner" to "lessee". I think the insurance would be an important point for the City, and of course we included the boat owner on the insurance for the boat, so that both the registered owner and the lessee/renter (me) are named insureds.

I appreciate your consideration of this! AM

City Staff:

Given that this is a policy issue, I'm recommending that we take the item before Council for their review and input- Council Workshop for this Wednesday, and Council meeting on Monday. Hopefully, the matter can be quickly resolved one way or another.

Will you please provide Ms. Uetz (copied on this email) the links and times for meetings.

Best,

RH

Ms. Ann Marie:

Okay, thanks for letting me know. It's unfortunate that the lease cannot simply be amended to account for renting a boat, but I understand the form of the lease as you've noted. I will talk to the lessor and see if they are interested in selling the boat to me, and will get back with you right away about this, okay? AM

City Staff:

Hello Ann,

Per our attached boat slip lease agreement, we will not be able to proceed with the lease due the boat being owned and registered by another party.

Section 2 of the lease states:

The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE's one boat and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease.

Section 5 of the lease states:

LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.

Our attached Policy states:

Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

Unfortunately, our policy and lease state that the lessee must be the owner of the boat.

BUDGET ACTION REQUIRED:

None

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

Yes

SAMPLE MOTION:

No recommendation until Council has their discussion. For potential action at Monday Council meeting.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

I. General Purpose and Objective

To establish fair and equitable policies and procedures for the operation of leasing ten (10) Wicks Park Boat Slips, on the Kalamazoo River, owned/maintained by the City of Saugatuck. Boat slip season commences April 1 and ends Oct 1, weather permitting.

II. Season Dates & Fees.

1. April 1 – October 1 annually, weather & water level permitting.
2. Fee's will be established per Schedule of Fees adopted by City Council.

III. Criteria

1. City of Saugatuck real-property taxpayers will receive priority.
2. Boat slips are for pleasure (non-commercial) boats. Slips are 26 feet in length and are approximately 10 feet wide.

IV. Application/Selection Process

1. The city will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. Persons with multiple properties may only submit one application.
2. Applicants may request a particular slip number on application however the City cannot guarantee assignment due to lottery selection process.
2. Selection will be completed by random lottery drawing open to the public. City of Saugatuck real-property taxpayer applications will be processed first.
3. If additional slips remain, a random lottery of non-resident applications will be held.
4. All selected individuals shall sign a lease agreement providing personal, boat, and insurance information, which shall remain on file during lease period.
5. lessees selected during the lottery will have 10 business days following the lottery selection to submit completed lease agreement and full payment.

V. Cancellations

1. If lessee cancels the lease agreement, rental amount is un-refundable.
2. The lease agreement cannot be sublet, or transferred. Any attempted reassignment entitles the City to terminate lease agreement and require immediate vacation of the slip.

VI. Terms & Conditions

1. The City makes no guarantees concerning water level. Lessee will make its own independent determination. Lessee has an obligation to pay the total fee due under the lease agreement.
2. Lessee shall provide to City prior to commencement term a copy of current boat registration that list the lessee as the registered owner of watercraft. The boat registered with the City is the only watercraft to be moored in the slip.

3. City is NOT responsible for any damage or vandalism that occurs while boat is moored in the slip. Lease will include statements releasing City from liability.
4. Lessee is responsible for safety and actions of guests; and will be respectful of neighbors while accessing the boat slips.
5. Trailer and/or seasonal boat storage is not permitted on City property.
6. The City will assume no responsibility for the slip being occupied or obstructed by a third party. Lessee is prohibited from occupying or obstructing any other slips.
7. Alterations, additions, or modifications to the slip structure, water, or other structure is not permitted. Boat cradles, lifts, etc. are not permitted unless approved by City Council.
8. Storage of supplies, materials, accessories, or debris upon floats, slips, or docks is prohibited.
9. Terms and conditions of the lease, including fees, are subject to change from one boating season to the next.
10. Any infraction of the terms or conditions outlined in the lease agreement or as posted at the slip facility constitutes grounds, at the option of the City, to cancel the lease agreement. Lessee will be given 7 days after receipt of written notice to remove boat. No refund will be given.



2023 Wicks Park Boat Slip Lottery Application

To enter the lottery, an application must be submitted to Saugatuck City Hall, no later than Friday, January 27, 2023, at 5:00 p.m., postmarks will not be accepted. Only one (1) application will be accepted per real-property taxpayer.

City of Saugatuck real property taxpayers receive priority. If there are any additional slips available, then the lottery will be opened up to the general public.

LOTTERY DRAWING: Wednesday, February 8, 2023, at 2:00 p.m. at Saugatuck City Hall Council Chambers, 102 Butler Street, Saugatuck, MI 49453. This lottery is open to the public and will be livestreamed via Zoom. Need not to be present to win.

APPLICANT NAME: _____

RESIDENT: I am a real-property taxpayer of the City of Saugatuck () Yes () No

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

SLIP NUMBER _____ **Note* slip # can be requested, however, due to lottery process, the City cannot guarantee assignment.*

SIGNATURE: _____ **DATE:** _____

If your name was chosen in the lottery you will have until Wednesday, March 1, 2023, at 5:00 p.m. to submit the following. If the following is not received by said date/time you will forfeit your spot and it will be given to the next individual on the waiting list.

- *Fully completed Lease Agreement
- *Non-refundable payment in the amount of \$1,800 (resident) \$2,000 (non-resident)
- *Copy of boat registration that lists the lessee (taxpayer) as the registered owner of watercraft

Applications can be submitted as follows:

By Mail: City of Saugatuck PO Box 86 Saugatuck, MI 49453	In Person: City of Saugatuck 102 Butler Street Saugatuck, MI 49453	E-Mail: jwolters@saugatuckcity.com
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The City of Saugatuck is not responsible for any lost or misdirected applications. If you desire confirmation that your application has been received, please call 269-857-2603.

Applicants on the waitlist will be contacted as boat slip vacancies occur.

FOR OFFICE USE ONLY

Date Received: _____ Received: () Mail () In Person () E-mail

Time Received: _____ Staff: _____

DOCKING LEASE

THIS LEASE AGREEMENT (the “Lease”) is made on this _____ day of _____, 2023, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (“LESSOR”) and _____, whose address is _____ (“LESSEE”).

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree that LESSEE shall lease from LESSOR docking space at the Main Street boat slips owned by LESSOR subject to the following terms and conditions:

1. Description of Leased Premises: LESSEE shall lease Dock Slip Number _____ at the Main Street boat slips dock. The leased premises (“Leased Premises”) shall include Boat Slip Number _____ and the portion of the dock adjacent thereto and the water immediately abutting that boat slip and dock.

2. Purpose of the Lease: The LESSEE shall use the Leased Premises for the purpose of the docking of LESSEE’s one boat and for no other purpose or purposes unless specifically approved in writing by LESSOR prior to the start date of this Lease. The boat which LESSEE may dock at the Leased Premises is described as follows:

Type of boat: _____

Year: _____

VIN: _____

3. Term: This Lease shall commence on **April 1, 2023** and shall terminate on **October 1, 2023**.

4. **Rental Rate:** LESSEE shall pay annual rent to LESSOR in the sum of \$ _____ for this Lease, said amount being payable upon the execution of this Lease. This rental amount is nonrefundable, except as provided in Section 15 hereof.
5. **Registration:** LESSEE shall provide to LESSOR (prior to the commencement date stated above) a copy of the current boat registration that lists the LESSEE as the registered owner of the one allowed watercraft.
6. **Utilities and Parking:** LESSOR will not provide any utilities at the dock for LESSEE and shall not provide any parking space or facilities for LESSEE.
7. **Hold Harmless Provision:** LESSEE holds and uses the Leased Premises at LESSEE's own risk, LESSEE waives any and all claims against LESSOR (as well as LESSOR's officials, officers, employees, agents and assigns) and LESSEE also agrees to assume all risks related to the Leased Premises and this Lease. Furthermore, with regard to the holding and/or use of the Leased Premises, LESSEE agrees to reimburse, indemnify and hold harmless the LESSEE (as well as LESSEE's officials, officers, agents, assigns and employees) for, from and against any and all liabilities, causes of action, claims, attorney fees, costs and damages related to, arising out of or pertaining to the Leased Premises during the term of this Lease.
8. **Compliance with all Laws:** LESSEE shall comply with all laws, ordinances, codes, and requirements of the City of Saugatuck, County of Allegan, State of Michigan and United States government regarding LESSEE's boat and use of the Leased Premises.
9. **Takes "As Is":** LESSEE takes and will use the Leased Premises in its current condition and "As Is."

10. Maintenance: LESSOR shall be responsible for the maintenance and repair of the dock structure except for any damage caused by LESSEE and/or LESSEE's invitees, in which situation it shall be the responsibility of LESSEE to repair the damage forthwith upon notification to the LESSEE by the LESSOR of the need for repair. LESSEE shall keep the Leased Premises free of debris and in a neat and orderly condition and shall return the Leased Premises to LESSOR at the end of this Lease in at least as good condition as the Leased Premises was in at the commencement of this Lease, normal wear and tear excepted.

11. Sub-Letting and Assignment: LESSEE shall **not** sub-let or assign any portion of the Leased Premises, without the prior written consent of LESSOR. LESSOR shall have the sole discretion as to whether or not to grant such consent.

12. Use by Other Lessees: Other lessees or users shall have the use of the dock areas lying adjacent to LESSEE's boat slip for purposes of access to the boat slips of the other lessees or user. LESSEE shall not interfere with the orderly use and passage by other dock lessees or members of the public. However, LESSEE's docking privilege as provided for herein shall be exclusive for the benefit of LESSEE within the boat slip rented by LESSEE pursuant to this Lease.

13. Insurance: LESSEE shall carry liability insurance covering LESSEE's use of the Leased Premises and LESSEE's boat during the term of this Lease in an amount equal to at least \$1,000,000. Such insurance shall be kept in full force and effect by LESSEE during the term of this Lease. LESSEE shall provide written proof of such insurance to the LESSOR at the commencement of this Lease.

14. **Quiet Enjoyment:** Upon the payment of the rent provided for herein and performance of all of the covenants herein by LESSEE, LESSEE shall peacefully and quietly have, hold and enjoy the Leased Premises without interference from the LESSOR.

15. **High Water:** If high water causes the Leased Premises to be unusable or unsafe, the LESSOR shall declare the Leased Premises unusable and LESSEE shall not utilize the Leased Premises while such an order in effect. If the LESSOR issues such a nonuse order or high water effectively prevents LESSEE from reasonably using the Leased Premises, the LESSOR shall issue a full or partial refund of the rent to LESSEE based proportionately upon the amount of time during this Lease that LESSEE cannot utilize the Leased Premises. If the LESSEE disagrees with how such rent rebate is apportioned, LESSEE can appeal the matter in writing to the City Council for the City of Saugatuck.

16. **Default:** Each of the covenants of this Lease are deemed to be material to the satisfactory performance of this Lease, and a breach or failure by the LESSEE to perform in accordance with any of the covenants or conditions of this Lease shall give the LESSOR the right to declare a forfeiture of this Lease, to terminate this Lease, and to retake possession of the Leased Premises. In case of LESSEE's default, or failure to perform any of the covenants contained herein, LESSOR shall give written notice of such default or failure to perform in writing to the LESSEE, and LESSEE shall have seven (7) days from the date said notice is mailed, or personally served, to cure the default or comply with any of the covenants not being complied with. If LESSEE fails to do so, LESSOR shall have the right to re-enter and retake possession of the Leased Premises and this Lease shall thereupon be immediately terminated. Notice provided for in this paragraph shall be

sufficient if mailed by first class mail to LESSEE's address as mentioned above stated, or notice may be personally served upon LESSEE.

17. **Amendments:** This Lease contains all of the agreements and understandings of the parties hereto, and shall not be amended or changed in any way, unless an amendment is in writing and signed by both the LESSEE and LESSOR.

18. **Controlling Law:** The laws of the State of Michigan shall control any disputes arising out of the interpretation or operation of this Lease. Venue shall be in Allegan County.

19. **Binding Effects:** This Lease shall be binding on the successors, heirs and personal representatives of the parties hereto.

20. **Duplicate:** This Lease has been executed in duplicate, but constitutes only one contract.

CITY OF SAUGATUCK, LESSOR

Dated: _____, 2023

By: _____
Scott Dean, MAYOR

Dated: _____, 2023

By: _____
Jamie Wolters, CLERK

Dated: _____, 2023

By: _____
LESSEE

Dated: _____, 2023

By: _____
LESSEE

Jamie Wolters

From: Ryan Cummins
Sent: Monday, February 27, 2023 11:42 AM
To: Jamie Wolters
Subject: FW: City of Saugatuck Short Term Rentals

From: Jim Hannan <jim@ppmapartments.com>
Sent: Sunday, February 26, 2023 1:34 PM
To: Ryan Heise <Ryan@saugatuckcity.com>; Ryan Cummins <rcummins@saugatuckcity.com>
Cc: jhannan80@hotmail.com
Subject: City of Saugatuck Short Term Rentals

Dear Esteemed Councilmembers,

I am writing this out of great concern about the possible future status of short term rentals in the city of Saugatuck. I applaud your efforts to keep this very important topic on the forefront of your agenda. I can understand any concerns about maintaining the viability of a beautiful city such as Saugatuck.

In order to introduce myself. My family has been vacationing in Saugatuck for many years. The distance from our city of Chicago and the availability of short term rentals large enough for families is what has brought us back year over year. This past year, we made the decision this area is where we want to retire, therefore we purchased a wonderful home in downtown Saugatuck. Because of the inflated rate of real estate in the area, we must use our home as a short term rental when we are not occupying the home ourselves. We understand the real estate values are inflated due to tourism which this area has grown to rely on for the past many years and were willing to invest in the area but in order to afford the home we must produce some income until we retire in our home.

We are concerned about over regulating STR in the area because this could have a catastrophic economic impact that could harm the city for many years to come if its over regulated to discourage ST rentals.

We love Saugatuck and would not like to see it become a party town or something like that but our observation is the demographics that visit are mostly families and more quiet. Of course there are exceptions and bad apples that can spoil it. It may make more sense to regulate the behaviors of the tenants versus make it harder for the owners to rent their homes. We purposely hired Mill Pont Realty which is only a block away from our home in order to monitor the physical property but also the visitors.

Again, my long term concern for the city by over regulating STR could have a negative future economic impact. I would not doubt there are many city property owners that have greatly enjoyed the healthy values of their real estate along with reducing the amount of tourist traffic would greatly affect the businesses that rely on tourism to stay in business. It would be very painful to see more homes go into foreclosure and businesses close without the growing tourism.

Please do not hesitate to contact myself for discussion at 952-239-9274

James Hannan
526 Butler Street

Jim Hannan
Chief Operating Officer

Planned Property Management

O: 312.386.7955

E: Jim@ppmapartments.com



Jamie Wolters

From: Ryan Heise
Sent: Monday, February 27, 2023 9:01 AM
To: Jamie Wolters
Cc: Scott Dean; Steven Manns
Subject: FW: In Favor of Short-Term Rentals

FYI

From: revlaurietc@gmail.com <revlaurietc@gmail.com>
Sent: Sunday, February 26, 2023 8:10 PM
To: Ryan Heise <Ryan@saugatuckcity.com>
Subject: In Favor of Short-Term Rentals

Dear Mayor Dean and Members of the Saugatuck City Council,

I write to you as one who recognizes the positive impact of vacation rentals in and around the Saugatuck/Douglas area. My family began renting out our family home 14 years ago when our parents' home became ours (six siblings who comprise an LLC). We have been blessed by the experience. We have been extremely pleased with the oversight provided for us through Mill Pond Rentals. We have not had damage to our home, abuse of our beach, or noise issues. Our renters understand that there are expectations for how to live responsibly. Renting our home three seasons of the year means that our home does not sit empty, tempting break ins. It means that folks come into Saugatuck ready to spend money on all the wonderful options this area has to offer. For many years the only option for renting our home was for a one-week commitment or longer. Once the limitations of COVID interrupted the usual flow of rental business, the insightful staff at Mill Pond Rentals asked us to consider shorter time commitments. For many people the only vacation option due to finances or available time off of work is a long weekend. We had the best rental year ever and there were no issues with our renters disturbing the peace.

We have had weddings, anniversary parties, bachelor parties, and large family reunions held in our family's home. Entrusting a home that is filled with all that is precious to us has been repaid with gratitude from strangers who have honored our property and loved what Saugatuck has to offer. My great-grandparents purchased the land on which our cottage stands in the 1890's. Their original farmhouse still stands on Lakeshore Drive and is owned and inhabited by our cousins. My great grandparents purchased land in this area because it was known as a stunning retreat for Chicagoans. Saugatuck has drawn "tourists" for six generations of my family. But we are more than summer vacationers. We have loved ones buried in your cemeteries and my siblings and I have worked at countless establishments, putting money away for college. We want what is best for this wonderful area of dunes and blue water. We want to be able to enjoy peaceful sunsets, clean streets in town, and beaches where folks behave well. In renting out our cottage, we have made this available to renters who have expressed deep gratitude for the moments they have enjoyed here.

Having options for how long to rent a property accommodates different needs and occasions. With strict rental agreements contractually enforced, we have had no "problem renters" in 14 years. We have introduced countless families to the beauty and fun of Saugatuck/Douglas. While we are not in the Saugatuck Township, I write as one who has direct experience with renting our property to vacationers with a variety of needs. I strongly urge you to continue to allow for short-term rentals as one option for those who have fallen in love with the Saugatuck area while on vacation.

Thank you for your faithful service to our community by serving on the City Council.

With Gratitude,

Rev. Laurie TenHave-Chapman
Chapman Chapter House
2434 Lakeshore Drive
Fennville
(616) 581-6073
revlaurietc@gmail.com