



CITY COUNCIL MEETING AGENDA

April 10, 2023 – 7:00 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. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes (*Additions/Deletions*)
7. Guest Speakers: None
8. Public Comment on Agenda Items Only (*Limit 3 minutes*)
9. Consent Agenda: (*Roll Call*)
 - A. Regular City Council Meeting Minutes - March 27, 2023. Pg.3
10. Staff Reports, Boards, Commissions & Committees:
 - A. Staff Reports: Starting on Pg.8
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals

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.

6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment

12. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$29,217.79 Pg.25

13. Introduction of Ordinances: None

14. Public Hearings: None

15. Unfinished Business: None

16. New Business:

- A. Resolution 230410-A Bowdies, LLC Social District Permit App Pg.30
- B. OAISD Summer Tax PG. 33
- C. Additional Dates for City Lot Parking Request Pg.38
- D. Recommendation for STR Consultant Pg.39
- E. Airport- ESA Phase 1 & Site Use Proposal Pg.94

17. Public Comments (Limit 3 minutes)

18. Correspondence:

- F. Uncommon Coffee Roasters' Café Parking Space Request Pg. 105

19. Council Comments

20. Adjourn (Voice Vote)



**CITY COUNCIL MEETING MINUTES- Proposed
March 27 , 2023**

The City Council met for Regular Council Meeting at 7:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Councilmembers Baldwin, Gardner, Lewis, and Muncey.

Absent: Leo and Mayor Pro-Tem Stanton.

Motion by Gardner, second by Baldwin to approve the excused absences of Leo and Stanton. Via voice vote, motion carried 5-0.

Others Present: City Manager Heise, Treasurer Stanislawski, Director of Planning, Zoning & Project Management Cumming, Department of Public Works Superintendent Herbert, Clerk Wolters, Allegan County Police Captain Ensfield and City Attorney Witte.

Mayor's Comments: Mayor Dean and City Manager Heise met with AT&T legislative affairs representative to talk about the Mt. Baldhead project. He highlighted the FirstNet technology for first responders. COO from Redwater Group called Mayor Dean to discuss matters related to the waterfront. He directed him to the City Manager.

City Manager Comments:

MDot announced bridge reconstruction work, the City will communicate the project and stay in touch with residents and stakeholders. Parks and Recreation Master plan is underway. Council will see a proposal for professional services to assist in updating this plan. City Hall exterior repairs will be getting underway. Lyle Kissee donated a framed photo he took of City Hall on Christmas Eve. He thanked the Garden Club for their seasonal planting in town. The city appreciates the generous donors for the swing set that was just installed at Oval Beach. The CVB is working with the City on QR codes for the back of Oval Beach passes.

Agenda Changes: None

Guest Speakers: None

Public Comment on Agenda Item Only:

Mark Klungle- resident- noted only residents should be members of the short-term rental task force. Diana Decker-resident- thanked Council for transparency and believes only residents or property owners should be members of the short-term rental task force.

Consent Agenda:

A. Regular City Council Meeting Minutes – March 13, 2023.

Motion by Lewis, second by Baldwin to approve the consent agenda. Via roll call vote, motion carried 5-0.

Staff Reports:

City Manager, Treasurer, Director of Planning & Zoning, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on March 13th, 2023, for their respective departments. Captain Ensfield was in person for questions. DPW Superintendent Herbert acknowledged and thanked the Daniel J Reid foundation, in particular Pete & Susan Swanson along with Gordon Stannis for their \$7,500 donation of the swing set that was recently installed at Oval Beach.

Boards, Commissions & Committees:

Fire District Administration Board: Dan Fox recapped the Saugatuck Township Fire Department’s board meeting from March 20th. Paid invoices of \$76, 635. Wendy Bales is a certified instructor for CPR classes. They are working on an emergency services plan for upcoming road closures due to road construction at exit 36.

Interurban Board, Councilmember Muncey:

They have been approved for two grants. One for \$32,000 to assist with garage doors, a bus wash curtain, new bus lane, office lighting and installation. One for \$34,000 to replace the leaky vestibule, replace ceiling tiles and also bathroom upgrades.

KLSWA, Barry Johnson:

They had a meeting on March 20th, election of officers are Bary Johnson as Chair, Dan Urquhart as Vice Chair and Chris Bernhardt as Secretary. February 24th a generator popped a fuse resulted in 200 gallons of sewer overflow into Goshorn Creek. It was properly noticed, water was tested through Allegan County Health Department with no issues.

Kalamazoo Lake Harbor Authority: None

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Lewis: A special meeting was on March 16th with approved project at 331 and 333 Culver St.

Planning Commission, Chair Steve Manns: April meeting is the third Thursday of the month.

Parks and Public Works Committee, Councilmember Baldwin: Meeting on March 28th.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo: None.

Tri-Community Recycling Ad-Hoc Committee: A tentative date for the Household Hazardous Waste Day along with the Styrofoam recycling event is September 26th. More information to come.

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$ 53,397.89.

Motion by Gardner, second by Baldwin to approve the accounts payable. Via roll call vote, motion carried 5-0.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Ordinance No. 230322-B: Temporary Waterfront Commercial Development and Construction Moratorium:

Motion by Lewis, second by Muncey to approve Motion to adopt Ordinance No.230322-B, Temporary Waterfront Commercial Development and Construction Moratorium. Upon roll call, motion carried 5-0.

Expanded Outdoor Dining for 2023:

Motion by Lewis, second by Baldwin to continue flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Upon voice vote, motion carried 5-0.

Short-Term Rental Task Force Appointments:

Motion by Lewis, second by Baldwin to appoint Sean Steele, Kevin Tringali, Elizabeth Boerema, Cathy Hart, Anne Gudith, Joe Clark, Holly Anderson, Steven Manns and Lauren Stanton to the Short-Term Rental Task Force. Via voice vote, motion carried 5-0.

Solberg Dock Request, 720 Park Street:

Motion by Lewis, second by Gardner to extend the street end parcel structure-dockage license agreement with Mr. Scott Solberg, whose address is 720 Park Street, for five (5) years from 2023-2027, ending December 31, 2027. Allow for construction of a new dock subject to applicable local and state regulations. Final agreement to be executed by Mayor or Mayor Pro Tem after staff and legal review and approval. Upon voice vote, motion carried 5-0.

2023 Municipal License Renewals:

Motion by Lewis, second by Gardner to approve the 2023 Municipal License Agreement rates as presented on Attachment A and authorize the Mayor and City Clerk to sign such Agreements for 2023 as presented. Upon voice vote, motion carried 5-0.

QR Code Oval Beach Day Pass:

Motion by Muncey, second by Baldwin Allow staff to work with the CVB to create a QR code to be printed on Oval Beach and downtown parking passes, directing visitors to a home page hosted by the CVB that provides pertinent visitor information. Upon voice vote, motion carried 5-0.

Public Comment:

Ethan Barde- non-resident- voiced concern regarding transparency and selection of the Short-Term Task Force members.

Diana Decker- resident- voiced concern on the selection of the Short-Term Rental Task Force Members.

Barry Johnson- resident- thanked Councilmember Lewis on her involvement on the household hazardous waste. Thanked Mayor Dean for his letter to the editor. Pointed out the process from Robert's Rules of Order regarding making motions. Also told Council they are doing a great job.

Tammy Kerr-non-resident- voiced concern regarding a non-real estate agent being selected for the real estate stakeholder position on the Short-Term Task Force.

Dan Fox- resident- voiced concern about the enforcement of Short-Term Rental Ordinance. He also noted the inspections should be more than once every three years.

Gary Kemp- resident- spoke in favor of the Short-Term Rental Task Force and wants to assist in anyway he can.

Jane Underwood- resident- thanked all who applied for the Shore-Term Rental Task Force and worries that Saugatuck will be just a short-term rental town.

Steve Manns- resident- Clarified the application and hiring process for the Short-Term Rental Task Force process.

Suresh Rajapakse- resident- Spoke in favor of the Short-Term Rental Force and opposed to the Short-Term Rental moratorium and suggested the City find ways to enforce the current ordinances regarding Short-Term Rentals.

Correspondence:

Dino Tedaldi, Bruce & Donna Henke, Nico Leo and Kate McPolin.

Council Comments:

- Councilmember Lewis: Thanked City Manger for his collaboration with other jurisdictions. Expressed appreciation for all who apply to serve and those who serve on Ad-Hoc committees.
- Councilmember Muncey: Appreciates the work on the Short-Term Task Force and looks forward to it. Thanked people that voiced their concerns at the meetings. Thanked Lewis, Jerry Donovan and Daniel DeFranco for judging the St. Patrick's Day parade. Thanked everyone for their participation and sponsorship in the parade. The Easter parade will be in Douglas as well.
- Councilmember Gardner: Appreciates the effort put in to create the Short-Term Task Force. Would like to see a replacement for Ken Trester on the Tri-Community Non-Motorized Trail Study Committee. He cautioned that the airport property is not a priority, an environmental study can be \$60,000 depending on the complexity. It's a 170-acres needs to be looked at as a long-term asset and what can be done with it. He thinks the City should review the ethics policy.
- Councilmember Baldwin: Thanked all who applied for the Short-Term Rental Task Force. Addressed comments made from Councilmember Gardner at the previous workshop.
- Mayor Dean: Clarified the Short-Term Rental Task Force is advisory only and will provide information to the Planning Commission. Thanked everyone who came out for the meeting and

is pleased the news media is present.

Adjournment:

Motion by Lewis, second by Baldwin to adjourn. Upon voice vote, motion carried 5-0. Mayor Dean adjourned at 8:25 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Managers Report –Highlights April 10, 2023

Newish! MDOT Exit 36 and 41 Bridge Work

In a meeting with MDOT, we learned that upcoming bridge work at exit 36 and exit 41 will impact traffic this summer. The exit 36 bridge will be completely *redecked* starting in April and lasting through October. The municipal managers are attempting to expedite a meeting to review the detour plan, those in attendance had concerns about how traffic would be managed while the work is in progress. MDOT stated that the detour would be complex. Each manager took the opportunity to ask for a temporary traffic management device to be placed at intersections of concern on Blue Star HWY based on our last experience with MDOT work and traffic using Blue Star. Their preliminary suggestion back to us was that a four-way stop would be most likely. The exit 41 bridge will be resurfaced and shouldn't have a long-term impact on traffic, was the message received.

Newish! Parks and Recreation Master Plan- Tri-Community Effort (Including Saugatuck Public Schools Community Recreation).

Discussions were had amongst the Managers in Douglas and Township related to developing (or redevelop) a Tri-Community Plan. We have an initial buy-in to develop the Master Plan together, and we would like to have Saugatuck Public Schools Recreation have a seat at the table. I highly recommend that we approach the update as a Tri-Community effort (which had been done in the past). Staff would like a consensus that developing a tri-community plan as recommended is OK with Council. A draft request for proposals (RFP) for professional services to assist in updating plan has been created and after staff review will be brought to Council.

Newish! Harbor Dredging Funding- Tri-Community Effort

The Army Corp has confirmed that Saugatuck Harbor will be receiving \$895,000.00 for dredging this year. The focus is now on timing; this is a major unknown now. A note from the Army Corp revied on March 28th: We're looking at next week at the earliest for Saugatuck condition survey. *We generally prioritize commercial harbors for the early spring surveys, then dredging contracts, then shallow draft rec harbors such as Saugatuck. We've been making good progress (Grand Haven condition, Muskegon condition, St Joe condition, Ludington pre-dredge are done). Tomorrow is the only day this week that looks good for surveying and my team will be going out to St Joe for a pre-dredge survey. Next week we will prioritize Holland pre-dredge survey and then Saugatuck condition as soon as weather allows.*

Barricades for Events

City staff is reviewing opportunities to rent Archer 1200 barricades for the Memorial Day Parade. City Staff and Allegan County Sheriff's Department met with the Holland Police Department to review road barricades "show and tell." Holland partners with Zeeland, Grand Haven and Grand Valley State University to share resources. Recommendations to Council for the potential procurement of barricades to assist with safety for events forthcoming. Allegan County recently hired a new Emergency Manger who will be looking into potential grant opportunities, including Homeland Security.

Cellular Service Discussions Continue with AT&T

AT&T has presented preliminary plans for facilities at Mt. Baldhead. Continued discussions with the AT&T government liaisons to review install/service agreements, permitting and identifying easements. City legal has provided their red-line version of a lease agreement provided by AT&T. Lease agreements are being collected from around the state, including monthly rental rates charged to telecom. This has the makings of an excellent private/public partnership and a fantastic repurposing of the tower. Discussions are occurring between City and AT&T regarding repair and paint of the dome. Discussions regarding an opportunity to leverage FirstNet for first responders and public safety professionals has begun. <https://www.firstnet.com/>

Parks and Public Works Update

The Village Square playground inspection is complete, and some structural repairs are needed. The Department of Public Works is managing the logistics of the necessary repairs. Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path, Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform fact finding to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input. From a staff perspective the top two priorities is Mt Baldhead, driven by the public/private partnership with AT&T for cellular improvements and new restroom facilities.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement- Tri-Community

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions. Discussions with City Council needed for collecting funds for long-term asset management.

Blue Star Highway Multi-Modal Path

Received a proposal for phase 2 work: construction design and oversight. Next steps include a programming schedule for construction design and long-term schedule for the project. Council will be presented with the Phase 2 proposal for continuing engineering services. The City/Township Managers are in discussion with Friends of the Blue Star Trail regarding funding opportunities.

Ongoing- Oval Beach Staffing and Operations

Excellent efforts in recruitment and staffing Oval Beach operations for the '23 season. Discussions on safety improvements, operational improvements, staff retention and recruitment continue.

City Hall

Contractors are planning on starting the lead paint removal the second week of April. Everything is on track for an early season completion.

Ongoing- Road Resurfacing (and utility) Projects

Road Project Kickoff meeting took place with City staff and engineer. Final bids for the street projects will be presented to Council at a future date.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area, including Phragmites on city owned property.

https://www.canr.msu.edu/news/invasive_phragmites_australis_what_is_it_and_why_is_it_a_problem

Old news- Dune Ridge Waterfront Update

Litigation continues...we typically do not discuss ongoing litigation.

Meetings

- AT&T government Liaison meeting with Mayor
- AT&T Project Coordinator meeting
- Comcast government affairs meeting, also present was Jill Dunham (Allegan Broadband Project Coordinator) .
- Public art meeting with Maryjo and CVB
- Parks and Public Works Meeting
- Engineer projects coordination meeting
- Meeting with Outdoor Discovery Center staff to review Village Square space

Items On Deck for Council

- Mt Baldhead Cellular Lease, first introduction

- COLA for employees
- Final Bathroom Design from F&V Baldhead
- Three (3) remaining dock agreements
- Blue Star HWY Multimodal Phase 2 Agreements

Council-Manager form of Government Tid-bit

Council-Manager form of government is less expensive. Local governments have found that overall costs actually have been reduced with competent management. Savings come in the form of reduced operating costs, increased efficiency and productivity, improved revenue collection, or effective use of technology.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 3/28/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Start 2023-2024 budget process after MBOR



Planning, Zoning and Project Report

April 10, 2023

Planning and Zoning

- Prepared for ZBA meeting.
- City Manager Heise, STR Task Force Chair Anderson and I interviewed McKenna Associates to assist and facilitate the STR Task Force work. Also reviewed supplemental information they provided.
- Met with Planning Consultant, David Jirousek, and Historic District Chair Straker to discuss Historic District staff reports, past decisions, guidelines, and ordinances.
- Met with Planning Consultant, David Jirousek, and Planning Commission Chair Manns to discuss next steps in reviewing waterfront zoning ordinances.
- Met with Short-Term Rental Task Force Chair Anderson to discuss next steps in starting task force meetings.
- E-mailed and mailed the City Council approved expanded outdoor dining letter to area restaurants.
- Updated various zoning application forms.
- Updated fees in the BS&A building department software system.
- Met with Michigan Township Services and EGLE to discuss floodplain management processes and requirements.
- Began working with legal counsel on drafting updates to the floodplain management ordinance as the flood insurance study and flood insurance rate maps have been updated for the area.
- Attended Parks and Public Works meeting.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

831 Holland St	Enforcement	Previous complaint about condition of the fence. Followed up again with owners about bringing fence into compliance this spring.
383 Dunegrass Circle	New Home	Claim of Appeal remains pending. Applicant submitted updated plans to EGLE for approval.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Unit 2 failed. Sent reinspection invoice. Reviewed PUD history. Awaiting results of re-inspection for Unit 2 and initial inspection for Unit 1.
350 Mason St	New Bed and Breakfast	Applicant updated plans to meeting zoning requirements. Zoning permit issued. Applicant is seeking variances from the ZBA to have a different parking layout and screening. Will be heard at the April ZBA meeting.
181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Front setback is not met. Discussed with applicant and owner the need for a survey and verification of actual right of way and easements. Applicant advised locations were confirmed and they desire to seek a setback variance. ZBA application received. Will be heard at April ZBA meeting.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Failed inspection. Sent re-inspection invoice. Still pending re-inspection.
1050 and 1052 Elizabeth St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. New owner in 2020. Sent letter to complete app or advise if no longer used as a short term rental. Applications received for both 1050 and 1052 Elizabeth. Worked with legal on identified non-conformity. Units are eligible to be rented separately. Sent to Fire Authority for inspection. Applicant initially advised units are being renovated and not ready for inspection. Applicant then advised one unit is ready for inspection. Inspection still pending.

Planning and Zoning Casework Continued

239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Still pending. Scheduled for April when de-winterized.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Owner re-submitted application. Sent to Fire Department for inspection.
115 Butler St	Short Term Rental	STR application, renewing. Updated application received. Sent to Fire Authority for inspection.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection. Still pending.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant submitted a use variance request. Scheduled for April ZBA meeting. Applicant also re-submitted an HDC application. Scheduling for May due to lack of quorum for April meeting.
Vine Street Cottages	Land Division	Lot split application received. Continued reviewing in coordination with legal, consultant and Fire Authority. Application was deemed incomplete. Applicant was advised and provided further information to review. After review, further information still needed and requested from applicant.
890 Simonson	New Home	HDC and zoning permit application received for a new home. HDC approved. Engineering reviewed plans. Applicant addressed engineering feedback and updated plans accordingly. Zoning review is ongoing. Applicant revised ceiling and floor height related to the lower level/basement. Updated plan being reviewed.

Planning and Zoning Casework Continued

333 Culver St	Deck Replacement	Zoning permit application for a deck replacement. HDC previously approved. Lot coverage is nonconforming. Applicant revised application and received zoning permit to replace decks under the roofs. Applicant submitted ZBA application for a variance for the east and west decks. Scheduled for April ZBA meeting.
201 Butler	New ATM	Request for a Huntington ATM outside drug store. Historic District application received. Scheduled for May meeting due to lack of quorum.
320 Mason	Short Term Rental	New agent checked on status of certificates. Previously a bed and breakfast. Accessory structure also on the property. Reviewed history and gathered further information from new agent. Reviewed with legal and consultant. Options will be sent to applicant soon.
449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner consulted with her attorney. City Attorney conversed with owner's attorney. Amended site plan application received and under review.
615 Park St	Structural Improvements	Zoning permit application received for exterior wall, deck and foundation work. Some units will also receive interior re-builds due to water damage. Discussed possible floodplain and zoning issues with consultant and MTS. Reviewing with legal.
275 North	Land Division	Land division/lot line adjustment application received. No zoning concerns. Need neighbor to sign off on application due to boundary adjustment and copy of neighbor's tax certification. Requested applicant gather these items.

Planning and Zoning Casework Continued

994 Holland St	New Shed	Zoning permit app received for new shed. Need supporting detail to support lot coverage and FAR. Requested info from applicant, provided definitions and also advised patio may not be within 3 ft of property line.
245 Spear	Rented ADU	Special land use application for a rented accessory dwelling unit. Further documents received from applicant. Scheduled for April Planning Commission meeting.
127 Hoffman	Inquiry and HDC Application	Historic District application received to add a board to the structure to attach the awning too. Historic District permit issued. Owner submitted a request for a 5-minute parking spot outside the business. Listed under Council correspondence.
412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
138 West	Short Term Rental	STR application. Previous STR unit closed 5/9/22. New owner applying. Sent to Fire Department for inspection.
651 Holland	Short Term Rental	STR application. Previous STR unit closed 8/20/21. New owner applying. Sent to Fire Department for inspection.
842 Lake #5	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
841 Holland	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
647 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Scheduled for 6/2 due to ongoing renovations.
143 West	Short Term Rental	STR application. New STR. Copy of Property transfer affidavit provided. Sent to Fire Department for inspection.
149 Griffith	Short Term Rental	STR application. Existing STR, new owner. Property transfer affidavit provided. Sent to Fire Department for inspection.
720 Butler #16	Short Term Rental	STR app, new owner renewing. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.

Planning and Zoning Casework Continued

727 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
129 Griffith #12	Short Term Rental	STR application. Previous STR under new ownership. Applicant did not provide contact information of a local representative within 45 miles of the City. Requested update of application.
339 Lucy	Short Term Rental	STR application. New STR. Single family home with two accessory structures. They wish to rent single family home and two accessory structures. Accessory structures don't meet dwelling requirements and accessory structures cannot be inhabited unless an ADU. Advised applicant only main home could be used for rental purposes. Applicant would like to proceed with just renting main house at this time. Sent to Fire Department for inspection.
612 Holland	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
402 Elizabeth St	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
143 Van Dalson	Short Term Rental	STR application. Previous STR. Re-applying after previous fire. Sent to Fire Department for inspection.
128C Elizabeth (#12)	Short Term Rental	STR application. Previous STR re-applying. Sent to Fire Department for inspection.
828 Park	Short Term Rental	STR application. New STR. Did not provide contact within 45 miles. Requested update to the application. Applicant provided agent info. Sent to Fire Department for inspection.
186 S. Maple	Short Term Rental	STR application. STR application. Existing STR, new owner. New owner. Property transfer affidavit provided. Sent to Fire Department for inspection.
703 Pleasant	Short Term Rental	STR application to rent ADU. Previous STR several years ago. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Sent requirements, application, application deadline and fees. Awaiting response from applicant on how they wish to proceed.

Planning and Zoning Casework Continued

349 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
842 Lake #4	Short Term Rental	STR application. Previous STR unit. Sent to Fire Department for inspection.
237 Francis Apt B	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
237 Francis Apt D	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
128 Van Dalson	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
344 Maple	Complaint	Complaint that home is unsightly and detracts from aesthetics of area. No violations observed.
220 Water St	Enforcement	Crushed concrete placed on city property at street end. DPW reports concrete is from removal of a patio. Viewed with City Manager. Appears to be patio replacement. No zoning permit issued. City Manager contacted owner. Advised of required permits.
242 Park St	Short Term Rental	STR application. New STR for ADU above garage. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Sent requirements, application, application deadline and fees. Awaiting response from applicant on how they wish to proceed.
842 Lake St #11	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
141 North	Short Term Rental	STR application. Previous STR. New owner. Sent to Fire Department for inspection.
149 Griffith	Historic District Application	Historic District application for various work. Replacing siding, decks, fencing, windows, and doors. Repair and modify existing roof. Remove existing chimney, basement hatch, walk-in cooler, steps, shrubs and ivy. Add new deck and steps. Some work will also require separate zoning permit. Advised applicant of additional items needed for HDC review. Need fee paid.

Planning and Zoning Casework Continued

145 Grant	Complaint	Complaint about neighbors parking on city ROW. Also concerns about drainage and poor road condition. Advised of capital improvement plan and PACER ratings. He advised DPW of drainage concern with storm sewer being blocked by debris. Advised he can also make comment to City Council about priorities for capital improvements. Will review parking ordinances.
560 Mill	Encroachments/Fence	Written request to extend fence onto City property. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Options are being reviewed. Also answered questions about what is required for HDC application for a proposed addition.
331 St. Joseph	Inquiry and HDC Application	Answered questions about requirements to install a fence and privacy screen.
807 Lake #7	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed. Passed re-inspection. Reinspection payment received. STR certificate issued.
640/650 Water St	Inquiry	Questions about the property and ownership. Answered questions and also advised of a potential commercial waterfront development moratorium.
125 Elizabeth	Inquiry	Questions about ADU above garage requirements. Provided resources.
1044 Holland	Inquiry	Question about fence requirements. Provided resources.
647 Butler	Information	Notified by owner of spray installation blown around the area due to a bag ripping during high winds. Homeowner communicated with neighbors and worked to cleanup the insulation quickly.
441 Frederick	Water/Sewer Connection	Water/Sewer Connection application. Sent to engineering for review. Provided engineer feedback to applicant. Sent approved permit and plans to MTS and KLSWA.
749 Holland St	Inquiry	Existing home being demolished. Not in historic district. Warned that any nonconforming rights, if they exist, will be lost.

Planning and Zoning Casework Continued

931 Holland	Inquiry	Call from owner asking about status of STR certificate. Advised no certificate has ever been issued for the property. Owner plans to apply.
731 Pleasant	Inquiry	Questions about requirements to use home as STR. Provided resources.
233 Butler	Roof Replacement	HDC application received for roof shingle work. Administratively approved. HDC permit issued.
N/A	Inquiry	Request for who was appointed to STR Task Force. List provided.
515 Water St # 4	Short Term Rental	STR app from a new owner to rent out an existing STR. Sent to Fire Authority for inspection. Passed inspection. Issued STR certificate.
237 Francis	Short Term Rental	STR application for new STR in the lower dwelling unit. Property contains multiple separate dwelling units. Discussed use and history with owner's daughter. Sent to Fire Authority for inspection. Passed inspection. Issued STR certificate.
Sunglass Shoppe	Inquiry	Request for sign permit application. Provided application and regulations.
346 Butler	Inquiry	Questions about adding a library box on a post. Discussed historic district requirements. Will evaluate for any zoning requirements.
547 Butler	Roof Replacement	Roof replacement with like materials. Administratively reviewed. HDC permit issued.
417 Spear	Inquiry	Call to check on status of STR certificate. Advised of valid certificate and expiration date.
N/A	Inquiry	Questions about STR application process and inspection time. Answered questions.
Dunegrass Lot 6	Inquiry	Questions about zoning requirements. Provided resources.
Dunegrass Lots 4 and 13	Inquiry	Questions about zoning requirements. Provided resources.
N/A	Inquiry	Questions about where to find STR zoning ordinance regulations. Provided link and resources.
340 Water St	Expanded Outdoor Dining	Expanded Outdoor Dining Area application received. Same as previous year. Applicant advised requesting through September. EODA license issued.

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 03/27/2023:

Storm Damage:

Due to early spring storm events, the DPW crew has responded to multiple incidents of washouts, clogged ditch outlets, obstructed storm drain covers, down/low hanging utility lines, and tree damage. Additionally, the City owned dam located at the Peterson Nature Preserve overflowed due to the downstream dam gate being broken in the closed position. Responses were required by staff during normal business hours as well as after hours.

Uninstalled Snow and Ice Equipment:

Salt spreaders and snowplows have been cleaned, neutralized of salt, and lubricated before being uninstalled from the fleet and placed in storage.

Landscaping:

Spring cleanup in the parks has begun with an emphasis on dethatching lawns and bed detailing/redefining.

Meetings:

- **3/27/2023** – DPW Weekly Goals Meeting
- **3/28/2023** – Parks and Public Works Meeting
- **3/28/2023** – Project Review with City Manager and F&V
- **3/28/2023** – Resident Site Visit with Wendy Colsen and F&V
- **3/28/2023** – Gordon Food Service Meeting with Oval Beach Manager
- **3/29/2023** – Team Meeting with City Hall Staff
- **3/30/2023** – Village Square Study Group Meeting/Playground Inspection with ODC
- **3/31/2023** – DPW Weekly Goals Follow Up Meeting
- **4/03/2023** – DPW Weekly Goals Meeting
- **4/06/2023** – DPW Weekly Goals Follow Up Meeting

City of Saugatuck
Status Report of Engineering Activities
April 6, 2023

General Consultation

- Olde Mill Apartments Water Service: Planning to address the shared water service issue when the Maple Street water main is replaced, either as part of a DWSRF project (if funded) or a standalone project.
- City Hall Exterior Renovations: The start date for construction activities is weather-dependent.
- SPARK Grant: The second round of funding has not been announced yet. Based on the ratio of funded projects to applications received in round one, this may not be worth pursuing.
- Mason Street and Oval Beach Drainage Improvements: Provided spillway sketches to DPW to get quotes. Met on site to review locations.
- System-wide Crack Sealing: Anticipate assembling a bid package spring/summer for fall construction, to be coordinated with patching and pavement marking work.
- Targeted Patching Project: Met with DPW to review locations and will be assembling a bid package soon. Will be coordinated with crack sealing and pavement marking work.
- Pavement Markings: Draft bid document is complete. Bidding and construction will be coordinated with patching and crack sealing work.

Blue Star Highway Bridge Navigation Lighting

- Only one bid was received. We are evaluating options for moving forward.

EGLE Drinking Water Revolving Fund

- The draft project plan is in process. We anticipate completing the draft plan in late April or early May to be presented at the May 22 council meeting.

2023 Street Improvements (West, East, Takken, Taylor, North Maple)

- Survey work is complete and preliminary design is underway. Soil boring work is in process.

Mt. Baldhead Conceptual Planning

- Attended a Parks & Public Works Committee meeting to kick off dialogue. We are working on a plan for a public workshop to begin soliciting community input. That is anticipated to occur in April.

Mt. Baldhead AT&T Project Assistance

- Providing design assistance to the AT&T team as needed for the restroom building.
- We anticipate taking the lead on EGLE/USACoE Critical Dunes permitting in the near future.

Vendor Name	Description	Amount
1. AMERICAN BOTTLING COMPANY	BOTTLED WATER	1,620.00
2. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50
3. BOAT LIFTS UNLIMITED INC	BOUY INSTALLS & REMOVALS	990.00
4. CAPITAL ONE	SIDEWALK SALT & SUPPLIES	807.68
5. CONSUMERS ENERGY	STREET LIGHTS	1,185.70
	ELECTRIC	3,202.20
	TOTAL	4,387.90
6. DISCOUNT LOCK & DOOR SERVICES LLC	OVAL REPAIRS	365.00
7. FIRST BANK CARD	TRAINING, PARKS & SUPPLIES	4,188.93
8. FRONTIER	OVAL BEACH	82.08
	DPW GARAGE	217.24
	TOTAL	299.32
9. GATEHOUSE MEDIA MICHIGAN HOLDINGS I	PUBLISHING	388.25
10. GIL- ROY'S HARDWARE	GRASS SEED	228.58
11. IHLE AUTO PARTS	SUPPLIES	722.09
12. LORRIE PASTOOR	CLEANING SERVICES	120.00
13. MASON LAWN & SNOW	PARTS	275.84
14. MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	434.65
15. MERS	RETIREMENT	3,158.67
16. MICHIGAN GAS UTILITIES	DPW GARAGE	502.93
	BUTLER ST TOILETS	163.97
	CITY HALL	142.96
	TOTAL	809.86
17. MILL POND REALTY INC	OVERPAYMENT	60.00
18. OVERISEL LUMBER COMPANY	SUPPLIES	1,601.78
19. SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
20. SAUGATUCK DOUGLAS GARDEN CLUB	DOWNTOWN FLOWERS	1,500.00
21. SAUGATUCK DRUG	SUPPLIES	10.79
22. SAUGATUCK FIRE	RENTAL INSPECTIONS	250.00
23. SHIVER ME TIMBERS LLC	STUMP GRINDING	1,428.00
24. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.20
25. STERNBERG LIGHTING	LIGHTS	246.00
26. STREAMLINE DESIGN.COM LLC		

Vendor Name	Description	Amount
	COGLING WEDDING SIGNS	213.00
	SOCIAL DISTRICT SIGNS	396.75
	TOTAL	609.75
27. SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	620.00
28. VALLEY CITY LINEN INC	SHOP TOWELS	50.00
TOTAL - ALL VENDORS		29,217.79
FUND TOTALS:		
Fund 101 - GENERAL FUND		26,450.39
Fund 202 - MAJOR STREETS		372.00
Fund 203 - LOCAL STREETS		248.00
Fund 661 - MOTOR POOL FUND		2,112.54
Fund 715 - ROSE GARDEN		34.86

04/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2023 - 03/31/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
03/03/2023	DD5948(A)	BOUWMAN, CHAD	PAYROLL	1,307.21
03/03/2023	DD5949(A)	CUMMINS, RYAN	PAYROLL	2,217.14
03/03/2023	DD5950(A)	HARDY, CODY	PAYROLL	1,476.78
03/03/2023	DD5951(A)	HEISE, RYAN	PAYROLL	3,464.35
03/03/2023	DD5952(A)	HERBERT, SCOTT	PAYROLL	1,738.77
03/03/2023	DD5953(A)	KERRIDGE, ADAM	PAYROLL	1,362.48
03/03/2023	DD5954(A)	MACK, ELLIS	PAYROLL	1,451.00
03/03/2023	DD5955(A)	MARTIN, DANNY	PAYROLL	939.15
03/03/2023	DD5956(A)	STANISLAWSKI, PETER	PAYROLL	1,351.04
03/03/2023	DD5957(A)	WENDT, MICHAEL	PAYROLL	1,474.26
03/03/2023	DD5958(A)	WILLIAMS, SARA	PAYROLL	1,514.38
03/03/2023	DD5959(A)	WOLTERS, JAMIE	PAYROLL	1,751.24
03/03/2023	EFT1657(E)	ALERUS	PAYROLL	3,278.40
03/03/2023	EFT1658(E)	EXPERT PAY	PAYROLL	301.61
03/03/2023	EFT1659(E)	MERS HYBRID	PAYROLL	2,123.31
03/03/2023	EFT1660(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,632.83
03/13/2023	17181	AERIAL HYDRAULIC REPAIR INC	AERIAL TRUCK BOOM REPAIR	8,565.32
03/13/2023	17182	COMMERCIAL RECORD	PUBLISHING	252.00
03/13/2023	17183	COSGROVE ENTERPRISES LLC	RETAINING BLOCKS	890.00
03/13/2023	17184	GIL- ROY'S HARDWARE	SUPPLIES	33.89
03/13/2023	17185	OVERISEL LUMBER COMPANY	SUPPLIES	1,156.87
03/13/2023	17186	PAINTING SERVICES OF WEST MICHIGAN	CITY HALL PAINTING	99,250.00
03/13/2023	17187	QUALITY DOOR COMPANY INC	REPAIR GARAGE DOORS	357.58
03/13/2023	17188	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	4,441.90
03/13/2023	17189	SUPERIOR ASPHALT INC	ASPHALT COLD PATCH	155.00
03/13/2023	17190	WESTENBROEK MOWER INC	REPAIRS MOWER	149.49
03/13/2023	4534(E)	AT&T MOBILITY	CELL PHONES	172.18
03/13/2023	4535(E)	CAPITAL ONE	SUPPLIES	413.83
03/13/2023	4536(E)	COMCAST	TELEPHONE & INTERNET	153.40
03/13/2023	4537(E)	FIRST BANK CARD	MAINTENANCE, TRAINING, & SUPPLIES	2,341.83
03/13/2023	4538(E)	FRONTIER	OVAL BEACH	82.08
03/13/2023	4539(E)	FRONTIER	DPW GARAGE	217.24
03/13/2023	4540(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,695.67
03/13/2023	4541(E)	MERCHANTS BANCARD NETWORK	BANK FEES	78.29
03/13/2023	4542(E)	MICHIGAN GAS UTILITIES	BUTLER ST TOILETS	176.41
03/13/2023	4543(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	579.32
03/13/2023	4544(E)	MICHIGAN GAS UTILITIES	CITY HALL	158.13
03/13/2023	4545(E)	PRIORITY HEALTH	HEALTH INSURANCE	8,928.36
03/13/2023	4546(E)	RICOH USA INC	COPIER LEASE	149.18
03/13/2023	4547(E)	SHELL	GASOLINE & DIESEL	130.60
03/13/2023	4548(E)	VALLEY CITY LINEN INC	SHOP TOWELS	157.00
03/13/2023	4549(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,802.61
03/13/2023	4550(A)	ALLEGAN COUNTY TREASURER	PROPERTY TAXES	820.55
03/13/2023	4551(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,582.50

04/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2023 - 03/31/2023				
Check Date	Check	Vendor Name	Description	Amount
03/13/2023	4552(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES ELECTRICAL	93,945.95
03/13/2023	4553(A)	FLEIS & VANDENBRINK ENGINEERING IN	ENGINEERING FEES	8,708.17
03/13/2023	4554(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,656.25
03/13/2023	4555(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	216.10
03/13/2023	4556(A)	LORRIE PASTOOR	CLEANING SERVICES	120.00
03/13/2023	4557(A)	OTTAWA AREA INTERMEDIATE SCHOOL	PROPERTY TAXES	2,255.03
03/13/2023	4558(A)	SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	321.97
03/13/2023	4559(A)	SAUGATUCK FIRE	SHORT TERM RENTALS	1,616.57
03/13/2023	4560(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,264.60
03/17/2023	DD5960(A)	BOUWMAN, CHAD	PAYROLL	1,302.59
03/17/2023	DD5961(A)	CUMMINS, RYAN	PAYROLL	2,067.13
03/17/2023	DD5962(A)	HARDY, CODY	PAYROLL	1,388.81
03/17/2023	DD5963(A)	HEISE, RYAN	PAYROLL	4,214.20
03/17/2023	DD5964(A)	HERBERT, SCOTT	PAYROLL	1,803.77
03/17/2023	DD5965(A)	KERRIDGE, ADAM	PAYROLL	1,819.10
03/17/2023	DD5966(A)	MACK, ELLIS	PAYROLL	1,492.43
03/17/2023	DD5967(A)	MARTIN, DANNY	PAYROLL	690.57
03/17/2023	DD5968(A)	STANISLAWSKI, PETER	PAYROLL	1,351.04
03/17/2023	DD5969(A)	WENDT, MICHAEL	PAYROLL	1,514.27
03/17/2023	DD5970(A)	WILLIAMS, SARA	PAYROLL	1,514.38
03/17/2023	DD5971(A)	WOLTERS, JAMIE	PAYROLL	1,766.57
03/17/2023	EFT1661(E)	ALERUS	PAYROLL	3,245.18
03/17/2023	EFT1662(E)	EXPERT PAY	PAYROLL	139.54
03/17/2023	EFT1663(E)	MERS HYBRID	PAYROLL	2,112.63
03/17/2023	EFT1664(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,565.59
03/27/2023	17194	IHLE AUTO PARTS	SUPPLIES	1,310.04
03/27/2023	4563(E)	NET2PHONE INC	TELEPHONES	209.92
03/27/2023	4565(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,235.60
03/27/2023	4566(A)	E DOWD CRANE SERVICE LLC	TREE SERVICE	4,030.00
03/27/2023	4567(A)	LAMB INDUSTRIAL SUPPLY	SUPPLIES	126.12
03/27/2023	4568(A)	SAUGATUCK FIRE	INSPECTIONS	1,325.00
03/27/2023	4569(A)	SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	390.63
03/27/2023	4570(A)	STANDARD INSURANCE COMPANY	INSURANCE	427.46
03/27/2023	4571(A)	STINGERS PEST CONTROL	PEST CONTROL	101.20
03/27/2023	4572(A)	ULINE	SUPPLIES	89.94
03/27/2023	17191	ALLEGAN COUNTY HEALTH DEPT	OVAL CONCESSION	355.00
03/27/2023	17192	CUSTOM DESIGN WORKS	PLOW REPAIRS	179.50
03/27/2023	17193	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,641.56
03/27/2023	17195	RATHCO SAFETY SUPPLY CO	SIGNS	215.14
03/27/2023	4561(E)	COMCAST	TELEPHONE & INTERNET	153.40
03/27/2023	4562(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,847.44
03/27/2023	4564(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,759.94
03/31/2023	4573(E)	CONSUMERS ENERGY	STREET LIGHTS	3,494.44
03/31/2023	4574(E)	MERS	RETIREMENT	3,158.67
03/31/2023	DD5972(A)	ANDERSON, HOLLY	PAYROLL	105.72
03/31/2023	DD5973(A)	ASPNES, LYNEE	PAYROLL	220.24

04/06/2023 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 03/01/2023 - 03/31/2023				
Check Date	Check	Vendor Name	Description	Amount
03/31/2023	DD5974(A)	BAGIEREK, CHRISTOPHER	PAYROLL	79.28
03/31/2023	DD5975(A)	BALDWIN, HELEN	PAYROLL	263.30
03/31/2023	DD5976(A)	BOUCK, JAMES	PAYROLL	52.86
03/31/2023	DD5977(A)	BOUWMAN, CHAD	PAYROLL	1,262.57
03/31/2023	DD5978(A)	BROEKER, ANN	PAYROLL	104.72
03/31/2023	DD5979(A)	CANNARSA, JOHN	PAYROLL	77.48
03/31/2023	DD5980(A)	CRAWFORD, RICHARD	PAYROLL	26.12
03/31/2023	DD5981(A)	CUMMINS, RYAN	PAYROLL	2,112.20
03/31/2023	DD5982(A)	DEAN, SCOTT	PAYROLL	296.34
03/31/2023	DD5983(A)	GARDNER, RUSSELL	PAYROLL	361.62
03/31/2023	DD5984(A)	GAUNT, BOBBIE	PAYROLL	105.72
03/31/2023	DD5985(A)	HARDY, CODY	PAYROLL	1,399.99
03/31/2023	DD5986(A)	HEISE, RYAN	PAYROLL	3,684.37
03/31/2023	DD5987(A)	HERBERT, SCOTT	PAYROLL	1,852.27
03/31/2023	DD5988(A)	KERRIDGE, ADAM	PAYROLL	1,469.02
03/31/2023	DD5989(A)	KUBASIAK, ROBERT	PAYROLL	52.86
03/31/2023	DD5990(A)	LA CHEY, MARK	PAYROLL	78.28
03/31/2023	DD5991(A)	LEO, HOLLY	PAYROLL	219.24
03/31/2023	DD5992(A)	LEO, NICHOLAS	PAYROLL	243.88
03/31/2023	DD5993(A)	LEWIS, LEIGH	PAYROLL	182.90
03/31/2023	DD5994(A)	MACK, ELLIS	PAYROLL	1,290.79
03/31/2023	DD5995(A)	MANNIS, STEVEN	PAYROLL	79.28
03/31/2023	DD5996(A)	MARTIN, DANNY	PAYROLL	134.79
03/31/2023	DD5997(A)	MAYER, JOHN	PAYROLL	220.24
03/31/2023	DD5998(A)	MC POLIN, KATE	PAYROLL	52.26
03/31/2023	DD5999(A)	MUNCEY, GREGORY	PAYROLL	264.30
03/31/2023	DD6000(A)	STANBERRY, LAUREN	PAYROLL	219.24
03/31/2023	DD6001(A)	STANISLAWSKI, PETER	PAYROLL	1,351.06
03/31/2023	DD6002(A)	STRAKER, TIMOTHY	PAYROLL	104.52
03/31/2023	DD6003(A)	WENDT, MICHAEL	PAYROLL	1,474.25
03/31/2023	DD6004(A)	WILLIAMS, SARA	PAYROLL	1,514.38
03/31/2023	DD6005(A)	WOLTERS, JAMIE	PAYROLL	1,997.35
03/31/2023	EFT1665(E)	ALERUS	PAYROLL	3,292.92
03/31/2023	EFT1666(E)	EXPERT PAY	PAYROLL	139.54
03/31/2023	EFT1667(E)	MERS HYBRID	PAYROLL	2,126.45
03/31/2023	EFT1668(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,079.70
03/31/2023	EFT1669(E)	MERS	PAYROLL	6,703.94
03/31/2023	EFT1670(E)	MI DEPT OF TREASURY	PAYROLL	3,376.12
03/31/2023	17196	MML UNEMPLOYMENT COMPENSATION	PAYROLL	525.73
Total of 129 Checks:				447,616.46
Less 0 Void Checks:				0.00
Total of 129 Disbursements:				447,616.46



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 10, 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. Bowdies, LLC. at 320 Culver St. has requested approval to be added to the City of Saugatuck Social District.

Resolution No. 230410-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 230410-A adding Bowdies, LLC 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 Council council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Dean on April 10, 2023 at 7:00pm
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Bowdies, LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is Recommended 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 Regular meeting held on April 10, 2023 (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.



Social District Permit Application

Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it appears on your Articles of Incorporation / Organization.

Licensee name: Bowdies, LLC		
Address: 230 Culver St		
City: Saugatuck	State: MI	Zip Code: 49453
Contact Name: Joshua Nottingham	Phone: 219-688-0110	Email: josh@bowdieschophouse.com

Part 2 - Required Documents & Fees

<input checked="" type="checkbox"/> Local Governmental Unit Approval <input checked="" type="checkbox"/> Approval from the local governmental unit (city council, township board, village council) is required to be submitted with this application (See page 2 for approval form)		Leave Blank - MLCC Use Only TOTAL DUE: <div style="border: 1px solid black; padding: 5px; display: inline-block;">\$320.00</div> Make checks payable to State of Michigan
<input checked="" type="checkbox"/> \$70.00 Inspection Fee (MLCC Fee Code 4036)		
<input checked="" type="checkbox"/> \$250.00 Social District Permit Fee (MLCC Fee Code 4081)		

Part 3 - Signature of Licensee

Under administrative rule R 436.1003, the 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 enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this permit for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Joshua Nottingham, VP of Operations		03/13/2023
Print Name of Licensee & Title	Signature of Licensee	Date

Please return this completed form and fees to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax with Credit Card Authorization to: 517-284-8557



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: April 10, 2023
SUBJECT: Summer Tax Collection

DESCRIPTION:

The attached agreement is between the City of Saugatuck and Saugatuck Public Schools for the collection of the Saugatuck Public Schools and the Ottawa Area Intermediate School District (OAISD) 2023 summer tax levies at a rate of \$2.75 per parcel. The other 3 municipal taxing units in the school district also have similar agreements in place.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to authorize the Mayor and City Clerk to sign and enter into an agreement between the City of Saugatuck, Saugatuck Public Schools, and the OAISD for collection of the 2023 summer tax levies at a rate of \$2.75 per parcel.

**MEMORANDUM OF AGREEMENT
FEE FOR COLLECTION OF 2023 SUMMER TAXES**

WHEREAS, City/Township of _____, has, pursuant to Section 1613 of the School Code of 1976 (MCLA 380.1613 as amended), negotiated and reached an agreement with the school district of _____ (“Local School District”) on behalf of itself and the Ottawa Area Intermediate School District (“Intermediate School District”), for collection of the respective summer tax levies of the Local School District and Intermediate School District:

NOW THEREFORE, the City/Township, the Local School District, and the Intermediate School District understand and agree as follows:

1. The City/Township shall collect the respective **2023 Summer Tax Levies of the Local School District and of the Intermediate School District for an aggregate price of \$ _____ Per Parcel**, to be billed to, and paid by, the Local School District, subject to the Local School District’s rate of contribution from the Intermediate School District.
2. The above stated **2023 Summer Tax Levies will be collected at _____%**. (50% or 100%)
3. The **2023 Summer Taxes** collected by the City/Township for the Local School District and the Intermediate School District **shall be accounted for and delivered to said school districts as follows (select one):**
 - _____ a. Within the time prescribed by Section 43 of the General Property Tax Act (MCLA 211.43 as amended):
 - _____ b. If a shorter alternate delivery schedule has been negotiated and agreed upon, then such accounting and delivery shall be as follows:

Signature of City/Township Official

Signature of Local School Official

Title

Title

Date

Date

Acceptance by:

**Chris Lamer, Chief Financial Officer,
Ottawa Area Intermediate
School District**

Date



MEMORANDUM

TO: City, Township, & County Clerks

FROM: Chris Lamer, Chief Financial Officer

DATE: March 8, 2023

RE: 2023 Summer Tax Collection

The Ottawa Area Intermediate School District Board of Education adopted a continuing Resolution on December 19, 1983 authorizing Summer Tax Collection. Adopted pursuant to Section 1613 of the School Code of 1976, this Resolution imposes Summer Tax Collection for that year, and all subsequent years in local K-12 school districts that levy summer tax. This summer tax levy is for one hundred percent of the school district's 2023 property tax levy. The Ottawa Area Intermediate School District Board of Education affirmed the continuing 1983 Resolution with adoption of the enclosed resolution at its November 16, 2022 meeting.

Pursuant to Section 1613, this letter is a formal request that your city or township collect on behalf of the Ottawa Area Intermediate School District, the ISD's 2023 Summer Property Tax levy upon property within your city or township.

Section 1613 provides that the city or township governing body shall negotiate a reasonable fee for collection of the Intermediate School District's summer property tax levy. As in previous years, the local school districts will be negotiating these fees for collection agreements on behalf of the Intermediate School District, as well as themselves. Multiple year agreements for fees to be collected may be negotiated; where they exist for some cities and townships, they may still be current.

The OAISD may refrain from collection of 2023 school property taxes in those cities and townships where the local school district will not be collecting summer taxes.

If you have questions, please feel free to contact me at 616-738-8940, extension 4037.

Enclosures: Resolution, Certificate

cc: County Equalization Departments, County & Local Treasurers

Ottawa Area Intermediate School District Board of Education Resolution to Collect Summer 2023 Taxes

WHEREAS, the Board has, by resolution adopted on or about December 19, 1983, determined to impose a summer property tax levy, including debt service, to commence in the summer of 1984 and to continue during each subsequent summer until specifically revoked by the Board; and

WHEREAS, said continuing resolution further provided that each such summer property tax levy shall be for the total of the School District's annual school property taxes; and

WHEREAS, the Board desires to implement and enforce said continuing resolution in order to impose and collect its 2023 summer property tax levy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of the Ottawa Area Intermediate School District, as follows:

1. That the Board does hereby ratify and affirm its continuing resolution, of December 19, 1983, determining to impose a summer property tax levy for the total of the School District's annual school property taxes;
2. That said continuing resolution is specifically ratified and affirmed insofar as the Board renews its determination to impose a summer property tax levy in the summer of 2023;
3. That, pursuant to said continuing resolution as herein ratified and affirmed, the Board does hereby specifically request that each city and township located in whole or in part in the School District agree to collect the School District's summer levy in 2023 for the total of the School District's annual school property taxes;
4. That the Secretary of the Board is hereby authorized and directed to communicate the Board's foregoing request to each such city and township, together with a copy of this resolution, in such a manner as to ensure that such requests are received by each such city and township before January 1, 2023; and
5. That, except as herein specifically altered or amended, the Board's continuing summer tax collection resolution, adopted on or about December 19, 1983, is hereby ratified and affirmed.

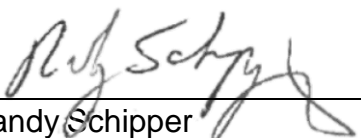
A motion was made by Randy Schipper and seconded by Rick Dernberger to adopt the resolution.

Roll Call Vote:

YES: Robyn Afrik, Rick Dernberger, Randy Schipper, and John Siemion

NO: None

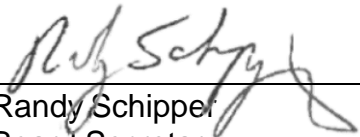
Resolution declared adopted, 4-0.



Randy Schipper
Board Secretary
Ottawa Area Intermediate School District

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Education for the Ottawa Area Intermediate School District, at a duly noticed meeting held on November 16, 2022, at which the following Board members were present: Robyn Afrik, Rick Dernberger, Randy Schipper, and John Siemion; that said resolution was offered by Board member Randy Schipper and supported by Board member Rick Dernberger that the following Board members voted in favor of the resolution: Robyn Afrik, Rick Dernberger, Randy Schipper, and John Siemion and the following Board members voted in opposition to the resolution: none; and that public notice of the said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and minutes of the meeting will be kept as required by the Open Meetings Act.



Randy Schipper
Board Secretary
Ottawa Area Intermediate School District



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 4/10/23

SUBJECT: Additional Dates for City Lot Parking Request

DESCRIPTION:

Liz Wilson (Saugatuck Public Schools) has requested that they be allowed to charge for parking in the City lot during large Saugatuck Center for the Arts (SCA) shows. Wilson has discussed this with the SCA and they support the idea.

BUDGET ACTION REQUIRED:

NA

COMMITTEE/COMMISSION REVIEW:

NA

LEGAL REVIEW:

No

SAMPLE MOTION:

Allow Saugatuck schools to charge for parking in the City lot during large SCA events.



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: April 10, 2023

SUBJECT: Planning Consultant for Short Term Rentals Review

DESCRIPTION:

On February 16, the City Council passed a resolution establishing a Short-Term Rental Task Force. The City Council directed that the Short-Term Rental Task Force receive assistance and facilitation by a professional planning consultant approved by City Council.

On February 27, staff issued a request for professional services to three planning firms recommended by our current consultant planner. The request was sent to Williams and Works, Beckett and Raeder, and McKenna Associates. Williams and Works advised they did not have the capacity for this project at this time. Beckett and Raeder did not respond to messages from myself or the City Manager.

McKenna Associated submitted the attached proposal and supplemental letter. The City Manager, STR Task Force Chair Anderson and I interviewed the McKenna team on March 29.

Staff and Chair Anderson are recommending that the City Council approve entering into a professional services agreement with McKenna Associates. A draft of the agreement is in your packet for review.

BUDGET ACTION REQUIRED:

The City Council appropriated \$75,000 for planning/zoning contractual services for FY 22/23. The notes identify \$25,000 would be for “planning consultant review zoning ordinance”. I have confirmed with the Treasurer these funds are still available for McKenna’s professional services for the remainder of this fiscal year.

COMMITTEE/COMMISSION REVIEW:

Short-Term Rental Task Force Chair Anderson was provided a copy of the McKenna Associates proposal and supplemental letter and participated in the interview with McKenna. Chair Anderson was asked for her feedback and recommendation which she provided to City staff.

LEGAL REVIEW:

The proposed professional services agreement has been sent to the City Attorney for review and feedback.

SAMPLE MOTION:

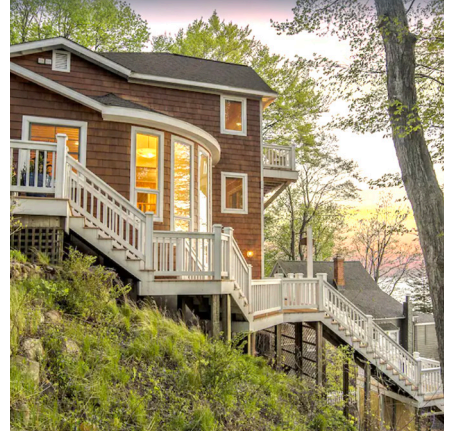
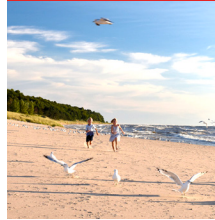
Motion to approve entering into a professional services agreement with McKenna Associates after review of the agreement is complete by the City Attorney.

MCKENNA

PROPOSAL TO PROVIDE

Short-Term Rental Task Force Assistance

CITY OF SAUGATUCK, MICHIGAN



MARCH 20, 2023

Communities for real life.



MCKENNA

March 16, 2023

Mr. Ryan Cummins
Director of Planning & Zoning
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Subject: Short-Term Rental Task Force

Dear Mr. Cummins

We are excited to learn about the City of Saugatuck’s recent creation of a short-term rental task force to identify and prioritize current short-term rental concerns. McKenna has long history of collaboration with municipal staff on topics ranging from Master Planning to Zoning Ordinance creation and other specific concerns, such as housing analysis and rental policies. We would be delighted for your consideration regarding McKenna’s role in helping the City facilitate further discussion on short-term rentals.

McKenna understands that short-term rentals are becoming an increasingly popular undertaking in resort style cities. With the City of Saugatuck being positioned on Lake Michigan, the desire for residents to lease homes to tourists can be staggering. Short term rentals offer property owners a secondary income, while also increasing the tourist base of a community. But short term rentals also increase the price of housing and create uncertainty and instability within neighborhoods. The use of online sites such as AirBnB & Vrbo make renting out residential homes convenient – and thus increasingly common. Our team understands and has ample experience dealing with short term rentals, and looks forward to collaborating with the City of Saugatuck to address possible concerns from such an endeavor.

OUR APPROACH

McKenna has provided planning, zoning, and economic development assistance to over 100 communities throughout the mid-west since 1978. Our planners and designers are not only qualified, but experienced in providing a high level of service to our communities and their residents by helping to express shared visions, creating understandable codes, and helping people navigate the development review process.

We have assembled a highly skilled and locally-based team to assist the City with its planning, zoning, and housing assessment needs regarding short-term rentals. **Kyle Mucha, AICP, Senior Planner** will serve as the City’s Project Manager and will be the main point of contact. Kyle provides technical planning and review, analytical support and zoning assistance to cities, townships and villages throughout Michigan. Kyle has experience with municipal operations, multi-jurisdictional cooperation, and inter-departmental coordination for projects big and small, with short and long-term positive impacts on residents. Kyle also has years of experience with community quality and zoning ordinance implementation. He also holds training certification in Michigan’s Redevelopment Ready Communities Program.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



Chris Khorey, AICP, Senior Principal Planner and our West Michigan Manager, will serve as the Project Director. Chris is responsible for overseeing ongoing planning and economic development services in a number of West Michigan communities. He also has deep experience developing visions for the future for communities large and small in the form of Master Plans, Downtown Plans, Sub-Area Plans, and Corridor Plans, and implementing those visions through zoning. Chris has ample experience with housing analysis and market studies and will lend his support to the project team.

We believe that our highly-skilled, locally-based approach provides a unique advantage for the City as it relates to the short-term rental task force. Our team is ready to begin this exciting project with City staff and community leaders.

HIGHEST QUALITY SERVICE

McKenna will provide the highest quality service and innovation in all of our work on behalf of the City. We are excited to assist the City of Saugatuck in providing professional facilitation to identify and prioritize current short-term rental concerns. Please do not hesitate to call me at (248) 596-0920 if we can answer any questions.

Respectfully submitted,

McKENNA
John R. Jackson, AICP
President



Short-Term Rentals Task Force Assistance

CITY OF SAUGATUCK, MICHIGAN



PREPARED MARCH 20, 2023 BY

MCKENNA

124 East Fulton Street
6th Floor, Suite B
Grand Rapids, MI 49503

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Company Overview



McKenna's Downtown Grand Rapids office is in the Loraine Building near Veteran's Park. Our workspaces reflect McKenna's commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

McKenna's team of talented planning, design, and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 44-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna's practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of 20-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

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Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Strategic Planning Facilitation
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management



Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings

On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

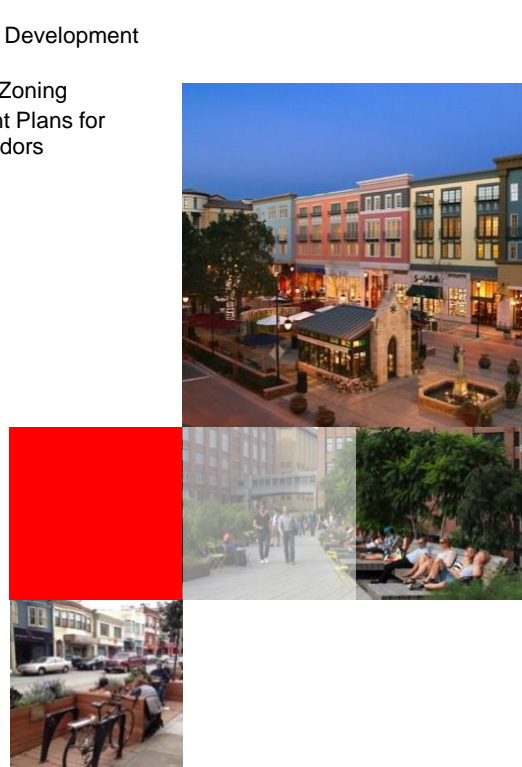
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design



Scope of Service



We have prepared the following Scope of Service in response to the City of Saugatuck’s Request for Proposals for Short-Term Rental Task Force assistance. We understand that Saugatuck City Council has formed a short-term rental task force in order to identify and prioritize current short-term rental concerns, issues, opportunities and objectives held by residents, property and business owners and other community stakeholders.

The City of Saugatuck is one of Michigan’s premiere communities, with its quaint downtown, plentiful tourism opportunities, scenic natural beauty, and growing economy. Because of this, the City is well-positioned for, and has become, a prime location for short-term rentals in response to the need for vacationer lodging in the area.

At McKenna, our planning and zoning professionals understand the importance for popular lakeshore communities, such as Saugatuck, to take a proactive approach in addressing the topic of short-term rentals, and how they may affect a community. Short-term rentals are a topic of national importance, as many communities face challenges in not only housing affordability and availability, but also concerns with quality of life for adjacent properties, potential effects on local schools and businesses, and other aspects. The following scope outlines our proposed approach to assisting the City with this important endeavor to address short-term rentals in Saugatuck.

PHASE 1: COMPARISON AND ANALYSIS

Task 1.1 – Information Gathering: Local Level

Our team will gather data from the City regarding currently known registered rental properties. This data gathering will analyze complaints and/or variances filed to the City by property owners and other concerned citizens. Our team will summarize the concerns raised by residents and other stakeholders regarding short-term rentals and analyze how these concerns can be addressed from a zoning ordinance regulation and enforcement perspective. Our team will also map registered properties, which includes rental licenses. This mapping analysis will provide spatial information to highlight specific areas of the City where rentals may be concentrated. This mapping task will assess how the fabric of the City's neighborhoods can be affected by short-term rentals. Where available, we will review online source data to mark properties listed for rent. Further, this task will include the analysis of the City's existing land uses.

Additionally, this initial task will include the review of applicable City documents and policies as they relate to short-term rentals. This can include current zoning requirements (e.g., permitted uses in residential districts and downtown, definition of "temporary" or "short-term," accessory dwelling unit provisions, etc.), a review of the City's master plan, review of any applicable general ordinances, and other documents as deemed appropriate.

Proposal Fee: \$4,000

Task 1.2 – Information Gathering: Regional Comparisons

Our team will gather short-term rental ordinances from other popular destination communities across the State of Michigan, focusing primarily on municipalities with water-front access. We will summarize the key takeaways from the sample peer communities for review by Saugatuck City Council and task-force members. Our team will "shred the ordinances" of comparison communities and relate those provisions to the City of Saugatuck's Zoning Ordinance as it pertains to short-term rentals to ensure compliance with State and Federal regulations. This task will also highlight areas in which the City can take away "what works" and lessons learned in other communities. Additionally, we will include an analysis of fees, enforcement, and inspection structures adopted by these peer communities.

In this phase, we will also gather data and engage in conversations with applicable regional organizations, such as Allegan County, Housing Next, and others to ensure that have the "full picture" of the short-term rental assets, challenges, and opportunities in the region.

Proposal Fee: \$3,500

Task 1.3 – Information Gathering: National Best Practices

This final initial task of the information gathering stage will include a summary and synopsis of best practices as they relate to the regulation of short-term rentals in coastal communities. Resources available to McKenna published by organizations such as the American Planning Association (APA) have information on best practices in planning and zoning regarding this subject. McKenna will review these best practices and note recommendations applicable to Saugatuck. The results of this task will put Saugatuck at the forefront of emerging trends in best practices for regulating short-term rentals.

Proposal Fee: \$1,500

Task 1.4 – Short Term Rental Task Force Meetings

A representative of our team will attend each task force meeting to provide updates and help facilitate the discussions. Our team representative will also provide updates on ongoing tasks, such as information gathering, public engagement summaries and any other items deemed appropriate by City leadership. Our team will be responsible for providing materials for discussion at each meeting.

Proposal Fee: billed at an hourly rate, including travel time.

PHASE 2: PUBLIC ENGAGEMENT PROGRAM

Task 2.1 – Community Engagement

Our team will facilitate discussions with residents, property owners, business owners and community stakeholders to ascertain the climate of short-term rentals within the City and perceived concerns with short-term rentals. Our community engagement approach is further outlined below.

Proposal Fee: based on level of community engagement selected.

Task 2.2 – Community Engagement Summary

Our team will prepare a graphically rich summary of the findings from our engagement with the Saugatuck community. The summary will include an analysis of the positive and not-so-positive comments received from the community engagement sessions (as described further in the next section of this proposal). This summary will directly relate to potential changes to the City’s policies and zoning regulations as they relate to short-term rentals.

PHASE 3: RECOMMENDATIONS

Task 3.1 – Policies & Zoning Ordinance Recommendations

After our team has engaged with the Saugatuck community and provided the initial findings to City Council and the task force, we will prepare a draft amendment(s) to the existing Zoning Ordinance and any other City policy documents (such as the master plan) as it relates to short-term rentals. Our draft amendments will initially include a “highlight and strike” version so all interested parties may view the proposed changes clearly. Further, where applicable, our draft amendments will tie back to community feedback or other community ordinances. If our team recommends a change, we will ensure that City Council and the short-term rental task force will be fully briefed on why certain changes are being proposed.

Where applicable, and as described above, our team will provide summaries of other waterfront communities’ recent changes to short-term rental regulations and what the outcome after the changes has been.

Our team will not only look at policy and ordinance changes, but also economic impacts on rental housing within a community – where data is available.

Proposal Fee: \$7,000



ONGOING MEETINGS

Task 4.1 – Collaboration with the City of Saugatuck Planning Commission

After the draft amendments, if any, have been prepared as directed by the Task Force and City leadership, our team will facilitate two (2) working sessions with the Saugatuck Planning Commission. These working sessions will highlight the following:

- Overview of recent code enforcement action regarding short-term rentals.
- Analysis of registered rental properties within the City.
- Summary of the community engagement event(s) hosted within the community.
- Analysis of the Short-Term Rental Taskforce findings.
- Proposed changes to the current zoning regulations pertaining to short-term rentals

Proposal Fee: \$1,500

Task 4.2 – Planning Commission Public Hearing

Our team will attend the Planning Commission public hearing discussing the proposed changes to the City of Saugatuck's zoning ordinance. Our team will prepare a presentation to the Planning Commission and interested public outlining the proposed changes and findings from the community engagement. As well as other relevant data in which these recommendations derive.

Task 5.1 – Presentation to Saugatuck City Council

Our team will prepare a presentation to City Council outlining the findings of the taskforce, comments received during the Planning Commission working sessions and the public hearing. Our team will present the proposed zoning ordinance amendments relating to short-term rentals in an easy-to-follow format.

Proposal Fee: \$500

Task 5.2 – Adoption

Our team will finalize any revisions as requested by City Council and assist City leadership in adopting the amended zoning ordinance and policies pertaining to short-term rentals.

Proposal Fee: \$500



Community Engagement Approach



At McKenna, we pride ourselves on effectively delivering practical and useful planning processes – on budget and on time. As the City of Saugatuck looks to tackle short-term rental concerns raised by community members, our team is uniquely positioned to gather all manner of public feedback.

We envision our team as the facilitators of a public discussion deployed by City leaders to ensure all voices are heard and to develop consensus and excitement for potential revisions that work not only for residents, property and business owners, but also travelers to the great City of Saugatuck!

We know that the engagement processes need to be flexible, in order to allow for constant evaluation of the feedback and ensure that all voices are heard. Therefore, we are not proposing a set-in-stone scope or a lump sum price.

Instead, on the following pages, we are providing a list of possible engagement actions and activities, as well as potential deliverables to consolidate and articulate the vision of seeking community insight. This approach is designed to be a “menu” of potential public engagement options that are available to the City as deemed appropriate. Further, the City does not have to adopt the following options wholesale. McKenna is flexible to complete any combination of tasks as selected by the City.

Our public engagement process will accomplish the following primary objectives for the City of Saugatuck:

1. Listening! McKenna values all voices from community members. We find that just listening to positive and not-so-positive comments from community members provides a greater base of understanding.
2. We will provide meaningful opportunities for people to engage in the planning process, ensuring participants see their ideas reflected in the recommendations to City Council.

OPTION #1: OUTREACH MATERIALS AND BRANDING

McKenna's talented graphic design team, led by Art Director Carrie Leitner, will work with City leaders to create a brand for the outreach campaign. The brand will be used consistently on all marketing materials. McKenna can provide the following electronic and hard copy materials for use during the outreach process. This option includes the following items:

1. **Central Outreach Website:** This site, which would have an easy-to-remember URL such as "rentsaugatuck.com", would be the hub of the online portion of the outreach, and would also contain information and updates regarding the ongoing engagement process generally.

Approximate Fee: \$1,500 for set up, plus \$200 monthly for ongoing updates and maintenance. URL hosting fee included.

2. **Flyers and Postcards:** McKenna can create flyers, postcards, and other small materials to be mailed, delivered to businesses, or displayed around the community.

Approximate Fee: \$600 per design. Printing and mailing not included.

3. **Signage and Large-Scale Materials:** McKenna can produce designs for temporary signage, banners, unstaffed engagement boards, and other large-scale installations that promote or enhance the engagement effort.

Approximate Fee: \$600 per design. Production, shipping, and installation not included.

Future Vision
FORMER AIRPORT SITE
PARK TOWNSHIP, MICHIGAN

Residents of Park Township are invited to help determine the future of the Former Airport Site. The Township is undergoing a multi-phase process to ensure all voices are heard.

Phase 1: COMMUNITY BRAINSTORM

The first phase is the Community Brainstorm—collecting ideas, no matter how big or small, for how the Airport Site could be used going forward to benefit the community.

We appreciate you visiting this Remote Engagement Booth to submit your ideas! Here's how it works:

INSTRUCTIONS

There are two types of response cards:

- Green Cards mean "GO!"** – your suggestions for the Airport Site and how it could best serve the community.
- Red Cards mean "STOP!"** – pitfalls, potential problems, and issues that need to be incorporated into the discussion.

There are four categories on each card:

- Amenities:** What opportunities or uses do you want on the site?
- Design:** What goes where?
- Preservation:** What shouldn't change?
- Big Picture:** How does the Airport Site fit with its surroundings?

Feel free to fill in every line—or just one or two. Every idea is valued!

Stay tuned for community workshops, site walks, and other opportunities as the process moves forward! Information will be included in the Township Newsletter, as well as posted at parktpvision.com and around the community.

Phase 1: Community Brainstorm

PARK TOWNSHIP, MICHIGAN



OPTION #2: COMMUNITY WORKSHOPS AND EVENTS

Our approach to community workshops adds value to the traditional “public meeting” framework. In conjunction with the following outreach techniques, we are confident we will accomplish the City’s goals to reach a strong representative sample of its constituents.

We are open to creative ideas for events that “mix and match” the techniques presented below in conjunction with City leaders.

- 1. Community Open Houses.** McKenna team members can host public events with detailed workshop materials. McKenna will work with the City of Saugatuck leadership to maximize the impact of these events and use these events to identify project champions that will help to generate interest in the other outreach activities. Community Open House events can be made virtual or hybrid.

Approximate Fee: \$3,500 per event.

- 2. Small Group Discussions.** McKenna team members can host small group discussions and workshops, with the goal of developing ideas and discussions for potential changes to the short-term rental ordinance and policies. Importantly, these groups would not be “by invitation” – they would be open to all interested residents however we encourage limiting the number in attendance to help facilitate the true small group setting. We would also endeavor to create groups with diverse perspectives, including participants from different neighborhoods, different ages, and different backgrounds. As with Community Open Houses, Small Group Discussions can be made virtual or in-person.

Approximate Fee: \$1,500 per event

- 3. Pop-Up Engagement.** McKenna can set up engagement stations in various locations throughout the community – in parks, schools, businesses, organizations, or anyone else the community members are likely to gather or spend time. The level of interaction can vary depending on the context and desire of the host location. In some instances, we have set up a full mobile Open House, with robust opportunities for engagement, while in other outreach projects, we have simply stationed team members to hand out postcards or giveaways to raise awareness of the outreach effort and drive traffic to online tools and other events. Unstaffed remote engagement is also a possibility.

Approximate Fee: \$500 - \$3,000 per location, depending on the level of staffing and the amount of time.

- 4. Festivals and Gatherings.** Our team members can use festivals and other community events as opportunities for outreach. Similar to the pop-up engagement locations, there is a spectrum of opportunities to engage residents at major gatherings where people come together.

Approximate Fee: \$1,000 - \$2,500 per event depending on the level of staffing and the length of the event.

- 5. Targeted Outreach Meetings.** During the process, in collaboration with City leadership, it is possible that we will determine that we have not received feedback from a sub-set of residents – for instance, young people, or residents of neighborhoods away from the waterfront. If directed, McKenna team members can develop outreach events or opportunities specifically for those groups.

Approximate Fee: Variable, depending on the type of outreach needed.

- 6. Stakeholder interviews.** This task can include interviews of important community stakeholders as it pertains to short-term rentals. This can include interviews of applicable staff from various peer communities to get more in-depth information on their community’s challenges and triumphs with regulating short-term rentals, or discussions with other interested area organizations, such as tourism bureaus, housing advocates, and others. We will work with the City to determine any other important stakeholders that should be involved in the conversation.

Approximate Fee: \$150 per interview

OPTION #3: ONLINE AND AT-HOME ENGAGEMENT TOOLS

Community engagement in in-person planning processes can be difficult. People need to have free time at a specific time, and often go to a specific place. Online outreach, on the other hand, reaches residents on their schedule and in their homes. Our team has several tools available to create robust online outreach.

- 1. Social Media:** Our team can use Facebook, Twitter, and other platforms to involve people in planning processes. The value of these tools is that similar to a pop-up workshop, we will reach people where they are, and it's convenient and effective. McKenna will not just post a page and leave it. We will moderate the activity, answer questions, and engage users. We will use these informal engagement platforms to direct users to engage in the more formalized online outreach activities.

Approximate Fee: \$500 for setup, approximately \$250 per month for maintenance and updates.

- 2. Online or Mail-In Survey:** Public surveys provide a way to gauge the results of an event against a larger sample of public opinion. The McKenna team routinely uses online surveys to collect important information regarding attitudes about transportation, design, and development characteristics. The McKenna team will work with the City to design an online survey that best fits the project. A survey is a great tool that will ensure that those individuals who cannot make it to a public meeting will have a way to contribute. Surveys are also opportunities to get feedback on ideas that have already been generated. We have worked with a partner firm that conducts statistically valid surveys, and we could engage them as part of our team, though we have not done so yet.

Approximate Fee: \$1,000 for online survey, \$4,000 plus mailing costs for mail-in survey, \$15,000 for statistically valid survey.

- 3. Online Ideas Board (Social Pinpoint):** McKenna uses the online tool "Social Pinpoint" to create Online Ideas Boards, where residents can both suggest ideas, and react to what others have posted. Our team would curate and moderate the boards, generating robust, yet respectful, discussion.

Approximate Fee: \$1,000 for setup, \$500 per month for updates and moderation.

VIRTUAL ENGAGEMENT BY THE NUMBERS



1,010

Unique Website Visitors



418

Survey Responses



799

Online Comments



3,200

Responses to Online Comments



Deliverables



After the analysis and public engagement tasks are complete and recommendations are discussed with City organizations and leadership, McKenna will produce the following deliverables to the City (as the City deems necessary and as requested):

- A graphically rich report of key findings as they pertain to the short-term rental analysis at the local, regional, and national level (including analysis of existing rental properties and violations). This will include applicable maps and other information.
- A graphically rich public engagement report that summarizes the results of all public engagement activities.
- Final recommendations as they pertain to policies for the City to adopt. This deliverable can include:
 - Recommendations in ordinance format for adoption into the City's zoning ordinance.
 - Recommendations for any applicable amendments to the master plan.
 - Other recommendations as identified throughout the duration of the project and at the City's direction.

Timeframe Flow Chart & Fee Schedule

We will work out a mutually acceptable schedule with City leadership, with the understanding that recommendations are due to City Council and the Planning Commission by September 2023. The following is our proposed timeline of tasks and meetings. Please note, we anticipate the base level of service, as outlined in this proposal, to be **\$19,000**. This fee will be modified based on the number of task force meetings our team attends as well as the type and quantity of public engagement events the City selects.

STEP	FEE	MONTH								
		1	2	3	4	5	6	7	8	9
Kick-off with City Leaders & Task Force	\$500	•								
Task Force Meetings	Hourly Rate									
Information Gathering										
City Data	\$4,000									
Community Reference	\$3,500									
National trends analysis	\$1,500									
Public Participation and Community Outreach – based on engagement type										
Policy & Zoning Recommendations	\$7,000									
Planning Commission Workshops & Public Hearing	\$1,500				•	•				
City Council Presentation	\$500						•	•		
Adoption	\$500									

• Notes an in-person meeting(s)

HOURLY RATES FOR ADDITIONAL SERVICES

Please note that the fees below only apply to services not specifically offered for a lump-sum price in this proposal.

Professional Classification	Rate Per Hour*
President	\$155
Executive or Senior Vice President	\$145
Vice President	\$140
Director	\$135
Senior Principal or Manager	\$130
Principal	\$125
Senior	\$115
Associate	\$105
Assistant	\$95
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

Project Team



In this section, we highlight our team’s organization philosophies, strengths, and skills. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes.
- Involvement of stakeholders in planning that affects them.
- Information rich decision making.
- Context–sensitive design solutions, such as form-based codes.
- Active living and active transportation.
- Land use and resource conservation.
- Environmental preservation.
- Livable communities.
- Placemaking.
- Economic sustainability

We believe the most important work was done before we arrived and will be ongoing after we leave.

We help build bridges from the past and make course corrections for the future.

Organizational Chart

- City of Saugatuck Team
- McKenna Team





Christopher D. Khorey, AICP

SENIOR PRINCIPAL PLANNER
WEST MICHIGAN MANAGER

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Excellence in Best Practice Award for the Holland Unified Development Ordinance, Michigan Association of Planning, 2022

Award for Excellence in Student Publications
University of Pennsylvania

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans

Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis

Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning

Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management

Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement

Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

Development Review

Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.



PROFESSIONAL EXPERIENCE

Wireless Services

Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.

Parks and Recreation Planning

Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

Neighborhood Stabilization and Land Banking

Conducts analysis of land bank program in post-industrial cities, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

Transportation

Provides consulting assistance on safety and operations for transit agencies in several major metropolitan areas; coordinates planning processes and grant applications for transportation enhancements, non-motorized pathways, and streetscapes.

PUBLICATIONS

“Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan.”

University of Pennsylvania, May, 2010

MEMBERSHIPS

American Institute of Certified Planners

American Planning Association

Congress of New Urbanism

Michigan Association of Planning



Kyle Mucha, AICP

SENIOR PLANNER

EDUCATION

Master of Geography
Western Michigan University

Bachelor of Science in Social Science
Grand Valley State University

PROFESSIONAL EXPERIENCE

Planning

Manages complex planning and semi-urban design projects, providing preliminary direction to business and residential developers. Coordinates and assist with day-to-day planning needs of municipal government, including conducting site plan reviews, drafting zoning amendments, preparing planning reports, and presenting to planning commissions and governing bodies. Provides feedback and communication to applicants regarding proposed developments as it relates to best practices in planning.

Zoning

Reviews and revises zoning ordinances as needed to effectuate master plan goals and recommendations, responds to the changing needs of municipalities, and addresses emerging land use issues. Ensures compliance with zoning regulations ranging from single family residential districts to large industrial developments. Ensures proposed projects and continued development of sites meets existing zoning regulations.

Citizen Engagement

Facilitates initial discussions with members of the public regarding conceptual developmental ideas. Coordinates with residential and business leaders on projects that have a wide range of potential impacts on the community. Actively engages residents, business owners and community leaders to provide input on ordinance and development proposals.

Redevelopment Planning

Coordinates with municipality officials regarding each step of the redevelopment process including identification of sites, feasibility studies, conceptual site plan design, and zoning. Collaborates with property owners, municipal staff, residents, and other stakeholders to build consensus around project vision and implementation. Develops marketing materials to entice prospective development leaders to consider the viability of a given site to meet business needs and requirements.

Geographic Information Systems (GIS)

Analyzes spatial data through mapping software (ESRI – ArcMap & ArcPro). Designs digital maps with geographic data and other data sets to assist the public, boards, commissions and policy makers in making decisions based on data visualization.

Ordinance Compliance

Oversees ordinance regulations and enforcement for municipalities as it relates to community quality, blight elimination, zoning standards, neighborhood improvement. Reviews community enhancement ordinances across multiple municipal jurisdictions and make recommendations for improvements. Coordinates site inspections with other municipal departments as it pertains to ordinance violations.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
American Planning Association
– *Water Planning Network, Steering Committee*

Michigan Association of Planning
Grand Valley State University Alumni Network

SELECT PRESENTATIONS

“Parks! The Demand For Change” – American Association of Geographers, National Conference



Danielle Bouchard, AICP

PRINCIPAL PLANNER

EDUCATION

Bachelor of Science (with honors)

Urban and Regional Planning with Minor in Geographic Information Systems
Eastern Michigan University

AWARDS

Excellence in Best Practice Award for the Holland Unified Development Ordinance,
Michigan Association of Planning, 2022

PROFESSIONAL EXPERIENCE

Mapping/Geographical Information Systems

Develops property site maps. Researches, updates and develops mapping applications for non-motorized transportation plan. Inventories and develops mapping for farmland preservation projects.

Zoning Administration and Planner of Record

Serves as the ongoing Planner of Record and/or Zoning Administrator for urban, suburban, and rural communities across Michigan, including development reviews, zoning process administration, economic development, and staffing of Planning Commissions and ZBAs.

Transportation Planning

Develops county-wide multi-modal transportation plans. Implements and manages various non-motorized transportation projects. Develops informational marketing website frameworks with corresponding interactive story maps for non-motorized transportation projects. Administers State grant awards for regional non-motorized transportation projects. Researches and develops frameworks for public transit studies. Researches and develops reports on metropolitan planning organization transportation planning processes.

Grant Writing, Administration, and Fundraising

Develops and processes annual Michigan Department of Transportation grants for various regional programs. Researches grant opportunities and submits applications to fund a variety of projects. Processes and administers Michigan Department of Natural Resources Trust Fund grants. Secures a multitude of private sector donations. Plans and implements speaker training events for planning professionals. Secures volunteers for community projects.

Environmental Planning and Sustainability

Creates comprehensive water conservation plans. Assists in implementation of various environmental advocacy projects in the City of Detroit.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning



Raphael J. Kasen, AICP

SENIOR PLANNER

EDUCATION

Master of City and Regional Planning
Rutgers, The State University of New Jersey

Bachelor of Arts
Vassar College

PROFESSIONAL EXPERIENCE

Land Use and Zoning Administration

Skilled in applying and interpreting local zoning, signage, and special land use regulations. Processes zoning and sign permits, providing expert guidance to applicants as well as effectively collaborating with Building and DPW staff as required.

Neighborhood and Community Planning

Works with communities, local organizations, and municipal government to build consensus and capacity in support of local planning and redevelopment efforts. Provides expertise in public outreach and relationship building, including mediation and conflict resolution, and has extensive experience in building broad-based support for public and community projects, including long-range planning and community visioning. Works in diverse communities, from urban to suburban to rural, is fluent in Spanish, and develops rapport and builds relationships with everyone. Believes that every moment is an opportunity to start fresh and “make a new plan”.

Housing and Community Development

Over a decade of experience in the housing sector. Consults with municipalities on their affordable housing plans and administers first-time home buyer and down-payment assistance programs on behalf of municipalities. Brings expertise in shared equity homeownership models such as community land trusts, inclusive housing, as well as manufactured housing planning and policy. Extensive experience working within the HUD Consolidated Planning process, including the CDBG, HOME, HOPWA, ESG programs.

Neighborhood Revitalization and Community Safety

Extensive experience working with communities on revitalization planning. Certified trainer in Crime Prevention Through Environmental Design (CPTED) and trains code enforcement and zoning officials in problem property mitigation and adaptive reuse of vacant and abandoned properties. Writes municipal guidelines on Universal Design and brings expertise on ADA compliance in building and zoning.

Historic Preservation

Works extensively with municipalities on their historic district programs. Provides administration and staff support to local historic district and planning commissions and is highly skilled in the application and interpretation of historic district guidelines as well as the processing of certificates of appropriateness for historic properties. Knowledgeable in both state and Federal historic preservation policies and programs, including the Secretary of State’s Standards, the federal Historic Tax Credit, and the forthcoming Michigan state historic tax credit.

CERTIFICATIONS

American Institute of Certified Planners
Facility Management International US – Basic CPTED Trainer

MEMBERSHIPS

American Planning Association
Michigan Association of Planning
Affordable Housing Professionals of New Jersey



PUBLICATIONS

“Neighborhood Revitalization Tax Credit: A Catalyst for Lasting Change”

http://www.hcdnnj.org/assets/documents/nrtc_report_2017.pdf

HCDNNJ Neighborhood Stabilization Toolkit (all section updates)

<http://www.hcdnnj.org/neighborhood-toolkit>

“An Effective Method of Ending Chronic Homelessness”

<http://hcdnnjnetworkvoices.blogspot.com/2016/12/an-effective-method-of-ending-chronic.html>

“Diamond State Fair Housing Victory Revisited”

<http://www.affordableownership.org/new-horizons-revisited/>

“An Historical Perspective on Affordable Homeownership: Sunnyside Gardens, Queens, NY”

<http://www.affordableownership.org/historical-perspective-sunnyside-gardens-queens-ny/>

VOLUNTEER & COMMUNITY SERVICE

Board Member and VP of Programming: Affordable Housing Professionals of New Jersey - 2020

Board Member: Homefirst Interfaith Housing and Family Services 2018 - 2020

NOMINATIONS

Nominated in June 2020 by New Jersey Governor, Phil Murphy to serve on Board of Trustees for the NJ Historic Trust



Carrie Leitner

ART DIRECTOR

EDUCATION

Bachelor of Fine Arts in Graphic Design
University of Michigan

Internet Professional Curriculum Courses
Washtenaw Community College

PROFESSIONAL EXPERIENCE

Document Design and Layout - Planning and Zoning

Designed and produced simple and complex layouts for documents including community master plans, zoning ordinances, and urban design plans.

Downtown and Retail Corridor Branding

Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures, and wayfinding signage.

Art Director Municipal Projects

Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

Image Editing and Production

Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

Illustration and Visualization – Zoning, Planning, and Design

Produced graphic ideas quickly and successfully which conveyed the clients' vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

Website Design and Implementation for Public Engagement

Planned website architecture to clearly deliver content for stakeholder use under simplified navigation. Formatted websites to include municipal documents for public review and comments.

Hand Renderings and Art Work

Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and ink.

SOFTWARE EXPERTISE

Highly proficient and skilled in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, PowerPoint).

Project References

COMMUNITY AND CONTACT	RELEVANT EXPERIENCE
City of Holland	
<p>Mark Vanderploeg <i>Director of Community and Neighborhood Services</i> City of Holland (616) 355-1300</p>	<ul style="list-style-type: none"> Unified Development Ordinance
City of Fennville	
<p>Kathryn Beemer <i>City Administrator</i> 125 S. Maple Street Fennville, MI 49048 (269) 561-8321</p>	<ul style="list-style-type: none"> 2022 Master Plan 2023 Zoning Ordinance Rewrite
City of St Johns	
<p>Kristina Kinde <i>City Manager</i> City of St. Johns 100 E. State St. Suite 1100, P.O. Box 477 St. Johns, MI 48879 (989) 224-8944</p>	<ul style="list-style-type: none"> Master Plan Downtown Plan Housing Amendments Ongoing Planning and Zoning Services
Kalamazoo Twp	
<p>Mr. Dexter Mitchell <i>Manager</i> 1720 Riverview Drive Kalamazoo, MI 49004 (269) 381-8080 manager@ktpw.org</p>	<ul style="list-style-type: none"> Township Planner since 2021 2023 Master Plan Zoning Administration

Select Relevant Experience

Our team has a long working history in communities of all sizes throughout the Midwest and beyond. The following pages present selected Case Studies of our experience. Our track record of success gives us the confidence that we are the best, most qualified firm to work with you on the Short Term Rentals Task Force. The chart below shows how our highlighted projects reflect relevant experience in tackling various issues that face communities across the Midwest and beyond.

COMMUNITY	REDEVELOPMENT	NEIGHBORHOOD PLANNING	HOUSING / MIXED USE	WATERFRONTS	PARKS / PRESERVATION	MOBILITY / INFRASTRUCTURE
Holland, MI — Unified Development Ordinance, Master Plan, and Fair Housing Analysis	✓	✓	✓	✓	✓	✓
Mt. Pleasant, MI — Master Plan	✓	✓	✓		✓	✓
New Haven, IN — Corridor Plan	✓	✓	✓			✓
Livonia, MI — Master Plan, Mobility Plan, and Zoning Ordinance	✓	✓	✓		✓	✓
Walker, MI — Master Plan and Zoning Ordinance		✓	✓	✓	✓	✓
Grandville, MI — Master Plan, Zoning Ordinance, Downtown Plan, and Parks Plan	✓	✓	✓	✓	✓	✓
Royal Oak, MI — Master Plan and Parks Plan	✓	✓	✓		✓	✓

On our recent Steering Committee meeting for the Lincoln Highway Corridor Plan in New Haven, IN:

“*(McKenna Team) Literally, the apex of private sector planning work. I think everyone was just like...wow...what is this? It was without a doubt a “New Haven Moment” and the Mayor loved it.*”

– **Rob Gutierrez**, Director of Planning, City of New Haven

Unified Development Ordinance, Master Plan and Fair Housing Analysis

CITY OF HOLLAND, MICHIGAN

REFERENCE

Mark Vanderploeg
Director of Community and
Neighborhood Services
City of Holland
(616) 355-1300

The City of Holland is a historic and beautiful community, with waterfront, neighborhood business districts, legacy industrial areas, and one of Michigan’s most successful downtowns.

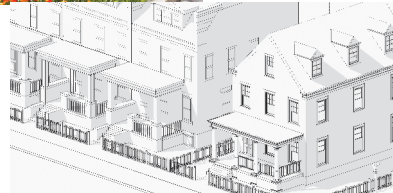
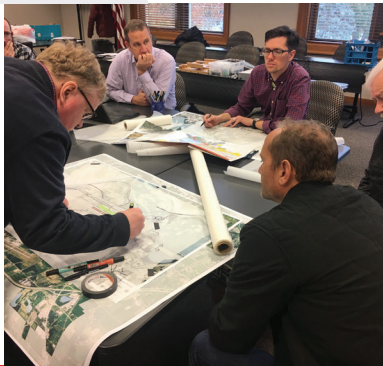
In spite of its strengths, the City’s zoning ordinance was originally written in 1943 and amended—but never fully rewritten—dozens of times since.

Recognizing that a code commensurate with the community’s expectations was overdue, Holland leaders engaged McKenna to engage in a comprehensive rewrite. Subsequently, McKenna also assisted the City with an update to their Master Plan, and a Fair Housing Analysis.

The project team engaged in a comprehensive public outreach program, including a week-long charrette, neighborhood meetings, online surveys, stakeholder engagement, and a series of public hearings held around the City.

The resulting planning and zoning system included a number of innovative elements, including:

- A form-based code for the downtown and select corridors and neighborhood business districts.
- A “greenfield” district to ensure that undeveloped sites on the edge of the city would be built out in an urban format.
- A “redevelopment” mixed use district for legacy industrial areas in the core of the City.
- An airport overlay, consistent with MDOT and FAA regulations, to ensure development near the airport would not be incompatible with aviation.
- A progressive landscaping section rooted in sustainability.



Master Plan

CITY OF MT. PLEASANT, MICHIGAN

REFERENCE

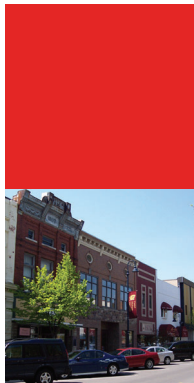
Jacob Kain, AICP
 Former City Planner—City of Mt. Pleasant, MI

Director of Planning and Community
 Development—City of Midland, MI
 City of Midland
 333 W. Ellsworth Street
 Midland, MI 48640
 (989) 837-3300

Located in Central Michigan within Isabella County, Mt. Pleasant features a traditional downtown, various business corridors, historic neighborhoods, and a rich park system, connected along the Chippewa River. The City is also home to Central Michigan University, Mid-Michigan Community College and two of the region's most heralded health and hospital centers.

Recognizing a shared vision for the future was critical to the success of Mt. Pleasant's needed Parks and Mobility Plan, the City partnered with McKenna to bring the community together through meaningful public engagement and to facilitate the development of a robust and action-oriented connected master plan.

Following a week-long charrette and various public engagement activities, McKenna developed recommendations for the City's land use and transportation system and its interface with the design of public spaces, which includes an analysis of street and intersection typologies and innovative mobility strategies. The Plan is designed to link Mt. Pleasant's most important parks, commercial districts, and employers, and establish easy to navigate connections for people to drive, take public transit, walk, and bike in their neighborhoods and around the City.



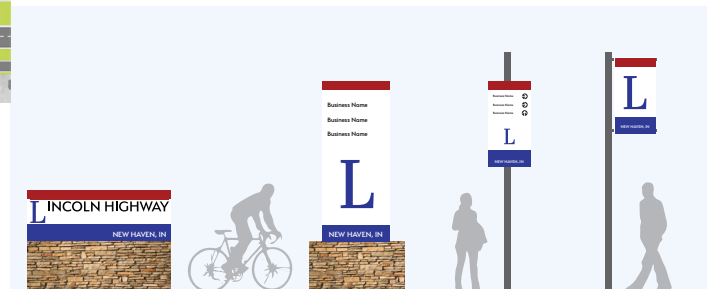
Lincoln Highway Corridor Plan

CITY OF NEW HAVEN, INDIANA

McKenna worked with the City of New Haven to create a plan rooted in a new vision for a vibrant commercial activity supported by a mix of uses and transportation options. The Lincoln Highway Corridor Plan identified concrete strategies to increase the sense of place along the corridor. The existing character of the Lincoln Highway has wild variation, from industrial trucking uses, to regional shopping, to neighborhood and community centers. From one precedent to the next, the City needed an approach that would unify the corridor's strengths and set the stage for redevelopment.

McKenna's approach was to build on our knowledge of the City, and its partnerships with INDOT and Allen County to develop an in-depth understanding of existing issues and opportunities. Through public engagement and technical expertise McKenna developed an urban design framework highlighting catalytic redevelopment opportunities, a partnership strategy for corridor reconstruction, identity elements, landscaping, and furnishing programs that increase aesthetic cohesion.

With an eye on results, the plan includes a Tax Increment Financing (TIF) analysis outlining annual capture and bond projections for 10, 20, and 30 year intervals. A six-step and three-year action plan details project phases, key steps, partners, and timeframes to keep the work on track and move toward meaningful change. With the Lincoln Highway Corridor Plan, New Haven leadership can work toward seeing this transformational vision realized.





MCKENNA

Communities for real life.

What we did:

DESIGN
Park Design

PLANNING
Public Engagement
Parks and Recreation Planning

Former Airport Site Park

PARK TOWNSHIP,
OTTAWA COUNTY, MICHIGAN

Park Township, near Holland, had a historic airport that operated for 83 years. But when financial troubles forced the facility to close, the Township faced a difficult choice.

The airport was a beloved community landmark, and still a popular gathering place for enthusiasts of drones, radio controlled airplanes, balloons, and other recreational aviation. But it also represented over 100 acres of flat land near the center of the Township.

Park Township engaged McKenna and our partners at OCBA to lead a multi-step engagement process to determine what to do with the site. The process consisted of four phases, each involving online outreach tools, site tours, Zoom workshops, and remote booths set up at local businesses around the community.

Phase I was a “Community Brainstorm,” in which residents were encouraged to suggest any idea that they were enthusiastic about – no matter how “off the wall.” During this phase, it became clear that the overwhelming consensus was to retain the land as public park space.

In Phase II, residents were asked to evaluate the ideas that had been proposed, with a number of suggestions rising to the top, including pickleball, a splash pad, soccer fields, dedicated space for radio controlled aircraft, walking trails, and an aviation museum.

Phase III involved the creation of three alternatives, each focusing on a different big idea, and Phase IV gave the public one more opportunity to review the draft plan and suggest revisions.

The process, which played out over two years, gave the Township clear direction, and the opportunity to give the historic site new life as a community recreational gem.



- LEGEND**
- 1 Veteran's Memorial and Aviation History Wall
 - 2 Community Sport Courts with 8 pickleball courts
 - 3 Splash Pad with single, double and triple slides
 - 4 Cooper Van Wieren Trailhead and bike rack along the Green
 - 5 Play Area and Picnic Area with three age-specific spaces
 - 6 Restroom and Large Pavilion
 - 7 Picnic Areas along paths
 - 8 Nature Observation
 - 9 Walking and Bike Paths
 - 10 Community Garden expansion
 - 11 Community Sports Field

Zoning Ordinance

**CHIKAMING TOWNSHIP,
 BERRIEN COUNTY, MICHIGAN**

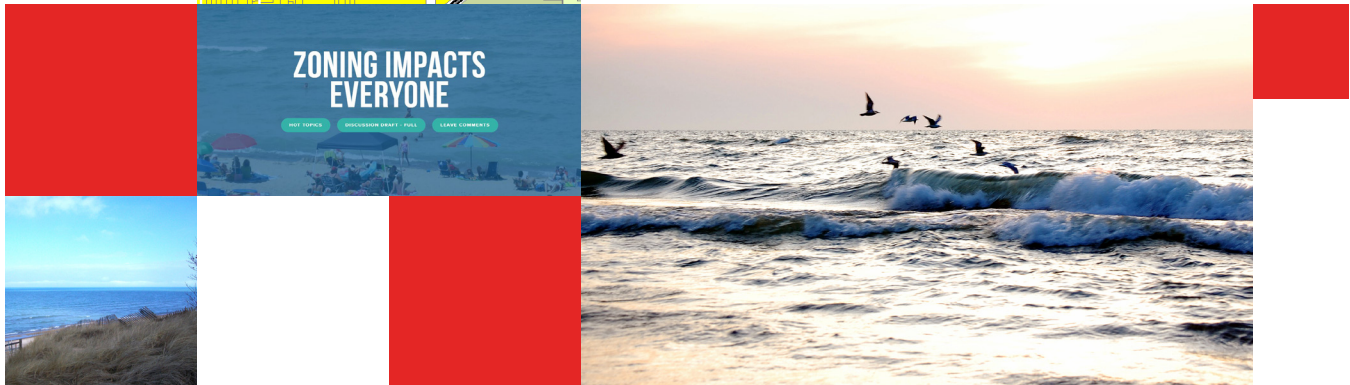
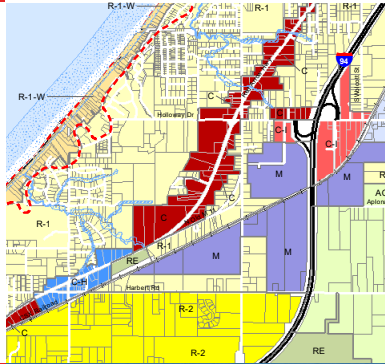
Chikaming Township is a community in southwest Michigan that has been blessed with an abundance of natural attributes—the Lake Michigan shoreline, sand dunes, and expansive beaches, the Galien River valley with its mature maple-beech forest areas, fertile agricultural lands, and scattered wetlands and stream corridors. The Master Plan

emphasizes that residents value and wish to preserve these qualities, which help define the Township’s rural, open character. Township leaders recognized that implementation of the Master Plan would require major revisions to the Zoning Ordinance.

A blue-ribbon Steering Committee was assembled to guide the zoning revisioning process, which began with a well-planned and well-attended public open house. The open house generated hundreds of ideas on a variety of topics, many of which were incorporated into the new Zoning Ordinance.

Early on, certain issues came to the forefront, such as development of the Red Arrow Highway and maintaining the character of the four community centers located along the Highway—Sawyer, Harbert, Union Pier, and Lakeside.

The Township, with McKenna’s help, undertook an iterative, public review process, engaging stakeholders, holding public meetings, and revising the Ordinance, until ultimately consensus could be reached and a new Ordinance was adopted that reflected the community’s wishes.





March 31, 2023

Mr. Ryan Cummins
Director of Planning & Zoning
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Subject: Short-Term Rental Task Force – Supplemental Proposal Material

Dear Mr. Cummins,

Thank you for meeting with our team regarding Saugatuck’s recent request for proposals for assistance with the City’s short-term rental task force. We found the conversation to be fruitful and are pleased to present the following supplemental information per our discussion on Wednesday, March 29, 2023.

SHORT TERM RENTAL ORDINANCES & COMMUNITY COLLABORATION

McKenna has assisted several communities across the State of Michigan regarding short term rentals. As discussed during our March 29, 2023 meeting, a number of our community partners have adopted a “wait and see” approach to short term rental ordinances and regulations due to the former pending legislation at the State level as it pertains to local control of short-term rentals. However, now that the State has provided more clarity on the stance of the legislation, many of our client communities are starting to initiate the first steps to address these regulations.

The following table provides a sample of communities McKenna has assisted in some capacity as it pertains to short-term rentals. This is not an exhaustive list, but one that showcases the wide demographic and socio-economic makeup of communities across the state.

Community Partner	Project
Kalamazoo Township	Zoning enforcement and ordinance amendments
City of Fennville	Zoning ordinance rewrite
Ovid Township	Initial discussion to determine desire to regulate short-term rentals
Chikaming Township	Ordinance creation & public engagement
St. Joseph Township	Ordinance creation & public engagement
New Buffalo Township	Ordinance review
City of Holland	Ordinance review and revisions
Royal Oak Township	Ordinance review and revisions
Northfield Township	Ordinance review and revisions
City of St. Johns	Residential rental registration



DATA ANALYSIS

McKenna understands that in-depth data analysis of zoning ordinance regulations pertaining to short-term rentals will be a critical component of the short-term rental task force purview. We offer the following data analytics based on the City's needs. Should City leadership find further analytics necessary beyond what is listed below, McKenna will be glad to tailor our approach to provide the data you need.

During our collaboration meeting on March 29, 2023, we discussed mapping the locations of short-term rentals within the City. We find that this task can be done in conjunction with Task 1.1 of the proposal as it relates to local information gathering. If the City uses a software such as BS&A, it is feasible to export a report from BS&A, which includes the type of violation and property address/parcel identification number. Further, we can utilize public information, such as social media (e.g., Facebook, Nextdoor, etc.), Airbnb (and other similar companies), and other online resources to identify where the short term rentals are located. If a property owner is operating a short term rental in the City, it is likely they will be advertising publically in some capacity.

As referenced during our discussion, McKenna finds value in presenting data in a graphically rich and informative design. Having a visual representation of data allows for quick reference and can also be utilized as discussion points during public engagement events. We propose the following breakdown of tasks as a component of our work with the Short Term Rental Task Force (these tasks can be selected based on the needs of the City):

- A. *Overall Housing Market Analysis for Context.* McKenna will review data sources, such as ESRI business analyst to provide an overall housing market analysis for the City of Saugatuck. We have extensive experience with housing market analysis for communities such as the City of Saginaw, Holland Charter Township, City of East Lansing, City of Holland, City of Fort Wayne, IN, and others.
Fee: \$2,000
- B. *Sub-Market "Hot Spot" Analysis of Portions of the City with Short-Term Rentals.* McKenna will dive into a "block" level analysis of short-term rentals as it pertains to market impact. This step will provide further detail on the real-life impacts and conditions that short-term rentals can have at the neighborhood level.
Fee: \$2,000
- C. *Seasonal Population Estimate.* We will utilize resources available to us, such as US Census Data, information from area tourism bureaus or chambers of commerce, DDAs, assessment records, and other applicable organizations/sources to identify a seasonal population estimate for the City. This information will help tell a larger story on the number of full-time residents, or the number of people living in or visiting the City on short term bases. Seasonal population estimates can help gain a larger understanding of the demand for lodging opportunities and how it is related to the short term rental issue.
Fee: \$1,000
- D. *Estimate of economic impacts of those who use short-term rentals within the City of Saugatuck.* McKenna will use business analytical tools to evaluate the economic impacts persons who utilize short-term rentals have on the community. Our team will evaluate the terms of rentals (where data is available) to determine the average rental time during peak seasons. Then, we will use this information to formulate an economic impact analysis.
Fee: \$3,000
- E. *Analysis of the "overflow" from a restrictive ordinance, such as the City of Holland and other coastal communities.* McKenna will evaluate the number of short-term rentals permitted within the City of Holland, and any other applicable popular coastal communities (e.g., City of South Haven), and an average travel



radius to determine trip generation between the two communities.

Fee: \$1,000

- F. *Analysis of housing markets within comparable communities, such as Douglas, Fennville, and other communities that have experienced housing demand increase near Saugatuck.* McKenna will utilize available housing market data from sources such as ESRI and the US Census to determine where recent housing growth is taking place in relation to the City of Saugatuck and the type of housing available. Our team will analyze owner-occupied dwellings compared to rental dwellings. We will then pull the same housing market information for comparable communities in the region.

Fee: \$1,000 per comparison community.

- G. *Analysis of changes in the regional housing market since AirBnb was founded in 2008, with related analysis of post-2014.* McKenna proposes to analyze the changes in the housing market since the creation of AirBnB in 2008 and post 2014 to present day (where data is available). Our team seeks to remove negative impact markers, such as the Great Recession, from the analysis to provide a clear housing growth descriptive analysis. This review will further focus in on rental homes verse homeownership, median rent, average rent, median home value and average home value.

Fee: \$2,000

McKenna understands that the topic of short-term rentals can be fluid: new ideas, questions, concerns, regulations, and other applicable topics can have impacts on the analysis of short-term rentals in Saugatuck. Our team is dynamic and flexible to new ideas brought forth by our partner communities. We want to ensure the City of Saugatuck that our above data analysis is not “set in stone” and that adaptation may be required based on issues the short-term rental task force and public engagement activities bring to the forefront.

McKenna views the work we do as a true **partnership**. Should there be further analysis needed that has not been addressed above, McKenna will work within the established budget and timeline to exceed the expectations of the City of Saugatuck. We hope you find this supplemental letter to be of benefit to the overall goals and objectives of the City of Saugatuck and look forward to our potential partnership. Please do not hesitate to reach out if you have any questions.

Respectfully submitted,

McKENNA

Kyle Mucha, AICP
Senior Planner

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this _____ day of April, 2023 by and between the CITY OF SAUGATUCK, State of Michigan, hereinafter referred to as "City" and MCKENNA ASSOCIATES, INC., a Michigan corporation of Northville, Michigan, hereinafter referred to as "Consultant."

WITNESS:

WHEREAS, the City is desirous of creating a short-term rental task force to identify and prioritize current short-term rental concerns; and

WHEREAS, the City has reviewed and approved the Consultant's proposal dated March 17, 2023 and supplemental proposal letter dated March 31, 2023;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION 1. SCOPE OF SERVICES.

The Consultant shall perform all the necessary services under this Agreement.

The proposal to the City by the Consultant dated March 17, 2023, Scope of Services on pages four (4) through eleven (11) of said proposal and the Supplemental Proposal Letter dated March 31, 2023 pages one (1) through three (3) are hereby attached and made a part of this agreement. The Consultant shall carry out all activities and end products specified in the above-cited proposals in a satisfactory and proper manner as set forth in the proposal.

SECTION 2. MEETINGS.

The Consultant shall prepare for and attend up to the following five (5) meetings:

- A. One (1) Kick-off meeting with City Leaders and Task Force
- B. Two (2) Planning Commission Workshops and Public Hearing
- C. Two (2) City Council Presentations

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

- A. The City shall pay the Consultant for the work as described in SECTION 1. SCOPE OF SERVICES and SECTION 2. END PRODUCTS the amount of Nineteen Thousand Dollars (\$19,000.00) as follows:

- 1. Kick-off meeting with City Leaders & Task Force - \$500.00
- 2. City Data - 4,000.00
- 3. Community Reference - \$3,500.00
- 4. National trends analysis - \$1,500.00
- 5. Policy & Zoning Recommendations - \$7,000.00
- 6. Planning Commission Workshops & Public Hearing - \$1,500.00
- 7. City Council Presentation - \$500.00
- 8. Adoption - \$500.00

- B. **Optional Services.** For optional services provided to the City, at the City's written request, the Consultant shall be compensated as follows:

March 17, 2023 Scope of Services – See pages nine (9) through eleven (11) for description of optional services available:

- 1. Option #1: Outreach Materials and Branding
- 2. Option #2: Community Workshops and Events
- 3. Option #3: Online and At-Home Engagement Tools

March 31, 2023 Supplemental Proposal options:

4. Overall Housing Market Analysis for Context - \$2,000.00
5. Sub-Market "Hot Spot" Analysis of Portions of the City with Short-Term Rentals - \$2,000.00
6. Seasonal Population Estimate - \$1,000.00
7. Estimate of Economic Impacts of those who use Short-Term Rentals within the City of Saugatuck - \$3,000.00
8. Analysis of the "overflow" from a restrictive ordinance - \$1,000.00
9. Analysis of Housing Markets within Comparable Communities - \$1,000.00 per Comparison Community
10. Analysis of changes in the regional housing market since AirBnb was founded in 2008, with Related Analysis of Post-2014 - \$2,000.00

C. **Additional Services.** For additional professional services provided to the City, at the City's written request, as described in Section 3. and which are beyond the Scope of Services and End Products described in Sections 1. and 2., above, including physical and/or virtual attendance at Task Force Meetings, other additional meetings or other services, the Consultant shall be compensated on an hourly basis as follows:

Professional Classification	Rate Per Hour*
President	\$155
Executive or Senior Vice President	\$145
Vice President	\$140
Director	\$135
Senior Principal or Manager	\$130
Principal	\$125
Senior	\$115
Associate	\$105
GIS Specialist	\$95
Assistant	\$95
Intern	\$75
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2023, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

C. **Payment.** Payment for services shall be monthly based upon Consultant's estimated percent complete and a description of services performed. Consultant shall submit an invoice, and the City shall within thirty (30) days satisfy itself as to the performance of such work and pay the amount for services and reimbursement requested by the invoice.

SECTION 4. CITY DATA AND SERVICES TO BE PROVIDED TO CONSULTANT.

If requested by the Consultant and if available, the City shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Copies of previous Planning Commission minutes.
- B. Planning Commission agenda packages submitted to the Consultant prior to the meeting.
- C. One set of the most recent aerial photos (with property lines) of the City, as available from County or Regional Agencies.
- D. Copies of previously prepared plans, maps and ordinances, economic development data or economic studies, as applicable.
- E. Updated assessment and ownership data, tax maps, and other basic data to be gathered and/or made available from City and County files, as may become available.
- F. Information on utilities, both public and private, applicable records, minutes, agendas, base maps, tax maps, environmental data and other basic data to be gathered and/or made available from City files.
- G. Any professional, legal or accounting services connected with the project and the costs of publication, postings, notices and mailings. The City shall be responsible for all scheduling and notification of meetings.
- H. Information available to the City from State, regional, and local data sources.

SECTION 5. SERVICES.

The City hereby engages the services of the Consultant to perform the duties, provide the information, prepare such materials and render such advice as are fully described herein.

SECTION 6. TIME.

The Consultant shall complete work required and described in this Agreement within five (5) months of authorization of this agreement, according to a mutually agreed upon schedule, unless the City and Consultant mutually agree to alter the timeline.

SECTION 7. ACCEPTANCE.

Consultant hereby agrees to perform the services described herein.

SECTION 8 - EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any employee who is employed in the work covered by this Contract or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

SECTION 9. OWNERSHIP OF DATA.

All reports, charts, maps, and graphics shall become the property of the City, and shall not be furnished to any other party without written permission of the City.

SECTION 10. COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker's Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 11. NO CONFLICT OF INTEREST.

During the term of this contract, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the City, or for which a conflict between the City and Consultant would be created, without the prior written consent of the City.

SECTION 12. COMPLIANCE WITH CODE OF ETHICS.

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

SECTION 13. TERMINATION

This Agreement may be terminated by the City, upon thirty (30) days written notice to Consultant. Compensation during the notice period will be paid by the City to Consultant if services are faithfully rendered to the City during that time. Any documents and drafts created as well as information and data collected, as of

the effective termination date shall be transmitted to the City.

SECTION 14. STANDARD OF CARE

All services performed by Consultant will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions and circumstances.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement the day and year first above written.

WITNESS:

CITY OF SAUGATUCK, MICHIGAN

By: _____

By: _____

McKENNA

By: _____
John R. Jackson, AICP, President

Scope of Service



We have prepared the following Scope of Service in response to the City of Saugatuck’s Request for Proposals for Short-Term Rental Task Force assistance. We understand that Saugatuck City Council has formed a short-term rental task force in order to identify and prioritize current short-term rental concerns, issues, opportunities and objectives held by residents, property and business owners and other community stakeholders.

The City of Saugatuck is one of Michigan’s premiere communities, with its quaint downtown, plentiful tourism opportunities, scenic natural beauty, and growing economy. Because of this, the City is well-positioned for, and has become, a prime location for short-term rentals in response to the need for vacationer lodging in the area.

At McKenna, our planning and zoning professionals understand the importance for popular lakeshore communities, such as Saugatuck, to take a proactive approach in addressing the topic of short-term rentals, and how they may affect a community. Short-term rentals are a topic of national importance, as many communities face challenges in not only housing affordability and availability, but also concerns with quality of life for adjacent properties, potential effects on local schools and businesses, and other aspects. The following scope outlines our proposed approach to assisting the City with this important endeavor to address short-term rentals in Saugatuck.

PHASE 1: COMPARISON AND ANALYSIS

Task 1.1 – Information Gathering: Local Level

Our team will gather data from the City regarding currently known registered rental properties. This data gathering will analyze complaints and/or variances filed to the City by property owners and other concerned citizens. Our team will summarize the concerns raised by residents and other stakeholders regarding short-term rentals and analyze how these concerns can be addressed from a zoning ordinance regulation and enforcement perspective. Our team will also map registered properties, which includes rental licenses. This mapping analysis will provide spatial information to highlight specific areas of the City where rentals may be concentrated. This mapping task will assess how the fabric of the City's neighborhoods can be affected by short-term rentals. Where available, we will review online source data to mark properties listed for rent. Further, this task will include the analysis of the City's existing land uses.

Additionally, this initial task will include the review of applicable City documents and policies as they relate to short-term rentals. This can include current zoning requirements (e.g., permitted uses in residential districts and downtown, definition of "temporary" or "short-term," accessory dwelling unit provisions, etc.), a review of the City's master plan, review of any applicable general ordinances, and other documents as deemed appropriate.

Proposal Fee: \$4,000

Task 1.2 – Information Gathering: Regional Comparisons

Our team will gather short-term rental ordinances from other popular destination communities across the State of Michigan, focusing primarily on municipalities with water-front access. We will summarize the key takeaways from the sample peer communities for review by Saugatuck City Council and task-force members. Our team will "shred the ordinances" of comparison communities and relate those provisions to the City of Saugatuck's Zoning Ordinance as it pertains to short-term rentals to ensure compliance with State and Federal regulations. This task will also highlight areas in which the City can take away "what works" and lessons learned in other communities. Additionally, we will include an analysis of fees, enforcement, and inspection structures adopted by these peer communities.

In this phase, we will also gather data and engage in conversations with applicable regional organizations, such as Allegan County, Housing Next, and others to ensure that have the "full picture" of the short-term rental assets, challenges, and opportunities in the region.

Proposal Fee: \$3,500

Task 1.3 – Information Gathering: National Best Practices

This final initial task of the information gathering stage will include a summary and synopsis of best practices as they relate to the regulation of short-term rentals in coastal communities. Resources available to McKenna published by organizations such as the American Planning Association (APA) have information on best practices in planning and zoning regarding this subject. McKenna will review these best practices and note recommendations applicable to Saugatuck. The results of this task will put Saugatuck at the forefront of emerging trends in best practices for regulating short-term rentals.

Proposal Fee: \$1,500

Task 1.4 – Short Term Rental Task Force Meetings

A representative of our team will attend each task force meeting to provide updates and help facilitate the discussions. Our team representative will also provide updates on ongoing tasks, such as information gathering, public engagement summaries and any other items deemed appropriate by City leadership. Our team will be responsible for providing materials for discussion at each meeting.

Proposal Fee: billed at an hourly rate, including travel time.

PHASE 2: PUBLIC ENGAGEMENT PROGRAM

Task 2.1 – Community Engagement

Our team will facilitate discussions with residents, property owners, business owners and community stakeholders to ascertain the climate of short-term rentals within the City and perceived concerns with short-term rentals. Our community engagement approach is further outlined below.

Proposal Fee: based on level of community engagement selected.

Task 2.2 – Community Engagement Summary

Our team will prepare a graphically rich summary of the findings from our engagement with the Saugatuck community. The summary will include an analysis of the positive and not-so-positive comments received from the community engagement sessions (as described further in the next section of this proposal). This summary will directly relate to potential changes to the City’s policies and zoning regulations as they relate to short-term rentals.

PHASE 3: RECOMMENDATIONS

Task 3.1 – Policies & Zoning Ordinance Recommendations

After our team has engaged with the Saugatuck community and provided the initial findings to City Council and the task force, we will prepare a draft amendment(s) to the existing Zoning Ordinance and any other City policy documents (such as the master plan) as it relates to short-term rentals. Our draft amendments will initially include a “highlight and strike” version so all interested parties may view the proposed changes clearly. Further, where applicable, our draft amendments will tie back to community feedback or other community ordinances. If our team recommends a change, we will ensure that City Council and the short-term rental task force will be fully briefed on why certain changes are being proposed.

Where applicable, and as described above, our team will provide summaries of other waterfront communities’ recent changes to short-term rental regulations and what the outcome after the changes has been.

Our team will not only look at policy and ordinance changes, but also economic impacts on rental housing within a community – where data is available.

Proposal Fee: \$7,000



ONGOING MEETINGS

Task 4.1 – Collaboration with the City of Saugatuck Planning Commission

After the draft amendments, if any, have been prepared as directed by the Task Force and City leadership, our team will facilitate two (2) working sessions with the Saugatuck Planning Commission. These working sessions will highlight the following:

- Overview of recent code enforcement action regarding short-term rentals.
- Analysis of registered rental properties within the City.
- Summary of the community engagement event(s) hosted within the community.
- Analysis of the Short-Term Rental Taskforce findings.
- Proposed changes to the current zoning regulations pertaining to short-term rentals

Proposal Fee: \$1,500

Task 4.2 – Planning Commission Public Hearing

Our team will attend the Planning Commission public hearing discussing the proposed changes to the City of Saugatuck's zoning ordinance. Our team will prepare a presentation to the Planning Commission and interested public outlining the proposed changes and findings from the community engagement. As well as other relevant data in which these recommendations derive.

Task 5.1 – Presentation to Saugatuck City Council

Our team will prepare a presentation to City Council outlining the findings of the taskforce, comments received during the Planning Commission working sessions and the public hearing. Our team will present the proposed zoning ordinance amendments relating to short-term rentals in an easy-to-follow format.

Proposal Fee: \$500

Task 5.2 – Adoption

Our team will finalize any revisions as requested by City Council and assist City leadership in adopting the amended zoning ordinance and policies pertaining to short-term rentals.

Proposal Fee: \$500



Community Engagement Approach



At McKenna, we pride ourselves on effectively delivering practical and useful planning processes – on budget and on time. As the City of Saugatuck looks to tackle short-term rental concerns raised by community members, our team is uniquely positioned to gather all manner of public feedback.

We envision our team as the facilitators of a public discussion deployed by City leaders to ensure all voices are heard and to develop consensus and excitement for potential revisions that work not only for residents, property and business owners, but also travelers to the great City of Saugatuck!

We know that the engagement processes need to be flexible, in order to allow for constant evaluation of the feedback and ensure that all voices are heard. Therefore, we are not proposing a set-in-stone scope or a lump sum price.

Instead, on the following pages, we are providing a list of possible engagement actions and activities, as well as potential deliverables to consolidate and articulate the vision of seeking community insight. This approach is designed to be a “menu” of potential public engagement options that are available to the City as deemed appropriate. Further, the City does not have to adopt the following options wholesale. McKenna is flexible to complete any combination of tasks as selected by the City.

Our public engagement process will accomplish the following primary objectives for the City of Saugatuck:

1. Listening! McKenna values all voices from community members. We find that just listening to positive and not-so-positive comments from community members provides a greater base of understanding.
2. We will provide meaningful opportunities for people to engage in the planning process, ensuring participants see their ideas reflected in the recommendations to City Council.

OPTION #1: OUTREACH MATERIALS AND BRANDING

McKenna's talented graphic design team, led by Art Director Carrie Leitner, will work with City leaders to create a brand for the outreach campaign. The brand will be used consistently on all marketing materials. McKenna can provide the following electronic and hard copy materials for use during the outreach process. This option includes the following items:

1. **Central Outreach Website:** This site, which would have an easy-to-remember URL such as "rentsaugatuck.com", would be the hub of the online portion of the outreach, and would also contain information and updates regarding the ongoing engagement process generally.

Approximate Fee: \$1,500 for set up, plus \$200 monthly for ongoing updates and maintenance. URL hosting fee included.

2. **Flyers and Postcards:** McKenna can create flyers, postcards, and other small materials to be mailed, delivered to businesses, or displayed around the community.

Approximate Fee: \$600 per design. Printing and mailing not included.

3. **Signage and Large-Scale Materials:** McKenna can produce designs for temporary signage, banners, unstaffed engagement boards, and other large-scale installations that promote or enhance the engagement effort.

Approximate Fee: \$600 per design. Production, shipping, and installation not included.

Future Vision
FORMER AIRPORT SITE
PARK TOWNSHIP, MICHIGAN

Residents of Park Township are invited to help determine the future of the Former Airport Site. The Township is undergoing a multi-phase process to ensure all voices are heard.

Phase 1:
COMMUNITY BRAINSTORM

The first phase is the Community Brainstorm—collecting ideas, no matter how big or small, for how the Airport Site could be used going forward to benefit the community.

We appreciate you visiting this Remote Engagement Booth to submit your ideas! Here's how it works:

INSTRUCTIONS

There are two types of response cards:

- Green Cards mean "GO!"**—your suggestions for the Airport Site and how it could best serve the community.
- Red Cards mean "STOP!"**—pitfalls, potential problems, and issues that need to be incorporated into the discussion.

There are four categories on each card:

- Amenities:** What opportunities or uses do you want on the site?
- Design:** What goes where?
- Preservation:** What shouldn't change?
- Big Picture:** How does the Airport Site fit with its surroundings?

Feel free to fill in every line—or just one or two. Every idea is valued!

Stay tuned for community workshops, site walks, and other opportunities as the process moves forward! Information will be included in the Township Newsletter, as well as posted at parktpvision.com and around the community.

Phase 1: Community Brainstorm

PARK TOWNSHIP, MICHIGAN



OPTION #2: COMMUNITY WORKSHOPS AND EVENTS

Our approach to community workshops adds value to the traditional “public meeting” framework. In conjunction with the following outreach techniques, we are confident we will accomplish the City’s goals to reach a strong representative sample of its constituents.

We are open to creative ideas for events that “mix and match” the techniques presented below in conjunction with City leaders.

- 1. Community Open Houses.** McKenna team members can host public events with detailed workshop materials. McKenna will work with the City of Saugatuck leadership to maximize the impact of these events and use these events to identify project champions that will help to generate interest in the other outreach activities. Community Open House events can be made virtual or hybrid.

Approximate Fee: \$3,500 per event.

- 2. Small Group Discussions.** McKenna team members can host small group discussions and workshops, with the goal of developing ideas and discussions for potential changes to the short-term rental ordinance and policies. Importantly, these groups would not be “by invitation” – they would be open to all interested residents however we encourage limiting the number in attendance to help facilitate the true small group setting. We would also endeavor to create groups with diverse perspectives, including participants from different neighborhoods, different ages, and different backgrounds. As with Community Open Houses, Small Group Discussions can be made virtual or in-person.

Approximate Fee: \$1,500 per event

- 3. Pop-Up Engagement.** McKenna can set up engagement stations in various locations throughout the community – in parks, schools, businesses, organizations, or anyone else the community members are likely to gather or spend time. The level of interaction can vary depending on the context and desire of the host location. In some instances, we have set up a full mobile Open House, with robust opportunities for engagement, while in other outreach projects, we have simply stationed team members to hand out postcards or giveaways to raise awareness of the outreach effort and drive traffic to online tools and other events. Unstaffed remote engagement is also a possibility.

Approximate Fee: \$500 - \$3,000 per location, depending on the level of staffing and the amount of time.

- 4. Festivals and Gatherings.** Our team members can use festivals and other community events as opportunities for outreach. Similar to the pop-up engagement locations, there is a spectrum of opportunities to engage residents at major gatherings where people come together.

Approximate Fee: \$1,000 - \$2,500 per event depending on the level of staffing and the length of the event.

- 5. Targeted Outreach Meetings.** During the process, in collaboration with City leadership, it is possible that we will determine that we have not received feedback from a sub-set of residents – for instance, young people, or residents of neighborhoods away from the waterfront. If directed, McKenna team members can develop outreach events or opportunities specifically for those groups.

Approximate Fee: Variable, depending on the type of outreach needed.

- 6. Stakeholder interviews.** This task can include interviews of important community stakeholders as it pertains to short-term rentals. This can include interviews of applicable staff from various peer communities to get more in-depth information on their community’s challenges and triumphs with regulating short-term rentals, or discussions with other interested area organizations, such as tourism bureaus, housing advocates, and others. We will work with the City to determine any other important stakeholders that should be involved in the conversation.

Approximate Fee: \$150 per interview

OPTION #3: ONLINE AND AT-HOME ENGAGEMENT TOOLS

Community engagement in in-person planning processes can be difficult. People need to have free time at a specific time, and often go to a specific place. Online outreach, on the other hand, reaches residents on their schedule and in their homes. Our team has several tools available to create robust online outreach.

1. **Social Media:** Our team can use Facebook, Twitter, and other platforms to involve people in planning processes. The value of these tools is that similar to a pop-up workshop, we will reach people where they are, and it's convenient and effective. McKenna will not just post a page and leave it. We will moderate the activity, answer questions, and engage users. We will use these informal engagement platforms to direct users to engage in the more formalized online outreach activities.

Approximate Fee: \$500 for setup, approximately \$250 per month for maintenance and updates.

2. **Online or Mail-In Survey:** Public surveys provide a way to gauge the results of an event against a larger sample of public opinion. The McKenna team routinely uses online surveys to collect important information regarding attitudes about transportation, design, and development characteristics. The McKenna team will work with the City to design an online survey that best fits the project. A survey is a great tool that will ensure that those individuals who cannot make it to a public meeting will have a way to contribute. Surveys are also opportunities to get feedback on ideas that have already been generated. We have worked with a partner firm that conducts statistically valid surveys, and we could engage them as part of our team, though we have not done so yet.

Approximate Fee: \$1,000 for online survey, \$4,000 plus mailing costs for mail-in survey, \$15,000 for statistically valid survey.

3. **Online Ideas Board (Social Pinpoint):** McKenna uses the online tool "Social Pinpoint" to create Online Ideas Boards, where residents can both suggest ideas, and react to what others have posted. Our team would curate and moderate the boards, generating robust, yet respectful, discussion.

Approximate Fee: \$1,000 for setup, \$500 per month for updates and moderation.

VIRTUAL ENGAGEMENT BY THE NUMBERS



1,010

Unique Website Visitors



418

Survey Responses



799

Online Comments



3,200

Responses to Online Comments



Deliverables



After the analysis and public engagement tasks are complete and recommendations are discussed with City organizations and leadership, McKenna will produce the following deliverables to the City (as the City deems necessary and as requested):

- A graphically rich report of key findings as they pertain to the short-term rental analysis at the local, regional, and national level (including analysis of existing rental properties and violations). This will include applicable maps and other information.
- A graphically rich public engagement report that summarizes the results of all public engagement activities.
- Final recommendations as they pertain to policies for the City to adopt. This deliverable can include:
 - Recommendations in ordinance format for adoption into the City's zoning ordinance.
 - Recommendations for any applicable amendments to the master plan.
 - Other recommendations as identified throughout the duration of the project and at the City's direction.



March 31, 2023

Mr. Ryan Cummins
Director of Planning & Zoning
City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Subject: Short-Term Rental Task Force – Supplemental Proposal Material

Dear Mr. Cummins,

Thank you for meeting with our team regarding Saugatuck’s recent request for proposals for assistance with the City’s short-term rental task force. We found the conversation to be fruitful and are pleased to present the following supplemental information per our discussion on Wednesday, March 29, 2023.

SHORT TERM RENTAL ORDINANCES & COMMUNITY COLLABORATION

McKenna has assisted several communities across the State of Michigan regarding short term rentals. As discussed during our March 29, 2023 meeting, a number of our community partners have adopted a “wait and see” approach to short term rental ordinances and regulations due to the former pending legislation at the State level as it pertains to local control of short-term rentals. However, now that the State has provided more clarity on the stance of the legislation, many of our client communities are starting to initiate the first steps to address these regulations.

The following table provides a sample of communities McKenna has assisted in some capacity as it pertains to short-term rentals. This is not an exhaustive list, but one that showcases the wide demographic and socio-economic makeup of communities across the state.

Community Partner	Project
Kalamazoo Township	Zoning enforcement and ordinance amendments
City of Fennville	Zoning ordinance rewrite
Ovid Township	Initial discussion to determine desire to regulate short-term rentals
Chikaming Township	Ordinance creation & public engagement
St. Joseph Township	Ordinance creation & public engagement
New Buffalo Township	Ordinance review
City of Holland	Ordinance review and revisions
Royal Oak Township	Ordinance review and revisions
Northfield Township	Ordinance review and revisions
City of St. Johns	Residential rental registration



DATA ANALYSIS

McKenna understands that in-depth data analysis of zoning ordinance regulations pertaining to short-term rentals will be a critical component of the short-term rental task force purview. We offer the following data analytics based on the City's needs. Should City leadership find further analytics necessary beyond what is listed below, McKenna will be glad to tailor our approach to provide the data you need.

During our collaboration meeting on March 29, 2023, we discussed mapping the locations of short-term rentals within the City. We find that this task can be done in conjunction with Task 1.1 of the proposal as it relates to local information gathering. If the City uses a software such as BS&A, it is feasible to export a report from BS&A, which includes the type of violation and property address/parcel identification number. Further, we can utilize public information, such as social media (e.g., Facebook, Nextdoor, etc.), Airbnb (and other similar companies), and other online resources to identify where the short term rentals are located. If a property owner is operating a short term rental in the City, it is likely they will be advertising publically in some capacity.

As referenced during our discussion, McKenna finds value in presenting data in a graphically rich and informative design. Having a visual representation of data allows for quick reference and can also be utilized as discussion points during public engagement events. We propose the following breakdown of tasks as a component of our work with the Short Term Rental Task Force (these tasks can be selected based on the needs of the City):

- A. *Overall Housing Market Analysis for Context.* McKenna will review data sources, such as ESRI business analyst to provide an overall housing market analysis for the City of Saugatuck. We have extensive experience with housing market analysis for communities such as the City of Saginaw, Holland Charter Township, City of East Lansing, City of Holland, City of Fort Wayne, IN, and others.
Fee: \$2,000
- B. *Sub-Market "Hot Spot" Analysis of Portions of the City with Short-Term Rentals.* McKenna will dive into a "block" level analysis of short-term rentals as it pertains to market impact. This step will provide further detail on the real-life impacts and conditions that short-term rentals can have at the neighborhood level.
Fee: \$2,000
- C. *Seasonal Population Estimate.* We will utilize resources available to us, such as US Census Data, information from area tourism bureaus or chambers of commerce, DDAs, assessment records, and other applicable organizations/sources to identify a seasonal population estimate for the City. This information will help tell a larger story on the number of full-time residents, or the number of people living in or visiting the City on short term bases. Seasonal population estimates can help gain a larger understanding of the demand for lodging opportunities and how it is related to the short term rental issue.
Fee: \$1,000
- D. *Estimate of economic impacts of those who use short-term rentals within the City of Saugatuck.* McKenna will use business analytical tools to evaluate the economic impacts persons who utilize short-term rentals have on the community. Our team will evaluate the terms of rentals (where data is available) to determine the average rental time during peak seasons. Then, we will use this information to formulate an economic impact analysis.
Fee: \$3,000
- E. *Analysis of the "overflow" from a restrictive ordinance, such as the City of Holland and other coastal communities.* McKenna will evaluate the number of short-term rentals permitted within the City of Holland, and any other applicable popular coastal communities (e.g., City of South Haven), and an average travel



radius to determine trip generation between the two communities.

Fee: \$1,000

- F. *Analysis of housing markets within comparable communities, such as Douglas, Fennville, and other communities that have experienced housing demand increase near Saugatuck.* McKenna will utilize available housing market data from sources such as ESRI and the US Census to determine where recent housing growth is taking place in relation to the City of Saugatuck and the type of housing available. Our team will analyze owner-occupied dwellings compared to rental dwellings. We will then pull the same housing market information for comparable communities in the region.

Fee: \$1,000 per comparison community.

- G. *Analysis of changes in the regional housing market since AirBnb was founded in 2008, with related analysis of post-2014.* McKenna proposes to analyze the changes in the housing market since the creation of AirBnB in 2008 and post 2014 to present day (where data is available). Our team seeks to remove negative impact markers, such as the Great Recession, from the analysis to provide a clear housing growth descriptive analysis. This review will further focus in on rental homes verse homeownership, median rent, average rent, median home value and average home value.

Fee: \$2,000

McKenna understands that the topic of short-term rentals can be fluid: new ideas, questions, concerns, regulations, and other applicable topics can have impacts on the analysis of short-term rentals in Saugatuck. Our team is dynamic and flexible to new ideas brought forth by our partner communities. We want to ensure the City of Saugatuck that our above data analysis is not “set in stone” and that adaptation may be required based on issues the short-term rental task force and public engagement activities bring to the forefront.

McKenna views the work we do as a true **partnership**. Should there be further analysis needed that has not been addressed above, McKenna will work within the established budget and timeline to exceed the expectations of the City of Saugatuck. We hope you find this supplemental letter to be of benefit to the overall goals and objectives of the City of Saugatuck and look forward to our potential partnership. Please do not hesitate to reach out if you have any questions.

Respectfully submitted,

McKENNA

Kyle Mucha, AICP
Senior Planner



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 4/10/23

SUBJECT: Airport Property Proposals

DESCRIPTION:

There are three proposals related to the City of Saugatuck's Airport Property located on 63rd street, within Township boundaries and an old landfill site at the end of 134th Ave.

Two proposals are Phase I Environmental Site Assessments (ESA) for Airport Parcels and Landfill Parcel. Approving the proposals will allow basic due diligence on the historical uses of the property and note any items of concern. At a minimum the City should have an understanding of the environmental conditions of the property but have not utilized. A Phase I ESA will also be helpful in the grant application process for any future projects.

The third proposal is from Outdoor Discovery Center to address several environmental improvement opportunities, along with reviewing and mapping existing trails on the property. The Parks and Public Works Committee (PPW) have recommended that the City Council move forward with approving the proposal. Given the likelihood that there will be strong public interest in the conversations related to this property the PPW Committee is recommending that the optional planning sessions be included in the approval.

BUDGET ACTION REQUIRED:

Engineering line item

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

No

SAMPLE MOTION:

Move to approve the two proposal submitted by Fleis and Vandenbrink for Environmental Assessments of City owned property not to exceed \$9,650.00. Also, approve the proposal from the Outdoor Discovery Center in the amount not to exceed \$6,500.00.

March 30, 2023

Mr. Ryan Heise
City Manager
City of Saugatuck
102 Butler Street, PO Box 86
Saugatuck MI 49453

**RE: Scope of Services and Fee
Phase I Environmental Site Assessment (ESA) Exit 41 Landfill Property
Saugatuck, Michigan**

Dear Mr. Heise:

Fleis & VandenBrink (F&V) appreciates the opportunity to submit this Scope of Services and Fee estimate to you for conducting the above referenced work. Based on our conversation with you, the following outlines our understanding of the work, Scope of Services and budget.

STATEMENT OF UNDERSTANDING

It is our understanding that you are requesting we complete this work to identify potential environmental issues as part of evaluations for future use of the Property. Current and past land use of the Property are described as vacant and historically landfill. The property comprises (2) parcel(s) of land that have been assigned Parcel ID Numbers 20-260-011-00 and 20-260-012-00 that encompass approximately 34 acres. Your planned future use has not been determined.

SCOPE OF SERVICES

Phase I ESA

F&V conducts Phase I ESAs in conformance with the scope and limitations of the American Society for Testing and Materials (ASTM) Standard Practice E 1527-21. The ASTM standard for ESAs does not include business environmental risks that may have a material environmental or environmentally driven impact on the business associated with the current or planned use of the Property. These risks include asbestos-containing materials, biological agents, cultural and historical resources, ecological resources, endangered species, health and safety, indoor air quality, industrial hygiene, universal wastes, lead-based paint, lead in drinking water, mold, radon, regulatory compliance and wetlands. You have not requested that we review non-ASTM standard ESA items. If vapor risks are identified during the Phase I ESA, an additional ASTM Standard E-2600 Vapor Encroachment Screening may be necessary to identify potential Vapor Encroachment Conditions, if any.

The environmental due diligence process is inherently limited and can reduce, but not eliminate, uncertainty about environmental conditions. The purpose of this proposal is neither to eliminate all uncertainty associated with the environmental conditions and risks posed by those conditions, nor to conduct an exhaustive inquiry of

the property. Rather, the purpose of this work is to conduct a methodical investigation pursuant to recognized standards in a limited, timely and fee-efficient manner. If recognized environmental conditions (RECs) associated with the property are identified in the Phase I ESA, additional due diligence activities, such as a Phase II ESA, may be necessary.

We will complete a Phase I ESA for the subject property and provide a digital report summarizing the work performed, findings, opinions and conclusions. We will attend a council workshop or regular meeting, as appropriate, to present the report and the significant findings contained therein.

SCHEDULE

We will initiate work upon your authorization to proceed. Depending on the receipt of Freedom of Information Act materials from relevant agencies, we anticipate that an electronic draft of the report will be submitted to you for review within three to four weeks of notice to proceed.

FEES

F&V proposes to complete the professional services on a lump sum basis for \$3,850.

The following assumptions have been made in deriving our fees:

- F&V will conduct one site visit
- User will make arrangements for access to Property
- Required representatives will be readily accessible and available for interviews
- Agency and company files will be readily available and accessible

During the completion of work of this nature, unknown conditions may occasionally arise that require additional effort over and above the defined scope of services. F&V will notify you if a change in the scope of services is required.

F&V's professional services and subcontractor fees would be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to F&V. This proposal is valid for 90 days.

We offer other due diligence and property development services that you may want to consider. For example, F&V provides brownfield and redevelopment incentives consulting, architectural building design, site engineering, traffic studies, code assessments, regulatory compliance assessments, hazardous material assessments, landscape architecture, property condition assessments, feasibility studies, demolition specifications and management, infrastructure and construction management services. We invite you to visit our website at www.fveng.com to learn more about our employee-owned firm.

Once again, thank you for this opportunity, and we look forward to working with you. If you need any other information regarding this proposal or any F&V services, please contact me at 248-885-4720 tvoollatt@fveng.com.

Sincerely,

FLEIS & VANDENBRINK



Brian L. Rice, P.E.
Manager, Environmental Services Group



Trevor I. Woollatt
Senior Project Manager

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Phase I Environmental Site Assessment (ESA) Exit 41 Landfill** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By: _____

Date _____

February 27, 2023

Mr. Ryan Heise
City Manager
City of Saugatuck
102 Butler Street, PO Box 86
Saugatuck MI 49453

**RE: Scope of Services and Fee
Phase I Environmental Site Assessment (ESA) Airport Parcels
Saugatuck, Michigan**

Dear Mr. Heise:

Fleis & VandenBrink (F&V) appreciates the opportunity to submit this Scope of Services and Fee estimate to you for conducting the above referenced work. Based on our conversation with you, the following outlines our understanding of the work, Scope of Services and budget.

STATEMENT OF UNDERSTANDING

It is our understanding that you are requesting we complete this work to identify potential environmental issues as part of evaluations for future use of the Property. Current and past land use of the Property is described as municipal. The property comprises (2) parcel(s) of land that have been assigned Parcel ID Numbers 20-002-028-00 and 20-260-002-00 that encompass approximately 170 acres. Your planned future use has not been determined. In addition, a portion of the property was used as a firing range, as requested F&V will collect 6 soil samples for analysis of lead.

SCOPE OF SERVICES

Phase I ESA

F&V conducts Phase I ESAs in conformance with the scope and limitations of the American Society for Testing and Materials (ASTM) Standard Practice E 1527-21. The ASTM standard for ESAs does not include business environmental risks that may have a material environmental or environmentally driven impact on the business associated with the current or planned use of the Property. These risks include asbestos-containing materials, biological agents, cultural and historical resources, ecological resources, endangered species, health and safety, indoor air quality, industrial hygiene, universal wastes, lead-based paint, lead in drinking water, mold, radon, regulatory compliance and wetlands. You have not requested that we review non-ASTM standard ESA items. If vapor risks are identified during the Phase I ESA, an additional ASTM Standard E-2600 Vapor Encroachment Screening may be necessary to identify potential Vapor Encroachment Conditions, if any.

The environmental due diligence process is inherently limited and can reduce, but not eliminate, uncertainty about environmental conditions. The purpose of this proposal is neither to eliminate all uncertainty associated with the environmental conditions and risks posed by those conditions, nor to conduct an exhaustive inquiry of

the property. Rather, the purpose of this work is to conduct a methodical investigation pursuant to recognized standards in a limited, timely and fee-efficient manner. If recognized environmental conditions (RECs) associated with the property are identified in the Phase I ESA, additional due diligence activities, such as a Phase II ESA, may be necessary.

Per our conversation, a total of six (6) soil samples will be collected for analysis of total lead.

We will complete a Phase I ESA for the subject property and provide a digital report summarizing the work performed, findings, opinions and conclusions. We will attend a council workshop or regular meeting, as appropriate, to present the report and the significant findings contained therein.

SCHEDULE

We will initiate work upon your authorization to proceed. Depending on the receipt of Freedom of Information Act materials from relevant agencies, we anticipate that an electronic draft of the report will be submitted to you for review within three to four weeks of notice to proceed.

FEES

F&V proposes to complete the professional services on a lump sum basis for \$5,800.

The following assumptions have been made in deriving our fees:

- F&V will conduct one site visit
- User will make arrangements for access to Property
- Required representatives will be readily accessible and available for interviews
- Agency and company files will be readily available and accessible

During the completion of work of this nature, unknown conditions may occasionally arise that require additional effort over and above the defined scope of services. F&V will notify you if a change in the scope of services is required.

F&V's professional services and subcontractor fees would be invoiced monthly. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to F&V. This proposal is valid for 90 days.

We offer other due diligence and property development services that you may want to consider. For example, F&V provides brownfield and redevelopment incentives consulting, architectural building design, site engineering, traffic studies, code assessments, regulatory compliance assessments, hazardous material assessments, landscape architecture, property condition assessments, feasibility studies, demolition specifications and management, infrastructure and construction management services. We invite you to visit our website at www.fveng.com to learn more about our employee-owned firm.

Once again, thank you for this opportunity, and we look forward to working with you. If you need any other information regarding this proposal or any F&V services, please contact me at 248-885-4720 twollatt@fveng.com.

Sincerely,

FLEIS & VANDENBRINK



Brian L. Rice, P.E.
Manager, Environmental Services Group



Trevor I. Woollatt
Senior Project Manager

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Phase I Environmental Site Assessment (ESA) Airport Parcels** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By: _____

Date: _____

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck
102 Butler St, Saugatuck, MI 49453

General Background and Scope of Work:

This proposal is to address several environmental improvement opportunities at the City of Saugatuck owned "Former Airport" property (parcel #'s: 20-260-002-00 and 20-002-027-00) located on 63rd St / 134th Ave. The ~170-acre property remains largely undeveloped with a small building, some primitive hiking trails, and an open area on the SW corner of the property which been utilized primarily as a storage area by the DPW team. In order to assess the current state of ecological health of the property and to provide direction for future land-use decisions, our team recommends the following work plan in 2023:

1. Ecological Evaluation

- In order to assess the ecological quality of the property, our team will identify each distinct natural community observed on the site and outline the following criteria for each unit:
 - General ecological site description and natural features.
 - Description of each natural community including:
 - General inventory and distribution of native plant communities including the canopy, understory, and forb/graminoid layer.
 - Documentation of high-quality native plant species (species with coefficient of conservatism rankings between 6-10).
 - Documentation of invasive species, pests, and/or ecological threats.
 - Identification of potential ecological restoration and outdoor education opportunities.
- The ecological evaluation process will help prioritize natural communities on the property for preservation, restoration, and management (e.g. invasive species control) in order to help guide future management and land-use decisions on the property.
- Target date for evaluation: **June/July 2023**
- Approximately 2-3 weeks following the completion of the evaluation, we will submit a digital report summarizing the results.

2. Sustainability Evaluation

- To assess the sustainability performance of the property in its current state, ODC Network staff will leverage reputable 3rd party software to generate a report of carbon, air pollution, and hydrological benefits of the property as it currently exists.
- To assess opportunities for improvement in sustainability performance, ODC Network staff will perform carbon, air pollution, and hydrological benefits of future land use and management opportunities.
- ODC network will evaluate the eligibility of the parcel for participation in local and regional sustainability initiatives including carbon offsetting, EV charging, renewable energy, sustainable material procurement, and management etc.)
- Target date(s): Current state evaluation - **May 1st**, Future land use and management opportunities evaluation - **June 1st**

3. Trail Overview

- The attached map (See Appendix A) provides the ODC's estimation of the existing trail infrastructure as well as two adjacent features of note.

4. *Optional: Airport Property Planning Whiteboard Session*

- The ODC would host a SOAR (Strengths, Opportunities, Aspirations, Results) for City Staff, Council, and Committee members.

INITIAL _____

- Outcome: Identify strengths, opportunities, aspirations, and desired results for this parcel of land.
- Outcome: Delivery of final recommendation report and supporting documents that incorporates City whiteboard session feedback with Ecological and Sustainability reports in print and digital format.
- Target date: Upon completion of Ecological and Sustainability Evaluation.

GENERAL NOTE: Invasive species on the property including Hemlock Woolly Adelgid (HWA) and Japanese Knotweed (*Fallopia japonica*) pose major vectors of invasive species spread which could negatively impact the high quality plant communities on the property. We strongly recommend that the management of invasive species is prioritized as the master plan for the property develops.

Project Timeline:

- Ecological evaluation conducted in June/July 2023. Report submitted by August 15, 2023.
- Sustainability services conducted in May and June of 2023. Report submitted by July 1, 2023.
- Property planning whiteboard session targeted upon completion of ecological and sustainability evaluation.

Project Cost:

- Ecological Evaluation - **\$3,500** (billed in August following submission of final report)
- Sustainability Services - **\$750** (billed in July)
- Trail Overview – Inkind
- *Optional Planning Session and Report* **\$2,200**

***PLEASE CHECK THE APPROPRIATE BOXES ABOVE TO INDICATE ACCEPTED SERVICES**

Exclusions:

- Installation or ongoing maintenance of trail system.
- Creation of stewardship plan.
- Management of documented invasive species.

Note: *This proposal accounts for pricing of all labor, materials, and equipment necessary to execute the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.*

INITIAL _____

Qualifications:

ODC Conservation Services staff are highly qualified conservation professionals.

- ODC Network, and its subsidiaries, is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application
- Manage 2,500+ acres of high quality natural area
- Combined 20+ years' experience in invasive species management
- Successfully restored over 150 acres of native prairie
- Experienced Michigan flora and fauna identification
- Advanced wetland delineation certification
- Experienced GIS professionals

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.

Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

If you wish to accept this proposal, please initial each page, as well as sign and date below:

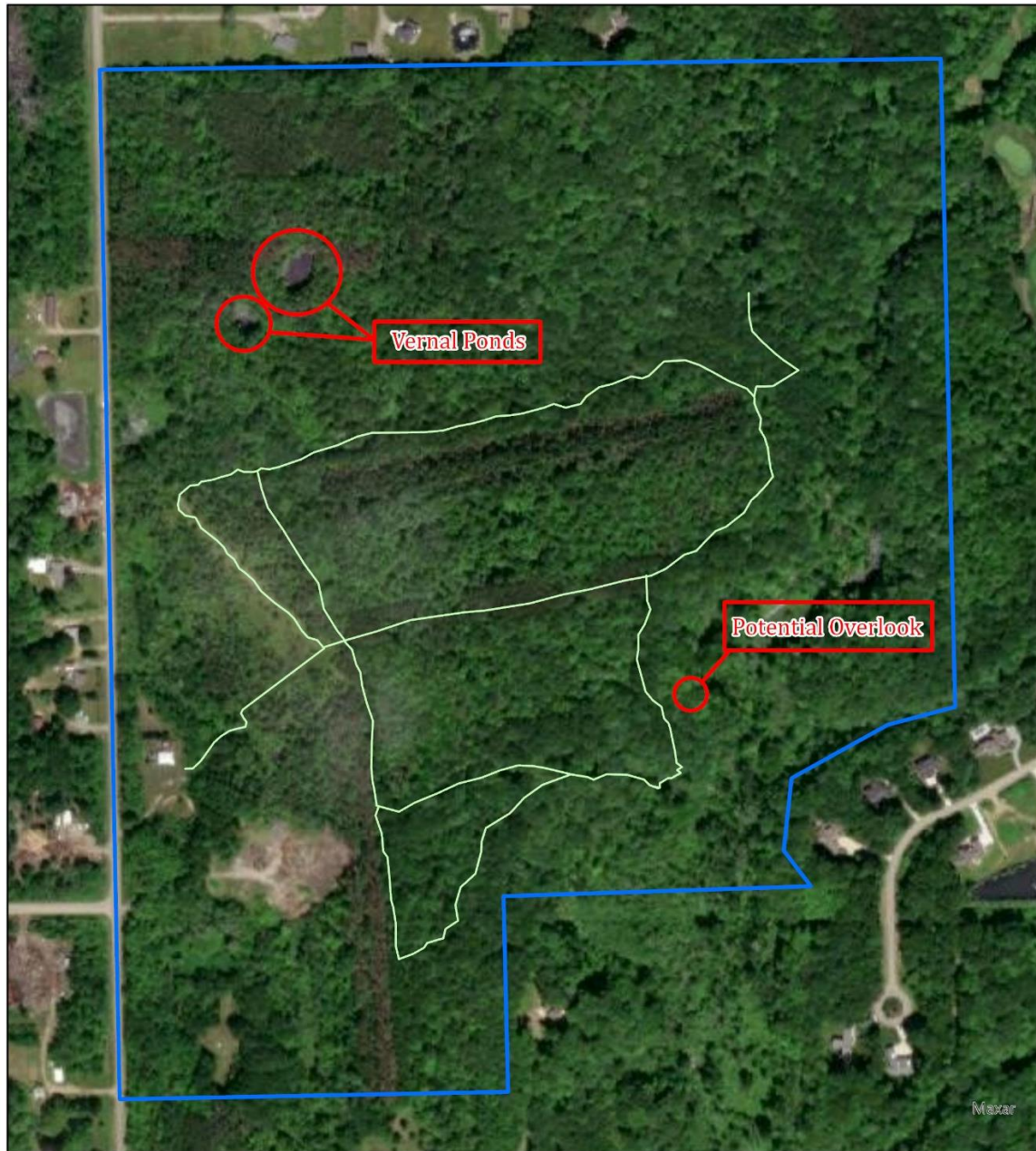
Signature of Authorized Property Owner/Manager

Date



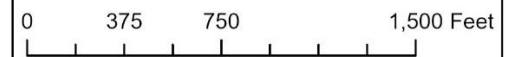
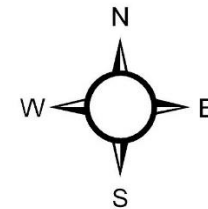
INITIAL _____

Appendix A: Map of Existing Trail System



63rd Street Former Airport
Trail Map

ODC Conservation Services
Map Created by: Ben Heerspink
Map created on: 3/20/23
Trail marked with GPS on: 3/20/23



Property was assessed on March 20, 2023 by ODC Conservation Staff. Remnant trails were mapped utilizing GPS points. The trail as it stands is 2.5 miles long with many opportunities to expand by blazing new trails along the northernmost trail expanding north towards a seasonal pond.

INITIAL _____



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: April 10, 2023

SUBJECT: Uncommon Coffee Roasters' Cafe Parking Space Request

DESCRIPTION:

Mauricio Da Silva, on behalf of Uncommon Coffee Roasters' Café, has submitted the attached request to limit the parking time in an on-street parking space outside the café to five minutes. He is requesting this during the summer season and it would be in place from 7a-7p. Mr. Da Silva advised last year his business was approved for an expanded outdoor dining area. In lieu of doing this again, he believes the time-limited parking space would better serve the business and would result in no less parking than the expanded outdoor dining area.

Staff has reviewed the request and recommends denial of the request. We believe many other businesses would also want shorter time limits for the spaces outside their businesses. Granting these requests would result in varying time limits for parking around downtown. This would create confusion for visitors. The enforcement of shorter parking timeframes would also be challenging.

Mr. Da Silva has pointed to the 15-minute parking limit outside of the CALA building along Culver St. as an example. I was able to find prior staff e-mails to have extra 15-minute signs installed in front of the CALA building during the COVID emergency orders. They were supposed to be temporary but apparently remain. There is mention in one e-mail that at least one 15-minute parking sign was there prior to COVID but to date I haven't been able to locate further history.

Whether to allow this signage is a policy decision for the City Council. Mr. Da Silva anticipates being present at your meeting for any questions City Council may have.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to APPROVE/DENY a request from Uncommon Coffee Roasters' Café for a five minute pick-up parking spot from 7am-7pm during summer season.

Ryan Cummins

From: Mauricio Da Silva <mauricio@uncommoncoffee.roasters.com>
Sent: Thursday, March 30, 2023 12:30 PM
To: Ryan Cummins
Subject: Letter of request for Street parking expansion

To whom it may concern,

I am writing to ask you to support a 5 Minute (Loading Zone?)/Pick-Up parking spot from 7am-7pm during summer season in front of Uncommon Coffee Roasters' cafe two parking spots previously used for seating last season at 127 Hoffman Street, Saugatuck MI 49453.

Such a spot would help support the evolving needs of our cafe (and potentially the needs of other food service businesses) by making it easier for our customers who order online to pick up their order while also controlling the flow of car traffic to and from our cafe. This in turn would free up more parking in the downtown area.

As you know, parking during the crowded summer months is a challenge. Having a Pick-Up Parking spot during peak daytime hours also makes sense from a customer convenience standpoint. By allowing customers the option of picking up their order or having their order brought to them by any other delivery option and potentially would make their experience in Saugatuck more pleasant. In addition to potentially freeing up 12 parking spots/hour, this spot would help increase revenue to the cafe by giving us the ability to spread more love, coffee and great food to tourists coming into our city.

Thank you for your consideration,
Maurício Da Silva
Uncommon Coffee Roasters | Cultivo
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