



**PARKING IMPROVEMENTS TASK FORCE**  
**Meeting Meeting Minutes**  
 October 28, 2025, 3:00 p.m.  
 Saugatuck City Hall

## Participants

Name	Company	Email Address
Eric Haggett	Walker Consultants	<a href="mailto:ehaggett@walkerconsultants.com">ehaggett@walkerconsultants.com</a>
Andrew Baglini	Walker Consultants	<a href="mailto:abaglini@walkerconsultants.com">abaglini@walkerconsultants.com</a>
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Gregory Muncey	Saugatuck City Council	<a href="mailto:gregory@saugatuckcity.com">gregory@saugatuckcity.com</a>
Auston Marineau	Saugatuck Planning Commission	<a href="mailto:auston.j.marineau@gmail.com">auston.j.marineau@gmail.com</a>
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Wendy Colsen	Saugatuck Resident	<a href="mailto:wendycolsen@gmail.com">wendycolsen@gmail.com</a>
Alec Payleitner	Saugatuck Restaurant Owner	<a href="mailto:alec@saugataco.com">alec@saugataco.com</a>
Michael Gustaitis ( <i>absent</i> )	Saugatuck Retail Business Owner	<a href="mailto:winesellersofsaugatuck@gmail.com">winesellersofsaugatuck@gmail.com</a>
Gary Kott	Saugatuck/Douglas Area Convention and Visitors Bureau	<a href="mailto:indakott@aol.com">indakott@aol.com</a>
Becky Carten-Crandell	Interurban Transit Authority	<a href="mailto:beckycc@saugatuckinterurban.org">beckycc@saugatuckinterurban.org</a>
Ryan Cummins	City of Saugatuck	<a href="mailto:rcummins@saugatuckcity.com">rcummins@saugatuckcity.com</a>

### 1. Call to Order & Introductions

- Meeting called to order by Gregory Muncie.
- Parking Improvements Task Force members introduced themselves.

### 2. Agenda Review

- No changes or additions to the agenda.

### 3. Public Comment on Agenda Items

- No public comments received.

### 4. Approval of Minutes

- No prior meeting minutes to approve.



## 5. Topics for Discussion

- A. Welcome and introductions
  - Consultant team members introduced themselves and gave a brief background.
  - Consultants outlined the project's goals: a data-driven analysis of parking inventory, occupancy, turnover, and policy.
- B. Project scope and work plan review
  - Consultant team provided a high-level overview of the study methodology.
  - Project timeline was discussed with recommendations expected by the end of summer 2026.
- C. Project study area review
  - Overall study area boundary was confirmed to include the city limits north of the Kalamazoo River.
  - General discussion of off-season and peak-season data collection.
- D. Identification of parking turnover data collection subarea
  - Consultant team noted that their proposal included more detailed data collection of approximately 30 on-street parking spaces.
  - After discussion, the Parking Improvements Task Force and the consultant team agreed to parking turnover data collection at the on-street parking spaces in the following blocks: Water Street from Main Street to Hoffman Street, Butler Street from Hoffman Street to Water Street, and Culver Street from Butler Street to Griffith Street.
- E. Discussion of parking issues and concerns for business owners/employees, residents, and visitors
  - Discussion focused on both general and specific issues for each user group.
  - Participants generally agreed that there is a tension between the parking needs of the various user groups.
  - Event periods were highlighted as a concern with insufficient parking capacity in downtown to serve the volume of vehicles coming to the city.
- F. Discussion of alternative transportation options, issues, and areas for improvement
  - The Task Force highlighted the success of the Interurban.
  - Several Task Force members highlighted the desire to make Saugatuck even more walkable, while noting the ongoing conflicts between pedestrians and vehicles.
  - Several "pinch points" were identified where Interurban buses have difficulty navigating the streets due to parked vehicles, pedestrian activity, and/or traffic.
- G. Online survey discussion
  - Consultant team highlighted the goal of the online survey to gather feedback from a diverse group of stakeholders.
  - The Task Force and the consultant team agreed to make the online survey available for several weeks during the 2025-2026 off-season, and for an additional several weeks during the 2026 peak summer season.
  - Consultant team to develop a draft online survey to be submitted to the Task Force for review and approval.
- H. Additional stakeholder engagement discussion



- Discussed possible avenues for in-person public engagement such as Music in the Park, the Farmer’s Market, or other community events.
  - No decision was made regarding the preferred engagement forum or timing.
- Discussed other stakeholders or groups of stakeholders for the consultant team to engage, including lodging property managers, event planners, law enforcement, and other stakeholders.
  - The final list of additional stakeholders is to be determined.
- I. Tentative field work dates
  - Consultant team indicated its intention to complete the parking inventory data collection in November.
  - Task Force members agreed that off-season parking occupancy data collection should take place in March or April 2026, avoiding the week or weeks of school Spring Break.
    - Final dates to be determined in coordination with the Task Force.
  - Task Force members agreed that in-season parking occupancy data collection should take place in July 2026, in the weeks between the Fourth of July and the Venetian Festival.
    - Final dates to be determined in coordination with the Task Force.
- J. Tentative dates for future Parking Improvements Task Force meetings
  - Next Task Force meeting tentatively scheduled for Tuesday, December 9, 2025, at 3:00 p.m. EST.
- K. Open Meetings Act, Freedom of Information Act, and communications protocol.
  - City Manager Ryan Cummins reviewed the Open Meetings Act, Freedom of Information Act, and communications protocol.

## 7. Public Comments

- Patrick Murphy spoke about their excitement that the project was being undertaken after many years of discussions about parking.

## 8. Adjournment