

Policy/Procedure: Wicks Park Boat Slip Leasing Date

Adopted or Implemented: April 13, 2026

CITY OF SAUGATUCK

I. Purpose and Intent.

1. **Purpose.** This policy governs the issuance of seasonal leases for 10 City-owned boat slips at Wicks Park on the Kalamazoo River, which are approximately 26 feet long and 10 feet wide. As there are a limited number of slips available, this policy establishes a lottery through which interested persons may apply for and potentially receive the ability to lease a City-owned slip for one season.
2. **Intent.** It is the intent of this policy to accomplish the following objectives:
 - a. Establish a fair and equitable means of providing interested persons with an opportunity to lease a slip, with priority being assigned to City of Saugatuck real property taxpayers in recognition of their investment in and contribution to the City of Saugatuck.
 - b. Prevent multiple slips from being held by the same person, household, or real property taxpayer so as to evenly distribute boat slips.
 - c. Prevent a single real person, household, or property taxpayer from unfairly increasing their odds of receiving a boat slip.

II. Applications

1. **Application Deadline.** Each year, the City will publish and post notice of the date that the boat slip lottery will be held. Applications to lease a boat slip may be submitted during the two weeks before the lottery date, but no later than the day before the lottery.
2. **Review for Completeness; Corrections.** The City Clerk will review applications for completeness and shall notify applicants of any deficiencies. Applicants may correct deficiencies up to the day before the lottery. Failure to correct deficiencies by this time shall result in the rejection of the application.
3. **Eligibility.** Applications may only be submitted by a natural born person owning real property within the City of Saugatuck and not by a corporation, trust, or other entity. Only one application shall be permitted per person, per household, or per real property taxpayer, and only one application shall be submitted per boat. For the purposes of

this policy, a “household” shall be mean two or more persons whose domestic relationship is of a continuing, non-transient character and who reside together as a single housekeeping unit in a single dwelling unit. Further, “real property taxpayer” shall mean anyone who is listed as an owner of record of real property within the City (either individually or jointly), or in the case of property held by a trust, partnership, corporation, or other entity, anyone with an ownership interest in or who is a trustee or beneficiary of such trust, partnership, corporation, or entity.

4. **Application Contents.** An application to lease a City-owned slip shall be signed and dated by the applicant and shall contain the following:
 - a. The applicant’s name, address, and contact information.
 - b. Proof that the applicant is a real property taxpayer of the City of Saugatuck.
 - c. An indication of whether the applicant is a resident of the City of Saugatuck.
 - d. A non-refundable application fee, in an amount established by resolution of the City Council.
 - e. Identification of the boat intended to be moored in the slip (including dimensions), along with a copy of current boat registration listing the applicant as the registered owner of the boat.
 - f. If desired, a preferred slip number, although the City cannot guarantee assignment of any particular slip number due to the lottery process.

5. **Rejection of Application.** The City Clerk may reject an application for the following reasons:
 - a. The application does not contain all the information required by this Policy or the application form and has failed to correct those deficiencies in a timely fashion;
 - b. The applicant is not eligible to apply;
 - c. The applicant misrepresented information included in their application; or
 - d. The applicant held a lease with the City for a boat slip the previous year which was terminated by the City for cause.

III. Selection Process

1. **Lottery.** The City will select lessees via a random lottery drawing open to the public.

2. **Selection of Applications.** Applications will be selected using the following methodology:
 - a. Applications will be sorted into two categories, one for City residents and the other for non-residents.
 - b. Applications will be drawn first from the resident category, then from the non-resident category.

- c. Each application will be assigned a number based on priority of selection.
 - d. If one or more of the first ten (10) selected applications fail to obtain a lease as provided in subsection (3) below, the application(s) next in priority shall have the opportunity to obtain a lease. This process shall continue until all available leases are assigned.
 - e. If there are remaining boat slips available after the lottery drawing is concluded, the City Clerk shall accept applications and assign leases on a first-come, first-served basis. In such instance, the City Clerk may, but is not required to, provide the public with notice of available slips.
3. **Lease.** Selected applicants shall have ten (10) business days following the lottery drawing to provide the City with a signed lease agreement in a form acceptable to the City along with payment of the nonrefundable annual rent amount in full, which shall be established by resolution of the City Council. Failure to timely provide these items shall result in the forfeiture of the lease, which shall be offered to the next eligible applicant. Terms and conditions of boat slip leases, including lease amounts, are subject to change by the City from one boating season to the next.

IV. Amendments.

1. The City Council may authorize changes and/or adjustments to this Policy from time to time by majority vote.