



## PARKING IMPROVEMENTS TASK FORCE

### Meeting Agenda

**February 17, 2026, 3:00 p.m.**

*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*

**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:

[rcummins@saugatuckcity.com](mailto:rcummins@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 [jwotlers@saugatuckcity.com](mailto:jwotlers@saugatuckcity.com) for further information.

## Participants

Name	Company	Email Address
John Dorsett	Walker Consultants	<a href="mailto:jdorsett@walkerconsultants.com">jdorsett@walkerconsultants.com</a>
Julie Kroll	Fleis & Vandenbrink	<a href="mailto:jkroll@fveng.com">jkroll@fveng.com</a>
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>
Cathy Brockington	Saugatuck Resident	<a href="mailto:cabrocking68@gmail.com">cabrocking68@gmail.com</a>
Wendy Colsen	Saugatuck Resident	<a href="mailto:saugatuckparkingstudy@gmail.com">saugatuckparkingstudy@gmail.com</a>
Alec Payleitner	Saugatuck Restaurant Owner	<a href="mailto:alec@saugataco.com">alec@saugataco.com</a>
Michael Gustaitis	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>



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1. Call to Order
2. Roll Call
3. Agenda Changes
4. Public Comment on Agenda Items
5. Approval of Minutes
6. Topics for Discussion
  - A. Project Manager change and reintroduction of John Dorsett from Walker Consultants
  - B. Parking inventory field work and initial mapping – brief update
  - C. Online survey – current responses and initial results
  - D. Discussion/confirmation of off-season field data collection dates – week of April 13 (after Chicago-land, Saugatuck, and university Spring Breaks)
  - E. Discussion/confirmation of peak season field data collection dates – week of July 13 (after 4<sup>th</sup> of July, before Venetian Festival)
  - F. Discussion/confirmation of remaining Task Force meeting dates – April 7, May 12, June 30, July 28, August 18
  - G. Updates on land use, commercial vacancy, and future development information – awaiting information from Planning and Zoning
  - H. Other items
  - I. Next steps
7. Correspondence
8. Public Comments
9. Task Force Member Comments
10. Adjourn



**WALKER**  
CONSULTANTS

**PARKING IMPROVEMENTS TASK FORCE**  
**Meeting Meeting Minutes**  
December 9, 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>
Julie Kroll	Fleis & Vandenbrink	<a href="mailto:jkroll@fveng.com">jkroll@fveng.com</a>
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>
Cathy Brockington	Saugatuck Resident	<a href="mailto:cabrocking68@gmail.com">cabrocking68@gmail.com</a>
Wendy Colsen	Saugatuck Resident	<a href="mailto:saugatuckparkingstudy@gmail.com">saugatuckparkingstudy@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

- Meeting called to order by Chair Gregory Muncie.

### 2. Agenda Review

- No changes or additions to the agenda.

### 3. Public Comment on Agenda Items

- No public comments received in person or online.

### 4. Approval of Minutes

- A motion was made to approve the minutes of the Parking Improvements Task Force Meeting held on October 28, 2025.
- The motion was carried by a voice vote.



## 5. Topics for Discussion

### A. Parking Inventory – Field Work & Initial Mapping

- Consultant team members provided initial insights into the existing parking inventory in Saugatuck. Their field work identified:
  - Approximately 303 City-owned, publicly available off-street spaces.
  - Approximately 1,560 on-street parking spaces with various restrictions.
  - Approximately 50 privately owned but publicly available parking spaces.
- Consultant team noted that these numbers are preliminary and subject to verification.
- Consultant team requested that members of the Parking Improvements Task Force review the preliminary parking inventory numbers and maps and provide the team with corrections and areas to examine more closely.
  - Several areas were identified by Task Force members during the meeting, including on Mary Street, at the former Dykstra Funeral Home, and areas along the public right-of-way where parking currently occurs informally.
- Discussion was had relative to the need to “daylight” intersections, or remove parking spaces close to intersections to improve drive and pedestrian visibility and safety.
  - Consultant team committed to quantifying the potential loss of parking spaces from selective daylighting at certain intersections.
- Task Force members highlighted a general insufficiency in lighting downtown that could lead to safety issues.
- Task Force members suggested using tiers or zones of spaces in the analysis and reporting to identify total parking in the core of downtown versus the outer areas of the city.

### B. Public Survey – Draft Review & Edits

- Consultant team walked through the draft online survey with the Task Force, which provided the following recommended adjustments:
  - Separate Question 1 into two separate questions, one about where respondents live and the other about where they work.
  - Modify Questions 8–10 to capture separate responses relative to peak season versus offseason parking.
  - Clarify Question 11 to focus on street parking and peak season paid parking only.
  - Allow multiple selections where appropriate in the survey.
  - Do not include a pin-drop map in the survey, to avoid overcomplicating the analysis.
  - Add a question to gauge interest in a remote parking and shuttle option.
- Consultant team and Task Force members discussed the preferred distribution channels for the survey, and identified City of Saugatuck, City of Douglas, and Saugatuck Township channels, social media, Bed & Breakfast/motel associations, and via QR codes at venues/businesses to capture visitor input.
- Task Force members and the consultant team agreed on two windows for the survey: one in the winter and the other in mid-June, with the survey open for several weeks during each window.



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- Consultant team committed to providing an updated draft survey for Task Force review and comment.
- C. Stakeholder Engagement – Groups & Format
- Task Force members identified the following groups for the consultant team to meet with to discuss parking issues in Saugatuck:
    - Short-term rental owners and managers, including individual hosts and larger property managers.
    - Event planners.
    - Arts organizations, including the Saugatuck Center for the Arts and the Chamber Music Society.
    - Marina operators.
    - Overall study area boundary was confirmed to include the city limits north of the Kalamazoo River.
  - Consultant team and Task Force members agreed that the list of groups would be narrowed to five (5) after the initial online survey window was closed.
  - Consultant team and Task Force members agreed on a “tabling session” at a Music in the Park event as the in-person engagement event for this project.
    - Consultant team members intend to staff a table or booth at one Music in the Park event where attendees can learn about the parking study, provide feedback on parking in Saugatuck, and engage in dialogue about how people arrive at and experience the city.
    - Like all stakeholder engagement, the input received during this session will be factored into the consultant team’s recommendations, and a written summary of the event will be included in a project deliverable.
    - The date of the event is TBD and will be decided in coordination with the Task Force as the summer approaches.
- D. Future Parking Demand Analysis
- Consultant team briefly discussed the process for estimating future parking demand in Saugatuck by considering existing peak demand, vacancy of existing commercial space, planned future development projects, and other factors.
  - Consultant team requested that the Task Force provide a list of vacant/transitioning commercial spaces, historical/likely replacement uses, and the sizes of these properties to be used as the basis for this analysis.
  - Consultant team noted that the City Manager had already provided one previous study of potential waterfront development.
- E. Next Steps & Other Items
- Parking Task Force requested that the consultant team provide the draft parking inventory spreadsheets and associated maps, so that Task Force members could annotate maps with corrections/observations.
    - Corrections/observations of the Task Force members to be routed via the City Manager, who will provide a consolidated document to the consultant team.



- Parking Task Force and consultant team agreed that coordination with the Saugatuck Fire Department would be necessary to determine which streets should remain or be newly designated as “No Parking” streets to allow for proper fire truck access.
  - City Manager to facilitate communications between the Fire Department and the consultant team.
- Consultant team will be on-site in January or February to conduct its field audit of signage and wayfinding.
  - City Manager to be notified in advance of site visit.

## 6. Public Comments

- No public comments received in person or online.

## 7. Adjournment

## Jamie Wolters

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**From:** Jamie Wolters  
**Sent:** Thursday, December 18, 2025 2:39 PM  
**To:** Jamie Wolters  
**Subject:** FW: Parking Committee

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**From:** Timothy Woodby [REDACTED] >  
**Sent:** Tuesday, December 16, 2025 12:20 PM  
**To:** Gregory Muncey <[Gregory@saugatuckcity.com](mailto:Gregory@saugatuckcity.com)>  
**Cc:** Holly Anderson <[Holly@saugatuckcity.com](mailto:Holly@saugatuckcity.com)>; Joe Clark <[jclark@saugatuckcity.com](mailto:jclark@saugatuckcity.com)>; Lauren Stanton <[lstanton@saugatuckcity.com](mailto:lstanton@saugatuckcity.com)>; Russ Gardner <[Russ@saugatuckcity.com](mailto:Russ@saugatuckcity.com)>; Chris Peterson <[cpeterson@saugatuckcity.com](mailto:cpeterson@saugatuckcity.com)>; Ryan Cummins <[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)>  
**Subject:** Parking Committee

**Caution:** This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

We watched a portion of the Parking Committee meeting and from what we viewed, we were dismayed to learn that the committee is focusing on parking utilization in an area with a northern border of Lucy Street. We live on Mill and are asking that utilization of parking spaces in our area be addressed.

From our home on Mill, we are closer to the northern end of the business district which includes Retro Boats, The Old Boat House, Ida Reds Cottage, Sauga Taco, and the Star of Saugatuck than many properties 'on the hill'. We live close to the Southerner and both Safe Harbor and Shore Harbor marinas. The restaurant and marinas appear thriving but seem in need of patron parking.

There is parking available along Simonson, but it doesn't appear to be properly utilized or clearly labeled.

We have attached some photos which hopefully demonstrate our concern of the City's disregard for parking utilization in our area. With the sale of the former Park House and requirements for its business to succeed, the City should address the possibilities that exist in our area.

Rosemary Johnson and Tim Woodby



**From:** Wendy Colsen [REDACTED]  
**Sent:** Friday, February 6, 2026 9:26 AM  
**To:** Ryan Cummins; Gregory Muncney; Sara Williams  
**Subject:** Community feedback/idea for parking

**Caution:** This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Here's some feedback from a local regarding parking.

Hi Wendy!! Hope you're well!!!! Hope to see you soon!!! You know I was thinking about the parking issue in saugatuck and several times I saw people on the opposite side of the street parked facing the wrong way and in crosswalks, etc.

Maybe it would be in the interest of everyone to actually have someone that writes citations like if it's possible within the community so that the police aren't bogged down by that.

There's no penalty for illegal parking... If the city hires a citation officer or citation person that just writes parking tickets /parking violations that would pay for itself, plus it would deter people from parking like idiots!

If there is a city parking code it can be done.