



## CITY COUNCIL MEETING AGENDA

**January 22<sup>nd</sup> – 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.*

“The Saugatuck City Council will conduct a public hearing as part of the regularly scheduled Township Board meeting on January 22<sup>nd</sup> at 7:00pm in the City Hall Chambers 102 Butler Street, Saugatuck, MI. City Council will hear public comments and decide to adopt the Tri-Community 2024 Parks and Recreation Plan Update. The Tri-Community 2024 Parks and Recreation Plan includes recreational planning, goals, and action plans for Saugatuck Township, City of Saugatuck, City of Douglas, and the Saugatuck School District.”

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**
8. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
9. **Consent Agenda:** (*Roll Call*)
  - A. Regular City Council Meeting Minutes – January 8, 2024. *Pg.4*
10. **Staff Reports, Boards, Commissions & Committees:**  
Starting on *Pg.10*
  - A. **Staff Reports:**
    1. City Manager
    2. Treasurer
    3. Planning and Zoning

<p style="text-align: center;"><b>NOTICE:</b> Join online by visiting: <a href="https://us02web.zoom.us/j/2698572603">https://us02web.zoom.us/j/2698572603</a></p> <p style="text-align: center;">Join by phone by dialing: <b>(312) 626-6799 -or- (646) 518-9805</b></p> <p style="text-align: center;">Then enter “Meeting ID”: <b>2698572603</b></p> <p>Please send questions or comments regarding meeting agenda items prior to meeting to: <a href="mailto:ryan@saugatuckcity.com">ryan@saugatuckcity.com</a></p> <p>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 <a href="mailto:JWolters@saugatuckcity.com">JWolters@saugatuckcity.com</a> for further information.</p>
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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
6. Historic District Commission
7. Planning Commission
  - a) Short Term Rental Task Force
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

**11. Request for Payment:** None

**12. Approval of Accounts Payable:** *(Roll Call)*

- A. Accounts Payable in the amount of \$320,206.58 *Pg.25*

**13. Introduction of Ordinances:** None

**14. Unfinished Business:** None

**15. New Business:**

- A. Ordinance No. 240122-A – Improvements in Right of Way *(Roll Call) Pg.27*
- B. Ordinance No. 240122-B – Zoning Amendments to Waterfront *(Roll Call) Pg.34*
- C. Resolution 240122-A - Fee Schedule Update- ROW Permit Fee *(Roll Call) Pg.54*
- D. Parks and Rec Five Year Plan *(Roll Call) Pg.57*

**PUBLIC HEARING PROCEDURE**

- A. Hearing is called to order by the Mayor
- B. Public comment regarding the proposed Parks and Rec Five Year Plan
  1. Supporting comments (audience & letters) *(Limit 3 minutes)*
  2. Opposing comments (audience & letters) *(Limit 3 minutes)*
  3. General comment opportunity (Supporting, Opposing, General) *(Limit 3 minutes)*
    - Participants shall identify themselves by name and if they are a citizen or non-citizen of the City of Saugatuck
    - Comments/Questions shall be addressed to the Mayor
    - Comments/Questions shall be limited to three minutes
- C. Public comment portion closed by the Mayor
- D. Council Comment
- E. Hearing is closed by the Mayor



- E. AT&T Project Update *Pg.174*
- F. Proclamation No. 240122 - P1 and No. 240122-P2 – Arbor Day *(Roll Call) Pg.176*
- G. 2024 Street End License Agreements *(Voice Vote) Pg.179*
- H. 2024 Wicks Park Boat Slips *(Voice Vote) Pg.191*
- I. 2024 Summer Tax Collection *(Voice Vote) Pg.200*
- J. Right of Way Sign App - CVB *(Voice Vote) Pg.205*

**16. Public Comments** *(Limit 3 minutes)*

**17. Correspondence:**

**18. Council Comments**

**19. Adjourn** *(Voice Vote)*



**CITY COUNCIL MEETING MINUTES - Proposed  
January 8, 2024**

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 Stanton at 7:00 p.m.

**Pledge of Allegiance.**

**Attendance:**

Present: Mayor Stanton, Mayor Pro-Tem Baldwin and Councilmembers Anderson, Dean, Gardner, Muncey and White.

Absent: None.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, Treasurer Stanislawski, Department of Public Works Assistant Superintendent Herbert, Attorney Jake Witte and Clerk Wolters.

**Mayor's Comments:**

She wanted the meeting to go as efficiently as possible and would do her best. There are many items on the agenda that were discussed at the workshop, but they will take as much time as needed. She congratulated April Gundy and the Convention and Visitor's Bureau for choosing April to oversee special events for the City. April will be a great person to do that and will be great to have a point person for all events. The Saugatuck Township Hall will be hosting a Community Safety Coalition Meeting on Tuesday at 6:00 p.m.

**City Manager Comments:**

His report is on page eleven and was happy to answer any questions.

Gardner asked City Manager Heise about blazes (journey markers) that have been put on the trails at the "Airport Property".

City Manager Heise noted it appears to be organic pop-up signage which is similar to signage placed at other walking areas within the City.

Baldwin noted that PPW is interested in looking at getting wayfinding signage eventually for that property. There are also many deep blinds on the property that don't seem to be an issue for anyone.

Mayor Stanton asked that DPW discuss and look into this matter with legal counsel.

**Agenda Changes:**

*Motion by Muncey, second by Dean to remove item 15D in new Business Dune Ridge Update.  
Via voice vote, motion carried unanimously.*

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:**

Tim Dykema, non-resident: Item 15B.

- Owns home in Saugatuck since 1994, spends summer here.
- He was the first wireless provider in the City to provide signal off Mt. Baldhead.
- Spoke in concern with a section of the lease regarding the City not to alter any surrounding property owned by the City.
- He emailed Council with his concerns.

**Consent Agenda:**

- A. Regular City Council Meeting Minutes – December 11<sup>th</sup>, 2023.
- B. Regular City Council Meeting Minutes – December 20<sup>th</sup>, 2023.
- C. City Council Strategic Planning Meeting Minutes – December 20<sup>th</sup>, 2023.

*Motion by Gardner, second by Baldwin to approve the consent agenda as presented. Upon roll call vote, motion carried unanimously.*

**Staff Reports:**

City Manager, Director of Planning & Zoning, Treasurer, DPW Superintendent and Engineer submitted status reports of current activities since the last Council meeting on December 20<sup>th</sup>, 2023, for their respective departments.

DPW Herbert informed the Council that the Village Park playground was removed earlier in the morning. He responded to a question by Gardner about his process for his team meetings. He informed the Council that himself and engineer Jon Moxey will be presenting a 2024-2025 construction plan.

**Boards, Commissions & Committees:**

Fire District Administration Board, Dan Fox:

- The following recap was from the meeting that was held on December 18<sup>th</sup>.
  - Year end incidents went down due to good weather in December reducing vehicular accidents.
  - Year end response time dropped a full minute due to a revision pushed by the Fire District that allows the Fire District to receive a heads up on calls at the same time as EMS.
  - Total grants to the Fire District amounted to \$106,000.
  - They discussed a possible aquation of an attenuator truck to use at accident scenes on the highway.
  - The ambulance study group has a meeting on January 17<sup>th</sup> with an ambulance provider.
  - Lithium car battery fires burn at 2,000 degrees. One fire in Alabama took 36,000 gallons of water to extinguish the fire. The tanker trucks hold 3,000 of water, it would take 13 truckloads to extinguish.
- The next meeting is January 15<sup>th</sup>.

Interurban Board, Councilmember Muncey:

- They are working on the plans for the building expansion and should be seeing plans from the engineer soon.
- They lost a valuable board member who served working for eleven years working for The Interurban and twenty-nine years on the board. Maria Muha passed away and The Interurban will plant a small garden outside of the Interurban facility.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Mayor Stanton:

- They are meeting January 23<sup>rd</sup>.

Zoning Board of Appeals: None.

Historic District Commission, Councilmember Gardner:

- They met on January 4<sup>th</sup>.
- Discussion was on 254 Francis, new home development.
- They had a meeting in November regarding the property, the developer came back with improvements as a result of the November discussion with the Historic District Commission.
- The application was approved.

Planning Commission, Chair Councilmember Anderson:

- The next meeting is January 18<sup>th</sup>.
- Zoning Director Cummins and legal counsel reworking on preliminary recommendations, moving the waterfront property recommendations and they will come in front of the Council soon.

Parks and Public Works Committee, Mayor Pro-Tem Baldwin:

- They did not meet in December.
- Next meeting is January 23<sup>rd</sup>.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Dean:

- They are working on setting up a meeting with The Friends of the Blue Star Trail.

Tri-Community Recycling Ad-Hoc Committee: None.

**Request for Payment:** None.

**Approval of Accounts Payable:**

A. Accounts Payable in the amount of \$813,053.30.

*Motion by Gardner, second by Baldwin to approve the accounts payable as presented in the amount of \$813,053.30. Via roll call vote, motion carried unanimously.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Audit Presentation:

Treasurer Stanislawski noted that the City auditor presented the audit report on Wednesday and he is available to answer any questions. The City is in great shape.

AT&T Lease:

*Motion by Baldwin, second by Anderson to adopt the lease as presented including a month lease amount of \$2,150 with an annual escalator at 1.5% request AT&T contribute \$55,000 for improvements at existing restroom facilities near Mt. Baldhead and revegetate the dunes near the Mt. Baldhead staircase. Authorize Mayor and Clerk to execute lease subject to final staff, legal and engineering review.*

Discussion:

- Muncey suggested the Council increase the \$50,000 to cover painting the dome as well.
- City Manager Heise suggested \$30,000 more if the Council decides.
- Gardner is not prepared to support a redline version of a contract with this importance.
- White appreciates the project and is excited about it but it is hard for him to consider an incomplete contract.
- Witte noted the red line is that the substantive lease terms are all there, the lease agreement itself has not been finalized and formatted. The language will essentially be the same subject to the proposed motion language.
- It is sufficient for him and trust the Mayor to sign a finalized version with the appropriate review from legal counsel to address concerns.
- Anderson suggested changing the last word of the motion to approval instead of review.
- Dean and Muncey agree with Anderson's suggestion.
- White thinks the item should be tabled. It does not feel complete enough.
- Dean called the question.
- Mayor Stanton directed to amend the motion and take the vote.
- Witte said if AT&T does not agree, then the lease comes back to the Council.
- Anderson asked Witte if Mr. Dykema's concerns give Witte any concerns. She is comfortable that Staff and Legal Counsel will exercise good judgment.
- White noted the contract is not complete and feels two weeks is not too long to wait to receive a final version to vote on.
- Baldwin amended her original motion.

*Motion by Baldwin, second by Anderson to adopt the lease as presented including a month lease amount of \$2,150 with an annual escalator at 1.5% request AT&T contribute \$85,000 for improvements at existing restroom facilities and painting of the dome near Mt. Baldhead and revegetate the dunes near the Mt. Baldhead staircase. Authorize Mayor and Clerk to execute lease subject to final staff, legal and engineering approval. Via roll call vote, motion carried 5-2. Yes – Anderson, Baldwin, Dean, Muncey and Stanton. No – Gardner and White.*

Temporary Banner Sign – Village Square:

*Motion by Baldwin, second by Dean to approve the temporary banner sign in Village Square as presented until the playground equipment is installed. Via voice vote, motion carried unanimously.*

Councilmember Dean asked to be excused and left the meeting at 7:51 p.m.

**Public Comment:**

Brent Birkholz, resident:

- He noted that Mt. Baldhead is sliding into the dune which is sliding into the Kalamazoo River.
- Save the dunes first before worrying about a lease with AT&T.
- It is a national landmark and AT&T is going to change the footprint with heavy equipment.
- There are other spots in the community to put a monopole, he sees them traveling up and down the coast of Michigan.
- The City owned water tower property has high voltage power and City right of ways.
- Save the stairs and save the dunes.

**Correspondence:** None.

**Council Comments:**

- Councilmember Anderson:  
Gave her thoughts about the impracticability of extending the landline at the beach for emergency communication. The Council needed to decide to go forward or not and it's not to say they can't have other wireless solutions in the future.
- Councilmember Gardner:  
It is time for the City Manager review, and he asks to put this onto the next workshop agenda to discuss the process. For transparency it should be discussed at a workshop in terms of what the Council part of the process is and understanding how that process is going to work. Regarding the airport property, the Council needs to know the value of the property and what the future plans are. There is no safe presumption that this will be for public use. City Manager Heise sent out a strategic planning report email, Gardner would like to have an understanding of how that will be brought to staff and back to Council for planning. He would like to see on one of the upcoming workshop agendas a discussion on current boards and commissions. There are some Ad Hoc committees that need to be reviewed. Regarding the AT&T lease in closed session from Wednesday discussion. There are two issues to resolve, one being emergency communication. He noted he suggested prior to look at extending the current landline. The property is difficult to get to, the reason why it hasn't been developed. There should be a wireless communication strategy discussion for wireless, for cable and fiber optics.
- Mayor Pro-Tem Baldwin: None.
- Councilmember Muncey:  
Thanked Mr. Birkholz for letting Council know about the erosion problem. It is an eye opener. He wishes he would have that information before looking at the contract. He feels comfortable with Staff and Engineer to follow through with the lease.
- Councilmember White:  
Judge Baillargeon is the judge of the West Michigan Regional Veterans' Treatment Court, they celebrated their 50<sup>th</sup> graduate of the program. Judge Baillargeon established the program 10 years ago. A lot of veterans have trouble acclimating to society after they're done serving our country. He congratulated the Judge and his team.

**Adjournment:**

*Motion by Muncey, second by Gardner to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:02 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk



## City Managers Report – January 8, 2023

### Infrastructure- Cellular Service Discussions Continue with AT&T

AT&T update:

Council approved the AT&T cellular improvement project with the following terms subject to staff and legal review: \$2,150 per month lease with a 1.5% annual escalator, ten (10) years. Financial assistance with upgrading existing restrooms, revegetation of the sand dune adjacent to the Mt Baldhead steps, and painting of the radome.

The council has made three requests; understanding the City of Saugatuck and AT&T have decided not to construct a joint restroom and equipment facility at the base of Mt. Baldhead.

The City is requesting that AT&T contribute funds to improve an existing facility at the Historical Pumphouse, which currently has a small bathroom. An alternative option would be to upgrade the existing restroom near the steps. – The ask \$40,000.00.

Assistance with restoring vegetation on the sand dune. This is of mutual benefit for both AT&T's investment in infrastructure along with the City's long-term environmental goals. - \$15,000.00.

A contribution of \$30,000.00 for painting the radome.

An essential part of this safety-critical infrastructure work is to modernize the internal workings of the Mount Baldhead radar tower that has been used for various government and private sector telecommunications purposes for more than 65 years. The site itself has been used for telecommunications since the 1950's. There are currently no plans to remove or damage the historic equipment inside the radar station or radome or to remove artifacts that predate the construction of the tower. Saugatuck's intention is to modernize the hidden wiring and antenna array inside the tower's radome and return it to productive use without changing the outward appearance of the radar tower or altering the appearance of the historic harbor community or its beachfront.

The continued use of this historic telecommunications tower is essential to the city and surrounding communities due to zoning laws prohibiting the construction of new towers in the critical dune habitat where the tower is located.



Saugatuck’s popular Oval Beach attracts tens of thousands of visitors every year but suffers from poor or non-existent cellular coverage due to the environmentally sensitive freshwater dunes surrounding the beach and nearshore waters of Lake Michigan. There have been several public safety incidents along this section of the lakeshore and emergency response activities have been hampered by the lack of cellular telecommunications infrastructure.

In addition to improving overall cellular coverage for the public, the AT&T cellular equipment can incorporate FirstNet technology which is a nationwide communications network created specifically for public safety agencies. This improved connectivity for beachgoers, hikers, boaters, and first responders in the area is critically needed for public safety and the overall economic health of the greater Saugatuck area.

### **Infrastructure- Discussions on Potential Downtown WiFi**

Meetings continue with Allegan County Broadband Director, Ms. Jill Dunham, and staff will coordinate a “needs survey,” to be disseminated to business owners and residents. Also, looking for independent outside consultants to provide a proposal for site assessment. Ms. Dunham and I continue to meet with potential vendors to install booth fiber and WiFi. This potential project is being “parked,” as limited staff resources are focused on wireless services.

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

Meeting conducted with EGLE and the tri-communities along with Baker Tilly. Council has approved Water Asset Management Draft Plan.

The Tri-Communities have directly engaged with EGLE to ensure that our respective municipalities stay in compliance. Discussions with the City Council will continue to ensure that assets owned by the city are funded for replacement after their useful life.

### **Infrastructure - Blue Star Highway Multi-Modal Path**

Please look forward to the upcoming Parks and Public Works Committee discussion on how to maintain the existing palette sign and improve landscape, along with increasing vehicle and multi-modal safety at the intersection of Lake and Blue Star. Additionally, the public meetings will review options for the bridge crossing and will trigger a roughly fifteen (15) year-old discussion about the options for traffic signalization at Lake Street and Blue Star HWY.

### **MDOT Exit 36 and 41 Bridge Work**

Complete! Excellent communication between MDOT and Emergency services.

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

A Tri-Community effort- Development of plan is underway. The community survey has been completed and has been placed on your upcoming agenda for Council review and approval.

The purpose of the plan is to: Evaluation of recreation facilities • Identify recreational needs - public perception • Provide a guide for improvements – goals • Set timetable for improvements – actions • Eligible for recreation grants through DNR.

Sections of the plan include: • Community Description • Administrative Structure • Recreation Inventory • Recreation Needs / Deficiencies • Public Input Process • Goals and Objectives • Action Plan.

Public Input Methods include: • On-line survey • Public Input Open House • Input Collection at Community Event • 30-day Public Review • Public Hearing.

Timeline of the project- Five-month process ending with a plan adoption by Council in late January.

### **Ongoing- Oval Beach Staffing and Operations**

Winter maintenance and staff continuity.

### **City Hall**

City Hall landscape work scheduled for the spring of '24. Interior renovations have now become the new focus.

### **Old news- Dune Ridge Waterfront Update**

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

### **Meetings**

- CVB Meeting
- Potential private donor meeting for park improvements
- AT&T meeting to discuss next steps and existing hurdles with SHPO
- Meeting with City of Douglas officials
- Department Head reviews
- Strategic planning meetings
- MME coordination meetings for winter conference

## Council-Manager form of Government Tid-bit

### Role of City Manager



- Works in partnership with elected officials to offer professional expertise and experience for consideration in their policy decisions
- Provides strategic planning to support long-term, community-wide benefits for the community rather than short-term political gains
- Assures that staff at all levels of government have the knowledge, skills, and abilities to deliver the programs and services to the people
- Support the Council by assuring its vision and policies are carried out *fully* and *faithfully* by staff regardless of personal or political sentiment toward the Council's vision or policies



### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 01/08/2024:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Filing State & Federal Financial year end reports
- Processed Winter Tax Bills & receiving payments
- Attend monthly fire board meeting



## **Planning, Zoning and Project Report**

January 22, 2024

### **Planning and Zoning**

- Prepared for and attended Zoning Board of Appeals meeting.
- Prepared for and attended Planning Commission meeting.
- Attended staff team meeting.
- Worked with legal and planning consultant on draft ordinance updates for short-term rentals, noise, and accessory dwelling units.
- Coordinated guest speakers from Charlevoix and East Bay Township to present to the Planning Commission on their STR experiences.
- Worked with Allegan GIS on updates to zoning map.
- Prepared draft Request for Proposals (RFP) for third party STR enforcement support.
- Prepared Planning Commission and ZBA year end reports.
- Evaluated costs for new right of way permits.
- Worked with BS&A software to make historic district status available on public property search.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- Completed planning and zoning casework as outlined in the chart below.

## Planning and Zoning Casework

560 Mill and 860 Simonson	Enforcement	Enforcement pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments for Council review/decision are finalized and scheduled for a vote on 1/22.
241 Culver	Enforcement	Evidence previously found that home is being rented without a STR certificate. STR application was reviewed with legal and denied back in March due to not meeting zoning ordinance requirements. Discussed enforcement options with legal. Sent violation letter via e-mail and mail with opportunity to voluntarily cease use as STR within 7 days. Response received from owner's attorney reviewed by legal. City Attorney reviewed and sent response. Worked with legal on second response to owner's attorney. Provided owner with options. Owner's attorney provided update that they were gathering further historical documents but did not provide any. Legal asked owner's attorney for a follow up due to length of time and discovered evidence that additional rental dates are being booked. Owner advised they only rent longer than 31 days. Ordinance amendments being considered to allow single family dwelling or apartments on first floor not fronting on street to be eligible for STR.
118 Hoffman	Enforcement	Complaint of structures built without screening or permits. Complainant advised outdoor refrigeration building was built in late winter/early spring. Checked area and discovered two structures built in northwest section of property. Refrigeration unit not permitted by zoning or historic district. Checked with MTS and no building permits. Prior approved plans and survey did not show any structures in the northwest area of the property. Assessing photos confirm this. Previously a mix of retail. Construction began on new restaurant in October 2021. Water Street East zoning changed in November 2020 to make restaurants a SLU instead of permitted use. No special land use or formal site plan approvals. Sent owner letter to apply for permits for recent structures and apply for SLU and formal site plan review for restaurant use. Met with owner and answered questions and provided resources. Owner submitted special land use and HDC application. HDC tabled pending further detail and plans. Planning Commission approved with conditions that other approvals are obtained. Variance application received. Requested as built survey to verify dimensions. Owner withdrew historic district and variance applications as they will now be removing the shed and freezer. Owner advised shed was being removed week of 12/4 but still remains. Sent owner letter to remove both shed and freezer by end of January or further enforcement will occur. Owner advised work was scheduled but contractor cancelled due to poor winter weather. Extension to end of February was granted.

## Planning and Zoning Casework Continued

254 Francis	New Home	HDC app for new home. HDC tabled until January and requested renderings to assist with evaluating siting and massing. Questions about lot coverage. Answered questions. Zoning app also received. Height noted as concern. Revised elevations and renderings received. Height lowered to be compliant. HDC approved with conditions. Waiting on other requested items to review zoning.
297 Sugar Hill	New Home	Zoning app for new home. Roof encroached further than allowed. Appeared to be ADU with internal connection which is not allowed. Advised applicant of concerns. Talked with applicant about ADU. Updated plans for eaves received. Eaves still not compliant. Water-sewer application received. Driveway concerns also noted. Advised applicant of concerns and non-compliant items. Plans are being updated.
1050 Holland	Enforcement	Curb not restored as stipulated in curb cut permit. Sent contractor and owner e-mail asking for confirmation of the work being scheduled and advising engineer monitoring and inspection will be required. Contractor advised work was turned over to landscaper. Contractor advised he is contacting concrete sub-contractor to schedule. Still awaiting a response on a date. Delays due to weather.
650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. Asked for additional detail on outdoor seating which was provided. Scheduled for January 18 PC meeting.
345 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Reinspection fee paid. Still pending reinspection.
100 Park	Sewer	Questions about water-sewer connection infrastructure for new home. Provided initial engineer feedback and applications. Contractor made request for septic. Engineer not willing to recommend septic as sewer is available and needed construction techniques are common. Contractor has concerns they would not be able to keep at least one lane open to connect to City sewer. Sent to engineer for further feedback. Reviewed engineer feedback and ordinance. Advised contractor sewer connection required. Contractor requested to meet. Advised escrow deposit will be required for further review or meetings. Contractor advised owner willing to pay. Advised escrow deposit is not a guarantee of a recommendation to Council for septic. Meeting scheduled. Escrow paid. Met with contractors. Discussed options but septic still not recommended.
255 Spear	Short Term Rental	STR app. Renewing. Need separate STR app for ADU. Advised owner. Answered owner questions. Second app received. Under zoning review.
650 Water St A and B	Short Term Rental	News owners did not apply for STR certificate for existing STR units. E-mailed to advise of requirement to obtain STR certificate. STR apps received for both units. Sent to Fire Department for inspection.

842 Lake Unit 6	Short Term Rental	New owner of property with STR certificate. New owner did not apply. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. STR app received from new owner. Did not list contact within 45 miles. Asked for updated local agent. Talked to owner on phone and info forthcoming.
842 Lake Unit 2	Short Term Rental	New owner of property with STR certificate. New owner has not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. Did not list contact within 45 miles. Asking for updated local agent. Asked for updated local agent. Talked to owner on phone and info forthcoming.
615 Park #5	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
443 Park	Enforcement	Complaint of a boat cover in right of way. Researched surveys from prior plans and from engineer. Reviewing with legal due to pending litigation.
940 Pleasant	Accessory Building	Zoning app for an accessory building with a garage/workshop, storage, and studio/office/guest suite. Various initial questions sent to applicant. Applicant provided details. Engineer talked with applicant and also provided conditions for stormwater. Under zoning review.
685 Lake	Accessory Building	HDC and zoning app to refurbish accessory building into an art studio and construct a deck around it. Concerns with setbacks, possible floodplain issue. Asked for further detail from owner. Chair indicated full HDC review. Scheduled for February 1 meeting. Asked Building Official for feedback on floodplain concerns. Owner responded with requested information. Provided resources regarding variances. Provided feedback regarding floodplain concerns. Owner withdrew zoning application for deck.
Mt. Baldhead, Pharmacy, and Village Square	Pilot Program	Parks and Public Works Committee request for new trash and recycling cans to be piloted. Scheduled for February 1 HDC. Asked for locations in historic district. Locations provided.
322 Culver	Revocable License for Outdoor Seating	Request from Scooter's Pizza for revocable license agreement for continued sidewalk seating. Previous zoning approval prior to pandemic and no changes. Insurance provided. Will be brought to Council for approval in February.
421 Water	Short Term Rental	STR app for two story single-family home behind the retail store. Water Street East district only allows STRs on the second and third floor. Application denied. Talked with owner and provided options. Also advised updates to ordinances may be forthcoming that may address this issue.
1042 N Maple	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
311 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Scheduled for February HDC and PC meetings.
717 Water, #8	Short Term Rental	STR app. New STR. Asked for proof of ownership. Need fee. Proof provided.
215 Grand	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.



## Planning and Zoning Casework Continued

449 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Requested clarifications and clearer photos and plans. Scheduled for February HDC and PC meetings.
658 Allegan	Inquiry	Potential buyer of property had questions about ADU requirements. Provided resources.
215 Butler	Inquiry	Request for prior street dining plans. Plans provided.
1044 Holland	Inquiry	Questions about private easement for sewer lateral. Answered questions.
888 Holland	Inquiry	Questions about potential bed and breakfast use for property. Provided resources.
Village Square	Temporary Banner Sign	Temporary banner sign request from Parks and Public Works Committee. Chair agreed admin approval. Will be in place longer than temporary sign regulations allow. Sent to Council to consider waiver. Council approved.
449 Water	Enforcement	Follow up on minor site plan amendment approval to see if fireplace was moved. Owner advised fireplace was removed. They plan to use two fire pits on "casket rollers". Sent to Fire Department for assessment based on open fires ordinance. Also observed tables and chairs still on sidewalk after expiration of license agreement approval. License only allowed tables and chairs until November 1. Temporary heaters were also on sidewalk without approval. Sent e-mail to owner to remove. Owner advised they will be removed and they have read open fires ordinance. Tables removed. Provided comments from Fire Department.
981 Ridgeview	Record Update	Owner found error in online STR record. Record updated.
547 Butler and 219 Francis	Short Term Rental	STR app for each unit. Renewing. Appears to have been converted to a duplex several years ago. Sent to Fire Department for inspection. Both passed. STR certificates issued.
239 Mary	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
520 S Maple	Short Term Rental	STR app. Needed further info on local contact and distance. Updated contact received. Sent to Fire Department for inspection. Passed. STR certificate issued.
383 Dunegrass	Enforcement	Received a call from someone who has concerns about the temporary power at the construction site. The complainant stated the power line was initially on the ground, but is now on a 2x4 marked with a flag. The complainant stated the power line is still very low to the ground and is concerned that children or others may easily come into contact with it. Asked MTS if they could check. MTS advised the Electric inspector took a look and contacted the contractor. Corrections will be made to put the temporary wiring in an enclosed conduit.
132 Mason	Inquiry	Questions about outdoor seating applications and approvals. Answered questions.
111 Park	Inquiry	Question about plan modification. Roof would encroach into setback. Answered questions and provided resources. Owner does not wish to pursue variance.

## Planning and Zoning Casework Continued

994 Holland	Enforcement	Questions about plow service depositing snow off site on other public and private property. Advised snow cannot be placed on City property without permit. Letter sent to owner.
N/A	Inquiry	Questions about whether the City is still evaluating STR ordinance changes. Left voicemail with status update and answered questions.
989 Singapore	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. Owner left note advising items were removed. DPW confirmed items removed.
120 Maple	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
708 Mason	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. Owner advised she placed a plant and removed it, but otherwise the leaves and brush are from neighbors that all place items on the corner. Advised the owner the City policy requires brush and leaves to be placed outside ones own property. Advised DPW. DPW confirmed items removed.
160 Takken	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
580 Mason	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
237 B Francis	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
135 Grant	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. Owner left voicemail advising neighbor put items on his property by mistake. Neighbor advised he would move it. Advised DPW. DPW confirmed items removed.
149 Lucy	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
836 Newnham	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.
561 Main	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. DPW confirmed items removed.

## Planning and Zoning Casework Continued

345 Grand	Enforcement	DPW observed brush and/or leaves in ROW after scheduled pickup dates. DPW to attempt verbal contact. Sent letter to remove within 10 days per previously approved policy. Homeowner left voicemail advising they have no refuse in the public right of way. Advised DPW. DPW confirmed items removed.
558 Hoffman	Enforcement	DPW observed Styrofoam in right of way. Sent letter to remove within 10 days. Owner called. She advised she did not put out any Styrofoam and she checked area and could not locate any. DPW confirmed items removed.
145 Grant	Enforcement	ZBA application for setback and lot coverage variances for home addition and new garages. Fees paid. ZBA approved variances from home addition but denied variances for detached garage. Met with owner and answered questions. Owner submitted HDC app but withdrew until later date. Second ZBA app received for lot coverage variance for detached garage. ZBA denied.
234 Spear	Enforcement	New owner of property with STR certificate. New owner has not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. Talked to new owner via phone. He advised not STR right now. May want to rent ADU in future. He will come in to discuss further.
Historic District	Inquiry	HDC had questions about BS&A showing whether a property is in the historic district. This information is kept in BS&A. It shows on the County BS&A public site but is not showing on City BS&A public site. Left voicemail for BS&A to turn on this information for public view. Talked with tech support and field is now turned on for public to see.



## Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 01/08/2024:

### **Snow and Ice Control:**

City parks, streets, dead-ends, parking lots, sidewalks, buildings, and grounds have been continuously cleaned of snow and ice throughout the most recent winter weather events. Despite the early hours, Public Works had the pleasure of being accompanied by City Council Members Holly Anderson and Helen Baldwin for a snowplowing ride-along.

### **Holiday Decorations:**

Public Works staff have begun the uninstillation of holiday decorations around the city. Specific areas include the palette sign, Coghlin Park, Jones Park, City Hall, Wick's Park, Village Square Park, the Rose Garden, North Street Saugatuck sign, Holland Street Saugatuck sign, and utility poles. The tree wrap lights will be uninstalled by Chips Groundcover beginning in March.

### **Village Square Playground:**

The playground at Village Square Park Northwest has been completely disassembled and brought back to the Public Works facility. We are in contact with somebody that is interested in taking the playground equipment to reuse. A banner has been placed at the site with an image of the new playground that will be assembled in the spring of 2024.

### **Meetings:**

- **01/08/2024** – DPW Weekly Goals Meeting
- **01/09/2024** – City Hall Team Meeting
- **01/09/2024** – Performance Review
- **01/12/2024** – DPW Weekly Goals Follow Up Meeting
- **01/15/2024** – DPW Weekly Goals Meeting
- **01/15/2024** – Mt. Baldhead Study Group Meeting
- **01/18/2024** – Annual Tree Risk Assessment (DPW Superintendent and Arborist)
- **01/19/2024** – DPW Weekly Goals Follow Up Meeting

**City of Saugatuck  
Status Report of Engineering Activities  
January 17, 2024**

General Consultation

- Olde Mill Apartments Water Service: This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- 2023 System-wide Crack Sealing: Due to weather concerns, this work has been delayed to spring 2024.
- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns. We plan to conduct a kickoff meeting with City staff and F&V traffic team this fall to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: The work has been incorporated into the 2023 Streets contract with Krohn. Work is scheduled for the spring, due to planting restrictions.
- Bridge Street Resurfacing: The work has been incorporated into the 2023 Streets contract with Krohn. Work is scheduled for the spring, when asphalt plants reopen.

Blue Star Highway Bridge Navigation Lighting

- Bids were received on July 27, 2023 with construction scheduled to be complete prior to Memorial Day 2024. Prepared a Recommendation of Award to the low bidder. Once all three communities have awarded the project, a contract can be prepared.

EGLE Drinking Water State Revolving Fund

- The Intent To Apply was submitted on November 1, 2023 for the 2024 funding round. We are making minor updates to the Project Plan to resubmit in the 2024 round.

2023 Street Improvements (West, East, Takken, Taylor and N. Maple)

- Work is complete for the season.
- Grass will be planted in the spring.
- A final walkthrough will be held in the spring, and punch list items will be addressed.

### Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.
- We are working on an application for EGLE's new Community Technical, Managerial, and Financial (TMF) support for lead line replacement grant. Applications are due January 31, 2024. If successful, this would provide funding to help the City complete its final Distribution System Materials Inventory, which is due by January 1, 2025.

### Mt. Baldhead Conceptual Planning

- Prepared conceptual floor plan and isometric drawing for a new restroom building.
- Working on concept and cost estimate to replace the observation deck area.

### Mt. Baldhead AT&T Project Assistance

- The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY CLERK ASSOCIATION	DUES	10.00
2. ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,019.60
3. ALLEGAN COUNTY TREASURER	TAX TRIBUNAL CHARGES	97.60
	PROPERTY TAXES	32,678.11
	TOTAL	32,775.71
4. AT&T MOBILITY	CELL PHONES	298.86
5. BUBNIAK WILLIAM & PANEPUCCI LISA M	2023 Win Tax Refund 57-870-003-00	220.79
6. C2AE	BLUE STAR TRAIL	4,395.44
7. CERTASITE LLC	DPW GARAGE	823.21
	ALARM MONITORING	733.78
	FIRE EXT ANNUALS	391.74
	TOTAL	1,948.73
8. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	3,154.73
	GASOLINE & DIESEL	2,192.88
	TOTAL	5,347.61
9. FAHEY SCHULTZ BURZYCH RHODES	LEGAL STR	709.50
	LEGAL FEES	5,996.50
	LEGAL PLANNING	4,416.50
	LEGAL CLERK	72.00
	LEGAL COUNCIL	5,368.50
	LEGAL MANAGER	464.00
	LEGAL LAWSUIT	4,868.56
	TOTAL	21,895.56
10. FIRST ADVANTAGE INC	DRUG TESTING	50.93
11. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	1,843.75
12. IHLE AUTO PARTS	SUPPLIES	250.50
13. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	9,071.78
14. JOHN DEERE FINANCIAL	REPAIRS	138.76
15. LANDSCAPE DESIGN SERVICES INC	ROSE GARDEN MAINTENANCE	1,275.00
16. MERCHANTS BANCARD NETWORK	BANK FEES	131.70
17. MML WORKER COMP	WORKER COMP INSURANCE	3,357.00
18. RICOH USA INC	COPIER LEASE	127.97
19. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES	12,364.16
20. SAUGATUCK FIRE	RENTAL INSPECTIONS	625.00
	PROPERTY TAXES	45,360.98
	TOTAL	45,985.98

Vendor Name	Description	Amount
21. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	145,538.51
22. SISTERS IN INK		
	PARK SIGN	90.00
23. SPECTRUM PRINTERS INC		
	ELECTION MATERIALS	53.99
	ELECTION MATERIALS	508.61
	TOTAL	562.60
24. TOWNSHIP OF SAUGATUCK		
	PARK PLAN	375.00
25. TRUCK & TRAILER SPECIALTIES		
	SNOW BLADES	1,130.64
TOTAL - ALL VENDORS		320,206.58
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		66,654.72
Fund 202 - MAJOR STREETS		157.00
Fund 203 - LOCAL STREETS		200.00
Fund 661 - MOTOR POOL FUND		8,181.32
Fund 701 - CURRENT TAX FUND		245,013.54





## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** January 17, 2024

**SUBJECT:** Improvements in Right of Way - Ordinance No. 240122-A and Formal Policy

### **DESCRIPTION:**

Complaints have been received and staff have personally observed instances where the installation of hardscaping and heavier landscaping have taken place without proper licensing. In response, City staff have initiated enforcement actions to address these violations.

While the City has established ordinances allowing licenses for certain items in the right of way, there is a lack of clear guidance for more permanent hardscaping and heavier landscaping.

At the July 19 workshop meeting, City Attorney Chris Patterson and I engaged in a discussion with the City Council and sought guidance in order to ensure the appropriate management and regulation of hardscaping and heavier landscaping within the City right of way. The City Council asked for further evaluation and a report back with options.

On September 20 the City Attorney presented his report during a workshop meeting. The City Council reviewed the report and on September 25 directed staff and legal to draft a proposed ordinance amendment and formal policy regarding uses in the right of way that are consistent with the City Attorney's report.

Staff, including the DPW Superintendent and City Engineer, worked with legal to prepare the attached ordinance and formal policy for Council consideration. Staff recommends approval.

### **LEGAL REVIEW:**

Staff has discussed and consulted with the City Attorney on various right of way issues. The City Attorney prepared a report and drafted the ordinance amendments and policy language for Council review.

### **SAMPLE MOTION:**

Motion to approve Ordinance No. 240122-A and Permitting for Installations in City Streets policy to allow for limited resident improvements to the public right of way with approval of the City.

**CITY OF SAUGATUCK**  
**ALLEGAN COUNTY, MICHIGAN**

**AMENDMENT TO THE CITY CODE OF ORDINANCES**  
**ORDINANCE NO. 240122-A**

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on \_\_\_\_\_, 2024 at \_\_\_\_\_ p.m., City Council Member \_\_\_\_\_ moved to adopt the following ordinance, which motion was seconded by City Council Member \_\_\_\_\_.

*An ordinance to amend the City of Saugatuck Code of Ordinances to allow for limited resident improvements to the public right of way with approval of the City of Saugatuck.*

THE CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

**SECTION 1. AMENDMENT OF SECTION 96.22 OF THE CITY CODE.** The City of Saugatuck Code of Ordinances, Section 96.22, shall be amended as follows:

(A) Where permits are authorized in this chapter **and except as set forth in Section 96.34**, they shall be obtained upon application to the Superintendent, upon such forms as he or she shall prescribe, and there shall be a charge as provided in the city's schedule of fees for each such permit. The permit shall be revocable by the Superintendent for failure to comply with this chapter, rules and regulations adopted pursuant hereto, and the lawful orders of the Superintendent or his or her duly authorized representative, and shall be valid only for the period of time endorsed thereon.

(B) Application for a permit under the provisions of this chapter shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the city in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the city from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith. Where liability insurance policies are required to be filed in making application for a permit, they shall be in not less than the amounts specified in city administrative regulations.

(C) A duplicate executed copy or photostatic copy of the original of the insurance policy shall be filed with the City Clerk.

(D) Where cash deposits are required with the application for any permit hereunder, the deposit shall be in the amount as set forth in the city schedule of fees, except as otherwise specified in this chapter, and the deposit shall be used to defray all expenses to the city arising out of the granting of the permit and work done under the permit or in connection therewith. Three months after the completion of the work done under the permit, any balance of the cash deposit shall be refunded. In any case where the deposit does not cover all costs and expenses of the city, the deficit shall be

paid by the applicant. This provision shall not apply to an escrow deposit maintained as a condition to approval of a permit as contemplated in Section 96.34.

**SECTION 2. ADDITION OF SECTION 96.34 OF THE CITY CODE.** The City of Saugatuck Code of Ordinances, Section 96.34, shall be amended to include the following:

- (A) Unless as otherwise provided in this article, an owner or person in control of a property shall only construct features or installations in the street upon obtaining a permit from the City.
- (B) The City Council shall adopt a Policy setting forth permitted and prohibited features and installations in the street.
- (C) This article is intended to apply prospectively and retroactively to any unauthorized installation in the street.
- (D) The following shall apply to the placement of features in the street:
  - (1) No installation or feature shall be placed within 18 inches of the sidewalk.
  - (2) No installation or feature in excess of 24 inches high shall be permitted within the triangular area formed at the intersection of any street right-of-way lines or private streets by a straight line drawn between the right-of-way lines or private streets at a distance along each line of 20 feet from their point of intersection.
- (E) Permit applications must contain the following:
  - (1) Name, address, and contact information for the applicant;
  - (2) Description of proposed installation;
  - (3) Quote containing prospective cost of installation;
  - (4) Name of prospective contractor, if applicable; and
  - (5) Attestation that the applicant agrees to maintain and keep in reasonable repair the proposed installation.
- (F) Permit applications shall be submitted to the Superintendent, who will assess the application for completeness, and may require a site plan or sufficient drawing that is proportionate to the proposed installation. If the prospective cost of installation is less than \$50,000, the Superintendent may approve, deny, or approve with conditions the application or refer the application to City Council. On those applications the Superintendent takes action, the Superintendent shall be delegated the same authority as set forth for the City Council under this Section.
- (G) The City shall require an escrow deposit for substantive review of the application. The amount of the escrow shall be provided to the applicant following the Superintendent's review for completeness and shall be paid prior to substantive review of the application. There is no obligation to review an application until such escrow deposit has been made.

(H) Permit applications shall be assessed by the City Council based upon the following criteria:

- (1) The proposed cost of installation;
  - (2) The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
  - (3) The ease and cost of removal of the installation;
  - (4) Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
  - (5) Whether the installation pre-exists the passage of this Ordinance;
  - (6) The proposed size of the installation, including height and width;
  - (7) The material of the installation (i.e. plant matter, wood, brick, mulch, and plaster); and
  - (8) Review, comment, and recommendations of City staff and departments.
- (I) Within 60 days of receipt of the permit application and any applicable escrow deposit, the City Council shall approve, deny, or approve with conditions the permit. Conditions may include but are not limited to requiring the applicant to obtain a bond or deposit into escrow an amount equal to the cost of removal of the installation.
- (J) An issued permit may be revoked by the City Council if the Applicant fails to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- (K) Upon application by the owner or person in control of the property, the City Council may issue a permit for a use prohibited under the Policy that has been installed or constructed prior to the implementation of this Section.
- (L) Nothing in this article shall require an owner or person in control of any property to obtain a permit to establish de minimis features, such as soft yard clippings (grass and weeds), seasonal decorations, organic mulch, and flowers and flower beds in the street, or any other feature as provided elsewhere in the Code.

**SECTION 3. SEVERABILITY:** Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

**SECTION 4. REPEAL:** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 5. EFFECTIVE DATE:** This Ordinance shall take effect immediately after publication.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Lauren Stanton  
City of Saugatuck, Mayor

**CERTIFICATION**

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on \_\_\_\_\_, \_\_\_\_\_ 2024, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within the City of Saugatuck, on \_\_\_\_\_, 2024.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on \_\_\_\_\_, 2024.

ATTESTED:

\_\_\_\_\_  
Jamie Wolters  
City of Saugatuck, Clerk

Policy/Procedure: Permitting for Installations in City Streets

Date Adopted or Implemented:

Revision Date:

Resolution Number (if applicable):

<b>CITY OF SAUGATUCK</b>
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Purpose: To create an enumerated list of permitted features that may be installed in the unimproved portion of City of Saugatuck streets (as defined in the City Code) by private parties and to assist in the assessment of permit applications for such features. Additionally, to set forth a list of features that are prohibited from being installed in City streets by private parties and provide guidance as to the requirements for financial security or bonding for installed features.

**A. Permitted Features:**

Consistent with, or as required by the City Code, the following features may be installed in the street by an owner or person in possession of property upon receipt of a Permit from the City:

1. Underground sprinkler system;
2. Underground electric fence for animals;
3. Hardwired lighting, including decorative lamp posts not exceeding six feet in height or four inches in diameter;
4. Handrails;
5. Streetscape furniture, including, but not limited to chairs, benches, trash receptacles, and bicycle racks;
6. Raised planter beds constructed of wood;
7. Retaining walls not to exceed 18 inches high, unless topographic necessity requires installation of a taller wall;
8. Sculptures, statues, or permanent or semi-permanent decorations less than thirty pounds;
9. Private sidewalks;
10. Other installations as permitted upon written approval from the City Engineer.

**B. Prohibited Features:**

Absent receipt of a permit from the City to maintain an installation that predates the effective date of Section 96.34 of the City Code, an owner or person in control of property is prohibited from installing or maintaining the following features in the street:

1. Accessory buildings;
2. Dwellings;
3. Decorative concrete, brick, or stone walls;
4. Boulders;

5. Bollards;
6. Bridges;
7. Fountains and other water features in excess of 4 inches deep;
8. Permanent planter pots and planter boxes constructed of concrete or stone;
9. Sculptures or statues in excess of thirty pounds;
10. Installations that pose an unreasonable risk of harm to motorists and pedestrians by impeding clear line of sight as determined by City Council and/or the City Engineer.

**C. Financial Security Requirements**

1. Any bond or financial security required by the City Council shall be in place and maintained during the entire time the feature exists on the property. If a change in ownership or possession of the underlying property occurs, the existing bonding or financial security must remain in place until a subsequent bond or financial security is obtained, received, and approved by the City.
2. The form of bond or financial security shall be reviewed by City staff and the City Attorney, who, upon a finding of sufficiency, shall approve it.
3. Any disputes related to the sufficiency of bonding or financial security shall be brought before the City Council for final determination.



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** January 17, 2023

**SUBJECT:** Ordinance No. 240122-B Zoning Amendments to create Waterfront Preservation District, implement Waterfront Development Project recommendations, and Rezone Certain Properties

**DESCRIPTION:**

Last year the City Council listed a long-term vision for commercial and residential waterfront development as a desirable priority in their strategic planning meeting. The Planning Commission also raised concern about waterfront development patterns and established updates to the zoning ordinance regarding waterfront development as a priority for 2023.

The City Council enacted a temporary moratorium on waterfront commercial development and construction within the City and the Planning Commission began a Waterfront Area Regulations Assessment Project. The purpose was to address concerns with incompatible waterfront-area development, hear from residents and visitors, implement the City's master plan, and draft new zoning language to implement the project.

Following several months of assessment and public engagement, the Planning Commission unanimously voted to recommend the attached zoning ordinance amendments. A summary of the project and proposed changes is also attached.

The City Council may adopt the amendment with or without any changes or may refer the proposed amendments back to the Planning Commission for further report.

**LEGAL REVIEW:**

The City Attorney attended all Planning Commission meetings and has reviewed the ordinance amendment language.

**SAMPLE MOTIONS:**

Motion to adopt Ordinance No. 240122-B, to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to create the C-2 Downtown Waterfront Preservation Zoning District, amend various sections of the ordinance to reflect the implementation recommendations of the City of



Saugatuck Waterfront Development Project, and to amend the Official Zoning Map to rezone certain lands currently zoned C-2 Water Street South and C-1 Water Street North to the new C-2 Waterfront Preservation Zoning District.



## Memorandum

**To:** City of Saugatuck- City Council  
**Date:** January 12, 2024  
**From:** David M. Jirousek, AICP  
**RE:** Waterfront Area Regulations- Zoning Ordinance and Map Amendments

### Overview

The purpose of the Waterfront Area Regulations Assessment Project was to address a concern with incompatible waterfront-area development, hear from residents and visitors, implement the City's master plan, and draft new zoning language to implement the project. The project considered the C-1 Water Street North, C-2 Water Street South, and C-4 Resort zoning districts. Ultimately, final recommendations from the Planning Commission address waterfront properties, and several blocks and lots without direct water frontage were removed from the project area.

### Public Input

The project commenced in April of 2023 with initial discussions, and then two surveys were designed during May and June. In July, a general waterfront community survey and visual preference survey went live and attracted close to 600 responses between the two opportunities. Additionally, display boards were posted at several public events for additional outreach and public information regarding project specifics and survey opportunities.

### Waterfront Community Survey

The waterfront community survey asked questions regarding waterfront development priorities, concerns, and preferences. The survey attracted 310 participants over a month-long window for participation. Approximately 76% of respondents were full-time or part-time residents of the City of Saugatuck.

The most common activities of participants included dining, community events, and walking or biking. The most important elements of the waterfront were access to boardwalks and waterfront pathways, views of the river, and parks and open spaces. Participants felt that the project should focus on providing incentives for landowners and developers to provide waterfront pathways and open space and the control of the scale, height, and width of buildings. Views of the water and opportunities for access were common themes. Of note, there was less desire to increase building architectural standards and regulate building materials.

Concerning building height, participants generally desired buildings not to exceed two and a half stories. Participants did not prioritize more prescriptive requirements concerning building frontages, materials, and roof types. However, most felt parking lots in front of waterfront buildings detracted from the site's character and were unattractive.

### **Visual Preference Survey**

The visual preference study intended to serve as a community assessment of different building designs, forms, and architectural elements. The survey attracted 293 participants, and 75% were full-time or part-time residents. Participants indicated whether they preferred or did not prefer 25 separate images of buildings with a variety of forms, designs, and placements. Our goal was to identify patterns and trends regarding participant preferences and provide the opportunity for written responses.

Participants generally preferred 1-2 story buildings with clapboard siding and pitched or hipped roofs. Most preferred buildings were more traditional than modern. In general, the scale and size of buildings were important considerations of participants.

### **Project Area Assessment**

#### **Character Analysis**

In July, a comprehensive character assessment of the project area that studied buildings and land uses was finalized. The assessment considered factors such as land use, building siting and placement, building design and architecture, building frontage type, parking availability, and pedestrian accommodations. The study provided context for the development of the surveys and zoning recommendations.

#### **Development Assessment**

Following the character assessment, a development assessment was conducted. The study acknowledged a variety of redevelopment opportunities and concluded that other sites will likely remain in their present states for years to come. The study also noted that recently developed properties or those with significant investments in improvements are less likely to be redeveloped. In contrast, properties that have not maximized their development potential or have aging structures may have a higher likelihood of redevelopment. Additionally, vacant land or lands with parking lots could also have a higher development potential.

From a development perspective, it was determined that 1/3 of the 7.55-acre study area (1.85 acres on the east side and 0.65 acres on the west side) had a high likelihood of development or redevelopment. A zoning and master plan analysis concluded that the City's regulations would not ensure the development qualities and characteristics desired by community members and survey respondents.

## Recommendation

From August to December, the Planning Commission discussed multiple ways to further regulate waterfront development in the project area during five public meetings. Final zoning recommendations include the following:

1. **Table of Contents.** Adds the new C-2 Downtown Waterfront Preservation District.
2. **Definitions.** Adds the following definitions:
  - a. Building width, maximum;
  - b. Setback, maximum; and
  - c. Story, half, and a graphic.
3. **C-4 Resort District.**
  - a. Reclassifies one permitted use to a special land use.
  - b. Adds maximum building width of 60 percent.
  - c. Adds a maximum building height of 2.5 stories.
4. **C-2 Downtown Waterfront Preservation District.**
  - a. Creates intent and objective statements.
  - b. Designates permitted and special land uses.
  - c. Creates a distinction between dimensional and area requirements north and south of Francis Street.
  - d. Includes restrictions on the placement of car garages and loading areas.
  - e. Includes a restriction on the placement of parking lots to side and rear yards.
  - f. Includes a required minimum of usable and accessible open space.
5. **Special Use Standards.** Created supplemental special land use standards for all lots within the C-2 Downtown Waterfront Preservation District and on waterfront lots in the C-4 Resort District.
6. **Planned Unit Development (PUD).**
  - a. Adds benefit statements regarding accessibility and walkways.
  - b. Waives minimum lot size requirement for PUD eligibility for C-2 Downtown Waterfront Preservation District zoned property.
  - c. Includes C-2 Downtown Waterfront Preservation District zoning waiver guidance.
  - d. Addresses special flood hazard areas.
7. **Exception to Off-Street Parking Requirements.** Adds reference to the C-2 Downtown Waterfront Preservation District.

**8. Rezoning.**

- a. Rezones all C-1 Water Street North parcels west of Water Street to C-2 Downtown Waterfront Preservation District.
- b. Rezones all C-2 Water Street South lots, aside from those along Culver Street between Butler and Griffith Streets, to C-2 Downtown Waterfront Preservation District.

**Comparison Between Existing and Proposed Zoning Districts**

While there are proposed limitations on future development, these requirements are considered reasonable and are not intended to stifle waterfront development. In addition to the PUD provisions that incentivize features that satisfy community objectives, some recommended language is actually more accommodating and less restrictive than current zoning requirements.

The following tables compare C-1 Water Street North (existing) to C-2 Downtown Waterfront Preservation (proposed C-2 DWPD north of Francis) and C-1 Water Street North (existing) to C-2 Downtown Waterfront Preservation (proposed C-2 DWPD south of Francis). Color coding in the “proposed” columns indicates if the proposed text is more or less restrictive.

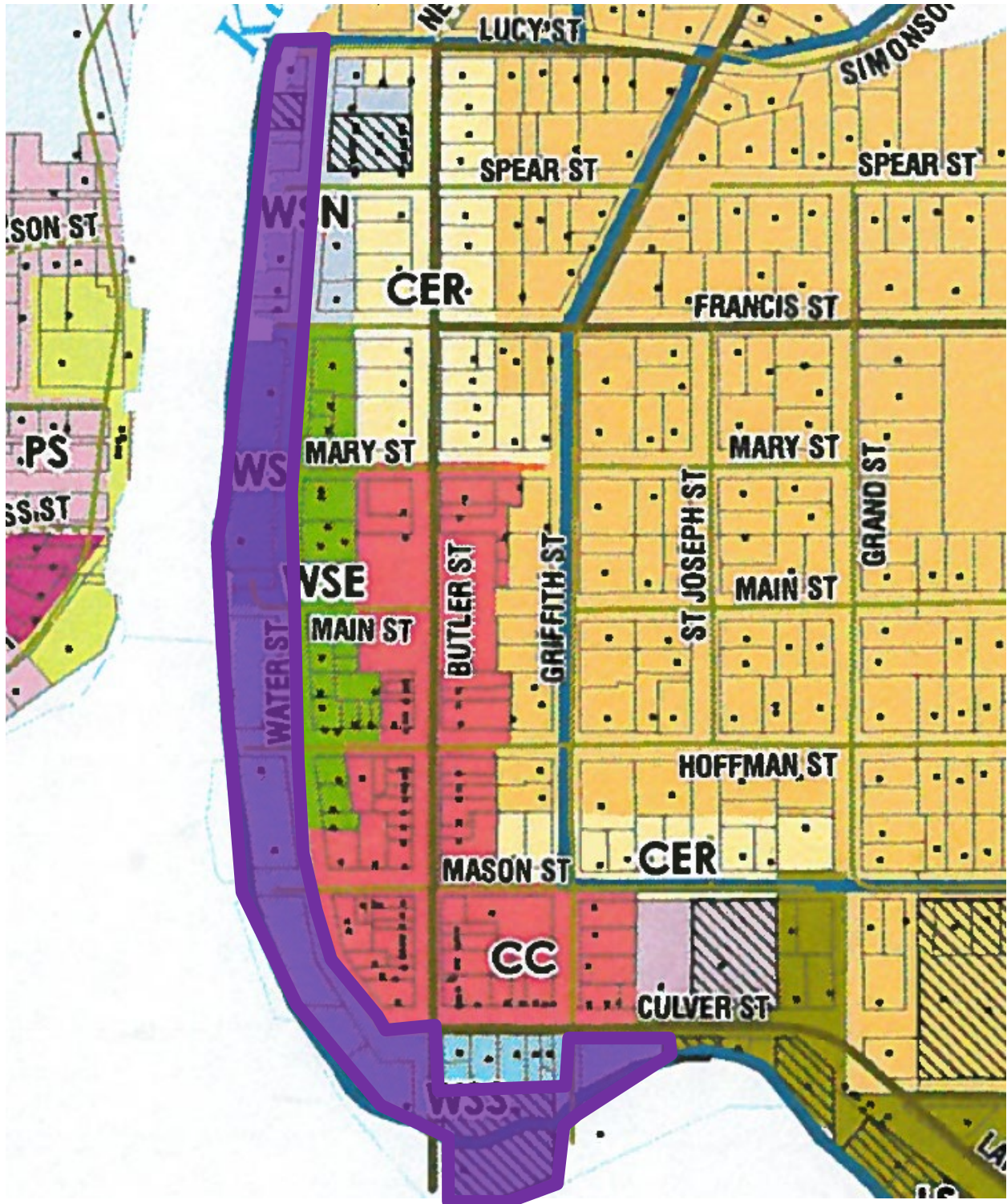
Zoning District Comparison- Dimensional Requirements					
Requirement	North of Francis		South of Francis		
	Existing C-1 WSN	Proposed C-2 DWPD (North)	Existing C-2 WSS	Proposed C-2 DWPD (South)	
Min. Lot Area (sq. ft.)- all except as noted	4,560	4,560	6,660	6,600	
Min. Lot Area (sq. ft.)- hotels/inns	8,172	8,172	13,200	13,200	
Min. Lot Area (sq. ft.)- commercial/private marinas	4,560	4,560	13,200	13,200	
Min. Lot Width (ft.)	66	100	66	100	
Min. Lot Width (ft.)- hotels/inns	66	100	132	132	
Min. Lot Width (ft.)- commercial/private marinas	66	100	132	132	
Max. Lot Depth (ft.)	--	--	100	--	
Max. Lot Coverage (%)	100%	100%	45%	50%	
Max. Lot Coverage (%)- hotels/inn	50%	100%	45%	50%	
Max. Building Height (ft.)	28	28	28	28	
Max. Stories	--	2.5	--	2.5	
Min. Setbacks (ft.)	Front- Min	0	5	20	
	Front- Max	--	20	40	
	Side	0	20 total	10	40 total
	Rear	0	15	15	15
	Water	25	25	25	25
	Front- Parking	--	20	--	40
<b>No Change</b>					
<b>Less Restrictive</b>					
<b>More Restrictive</b>					

Zoning District Comparison- Land Use Regulation				
Land Use	North of Francis		South of Francis	
	Existing C-1 WSN	Proposed C-2 DWPD (North)	Existing C-2 WSS	Proposed C-2 DWPD (South)
Essential public services	Permitted	Permitted	Permitted	Permitted
Art galleries (no significant exterior change)	Permitted	Permitted	Permitted	Permitted
Art galleries (with significant exterior change)	Permitted	Special	Permitted	Special
Bed and breakfasts	Permitted	Special	Permitted	Special
Business, professional offices (no significant exterior change)	Not permitted	Permitted	Not permitted	Permitted
Business, professional offices (with significant exterior change)	Not permitted	Special	Not permitted	Special
Charter fishing tours	Permitted	Special	Not permitted	Special
Community centers, clubs, and fraternal organizations	Not permitted	Special	Special	Special
First-floor apartments not facing Water Street (no significant exterior change)	Not permitted	Permitted	Not permitted	Permitted
First-floor apartments not facing Water Street (with significant exterior change)	Not permitted	Special	Not permitted	Special
Upper-floor apartments (no significant exterior change)	Permitted	Permitted	Permitted	Permitted
Upper-floor apartments (with significant exterior change)	Permitted	Special	Permitted	Special
Home occupations	Permitted	Permitted	Permitted	Permitted
Hotels/inns	Special	Special	Special	Special
Marinas, commercial/private	Permitted	Special	Special	Special
Parks	Not permitted	Special	Permitted	Special
Personal service establishments (no significant exterior change)	Permitted	Permitted	Permitted	Permitted
Personal service establishments (with significant exterior change)	Permitted	Special	Permitted	Special
Recreational transportation rental facilities	Special	Special	Special	Special
Restaurants	Special	Special	Special	Special
Retail stores (no significant exterior change)	Permitted	Permitted	Permitted	Permitted
Retail stores (with significant exterior change)	Permitted	Special	Permitted	Special
Short-term rental of allowable apartments	Permitted	Permitted	Permitted	Permitted
Dwelling, single-family detached	Permitted	Not permitted	Permitted	Not permitted

<b>Zoning District Comparison- Land Use Regulation</b>				
<b>Land Use</b>	<b>North of Francis</b>		<b>South of Francis</b>	
	<b>Existing C-1 WSN</b>	<b>Proposed C-2 DWPD (North)</b>	<b>Existing C-2 WSS</b>	<b>Proposed C-2 DWPD (South)</b>
Dwelling, two-family	Permitted	Not permitted	Not permitted	Not permitted
Motel/motor court	Permitted	Not permitted	Special	Not permitted
Home businesses	Permitted	Not permitted	Not permitted	Not permitted
Domestic business repairs	Permitted	Special	Not permitted	Special
Parking facilities	Permitted	Not permitted	Special	Not permitted
Motion picture facility	Not permitted	Not permitted	Special	Not permitted
Club and fraternal organization	Not permitted	Not permitted	Special	Not permitted
Amusement and recreational services	Not permitted	Not permitted	Special	Not permitted
Amusement arcades	Not permitted	Not permitted	Special	Not permitted
<b>No Change</b>				
<b>Less Restrictive than Current- Reclassified to Permitted or Special</b>				
<b>Reclassified from Permitted to Special</b>				
<b>Reclassified to Prohibited Use</b>				



Attachment 1: Area Proposed for C-2 Downtown Waterfront Preservation Zoning



Proposed C-2 Downtown Waterfront Preservation Zoning Boundaries=



**CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 240122-B**

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF  
THE CODE OF THE CITY OF SAUGATUCK TO CREATE THE C-2 DOWNTOWN  
WATERFRONT PRESERVATION ZONING DISTRICT, AMEND VARIOUS  
SECTIONS OF THE ORDINANCE TO REFLECT THE IMPLEMENTATION  
RECOMMENDATIONS OF THE CITY OF SAUGATUCK WATERFRONT  
DEVELOPMENT PROJECT, AND TO AMEND THE OFFICIAL ZONING MAP TO  
REZONE CERTAIN LANDS CURRENTLY ZONED C-2 WATER STREET SOUTH  
AND C-1 WATER STREET NORTH TO THE NEW C-2 WATERFRONT  
PRESERVATION ZONING DISTRICT**

Section 1. Zoning Ordinance Table of Contents. The City of Saugatuck Zoning Ordinance is hereby amended by amending the Table of Contents to include Section 154.038 C-2 Downtown Waterfront Preservation District (previously “reserved”).

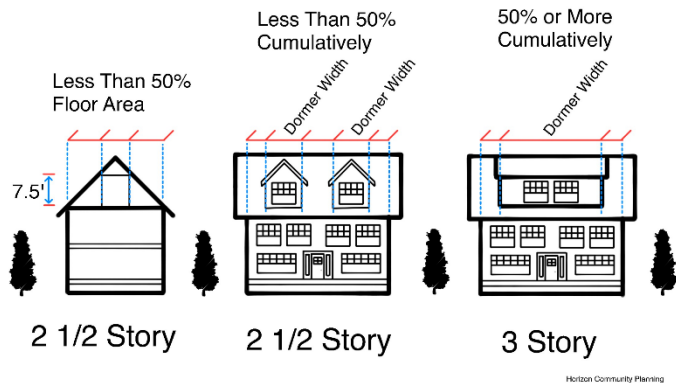
Section 2. Definitions. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.005 Definitions to add the following terms and definitions in alphabetical order:

**BUILDING WIDTH, MAXIMUM.** The maximum horizontal dimension or width of the front building elevation allowed on a lot. The maximum dimension is a percentage of the lot width, meaning that a building width cannot exceed the specified percentage of the lot width measured horizontally from one side property line to the other side property along the front lot line.

**SETBACK, MAXIMUM.** The maximum distance that at least 50 percent of the front elevation of a building can be placed from the public right-of-way.

**STORY, HALF.** The topmost story of a building is a half story when:

- (1) It is completely within the roof form of a building, and less than 50 percent of the floor area has a clear height of more than 7.5 feet, measured from the finished floor to the finished ceiling; and
- (2) Dormers do not exceed more than 50 percent of the front, rear, or side building length.



Section 3. C-4 Resort District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.037 (B) and (C) to reclassify the following land use from “permitted uses” in paragraph (B) to “special land uses” in paragraph (C):

- (1) Bed and breakfasts

Section 4. C-4 Resort District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.037 (D) to add the following rows to the dimensional and area regulations table under subparagraph (1), all uses except single-family dwellings:

Maximum number of stories	Two and a half (2.5)
Maximum building width	60% of lot width

Section 5. C-2 Downtown Waterfront Preservation District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.038 to replace “§ 154.038 RESERVED” with “§ 154.038 C-2 Downtown Waterfront Preservation District” to read in its entirety as follows:

§ 154.038 C-2 Downtown Waterfront Preservation District (DWP)

- (A) Generally. This district will provide an area for commercial businesses, offices, accommodations, hospitality, recreational, residential uses, and mixed-use projects. However, the Downtown Waterfront Preservation District is intended to manage and regulate development and redevelopment projects to ensure views of the Kalamazoo River and to encourage and incentivize access to its shoreline. Development and redevelopment projects that complement and enhance the waterfront are envisioned for this area. The objectives of this district are to:
  - (1) connect the downtown area and surrounding neighborhoods to the waterfront area;
  - (2) provide opportunities for public access and recreation along the waterfront, creating spaces for community enjoyment, leisure, and cultural activities;
  - (3) preserve and protect the character of the waterfront area, ensuring that its architectural, cultural, and historical significance is maintained for future generations;
  - (4) promote economic revitalization by encouraging the adaptive reuse of historic structures, redevelopment, and the development of compatible businesses and land uses that enhance the vibrancy and attractiveness of the waterfront and downtown area;
  - (5) establish requirements to ensure design excellence, visual harmony, and a sense of place, contributing to a unique and visually appealing waterfront district; and
  - (6) ensure a balance between new residential development, job creation, and public benefits.

- (B) Permitted uses:
- (1) Short-term rental of allowable apartments;
  - (2) Home occupations;
  - (3) Essential public services; and
  - (4) A change from an existing use to any of the following uses that does not involve a significant exterior change, as determined by the Zoning Administrator. For the purposes of this Section, a “significant exterior change” shall include but not necessarily be limited to construction of a new structure, expansion of an existing structure, or new or expanded exterior site development (such as parking, grading, outdoor storage, etc.):
    - a) Art galleries;
    - b) Business, professional offices;
    - c) First-floor and upper-floor apartments, except that first-floor apartments shall not face Water Street;
    - d) Personal service establishments; and
    - e) Retail stores.
- (C) Special land uses. Special land uses are subject to review and approval by the Planning Commission in accordance with §§ 154.060 through 154.068 and §§ 154.080 through 154.092:
- (1) Bed and breakfasts;
  - (2) Charter fishing tours;
  - (3) Community centers, clubs, and fraternal organizations;
  - (4) Hotels/inns;
  - (5) Marinas, commercial/private;
  - (6) Parks;
  - (7) Recreational transportation rental facilities;
  - (8) Restaurants; and
  - (9) The establishment or a change from an existing use to any of the following uses if it involves a significant exterior change, as determined by the Zoning Administrator:
    - a) Art galleries;
    - b) Business, professional offices;
    - c) First-floor and upper-floor apartments, except that first-floor apartments shall not face Water Street;
    - d) Personal service establishments; and
    - e) Retail stores.



(D) Dimension and area regulations north of Francis Street:

Front setback	5 feet
Maximum front setback	20 feet
Side setback	20 feet minimum between both side setbacks
Rear setback	15 feet
Waterfront setback	25 feet, see § 154.021 (F)(4)
Minimum lot area	4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet
Minimum lot width	100 feet of street frontage
Maximum lot coverage	No requirement
Maximum number of stories	Two and a half (2.5)
Minimum parking lot setback	20 feet

(E) Dimension and area regulations south of Francis Street:

Front setback	20 feet
Maximum front setback	40 feet
Side setback	40 feet minimum between both side setbacks
Rear setback	15 feet
Waterfront setback	25 feet, see § 154.021 (F)(4)
Minimum lot area	6,600 square feet for all uses except for hotels/inns and commercial/private marinas, which require 13,200 square feet
Minimum lot width	100 feet of street frontage for all uses except for hotels/inns and commercial/private marinas, which require 132 feet of street frontage
Maximum lot coverage	50%
Maximum number of stories	Two and a half (2.5)
Minimum parking lot setback	40 feet

(F) Other requirements:

Garage doors intended for vehicles, loading docks, and overhead doors for loading purposes	Shall not face the public right-of-way
Parking lot location	Side or rear yard only
Usable and accessible open area	<p>An open area equal to at least 10% of the total buildable area shall be preserved on every lot subject to the following:</p> <ul style="list-style-type: none"> <li>• No more than one-third (1/3) of the required open area may be satisfied through balconies of individual units.</li> <li>• At least two-thirds (2/3s) of the open area shall comprise no more than two separate areas at grade, such as a patio, deck, walkway, or boardwalk, or above the first floor, such as a terrace walkout level or rooftop patio.</li> </ul>

Section 6. Special Land Use Standards of Approval. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.082, Standards, to add a new paragraph (C) and subparagraphs to read in its entirety as follows:

(C) In addition to the aforementioned standards, special land uses on all lots within the C-2 Downtown Waterfront Preservation District and on waterfront lots in the C-4 Resort District are subject to the following supplemental special land use standards of approval:

(1) Design and Aesthetics. Development of property shall:

- a. Demonstrate a thoughtful and concerted effort, to the maximum extent practical, to maintain view corridors and sightlines to the waterfront while conforming to the setback and dimensional requirements of the applicable zoning district;
- b. Include architectural diversity while ensuring a cohesive and visually appealing waterfront; and
- c. Incorporate landscaping or art to enhance the aesthetic appeal.

(2) Waterfront Protection. Development of property shall:

- a. Implement strategies for shoreline protection to mitigate erosion and flooding risks;
- b. Ensure that waterfront structures are resilient to climate change and water-level rise; and
- c. Avoid adverse impacts on water ecosystems, including riparian zones and marine life.

Section 7. Planned Unit Development Intent and Purpose. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.110, Intent and Purpose, paragraphs (C) and (D) to read in their entirety as follows:

- (C) The permanent preservation of open space, waterfront areas, natural areas, and the existing small-town rural character of Saugatuck are major objectives of these PUD regulations.
- (D) To those ends, these PUD regulations are intended to permit flexibility in the regulation of land development, encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, natural resources, energy and the provision of public services and utilities; encourage provision of useful open space; provide adequate housing, employment, and shopping opportunities particularly suited to the needs of the residents of the city; to preserve views of the Kalamazoo river, and to incentivize the provision of public waterfront access and pedestrian facilities. Further, it is the purpose of the planned unit development regulations to promote the intent and purpose of this chapter and to ensure that the land use or activity authorized shall be compatible with adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the land use.

Section 8. Planned Unit Development Eligibility Criteria. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.112, Eligibility Criteria, paragraph (A), to amend subparagraph (A)(2) and to add subparagraph (A)(3) to read in their entirety as follows:

- (2) Reducing to a significant extent the non-conformity of a non-conforming use or structure, i.e., modification of a non-conforming use or structure so that, to a significant extent, it is rendered more conforming, or less offensive, to the zoning district in which it is situated; and
- (3) For areas zoned C-2 Downtown Waterfront Preservation District, the preservation of public access to waterfront yard locations or accessible waterfront pathways or boardwalks.

Section 9. Planned Unit Development Project Design Standards. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.113, Project Design Standards, paragraph (A), to read in its entirety as follows:

- (A) Minimum lot area. Planned unit developments may be approved only on contiguous properties containing a minimum of three acres under single ownership. Projects with an underlying zoning designation of C-2 Downtown Waterfront Preservation District have no minimum acreage to qualify for planned unit development review.

Section 10. Planned Unit Development Project Design Standards. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.113, Project Design Standards, to add a new subparagraph (E)(2), to read in its entirety as follows:

- (2) For areas zoned Downtown Waterfront Preservation District, departures from the minimum side setback, minimum rear setback (reductions up to 10 feet), and maximum lot coverage requirements will be considered by the Planning Commission and City Council when at least 33 percent of the waterfront yard is available for public access or if 100 percent of the waterfront yard width can be traversed from one side to the other by a waterfront walkway or boardwalk.

Section 11. Planned Unit Development Project Design Standards. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.113, Project Design Standards, to amend paragraphs (M), (N), and (O) to read in their entirety as follows:

- (M) Minimum spacing. Unless modified in accordance with paragraph E, minimum spacing between detached buildings shall not be less than 20 feet measured from the nearest point of the foundation. In no case shall spacing be less than required under the Building Code.
- (N) Building length. No multiple-family building shall exceed 120 feet in length along any one elevation of the building measured between its two furthest points unless modified in accordance with paragraph E.
- (O) Sensitive natural features. All sensitive natural features such as drainage ways and streams, wetlands, lands within the 100-year floodplains, and stream or river banks (which by virtue of soils and slope may create highly erodible hazards to the public health and safety) shall remain unencumbered by any principal or accessory buildings and structures. However, areas zoned Downtown Waterfront Preservation District may be developed within special flood hazard areas as designated in the current Flood Insurance Rate Map (FIRM) if the lowest floor level is at least one (1) foot above the Base Flood Elevation (BFE).

Section 12. Exception to Off-Street Parking Requirements. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.131, Exception to Off-Street Parking Requirements, to amend paragraph (A) and its subparagraphs to read in their entirety as follows:

- (A) Except as otherwise required in this section, the following zoning districts shall be exempt from any parking requirements:
  - (1) C-1 City Center Commercial;
  - (2) C- 2 Water Street East;
  - (3) C-1 Water Street North;
  - (4) C-2 Water Street South; and
  - (5) C-2 Downtown Waterfront Preservation District



Section 13. Zoning Map. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.043 of the Code of the City of Saugatuck, Zoning Map, to rezone the following lots that are currently zoned C-2 Water Street South and C-1 Water Street North to the C-2 Downtown Waterfront Preservation District:

Address	Parcel	Address	Parcel
BUTLER ST	57-300-213-00	44 WATER ST	57-300-182-00
31 BUTLER ST (BOAT SLIPS)	MULTIPLE PARCELS	320 WATER ST (BOAT SLIPS)	MULTIPLE PARCELS
40 BUTLER ST	57-300-214-00	326 WATER ST	57-075-013-00
220 WATER ST	57-300-142-00	340 WATER ST	57-075-011-00 & 57-900-474-00
303 CULVER ST	57-300-206-00	360 WATER ST	MULTIPLE PARCELS
64 GRIFFITH ST (MULTIPLE CONDO UNITS)	57-825-001-00	528 WATER ST	57-840-012-00
WATER ST	57-300-070-00	608 WATER ST	57-300-032-00
WATER ST	57-300-071-00	618 WATER ST	57-300-032-50
40 WATER ST	57-300-215-00	640 WATER ST	57-300-030-00
720 WATER ST	57-300-011-00	650 WATER ST	57-300-029-00
726 WATER ST	57-300-010-00	716 WATER ST	57-300-012-00
730 WATER ST	57-300-009-00		

Section 14. Severability. Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court..

Section 15. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 16. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Lauren Stanton  
City of Saugatuck, Mayor

**CERTIFICATION**

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on \_\_\_\_\_, \_\_\_\_\_ 2024, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within the City of Saugatuck, on \_\_\_\_\_, 2024.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on \_\_\_\_\_, 2024.

ATTESTED:

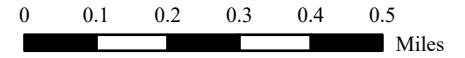
\_\_\_\_\_  
Jamie Wolters  
City of Saugatuck, Clerk

# CITY OF SAUGATUCK

## ALLEGAN COUNTY, MICHIGAN

# ZONING MAP

As Amended Through January 9, 2024.



### Map Legend

#### ZONING

- BLUE STAR DISTRICT - LI-1
- CENTER RESIDENTIAL - R-4
- CITY CENTER - C-1
- COMMUNITY RESIDENTIAL - R-1
- CONSERVATION RECREATION CAMP
- CULTURAL COMMUNITY
- LAKE STREET - R-2
- MAPLE STREET - R-1
- MULTI-FAMILY RESIDENTIAL R-3
- NEIGHBORHOOD MARINE
- PENINSULA NORTH (DUNESIDE) - R-1
- PENINSULA NORTH (RIVERSIDE) - R-1
- PENINSULA SOUTH - R-1
- PENINSULA WEST - R-1
- RESORT DISTRICT - C-4
- SUMMER RESORT & PARK ASSOCIATION
- WATER
- DOWNTOWN WATERFRONT PRESERVATION - C-2
- WATER STREET EAST - C-2
- WATER STREET NORTH - C-1
- WATER STREET SOUTH - C-2

#### ZONING OVERLAYS

- HISTORIC DISTRICT
- Planned Unit Development

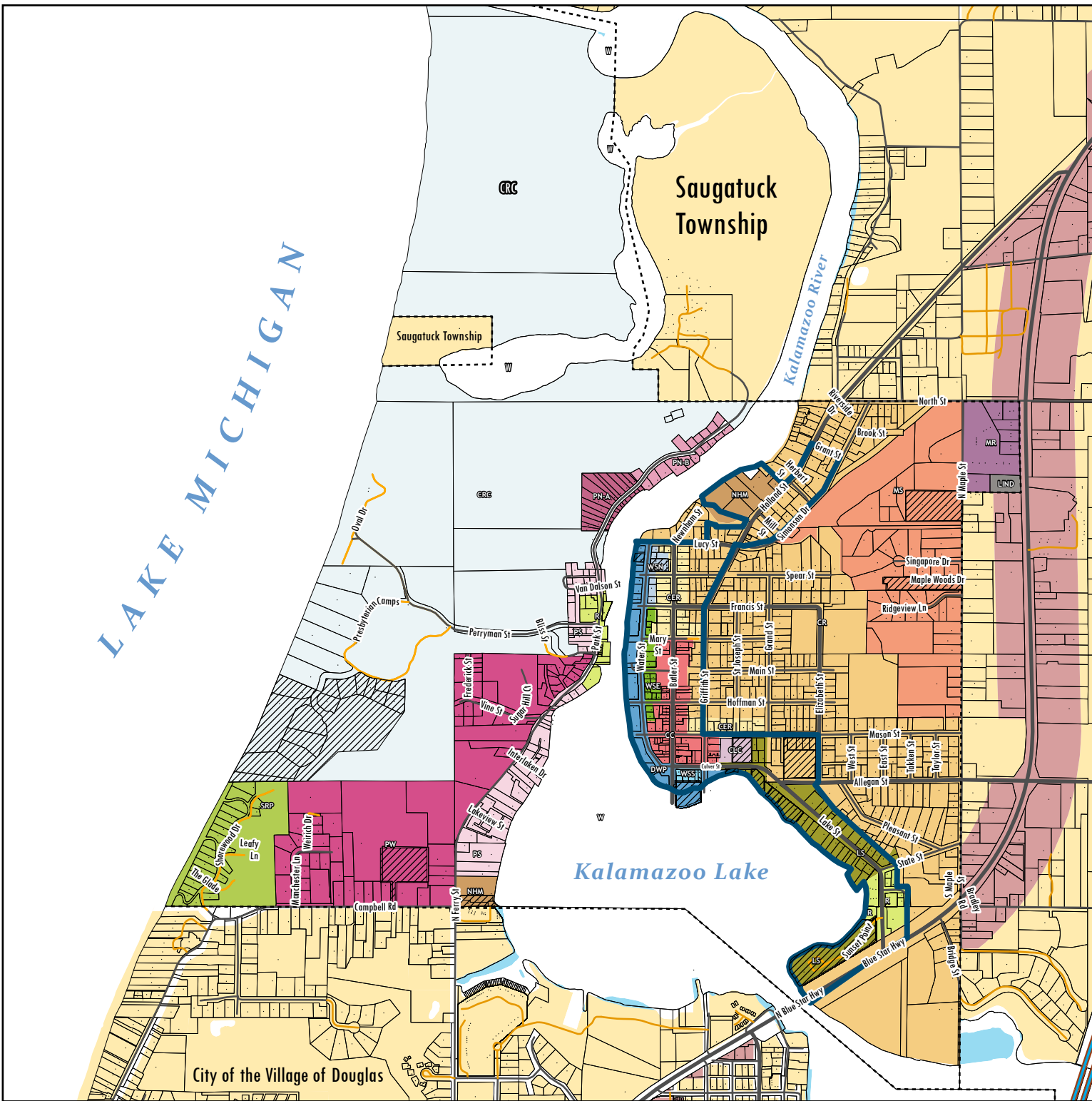
#### ADJACENT ZONING (GENERALIZED)

- AGRICULTURAL
- COMMERCIAL
- INDUSTRIAL
- OPEN SPACE
- RESIDENTIAL
- RIGHT OF WAY
- RURAL
- WATER

I HEREBY ATTEST THIS TO BE THE OFFICIAL ZONING MAP FOR THE CITY OF SAUGATUCK AS DESCRIBED IN SECTION 154-043 OF THE ZONING CODE.

CITY MAYOR

CITY CLERK





## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** January 17, 2024

**SUBJECT:** Resolution No.240122-A - Right of Way and Tree Permit Fees

**DESCRIPTION:**

The current fee schedule has established fees for some right of way permits such as sewer connections and temporary placement of items (dumpster, construction trailers etc.). With the City Council considering ordinance updates and a formal policy for installations in the right of way, it is recommended that fees be added to help cover the costs.

Attached is a resolution with proposed fees.

**LEGAL REVIEW:**

Staff has discussed and consulted with the City Attorney on various right of way issues. Legal will be at your meeting if you have any questions.

**SAMPLE MOTION:**

Motion to approve Resolution No. 240122-A to update the City's schedule of fees to add right of way and tree permit fees.

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A CHANGE IN THE CITY'S SCHEDULE OF FEES**

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

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

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

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

**NOW, THEREFORE, IT IS RESOLVED THAT:**

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

<b>Miscellaneous</b>	<b>Current Fee</b>	<b>New Fee</b>	<b>Escrow Deposit</b>
Right of Way Permit – Superintendent Review	Not Established	\$150	Superintendent Discretion
Right of Way Permit – City Council Review	Not Established	\$250	Superintendent Discretion
Tree Permit – New Tree	Not Established	\$25	
Tree Permit – Tree Removal	Not Established	\$100	

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

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

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

\_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_  
\_\_\_\_\_

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**CITY OF SAUGATUCK**

BY: \_\_\_\_\_  
Lauren Stanton, Mayor

BY: \_\_\_\_\_  
Jamie Wolters, City Clerk

**CERTIFICATION**

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held \_\_\_\_\_, 2024.

Signed: \_\_\_\_\_  
Jamie Wolters, City Clerk



**FROM:** Ryan Heise

**MEETING DATE:** 1/22/24

**SUBJECT:** Five (5) Year Park and Recreation Plan

**DESCRIPTION:**

The City is prepared to present the outcome of the public review process for the five (5) year Park and Recreation Plan to the Council at their regular Council meeting on 1.22.24.

Final Report- Planning consultants, VIRIDIS, will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

Deliverables - VIRIDIS Design Group will provide the Steering Committee with a digital copy of the final report including all maps and diagrams that will be generated during the project. We will submit, on behalf of the Steering Committee, the 5-Year Parks and Recreation Plan to the MDNR by completing the submittal checklist and uploading the plan contents to the MDNR web portal. Our team will provide the Steering Committee with slide decks for presentations at the public hearing and final adoption meetings.

The intent for the project timeline is for plan completion, approval, and submission to the DNR by Feb 1, 2024.

the Parks Plan will serve as a guiding document for policy decisions, prioritizing and balancing demands and opportunities, and providing a framework for evaluating future land acquisitions, park improvements and recreation programs. Through a unified vision and an accounting for our regional assets, their interconnection, and how most effectively and authentically to activate them, implementation of the Park Plan will:

- Support sustainable growth of our local tourist economy.
- Promote conservation and proactive stewardship of our natural environment.
- Advance the well-being of all our diverse community members.

**BUDGET ACTION REQUIRED:**

NA

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW:**

None

**SAMPLE MOTION:**

Approve the Five (5) year Park and Recreation plan as presented.





# BUILD THE PLAN, GROW OUR FUTURE

2024 TRI-COMMUNITY PARKS AND RECREATION PLAN  
IN PARTNERSHIP WITH  
SAUGATUCK TOWNSHIP, CITY OF SAUGATUCK,  
CITY OF THE VILLAGE OF DOUGLAS, &  
SAUGATUCK PUBLIC SCHOOLS



# ACKNOWLEDGMENTS

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THANK YOU, Tri-Community residents, for sharing your vision and ideas that made this plan a collaborative and united effort. Your continued commitment to the health and sustainability of our community ensures a equitable park system for future generations.

---

## CITY OF THE VILLAGE OF DOUGLAS COUNCIL

Cathy North, Mayor  
Randy Walker, Mayor Pro-Tem  
Jerome Donovan  
Gregory Freeman  
John O'Malley  
Fran Ray  
Neal Seabert

## CITY OF THE VILLAGE OF DOUGLAS CITY MANAGER

Lisa Nocerini

## CITY OF THE VILLAGE OF DOUGLAS PARK COMMITTEE

Richard Donovan  
Rob Joon  
Demetrhea Terrien  
Ricky Zoet

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Helen Baldwin, Mayor Pro-Tem  
Holly Anderson  
Scott Dean  
Russ Gardner  
Gregory Muncey  
Logan White

## SAUGATUCK CITY MANAGER

Ryan Heise

## SAUGATUCK CITY PARKS AND PUBLIC WORKS COMMITTEE

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Keith Charak  
Glenna DeJong  
Ruth Johnson  
Nancy Kimble  
Kelly Roche

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Marcy Weston

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Dr. Tim Travis

## COMMUNITY RECREATION DIRECTOR

Scott Kierzek

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Brenda Marcy, Trustee

## SAUGATUCK TOWNSHIP MANAGER

Daniel DeFranco

## SAUGATUCK TOWNSHIP PARKS COMMISSION

Jim Searing, Chair  
Dana Burd  
Ken Butler  
Jane Dickie  
Elliott Sturm

## TRI-COMMUNITY STEERING COMMITTEE

Helen Baldwin  
Daniel DeFranco  
Richard Donovan  
Ryan Heise  
Scott Kierzek  
Kelly Roche  
Jim Searing  
Ricky Zoet

## CONSULTANT TEAM

VIRIDIS Design Group  
[www.virdg.com](http://www.virdg.com)



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# BUILD THE PLAN, GROW OUR FUTURE

Where we live shapes the way we experience life. Parks, recreation, and open spaces are important elements of all communities and provide physical, social, and environmental benefits that contribute to a high quality of life. The City of Saugatuck, the City of the Village of Douglas (City of Douglas), Saugatuck Township, and Saugatuck Public Schools have recognized the importance of recreation planning and have chosen to take an active role in the delivery of recreational opportunities by updating their separate Parks and Recreation Master Plans with a collaborative joint Tri-Community Plan. The 2024 Tri-Community Parks and Recreation Master Plan is a cooperative effort to provide diverse and equitable experiences for Tri-Community area residents and visitors.

Recreational planning is an exercise engaged in by local governments to anticipate change and promote development and expansion of recreational facilities and services for the benefit of their communities. Parks provide people with a place to gather, to be active, to socialize, and connect with the environment and each other. Green infrastructure enhances the livability of a community by increasing property values and restoring natural systems. Access to recreational spaces contributes to overall mental and physical health. As the community continues to grow and change, the Tri-Community continues to dedicate itself to improving recreational offerings for its citizens. This Plan represents the culmination of the planning efforts of the community and local officials and reflects the community's desire to blend the available recreational resources and activities with the environmental and cultural identity of the Tri-Community.

## PLAN PURPOSE

The 2024 Tri-Community Parks and Recreation Master Plan is a guide for aspirational recreation amenities and offerings in Saugatuck, Douglas, and Saugatuck Township. The purpose of this plan is to use technical study and community input to guide future park investment within the Tri-Community park systems in the most efficient manner possible, where inner-local municipalities can support each other. It is an adaptive tool to help prioritize

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**PLACEMAKING** strengthens the connection between people and the places they share... **PLACEMAKING** is how people are more collectively and intentionally shaping our world, and our future on this planet.

*PROJECT FOR PUBLIC SPACES*

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park improvements in a way that elevates the role of the parks and recreation system in the daily lives of all residents in the years to come. Driven by community priorities, the Master Plan will serve as an informative document for policy decisions that balance demands and opportunities, and present a framework for evaluating land acquisitions, park improvements, and recreation programs. Additionally, the Master Plan offers recommendations for park facilities, programs, and services; maintenance operations; administration and management; and capital improvements.

Inter-local leadership recognizes the significant role that recreation plays in providing a high quality of life and improved physical health of its citizens. This appreciation has manifested in a joint effort in improving park systems and public trails, promoting the preservation of natural areas, and strengthening a sense of community. As a tool, this plan provides data and direction to ensure parks and recreation offerings are balanced with the Tri-Community needs and values while addressing current recreation issues and needs over the next five-year period.

Aligned with the statewide planning process outlined by the State of Michigan Department of Natural Resources (MDNR), this Master Plan will assist in recreational grant funding. The planning process incorporated community feedback toward the development of all MDNR plan components and was submitted to the State on February 1, 2024.





OVAL BEACH, CITY OF SAUGATUCK



## MASTER PLAN REPORT SCOPE

Preservation, management, improvement, and expansion of the recreation system within the Tri-Community form the framework for the overall Master Plan report. Key planning issues is identified, a clear set of goals and objectives are outlined, and specific implementation strategies are delineated. The report evaluates all recreation facilities, undeveloped open space, trail systems, and recreational programming within the Tri-Community area. The planning effort spans facilities that fall under control of the City of Saugatuck, the City of Douglas, Saugatuck Township, and Saugatuck Public Schools. The report considers recreational facilities within the Saugatuck School District, Allegan County, and neighboring townships, that are available to citizens of the Tri-Community. Consideration is also made of non-resident usage and regional facility availability in neighboring counties that may influence resident use patterns.

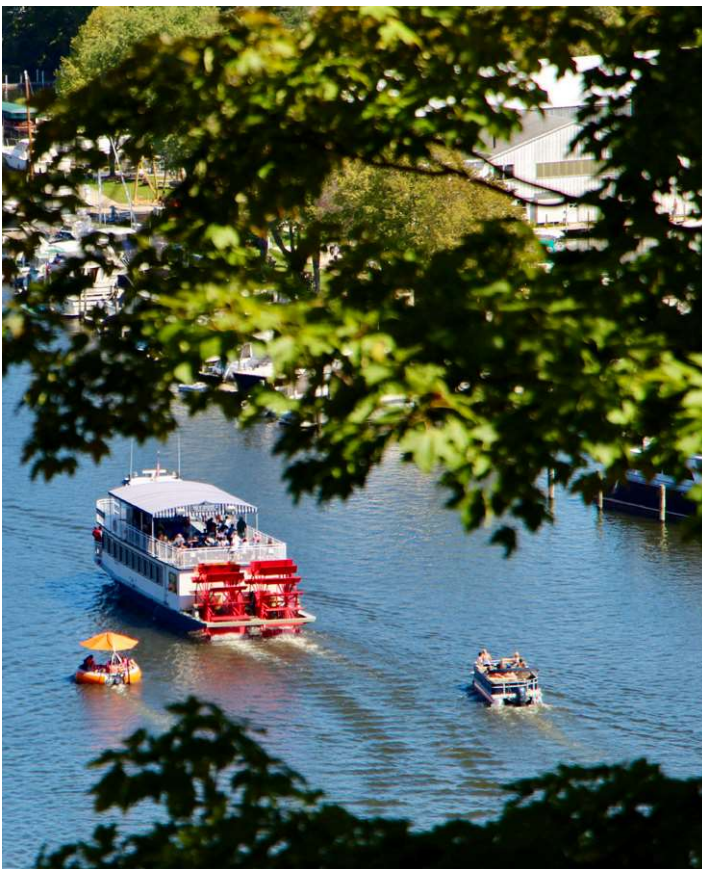
This comprehensive Master Plan encompasses a detailed process and report that involves internal assessment, community involvement, resource gathering, and data analysis, culminating in the development of an implementation strategy for each municipality.

- » **Internal Assessment:** Establish the fundamental vision and mission of the Tri-Community and Master Plan report. Assess capabilities and determine the necessary steps to collaborate with the municipalities, and other stakeholders for plan development and approval.
- » **Community Engagement:** Engage the community throughout the Master Plan process to ensure their active participation and final report buy-in.
- » **Resources & Data Collection:** Conduct data collection and analysis to prioritize resource allocation based on park access needs and associated outcomes like physical activity and climate resilience. Utilize both qualitative and quantitative analysis methods to identify disparities in distribution, park quality, safety, and inclusivity.
- » **Implementation:** Develop a pragmatic action plan that aligns with identified needs and considers current and future resource availability, partnerships, and funding possibilities. Address anticipated funding gaps by outlining strategies to bridge these gaps and prioritize resource allocation in the short term.

## COMMUNITY COORDINATION

The Parks and Recreation Master Plan aligns with ongoing community-wide planning initiatives focused on enhancing community health, connectivity, and ensuring fair access to natural resources. This plan's vision and objectives further bolster previous endeavors directed at revitalizing waterfront areas, conserving natural spaces, and establishing connected trails for non-motorized transport. Below are recent Tri-Community planning efforts that form a robust foundation for shaping the future of the public park system within the community:

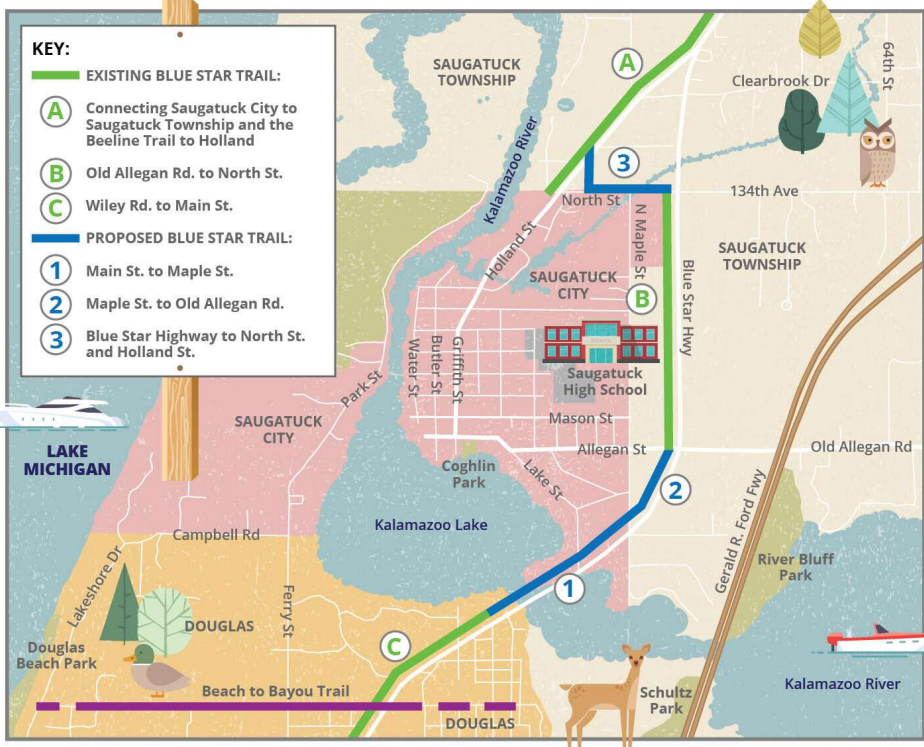
- Riverside & Douglas Cemetery Master Plans (2023)
- Saugatuck Township Parks Millage (2022)
- Tails n Trails Park Master Plan (2022)
- Tri-Community Non-Motorized Trail Study (2021)
- 2019 Lower Kalamazoo River Greenway Plan
- River Bluff Park Shoreline Restoration Feasibility Study
- 2016 Tri-Community Master Plan
- 2016 Douglas Master Plan
- 2016 Douglas Waterfront Master Plan
- Xtreme LA Saugatuck/Douglas Vision Report (2015)







**Tri-Community Non-Motorized Trail Study and Implementation**  
 Inner-local municipalities partnered with Friends of the Blue Star Trail to develop and begin implementation of the regional trail connection through Douglas, Saugatuck, and the Township.



# MASTER PLAN PROCESS

The 2024 Tri-Community Parks and Recreation Master Plan builds upon the foundation laid by the 2019 Saugatuck-Douglas Area Parks and Recreation Plan and the 2019 City of Saugatuck Parks and Recreation Plan, considering both physical assets and community requirements. Elements and objectives from these prior plans remain pertinent in shaping today's park system and meeting community needs. This updated collaborative plan maintains and expands upon these components from past plans, where appropriate.

While previous planning efforts identified conditions, trends, and proposed improvements—some of which have been realized—the Tri-Community region has experienced substantial growth in tourism and development over the last 5 years. This continuous expansion necessitates enhancements to the park system. Moreover, shifts in recreational trends, influenced in part by the global pandemic, have altered perceptions and usage of public spaces. This plan builds upon past initiatives while primarily focusing on meeting the evolving recreational needs of the growing Tri-Community area through the following planning process:

## PHASE 1: INVENTORY + ENGAGEMENT

The Tri-Community Steering Committee and project team developed an overall strategy for broad and focused public outreach and began data collection during this phase. The goal of this phase was to identify a holistic approach that would provide baseline information to create the unified Master Plan.

During this phase, the project team analyzed each community's existing parks and trail conditions and established a strong understanding of the local context and foundation for future recommendations. Ongoing analysis included (1) updating of the system-wide inventory, (2) the establishment of level of service and community needs, and (3) the evaluation of system-wide resources and patterns.

Simultaneously, the project team hosted focus group meetings with each municipality, where small group discussions identified strengths and needs within each municipality. These conversations helped develop questions for an online public survey and the format of

a community open house input session. Findings from the focus group meetings and community response and feedback were then synthesized into individual municipality goals and big-picture, community-wide vision.

## PHASE 2: VISIONING AND GOAL SETTING

An analysis of existing park system conditions, cross referenced with community member feedback, provided the groundwork for the steering committee to develop a comprehensive vision and set of goals that the entire Tri-Community could support. Through this process, the committee outlined a list of pillars that would guide future decisions made on park improvements. These pillars serve as a touchstone for individual community projects as well as ambitious long-term goals the Tri-Community tackles together.

Additionally, focus groups from each entity worked to develop a list of important projects or initiatives to consider over the next five years.

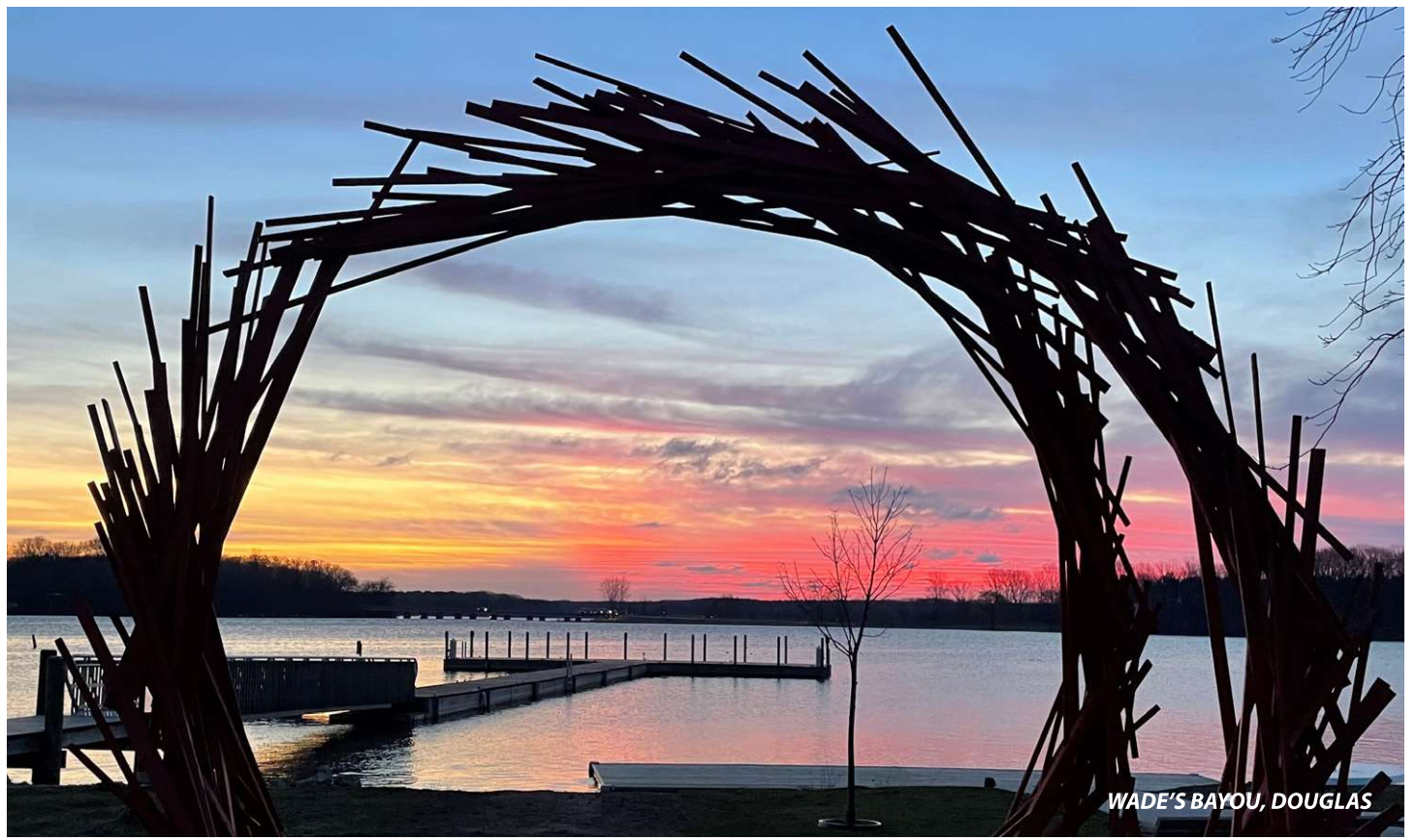
## PHASE 3: REPORT FINALIZATION

In the final phase of the project, the project team refined the unified park system vision statement and verified inter-local and individual municipality goals and objectives.

Cost opinions for park and trail improvements were established as part of the Action Plan to assist the municipalities with developing and planning of park improvement capital projects over the next five years. Report content was vetted and reviewed through each municipality's Parks Committee and revisions were applied, as needed. The final draft was made available in December for a 30-day public comment period and was officially adopted by each municipality in January 2024.



# TIMELINE AND MILESTONES



# COMMUNITY INPUT OVERVIEW

A combination of digital and in-person means provided opportunities for folks to share their opinions and provide feedback on priorities for the next 5-year planning horizon. Face to face conversations allowed participants into an immersive planning process where they could share their own ideas, understand other perspectives, and build trust with the project team and steering committee. In addition to general input on parks and recreation, the project team conducted deep-dive planning sessions with each municipality for focused discussions on departmental operations and park facility maintenance. Using previous planning efforts as a baseline, the design team used the following engagement strategies to understand current community needs:

- » **Online Public Survey:** An online community survey was made publicly available from the end of August through October. 433 Participants completed the survey, 68% of which were full-time residents in the Tri-Community.
- » **Community Open House:** A public open house was held at the Saugatuck-Douglas District Library on September 21. Over 40 community members participated in a series of interactive stations to share ideas and feedback on existing park conditions and future aspirations.
- » **Focus Group Sessions:** A focus group for each entity, consisting of municipal leaders and park committee members, was created to gain feedback on specific parks and operations within their own community. Each focus group met with the project team twice to identify goals and objectives for their park system over the next five years.

Reflecting community values and inspired by the ideas contributed by many residents and informed by evaluation of the specialness of this place, this plan describes an aspirational vision for Tri-Community parks and trails.

Saugatuck parks have a great foundation and it is exciting to see what is in store for the future. As the community grows the need for additional parks and facilities to deal with the increase in demand requires **PLANNING, INVESTMENT, and DELIVERY.**

*Douglas Rodewald, City of Saugatuck Resident*



# HOW TO USE THE MASTER PLAN

## THE 2024 TRI-COMMUNITY PARKS AND RECREATION PLAN

This Parks and Recreation Master Plan is unique in that it evaluates and offers suggestions for each municipality's individual park system as well as a Tri-Community unified park and trail network.

At the start of each report section is a description of the chapter's content and how it relates to the larger Tri-Community context. A deeper dive into each community follows with analysis, findings, and/or recommendations specific to the City of Saugatuck, the City of Douglas, and Saugatuck Township.

Each Municipality has its own colored tab at the edge of the page. This allows users to quickly flip to pages that are relevant to the community they are interested in. Additionally, Saugatuck Public Schools is included in the chapters, where pertinent.

A parks and recreation Master Plan is a living document. Over the next five years, the needs and desires of the Tri-Community will continue to evolve. Inner-local benchmarks and individual community metrics should be established by community leaders to regularly assess and track the progress of plan implementation. Communication regarding updates and progress on the implementation of the Master Plan to stakeholders and the general public will maintain transparency and garner ongoing support.

**SAUGATUCK TOWNSHIP**

**CITY OF SAUGATUCK**

**CITY OF DOUGLAS**

**SAUGATUCK PUBLIC SCHOOLS**







# 2/ PARK SYSTEM OVERVIEW

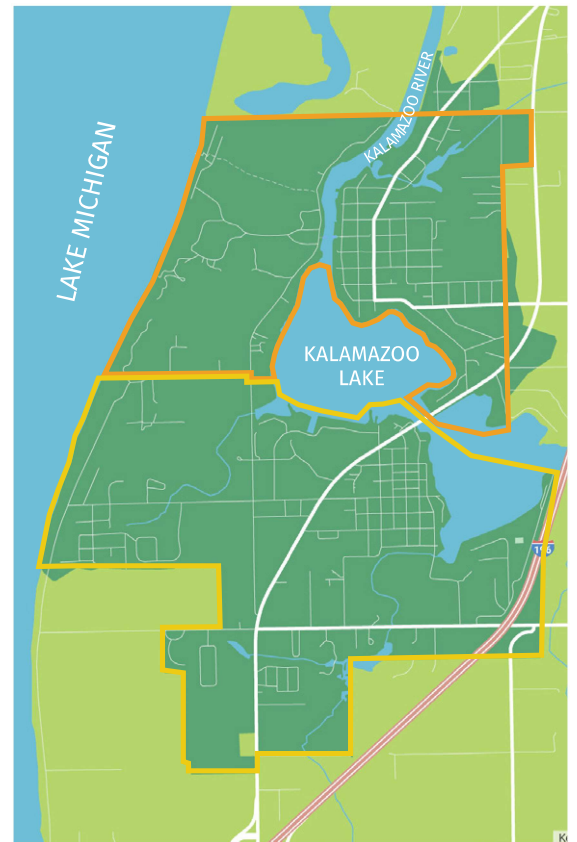
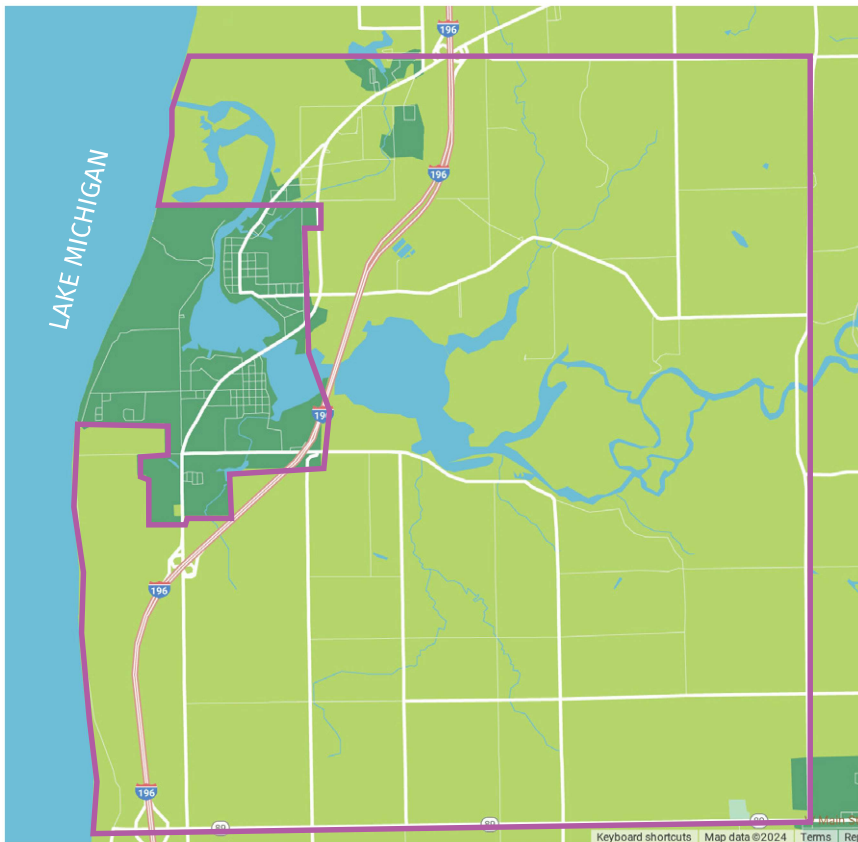
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# THE TRI-COMMUNITY CONTEXT

## LOCATION

The Tri-Community area is made up of the City of Saugatuck, the City of the Village of Douglas, Saugatuck Township, and Saugatuck Public Schools, and make up the unified regional jurisdiction of this plan. The Tri-Community area is located in Allegan County along the beautiful southeastern shores of Lake Michigan. The city of Saugatuck includes 1.77 square miles, the City of the Village of Douglas includes 2.01 square miles, Saugatuck Township includes 24.2 square miles, and Saugatuck Public School District covers an area of 22.1 square miles. The Tri-Community area is bordered to the north by Laketown Township, to the east by Manlius Township, to the south by Ganges Township, and to the west by Lake Michigan. Regional accessibility is provided by several interchanges along US 196 which traverses the area running north and south.

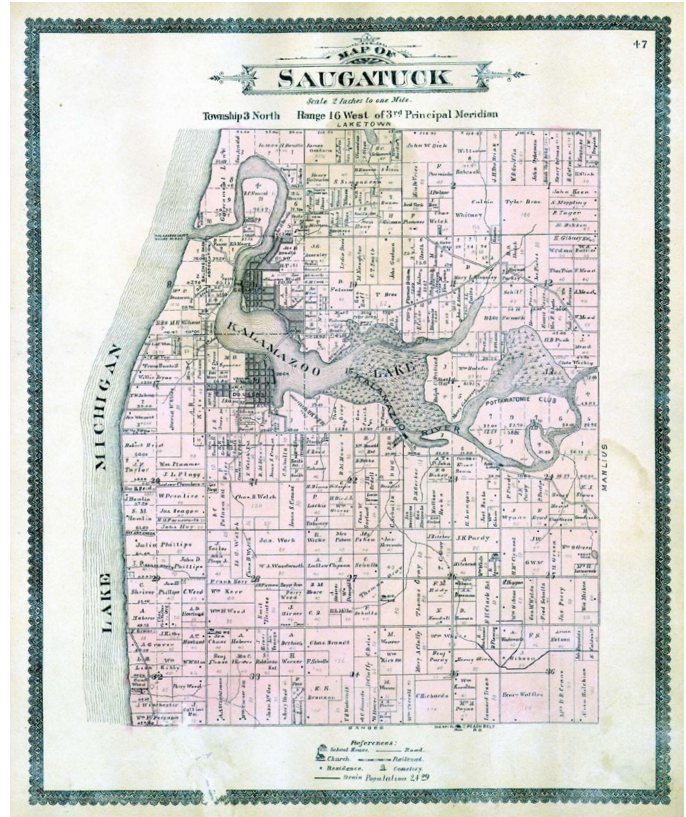


## CONTEXT MAPS

- SAUGATUCK TOWNSHIP
- CITY OF SAUGATUCK
- CITY OF DOUGLAS

## HISTORY

Settlement in the Tri-Community area began in the late 1830s with the lumber industry. The shipbuilding and lumber port community was originally named Singapore and founded in 1837 by Oshea Wilder. Singapore was a bustling town near the mouth of the Kalamazoo River and included two active mills that helped provide lumber to many Midwest towns. The community turned to shipping and fruit growing once all the forests were clear cut and Singapore became buried in sand. Saugatuck was incorporated in 1868, which is a native American name signifying a stream outlet. Douglas was originally known as Dudleyville and first settled later in 1851 as part of the lumber boon. In 1861 residents changed the name to Douglas and was incorporated in 1870. The Township was originally organized under the name of Newark Township until 1861 and was part of a larger territory that included many other current Townships. The early 1900s saw the advent of tourism and the arrival of summer residents who built cottages along the Lake Michigan Shoreline. The art and cottage culture emerged leading to the dominant tourism industry that exists today.

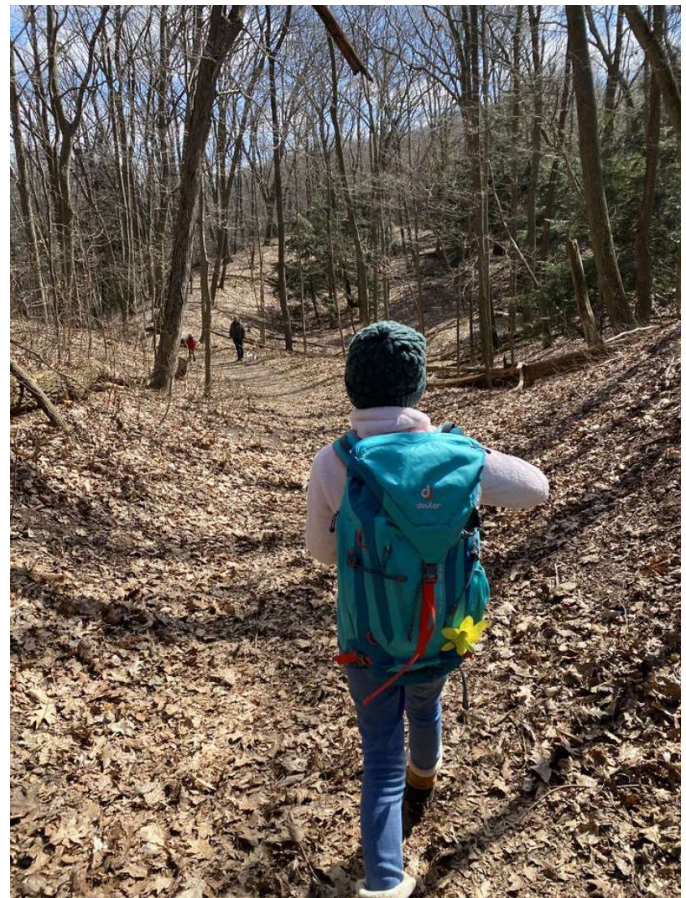


COURTESY OF SAUGATUCK-DOUGLAS HISTORY CENTER

## PHYSICAL CHARACTERISTICS

Natural resources have played a central role in the culture and livelihood of the community and balancing access to these natural resources with preservation is the foundation for the community's economy and quality of life including beaches, dunes, forests, wetlands and water bodies. The sand dunes along Lake Michigan form a unique, fragile geological formation and ecosystem that is susceptible to erosion by wind and water, and subject to degradation from overuse or development.

The Tri-Community area is located on the southwestern flank of the Michigan Basin, which is a bedrock feature centered in the middle of the Lower Peninsula. The sandstone and shale bedrock is overlain by glacial deposits from 50 to 400 feet thick. There are no outcroppings of the bedrock and the proximity of the bedrock to the surface of the ground does not impose limitations for normal excavating or construction. Glacial deposits consist primarily of sandy lake bed deposits located between two major physiographic formations: the Lake Border Moraine, which is adjacent to Lake Michigan, and the Valparaiso Moraine, which extends through the center of the county, from north to south.

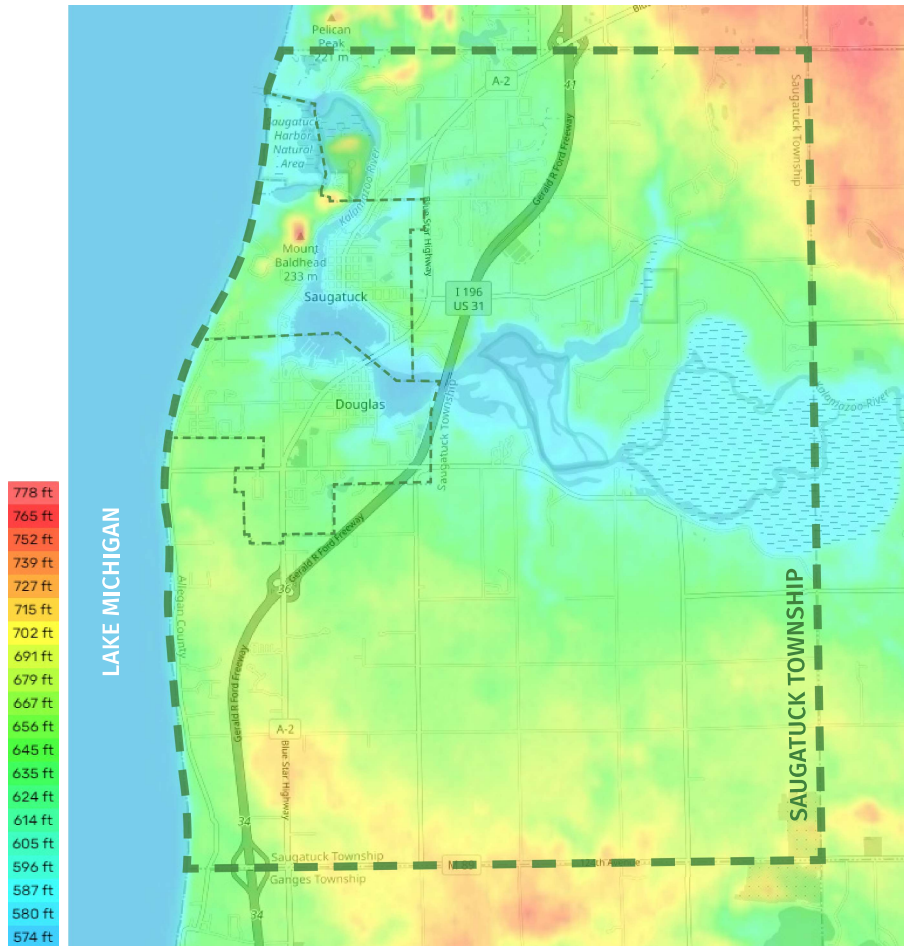


SAUGATUCK DUNES STATE PARK



## TOPOGRAPHY

The current topography of the Tri-Community area is the result of the retreat of the glacial ice sheet roughly 12,000 years ago and the subsequent movement and fluctuation of its rivers and Lake Michigan. The elevation change across the area is minimal, but local variations in elevation of up to 150 feet exist between uplands and the flood plain of the Kalamazoo River. There are also considerable local differences in elevation in the extreme northwest portions of the area in the sand dunes between the Kalamazoo River and Lake Michigan. The highest point in this area is Mount Baldhead which rises 310 feet above Lake Michigan.



## CLIMATOLOGY

Lake Michigan has a significant influence on the climate of the Tri-Community area. The lake temperature, together with the prevailing westerly winds, moderates seasonal temperature extremes. Summers are warm and humid but slightly cooler than inland areas, while winters are moderate to severe with abundant snowfalls. The Tri-Community area gets some kind of precipitation (snow, rain, sleet, hail), on average, 129 days per year. This causes precipitation levels to be from 37 inches of rain and 80 inches of snow on average each year helping maintain the area's streams, lakes, and wetlands. The Tri-Community area is considered to have a mild continental climate based on its seasonal precipitation and temperature patterns (warm summers and cold winters). The average temperature is 49.3 degrees Fahrenheit with an average low of 21.9 degrees and an average high of 80 degrees. The mild climate makes the Tri-Community area an ideal place for tourism and outdoor recreation.

## SOILS

Much of the region contains poorly drained soils including the Newton-Granby Association and the Nappanee-Blount-Rimer Association. Drainage occurs via creeks, including Peach Orchard Creek, Tannery Creek, Silver Creek, and Moore's Creek, all of which flow into the Kalamazoo River and many of which include floodplain areas. These soils create limitations for development but can offer opportunities for recreational amenities. A network of county drains facilitates the movement of water from flat areas in the southern half of the township. Well-drained soils are found in the northwestern corner of the region and the southwestern corners.

## SOCIOECONOMIC CHARACTERISTICS

Reviewing trends in population growth is helpful in developing an understanding of the Tri-Community's recreational needs. Other demographic indicators such as age, education, income, and employment trends can assist in determining the type of recreational facilities that may be needed or desired, and will allow facilities and programs to keep pace with demand.

The Tri-Community showcases several distinct socioeconomic characteristics that contribute to the area's unique identity:

**Tourism-Driven Economy:** The tourism economy serves as a vital pillar of the local community, contributing significantly to the region's overall economic prosperity. The area's scenic beauty, charming small-town ambiance, and diverse attractions draw visitors year-round, playing a pivotal role in sustaining businesses and employment opportunities.

**Artistic and Cultural Hub:** The region fosters a vibrant artistic community, attracting artists, artisans, and art enthusiasts. Galleries, studios, art festivals, and cultural events play a significant role in the community's Art Coast identity and draw in residents and tourists alike.

**Small-Town Charm:** The Cities of Saugatuck and Douglas maintain a small-town atmosphere with historic architecture, quaint streets, and a tight-knit community. This charm appeals to residents and visitors seeking a slower pace of life and a welcoming environment.

**Diversity and Inclusivity:** The area is known for its open and inclusive atmosphere, welcoming people from diverse backgrounds. This inclusivity contributes to the vibrant cultural fabric of the towns.

**Natural Beauty and Outdoor Recreation:** Preserved natural landscapes, including the Lake Michigan shoreline, the Kalamazoo River, and scenic dunes, provide opportunities for outdoor recreation such as beach activities, hiking, boating, and birdwatching.

**Education and Lifestyle:** The region attracts residents and visitors who value a blend of cultural experiences, access to art, and a high quality of life. This often includes a focus on education, appreciation for the arts, and a strong sense of community.

**Agriculture:** The Tri-Community has a significant agricultural presence primarily revolving around fruit production, particularly blueberries and apples. The

region's favorable climate and soil conditions make it conducive for growing these fruits, and several farms in the area specialize in their cultivation. Additionally, there are smaller-scale farms producing vegetables, flowers, and other crops. Farmers markets and local produce stands play a vital role in connecting farmers with residents and tourists, offering fresh, locally grown produce. While not the primary focus of the area, agriculture in the Tri-Community, particularly within the Township, contributes to the local economy and adds diversity to the region's offerings beyond its artistic and tourist attractions.

**Seasonal Fluctuations:** The towns experience seasonal fluctuations due to the tourism industry, with summer being the peak season for visitors and economic activity.

Understanding these characteristics helps paint a picture of Saugatuck-Douglas as a place that thrives on its natural beauty, cultural offerings, small-town ambiance, and a diverse, welcoming community, all of which contribute to its socioeconomic makeup and appeal.



FARMERS MARKET AT THE SAUGATUCK CENTER FOR THE ARTS



DOUGLAS ROOT BEER BARREL

## POPULATION TRENDS

According to the 2020 U.S. Decennial Census, the Tri-Community has a population of 5,686, which represents a 22% increase from the 2000 Census. The area has experienced growth over the past 20-30 years, with most of this growth occurring within the Township with a 45% increase since 2000 and a 83% increase since 1990. Douglas has seen modest growth at 13.5% but Saugatuck City has seen a decrease of 18.7%. Table 2.1 delineates the population growth in the Tri-Community area over the last 30 years.

	<b>1990</b>	<b>2000</b>	<b>2010</b>	<b>2020</b>	<b>% Change 2000-2020</b>
Douglas City	1,049	1,214	1,232	1,378	13.5%
Saugatuck City	954	1,065	925	865	-18.7 %
Saugatuck Township	1,876	2,376	2,944	3,443	45%
<b>Total</b>	<b>3,879</b>	<b>4,655</b>	<b>5,101</b>	<b>5,686</b>	<b>22.1</b>

To put the Tri-Community's rate of growth into perspective, it is important to compare growth comparisons with other adjacent communities. This is useful in attempting to forecast areas of future growth in the larger area as well as future demands on the Tri-Community Park system. Table 2.2 illustrates population growth comparisons with adjacent waterfront communities as well as the County and State. The table shows the growth rate in the Tri-Communities over the past 20 years has been stronger than the adjacent Townships of Laketown and Ganges, as well as the City of Holland and Allegan County. Additionally the Township and Douglas individually have a stronger growth rate than adjacent communities. As the population continues to grow in the Tri-Community area, strategic acquisition of park land, continued enhancement of current parks and trails, and continued Tri-Community collaboration should be the focus in order to keep up with the growth trend.

	<b>1990</b>	<b>2000</b>	<b>2010</b>	<b>2020</b>	<b>% Change 2000-2020</b>
City of Holland	30,869	35,012	33,051	34,378	-1.81%
Laketown Township	4,813	5,574	5,505	5,928	6.3%
Ganges Township	2,177	2,557	2,535	2,574	0.66%
Allegan County	90,509	105,904	111,4058	120,502	13.7%
State of Michigan	9,295,297	9,938,444	9,883,640	10,077,331	1.9%

A seasonal influx of cottage owners, visitors, campers, and boaters is estimated to double the population of the Tri-Community area in the summer season. Even though seasonal visitors are only residents for a part of the year, they need to be accounted for when looking at the recreational needs of the Tri-Community area. In addition, the area also experiences many day trip visitors that come to the area for just the day or weekend. This additional influx of visitors, although short term, adds to the demands put on the recreational facilities of the area.



## DEMOGRAPHICS

Demographics play a crucial role in informing park and recreation planning by providing insights into the needs, preferences, and behaviors of the community. This valuable information enables municipalities to create inclusive, accessible, and relevant recreational spaces and programs that cater to the diverse needs and preferences of the communities they serve.

**Age:** The age distribution of a community may influence the types of facilities and programs needed. The median age of the City of Saugatuck is 55.6, the Village of the City of Douglas is 55.7, and Saugatuck Township is 50.7. The median age of the Tri-Community area is 26-38% older than Allegan County (40.2) and 27-40% older than the State of Michigan (39.8). The median age represents the mid-point in the range of all ages within the Tri-Community. This information suggests that the Tri-Community area could be considered a retirement community due to the older population. Understanding the age demographics is useful in identifying the type of recreational facilities that may be needed, desired, or under-provided. For example a younger population may desire more active types of facilities while an aging population may desire more passive types of facilities. Table 2.3 below illustrates the breakdown of population for the Tri-Community area based on age (based on 2020 census).

	City of Saugatuck		City of Douglas		Saugatuck Township		Total	
Age	Persons	Percentage	Persons	Percentage	Persons	Percentage	Persons	Percentage
Male	480	55.5	689	50	1,790	52	2,959	52
Female	385	45.5	689	50	1,653	48	2,727	48
Under 18	116	13.4	223	16.2	644	18.7	983	17.3
Over 18	749	86.6	1,155	83.8	2,799	81.3	4,703	82.7
18-34	64	7.4	163	11.8	430	12.5	657	11.6
35-44	48	5.5	128	9.3	351	10.2	527	9.3
45-54	188	21.7	84	6.1	551	16	823	14.5
55-64	144	16.7	318	23.1	537	15.6	999	17.5
65+	305	35.3	462	33.5	930	27	1,697	29.8

In looking at the population data, all three communities have similar trends with a higher number of residents over the age of 45 and lower number of residents in the 18-44 age range. As an overall community, approximately 47% of the population is over the age of 55 and that number jumps to 61.8% when you include the 45-54 age group. With nearly two-thirds of the population over the age of 45, providing passive and accessible recreational facilities for the aging population may need to be a focus for future park development. About 17% of the population is under the age of 18 and about 21% is between the ages of 18-44 suggesting there also is a need for active recreational facilities that provide activities for young active families.

**Persons with Disabilities:** The proportion of the population with some type of disability should be considered when planning parks and recreational facilities and programs, especially with a high population of those over the age of 55. The Americans with Disabilities Act of 1990 mandates that all public services, including park facilities, be barrier-free. As the population ages, the proportion with one or more disabilities generally increases, and this trend is consistent for the Tri-Community. Disabilities include vision, cognitive, auditory, ambulatory, self-care, and living independently difficulties. According to the U.S. Census data, it is estimated that approximately 10.3% of the residents in the Tri-Community area live with a disability (12.3% of Saugatuck City residents, 8.1% of Douglas City residents, and 11.4% of Saugatuck Township residents), which is lower than the State of Michigan average of 14.5% and lower than the national average of 26%. Of those individuals living with a disability, approximately 18% are 65 years and older. These figures indicate that, while the overall population of persons with disabilities is modest, there still exists an important contingent of residents who rely on more accessible places to recreate.

**Income:** A successful parks and recreation system includes providing affordable, equitable recreational opportunities to all members of the community. It is important to understand the availability of disposable income for recreation within the community as household incomes may vary within the region. According to the U.S. Census Bureau, the percentage of people living at or below the poverty line in the combined Tri-Community area is 3.2% (8% for Saugatuck City, 7.8% for Douglas City, and 1.3% for Saugatuck Township) which is moderately lower than adjacent communities and the county, but the cities of Douglas and Saugatuck are a bit higher than adjacent townships. The estimated median household income level for 2020 is \$105,024 for Saugatuck City, \$67,627 for Douglas City, and \$100,200 for Saugatuck Township, which is an increase of 80%, 67%, and 63% respectively from the 2010 census. Both Saugatuck City and Township exceed Allegan County (\$70,264) as a whole and Douglas City is just slightly lower. Table 2.4 illustrates the median household income of the Tri-Community's compared to adjacent communities.

**Employment:** Approximately 56.6% of Tri-Community residents over the age of 16 are employed in a range of employment categories (54.3% for Saugatuck City, 52% for Douglas City, and 59% for Saugatuck Township). The most common employment sectors in the Tri-Community include: manufacturing, arts, entertainment, and recreation, accommodation and food services, educational services, health care and social assistance. The most common occupation groups, by number of people living in the Tri-Community area, are management, business, science and arts occupations, service occupations, sales and office occupations, and production, transportation, and material moving occupations. According to the U.S. Census, the Tri-Community area has an estimated unemployment rate of 5.1% which is slightly higher than the county (3.3%) but lower than the national average of 6%. The relative strength of the employment picture in the area suggests that the local economy is stable and that residents should be able to continue to fund the parks and recreation budget.

According to the U.S. Census the average commute time to work is approximately 55 minutes for Saugatuck City, 16.9 minutes for Douglas City, and 23.8 minutes for Saugatuck Township. The work force in Saugatuck City has an average commute time of more than double the national average of 25 minutes, while both Douglas and Saugatuck Township are lower than the national average. According to the U.S. Census, most of the workforce in the Tri-Community area drive automobiles/carpool to work (Saugatuck City 71%, Douglas City 70%, and Saugatuck Township 88%). Approximately 20% of the workforce in Saugatuck City, 19% in Douglas City, and 11% in Saugatuck Township work from home, and the remaining 1%(Township) - 11% (Douglas) walk or use public transportation.

City/Township	Median Household Income
City of Saugatuck	\$105,024
City of Douglas	\$67,627
Saugatuck Township	\$100,200
City of Holland	\$70,269
Laketown Township	\$79,647
Ganges Township	\$47,143
Allegan County	\$70,269

Per capita income measures the average income earned per person in a given area in a specified year, used to determine the average per-person income for an area and to evaluate the standard of living and quality of life of the population. Table 2.5 illustrates the per capita income of the Tri-Community compared to adjacent municipalities. Based on the higher level of income and lower level of poverty in the Tri-Community area, residents of the community may have disposable income to spend on parks and recreation and may support expansion and development of new park facilities.

City/Township	Per Capita Income
City of Saugatuck	\$67,264
City of Douglas	\$44,665
Saugatuck Township	\$48,613
City of Holland	\$30,924
Laketown Township	\$42,346
Ganges Township	\$22,753
Allegan County	\$32,115



**Households:** The Tri-Community area provides a variety of housing opportunities based on both age and density. According to the U.S. Census data there are a total of 2,654 households in the Tri-Community (See table 2.6) and approximately 1.85 persons per household for Saugatuck and Douglas, and 2.5 persons per household for the Township. Of these households, 16.3% are households with individuals under 18 years-old and 41% are households with individuals 65-years and older. In addition, approximately 60% of total households are family households, and 40% non-family. A household consists of all the people who occupy a housing unit and a family is a group of two or more people related by birth, marriage, or adoption, and residing together.

	Total Households	% of Tri-Community	% of Allegan County
Saugatuck City	464	17.5	1%
Douglas City	693	26.1%	1.6%
Saugatuck Township	1,497	56.4%	3.4%
Total Tri-Community	2,654	100%	6%
Allegan County	44,240	N/A	100%

According to the U.S. Census data there are a total of 4,001 housing units in the Tri-Community area of which 66.3% are occupied, 84.6% is owner occupied and 15.4% is renter occupied. Single family structures make up 82% of the housing units in the city with 10.6% multi-family units and 7.4% mobile homes. The number of housing units has increased approximately 33% since 2000, which indicates that the Tri-Community has been steadily growing over the last 20 years and the need for additional park land may be needed to keep up with the growing community.

	Total Housing Units	Total Occupied Units	Percent Occupied Units	Total Owner-Occupied Units	Total Renter-Occupied Units
Saugatuck City	916	464	50.7%	70%	30%
Douglas City	1,155	693	60%	78.9%	21.1%
Saugatuck Township	1,930	1,497	77.6%	91.7%	8.3%
Total Tri-Community	4,001	2,654	66.3%	84.6%	15.4%
Allegan County	93,357	81,490	87.3%	82.6%	17.4%

## TRANSPORTATION

The road network in the Tri-Community area contains a number of major thoroughfares and transportation routes that are readily available to the residents of the area. Interstate 196 runs north-south through the area on the east side of the cities of Saugatuck and Douglas and connects to Holland and Grand Rapids to the northeast and South Haven and Benton Harbor to the South. I-196 also connects to US-31 which connects the area to Muskegon to the north. M-89 runs east-west along the south side of the Township and connects to the City of Allegan to the east. The Blue Star Highway, which is part of the Great Lakes Circle Tour, also runs north-south and bisects Saugatuck and Douglas and provides the two interchanges with I-196 for the area. The Blue Star Highway also acts as the gateway to visitors entering the community from the north and south and is the primary artery between Saugatuck and Douglas.

The Tri-Community area is also serviced by the Interurban Transit Authority which provides demand responsive public bus service to members of the Tri-Community. The Interurban is managed by a board of directors that are appointed by Saugatuck Township, Saugatuck City, and Douglas City. The Interurban provides transportation to all areas within the Saugatuck boundaries.

The Tri-Community area is highly accessible by water. There are several marinas and boating facilities along the coast of Kalamazoo Lake, which provides direct access to Lake Michigan. Commercial charter boat service and boats for hire are available in Saugatuck and Douglas, and many private boats visit the area from other Great Lakes communities. The Saugatuck Chain Ferry (hand cranked) also operates seasonally to shuttle passengers across the Kalamazoo River from downtown Saugatuck to western residential areas and tourist destinations of Oxbow, Oval Beach, and the Saugatuck Harbor Natural Area.



## LAND USE

The land use distribution and development pattern of a community is important when considering the geographic distribution of parks and recreational facilities because they should be placed where there are concentrations of residents and the related places of public gathering. Residential areas in the Tri-Community area vary widely in character between the rural areas of the Township and the urbanized areas of Saugatuck and the City of the Village of Douglas. Single family structures are the predominant residential type throughout all three communities. Most of the residential development in the Township is scattered along county roads and along the Lake Michigan Shore. Rural areas of the Township include agricultural areas, farms, and single-family homes on large parcels. The multiple family structures that exist are concentrated in the Cities of Saugatuck and Douglas. The major commercial areas in the Tri-Community area are in the northern part of the Township along the Blue Star Highway, the downtowns of Saugatuck and Douglas, and along the section of the Blue Star Highway that runs through Douglas.

**Waterfront Areas:** The Lake Michigan shore is fronted by many large single family homes along Lakeshore Drive between M-89 and Saugatuck City. This area is characterized by scenic vistas of the lake and bluff. Most resort-residential development in all three communities is located along the Kalamazoo River and Lake Michigan. A large portion of the lake shore both north and south of the mouth of the Kalamazoo River is undeveloped and includes Oval Beach Park and the Saugatuck Harbor Natural Area. In addition, much of the area surrounding the Kalamazoo River east of Douglas is undeveloped due to wetlands and land unsuitable for development.



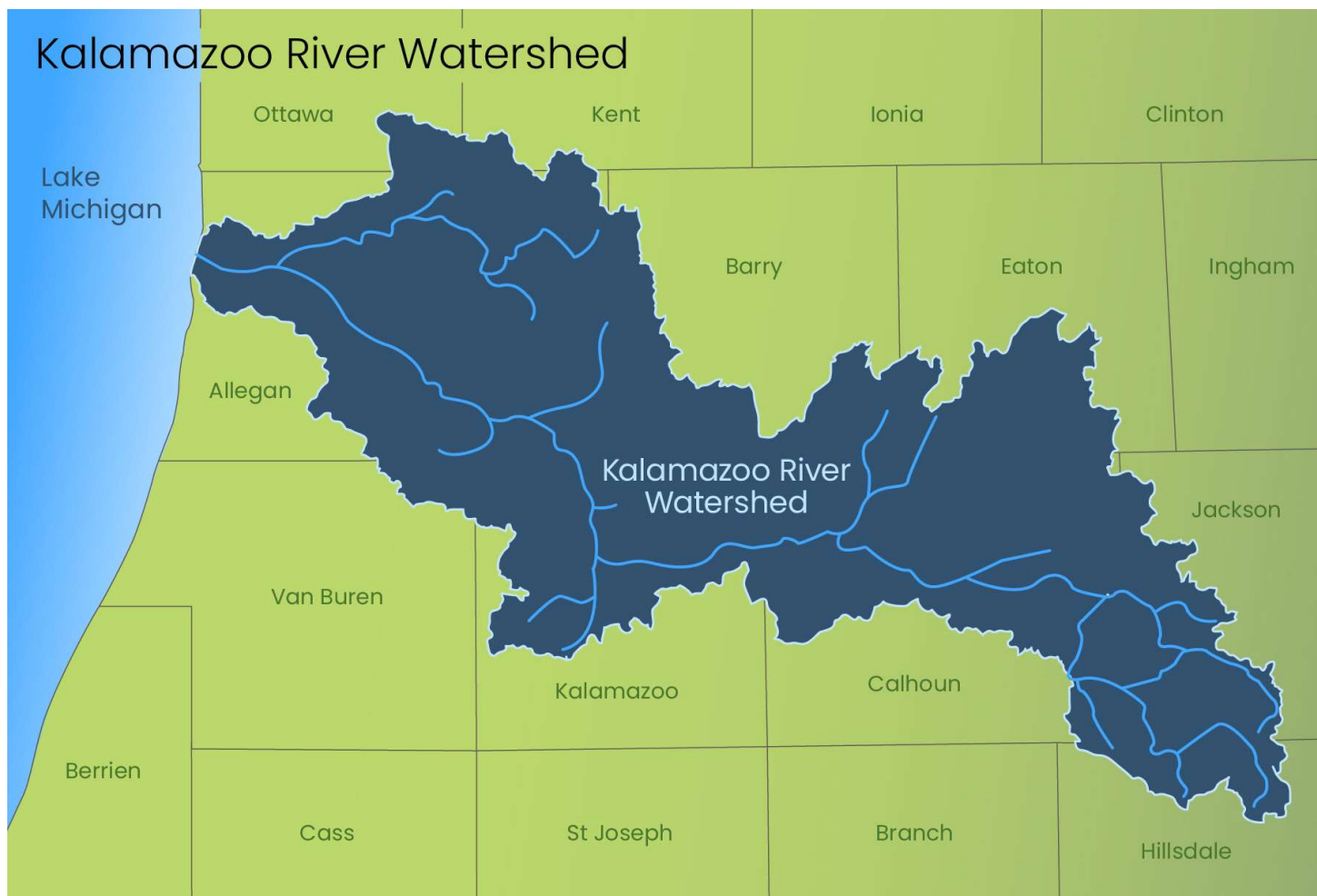




# WATER RESOURCES

The Tri-Community area lies within the Kalamazoo River Watershed, covering 2,030 square miles and draining into eight counties in Southwest Lower Michigan before discharging into Lake Michigan. Eight small watershed areas lie within the Tri-Community area and discharge into Lake Michigan via the Kalamazoo River. The principal water features in the area include Lake Michigan, the Kalamazoo River, and Kalamazoo Lake (a widened area of the river) which separates Saugatuck and Douglas and contains approximately 184 acres. Other water features in the area include Ox-Bow Lagoon in the northwestern corner of Saugatuck Township, Goshorn Lake at the northern boundary, Silver Lake in the central part of Saugatuck Township; and short-run streams with sub-watersheds that flow into the Kalamazoo River and include Tannery Creek, Peach Orchard Creek, Silver Creek, and Goshorn Creek.

The Kalamazoo River watershed holds immense significance for the Saugatuck and Douglas communities, serving as a vital natural feature that intertwines with their identities. Flowing through these areas, the winding Kalamazoo River plays a pivotal role in shaping the local landscape and providing diverse recreational opportunities. As it meanders through lush woodlands, scenic wetlands, and picturesque valleys, the river offers a serene backdrop for outdoor activities such as kayaking, canoeing, and wildlife observation. Additionally, the river's connection to Lake Michigan, with its confluence near Saugatuck and Douglas, enhances the region's allure, creating a dynamic ecosystem where freshwater meets the Great Lake's vast expanse. This interconnectedness underscores the importance of the Kalamazoo River watershed to the communities of Saugatuck and Douglas, not only for its environmental significance but also for its role in providing natural beauty and recreational enjoyment.



# KALAMAZOO RIVER WATERSHED BUILDING BLOCKS



## LAKE MICHIGAN

Lake Michigan’s name is derived from the Ojibwa word Michi Gami, meaning “large lake.” It spans the entire west coast of Michigan’s Lower Peninsula, and it is the only one of the five Great Lakes that is located entirely within the United States. Over 300 miles long and 118 miles at its widest point, it reaches to a depth of over 900 feet with an average depth of 279 feet. Based on surface area, Michigan is the fourth largest freshwater lake. Based on volume, Lake Michigan is the fifth largest in the world. Lake Michigan’s expansive shoreline boasts several stunning dune regions and provides an enormous amount of recreational and economic benefits to the Tri-Community area. The Tri-Community area is home to approximately 6 miles of Lake Michigan shoreline and includes the Saugatuck Harbor Natural Area and the Saugatuck Dunes State Park.



## KALAMAZOO RIVER

The Kalamazoo River meanders through the central and northwestern portions of Saugatuck Township and creates the inviting waterfronts of Saugatuck and Douglas. The Kalamazoo River is one of the largest rivers in Michigan, spanning and draining parts of eight counties, the last of which is Allegan. It is the seventh longest river located entirely within Michigan, draining just over 2,000 square miles. The Kalamazoo River and the Saugatuck Harbor is a federally authorized shallow draft recreational harbor with a project depth of 14 feet. It consists of over 2 miles of maintained Federal channel and 4,000 feet of maintained piers and revetments between Lake Michigan and Kalamazoo Lake. The river widens to form Kalamazoo Lake, a center of boating activity between Saugatuck and Douglas, and empties into Lake Michigan.



## FLOODPLAIN

Floodplains are low-lying areas adjacent to rivers or streams that periodically flood. They play a crucial role in the ecosystem by supporting natural features that provide wildlife habitat, water storage and conveyance, protection of water quality, and recharge of groundwater. The Tri-Community area contains approximately 1,500 acres of land designated by FEMA as “Zone A” which includes areas of the 100-year flood, mostly located along the Kalamazoo River at the central and east sections of the area. The floodplain is a riverine system that varies in steepness, width, and flow and is defined by the floodway. This type of floodplain typically floods in the spring but is subject to periodic flooding due to extensive rainfall and snowmelt.



## FISH AND WILDLIFE

The Kalamazoo River watershed and its tributaries boast diverse population of fish and wildlife. Fish species range from salmon and walleye in Lake Michigan and the Kalamazoo River to smaller panfish like sunfish and bluegill in inland waters. Abundant waterfowl breed and feed in this area, a key part of the Lake Michigan Flyway for migrating ducks, geese, and swans. Whitetail deer, opossums, raccoons, and other small mammals are prevalent, even in urbanized parts due to wooded corridors and parks. Forests, dunes, and open fields host various songbirds. The close proximity of different ecosystems like dunes, floodplains, wetlands, and lakes creates exceptional wildlife viewing opportunities, despite being in densely populated areas. Conservation organizations like the Saugatuck Dunes Coastal Alliance safeguard rare species such as the Bald Eagle, Prairie Warbler, Lake Sturgeon, Eastern Box Turtle, and Blanchard’s Cricket Frog in these sensitive habitats.

# LAND RESOURCES

The Tri-Community area contains significant areas of land that have remained relatively undeveloped and preserved. Collectively these areas are not only significant in size but also demonstrate a wide variety of natural habitats. Three basic ecosystems are found in the Tri-Community area that provide diverse environments and a wide array of flora and fauna:

The first ecosystem is comprised of hardwoods holding the sand dunes in place along the Lake Michigan shoreline. These woodlots are inhabited by small game common to most of Michigan. These areas are sensitive to soil disturbance and wind erosion along the shore.

The second ecosystem is the marsh-wetland ecosystem that covers the area along the Kalamazoo River, Silver Lake, and Goshorn Lake, and the connecting tributaries. This area is covered with marsh grasses, low shrubs, poplar trees, spruces, some white pine, and other softwoods. The cover is inhabited by common Michigan marsh dwellers such as frogs, turtles, ducks, blackbirds, and snakes. The marsh ecosystem is also populated by muskrats, mink, mallard ducks, black ducks, teal, wood ducks, blue herons, Canadian geese, and mute swans. The marsh ecosystem is very sensitive to changes in water quality and disruption of vegetation.

The third ecosystem covers the rest of the Township area and is predominantly agricultural/forest with birds and wildlife common to this dominant ecosystem in Michigan. These areas can provide educational, recreational, aesthetic, and wildlife preservation benefits with minimal development or maintenance costs.





## SAUGATUCK DUNES COASTAL REGION

The Saugatuck Dunes are part of the largest assemblage of freshwater dunes in the entire world. Created from the glaciers thousands of years ago and sculpted by thousands of years of prevailing southwest winds, crashing waves, and stabilizing native vegetation, these dunes on Lake Michigan range from Oval Beach up to Lake Macatawa near Holland. The Saugatuck Dunes State Park and the Saugatuck Dunes Natural Area feature over two and a half miles of almost completely undeveloped sandy beach for residents and visitors to enjoy. The dunes along Lake Michigan, located in the northwest corner of the Tri-Community Area, represent a unique and fragile physiographic formation and ecosystem that is very sensitive to wind and water erosion. These dunes have been identified by the Michigan Department of Natural Resources (DNR) as a critical dune area, subject to protection under the Michigan Sand Dune Protection and Management Act, new Part 353, PA 451 of 1994. Critical dune areas are a unique and fragile resources that provide significant recreational, ecological, scenic, and economic benefits to residents and visitors.



## WOODLANDS AND VEGETATION

The wooded areas of the region are a mixture of hardwoods and conifers. Large areas of upland hardwoods are found in the sand dune areas, along Lake Michigan, and in the northeast quarter of the area. Other smaller patches of upland and lowland hardwoods and conifers are scattered throughout the area. Mature trees represent a valuable resource in maintaining the aesthetic character of the area, not to mention their overall importance to wildlife and the natural environment. In particular, the wooded sand dunes along the Kalamazoo River and Lake Michigan are especially important. They should be managed to ensure their long term existence.



# PARK INVENTORY + ANALYSIS

To understand the Tri-Community park and recreation system, we first completed an inventory and analysis of existing park and school facilities. The intent of the analysis is to evaluate the character, performance, and accessibility of the diverse spaces in the park system, and provide a comprehensive perspective of the opportunities and challenges of the existing recreational facilities the community has to offer its citizens. The inventory is based on feedback provided by Tri-Community staff and stakeholders, site inventories carried out by VIRIDIS Design Group, park accessibility review, and a review of the 2019 plans.



## PARK AND RECREATION SYSTEM INVENTORY

The park and recreation system inventory establishes a baseline understanding of the quantity, type, location, and quality of all park and recreation facilities in the Tri-Community. The project team visited each park facility and recorded its amenities, accessibility, and condition. The site inventory was supplemented by an aerial survey and verified against the county's GIS database. Overall, X parks and open spaces, as well as school sites were inventoried through this process.



The Tri-Community has a variety of park spaces and other public recreational trails and facilities. Numerous county, private and non-profit facilities are also found within the community and county and are highlighted as part of the inventory.

The National Recreation and Park Association (NRPA) has established generally recognized standards for classifying types of parkland based on size and function which provide a means for determining the primary purpose or use of existing facilities in a community. These designations have been adopted by the MDNR; and provide one method of defining the purpose and use of facilities.





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## NRPA PARK CLASSIFICATIONS



### MINI PARK

- Small green spaces designed for specific populations or purposes within a ¼-mile radius and typically under 1.5 acres in size.
- Walk-to parks without parking facilities, emphasizing recreational opportunities and commonly including passive activities, gazebos, benches, and picnic tables.
- Service levels range from 0.25 to 0.5 acres per thousand residents with a high level of walkability



### NEIGHBORHOOD PARK

- Community hubs ranging from 2 to 10 acres serving neighbors within a ¼ to ½ mile radius.
- High level of walkability with diverse, multi-age recreational activities including play areas, sports fields, walking paths, and shelters.
- Serve 10,000 to 20,000 residents at a rate of 1.0 to 2.0 acres per thousand people.



### COMMUNITY PARK

- Serve multiple neighborhoods and cater to diverse populations, offering a variety of day and evening activities for users of all ages.
- Span 15 to 50 acres, feature active and passive amenities like sports fields, hiking trails, swimming pools, and play structures, serving 50,000-80,000 people or at a rate of 5-8 acres per 1,000 people.
- Designed for a 1 to 3 mile radius of service, with multiple transportation access points, on-site parking.



### REGIONAL PARK

- Expansive public recreation areas meant for larger populations in a specific region or metropolitan area.
- Cover extensive land areas, providing diverse recreational activities and amenities to draw visitors from various neighborhoods or cities.
- Feature facilities like sports fields, playgrounds, hiking trails, picnic areas, nature reserves, cultural attractions, water bodies, and educational resources.



### SPECIAL USE PARK

- Parks that cover a broad range of recreation facilities oriented toward a single purpose or use. May include unique historic or cultural uses.
- May include revenue generating uses and may be combined with other activities. Examples include boating facilities, golf courses, or indoor facilities.
- Service area and acreage vary based on use and location.



### NATURAL RESOURCE AREA

- Primarily designated for natural resource protection and stewardship. These areas include wetlands, wildlife habitat, forested areas, and sensitive environmental areas.
- Primary intention is for protection of natural resources with a secondary use for passive recreation, interpretation, and education.
- Locations vary and size can range up to 1,000 acres or more. Serves several communities within a one-hour drive.



### SCHOOL PARK

- Combine features of neighborhood and community parks and leverage the assets of local school district to enhance recreational opportunities.
- Typically a high level of walkability with multi-age recreational activities including play areas, sports fields, and walking paths. Acreage varies.
- Service area varies based on the location of the school facility.

## BARRIER FREE ACCESSIBILITY

Federal and State laws require all areas of public service to be accessible to all persons including those with limited sight, hearing, mobility, and comprehension. Developed park facilities must comply with barrier-free design standards. Park facilities in the Tri-Community have been reviewed to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents and visitors of the community. Following is a ranking system in accordance with MDNR standards:

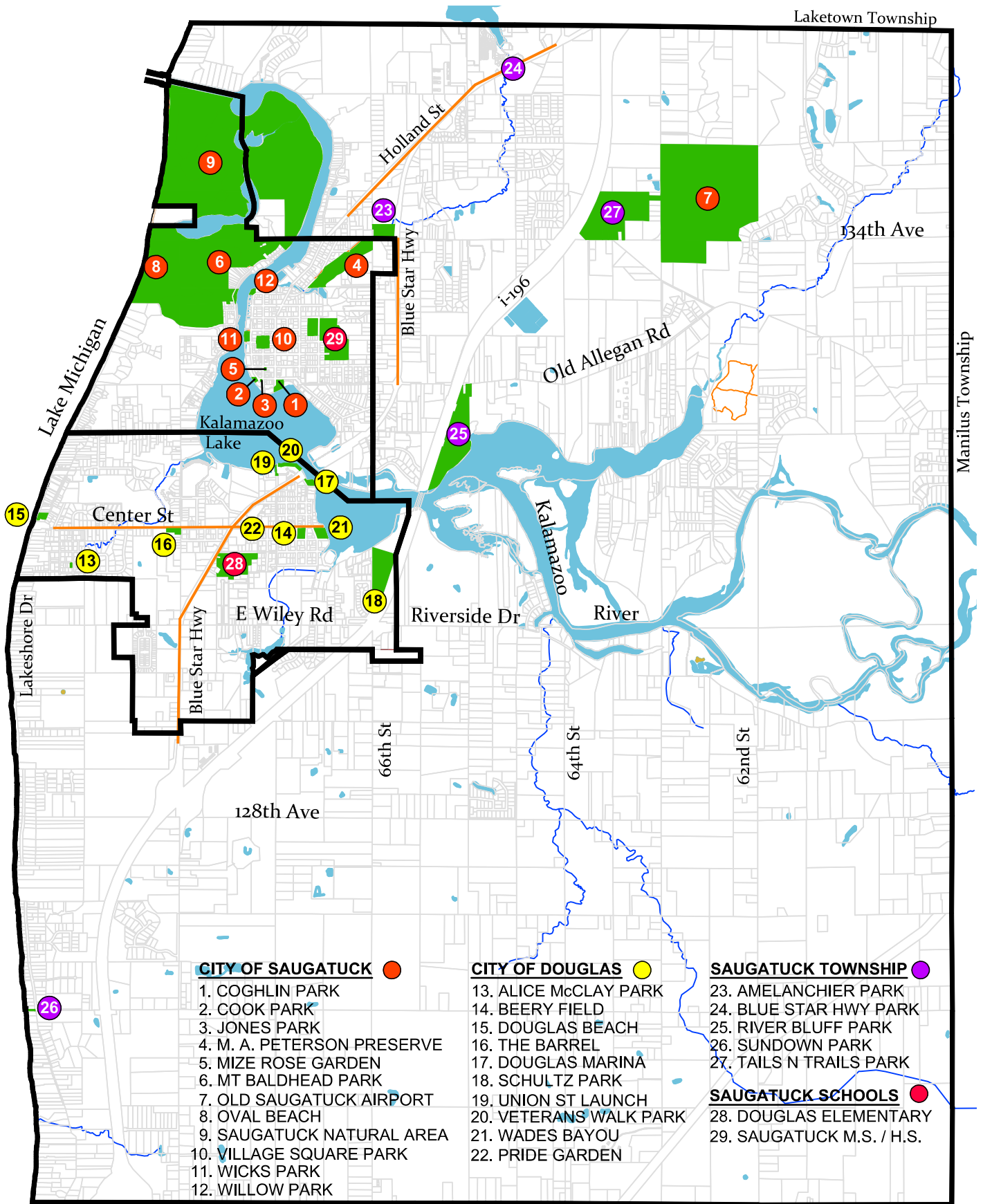
- 0** Completely undeveloped, no paved surface, left in a natural state.
- 1** None of the facilities in the park meet accessibility guidelines.
- 2** Some of the facilities meet accessibility guidelines.
- 3** Most of the facilities meet accessibility guidelines.
- 4** All of the facilities meet accessibility guidelines.
- 5** Universal design guidelines were used to design the entire park.

## EXISTING PARKS

As part of the methodology of determining present-day and future needs of the Tri-Community residents, the existing park facilities were examined. This combined with current trends, comparison to park standards, and community feedback (discussed later) will help the Tri-Community anticipate and plan for future user needs. The design team visited each park to observe existing facilities to understand defining features, quality and condition of existing facilities, quantity of amenities, and level of accessibility. This field analysis was completed in August of 2023.

The following pages offer insights into each municipality's park inventory and accessibility. Parks are grouped together based on the NRPA's classification system. A complete Tri-Community Facilities Matrix is found on page 70.





- CITY OF SAUGATUCK** ●
1. COGLIN PARK
  2. COOK PARK
  3. JONES PARK
  4. M. A. PETERSON PRESERVE
  5. MIZE ROSE GARDEN
  6. MT BALDHEAD PARK
  7. OLD SAUGATUCK AIRPORT
  8. OVAL BEACH
  9. SAUGATUCK NATURAL AREA
  10. VILLAGE SQUARE PARK
  11. WICKS PARK
  12. WILLOW PARK

- CITY OF DOUGLAS** ●
13. ALICE McCLAY PARK
  14. BEERY FIELD
  15. DOUGLAS BEACH
  16. THE BARREL
  17. DOUGLAS MARINA
  18. SCHULTZ PARK
  19. UNION ST LAUNCH
  20. VETERANS WALK PARK
  21. WADES BAYOU
  22. PRIDE GARDEN

- SAUGATUCK TOWNSHIP** ●
23. AMELANCHIER PARK
  24. BLUE STAR HWY PARK
  25. RIVER BLUFF PARK
  26. SUNDOWN PARK
  27. TAILS N TRAILS PARK

- SAUGATUCK SCHOOLS** ●
28. DOUGLAS ELEMENTARY
  29. SAUGATUCK M.S. / H.S.

Ganges Township

0 1500 3000  PARK SITES  WATER RESOURCE  PAVED TRAIL  MUNICIPAL BOUNDARY



# SAUGATUCK TOWNSHIP

## PARK SYSTEM INVENTORY

Saugatuck Township features 5 parks that include a mix of passive type uses, natural areas, and water access. Refer to page 70 for the park facility matrix.



### MINI PARK

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#### SUNDOWN PARK

Sundown Park is a 9,900 square foot parcel with overlook to Lake Michigan without direct beach access and located at the end of 126th Ave.

Park features: Open space, bench, minimal gravel parking spaces, scenic views, bench, directional signs on M-89 and Lakeshore Drive

Opportunities: Consider developing a Master Plan for the site. Improvements may include picnic area, overlook deck, landscaping, restroom, and paved access.

Accessibility = **1**



### SPECIAL USE PARK

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#### BLUE STAR MEMORIAL HIGHWAY PARK

This site is a roadside Park with memorial signage. The park is maintained green space within the road right of way.

Park features: Picnic shelter, signage, small area for off-street parking.

Opportunities: Consider adding parking spaces, trails, sidewalks, and additional signage.

Accessibility = **3**





## NATURAL RESOURCE AREA

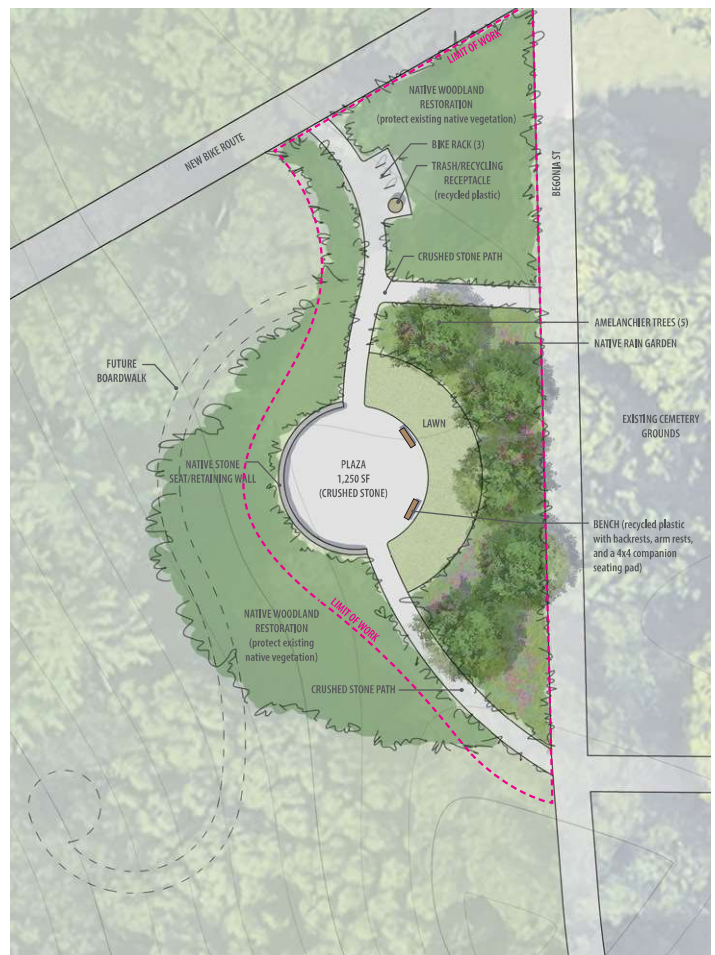
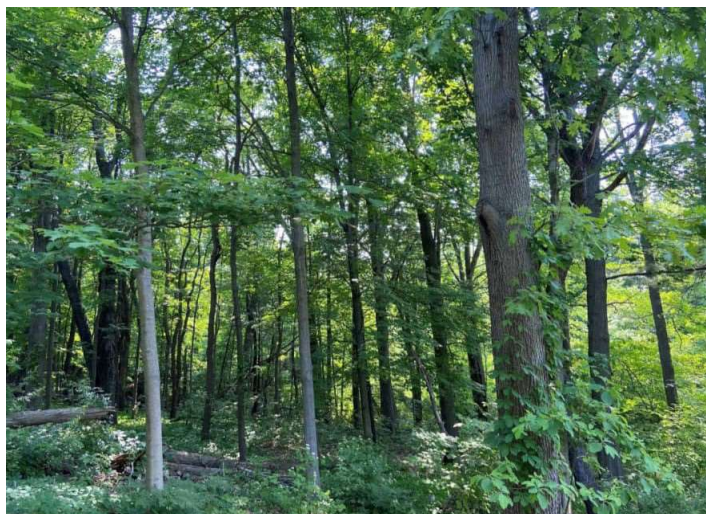
### AMELANCHIER PARK

Amelanchier Park is a 4-acre wooded natural site, north of North Street, with access to Moore’s Creek via natural surface trails. The Township has developed a Master Plan for this site including planned non-motorized trail connections through the park. An ecological evaluation of the site has also been completed by the ODC Conservation Services to assess the current state of ecological health of the existing natural communities. This included an inventory of plant communities, documentation of observed wildlife, invasive species, and restoration and educational opportunities.

Park features: Nature trails, nature observation, scenic views.

Opportunities: Implement the elements of the Master Plan as funds become available.

Accessibility = 1



**RIVERSIDE CEMETERY:  
AMELANCHIER PARK PRIORITY AREA**  
9-19-2023



# SAUGATUCK TOWNSHIP PARK SYSTEM INVENTORY



## COMMUNITY PARK

### RIVER BLUFF PARK

River Bluff Park is a natural 27-acre wooded tract with approximately 0.5 miles of Kalamazoo River frontage located east of Blue Star Highway, along Old Allegan Road. This park offers many passive uses including water based activities. The Township has received a grant from the Kalamazoo River Trustees to evaluate the park and the river frontage for ecological restoration, preservation, and conservation opportunities.

Park features: Wayfinding signage from Blue Star Highway, picnic lawn area/children's swings, paved parking lot, boat landing with picnic shelter, nature trail to river overlook, public interpretation center, 0.4 miles of natural surface trails including two foot bridges leading from the bluff to river frontage and boat landing, historical marker at entrance of park, barbecue grills and picnic tables.

Opportunities: Development of an overall site Master Plan that is parallel with the restoration efforts and balances the natural characteristics of the riverfront with more active uses near the park entrance. Consider implementation of the recommendations from the shoreline study. Implement improvements envisioned in the future Master Plan, which may include picnic shelter, restrooms, paved trails, barrier free path from parking lot, modern playground equipment, fishing pier, boardwalk/deck, and pickleball courts.

Accessibility = **2**





## COMMUNITY PARK

### TAILS N' TRAILS DOG PARK

This park is a 39.5-acre site that is partially (5 acres) developed as a fenced dog park. The park offers a unique dog park experience for users with enclosed areas for both large and small dogs and extensive off-leash wooded walking trail. The township has developed a Master Plan for the park that includes loop trails, landscaping, interpretive signs, observation tower, picnic areas, new entry feature, enhanced natural areas, wetland/water management areas, parking, and a picnic pavilion. The township has collaborated with the school district for the development of a cross-country course for middle school meets. This park is also near the Old Airport property owned by the City. Consider collaborating with the city of Saugatuck on potential connection opportunities.

Park features include: Dog park that includes enclosures for large dogs and small dogs, gravel parking, nature trails, port-a-john, gazebos in both dog enclosures, and drinking water for dogs.

Opportunities: Pave parking lot and designate barrier free spaces, provide barrier free access between the parking lot and dog areas, replace and reinforce fencing in dog park areas, continued development of loop trails, add restrooms, and continue to implement phased elements of the Master Plan as funds become available.

Accessibility = **2**





# SAUGATUCK TOWNSHIP PARK SYSTEM INVENTORY

## CEMETERIES

Cemeteries were some of the first American parks and were designed as places for contemplation and the enjoyment of nature. Over time cemeteries changed from a park-like recreational space to a more isolated memorial type of space to mourn. However, it is still important to recognize the fact that cemeteries still provide green space for the community and can still act as a retreat from the fastness of modern life.

There are 2 cemeteries located in the Tri-Community, both of which are maintained by Saugatuck Township. The two cemeteries maintained by the township include Riverside Cemetery located at 3461 Clearbrook Drive in Saugatuck, and Douglas Cemetery located at 130th Ave.

### RIVERSIDE CEMETERY

Riverside Cemetery is a historic green space place along Blue Star Highway. It features a variety of sculptural gravestones, memorials, and recently renovated historic maintenance building. The landscape is characterized by well-manicured lawns, mature trees, and pathways, providing a peaceful atmosphere for visitors to reflect and remember. The cemetery has few available plots remaining. The cemetery is adjacent to Amelanchier Park, a wooded natural space where Goshorn Creek passes through. A proposed expansion of the Blue Star non-motorized trail extends along the northern edge of the cemetery, into Amelanchier Park. A master plan for future improvements to Riverside Cemetery was completed in 2023.



### DOUGLAS CEMETERY

Douglas Cemetery is situated in the rural landscape of Saugatuck Township. Its total acreage is over 14 acres. The cemetery is divided into a north and south section by 130th Avenue. The north side, know as the "North Annex" is approximately 2 acres. Many plots are available at this location. The south side of the cemetery is characterized by historic trees and a mix of historic and recent markers. The existing footprint is approximately 5 acres. A small Potter's Field is located within the green space. The Township owns an additional, 8 adjacent acres of undeveloped, former farmland to the east. A master plan for future improvements to Douglas Cemetery and the undeveloped property was completed in 2023.





# SAUGATUCK TOWNSHIP ADMINISTRATIVE ORGANIZATION

Saugatuck Township operates under a Board/Manager form of government. The Board/Manager plan is a system of local government that combines the political leadership of an elected Township Board with the professional managerial experience of the Township Manager.

## SAUGATUCK TOWNSHIP BOARD OF TRUSTEES

Saugatuck Township is a general township governed by a 5-member Board of Trustees. The Board is composed of a Supervisor, Clerk, Treasurer, and two Trustees. The primary responsibilities of the Board include Fiscal Responsibility, Election Administration, Collection of Taxes, Policy Creation, and Local and Regional Representation of the Township.

## SAUGATUCK TOWNSHIP MANAGER

The Township Manager serves as Chief Administrative of the Township. The Township Manager is appointed by and serves at the pleasure of the elected Township Board. The Township Manager administers and coordinates various functions of Township government including Implementing policy, managing staff, facilities, and assets, and acting as the face of the Township.

- Prepares and administers personnel policies and procedures, compensation systems, employee contracts, and other administrative codes.
- Prepares and administers the annual budget for the township and keeps the Board fully advised as to the financial condition and future needs of the township.
- Manages and supervises all township public improvements, including construction, repair, and maintenance of all township-owned infrastructure and buildings.
- Directs and coordinates the operations of departments and staff, assesses services and operations, and ensures quality services are provided in an efficient, cost-effective, and timely manner.

## SAUGATUCK TOWNSHIP PARKS COMMISSION

The Saugatuck Township Parks Commission is a five-member elected board with the authority to acquire, maintain, manage, and control Township parks and places of recreation. Funding for the Township Parks and Recreation program is made possible by the Parks and Trails millage; a .5 millage for 10 years approved by voters in 2022. The Parks Commission maintains the 5-year Parks and Recreation plan.

## SAUGATUCK TOWNSHIP PLANNING COMMISSION

The Saugatuck Township Planning Commission provides community leadership on local planning and development policy. The Planning Commission is an appointed body that advises the Township Board on planning matters. The Planning Commission has the responsibility (1) to prepare a master plan, which influences the regulations and standards in the zoning ordinance and any future changes to approval of Site Plans, (2) to ensure that new development fits the community's vision for a given site, with help from professional staff or consultants, (3) for Special Use approvals, and (4) is the main forum for discussion of changes to the Zoning Ordinance text and map.

# CITY OF SAUGATUCK

## PARK SYSTEM INVENTORY

The City of Saugatuck features 12 parks that include a mix of unique pocket parks, natural areas, and active spaces. Refer to page 70 for the park facility matrix.



### MINI PARK

#### COGHLIN PARK

Coghlin Park is a 0.5-acre site located in downtown Saugatuck and includes 200' of Kalamazoo River frontage. The Park is primarily open space that is utilized for weddings and festivals such as the popular annual Venetian Festival. The park also offers “shoppers” docks that allow boaters to park and enjoy the downtown.

**Park Features:** Open space for free play or picnicking, art sculpture, picnic pavilion, waterfront access with docks and paved paths, festival space, picnic tables, benches, and fishing.

**Opportunities:** The existing shelter/gazebo has fixed picnic tables that allow for some seating but overall the structure is not configured for other types of use such as Music in the Park. During special events, a separate temporary stage has been utilized in the south-east corner of the park. Consider adding a permanent band shell, a restroom building, and expanded floating docks.

Accessibility = **2**





## MINI PARK

### COOK PARK

Cook Park is a 1-acre green space with overlook to Kalamazoo River used for art fairs/watercraft and fireworks viewing. Lake frontage is leased from city and used for boat mooring by Singapore yacht club. This park is utilized primarily by the City for the Art Fair and its identity as a public park is less than other community parks due to an ambiguous boundary on where the park begins and ends.

Park Features: open space for free play or picnicking, art sculpture, waterfront access with boardwalk and docks, picnic tables, festival space, scenic views, and fishing.

Opportunities: Review options for boardwalk renovation and explore the addition of a walking path along Water Street to improve accessibility of area.

Accessibility = 2



### JONES PARK

Jones Park is a 0.5-acre park located at the corners of Butler, Water and Culver Streets in downtown Saugatuck. Formerly known as Information Booth Park because of the white building that holds pamphlets and maps about the area, it was renamed after the late Lyle A. Jones, a city police chief for 33 years.

Park Features: brick sidewalks, benches, landscaping, plaque dedicated to Chief Jones, and a scenic view of the Lake Kalamazoo Harbor.

Opportunities: Consider a maintenance plan for the landscaping, and a site identification sign.

Accessibility = 4





# CITY OF SAUGATUCK PARK SYSTEM INVENTORY



## MINI PARK

### MIZE ROSE GARDEN

Located in the heart of downtown Saugatuck at the corner of Mason St and Butler St, the 0.2-acre garden is overflowing with unique roses and other flowers. The garden opened in 1998 and was a gift to the city from Roxie Ann Mize. Her estate gave the city \$445,486 to create and maintain the garden in honor of her, her brother, Sam, and his wife, Doris.

Park Features: stone path, bench, landscaping, art, contemplation space, and ornamental fencing.

Opportunities: Consider a maintenance plan for the site, additional benches, and interpretive signs.

Accessibility = 4



### WILLOW PARK

Willow Park is a 0.2-acre area that includes 132 feet of frontage on the Kalamazoo River and offers scenic views.

Park Features: waterfront access, scenic views, elevated wooden boardwalk, benches, fishing, and wildlife observation.

Opportunities: The elevated boardwalk decking and rails are reaching the end of their effective life-cycle and replacement is necessary. As part of the improvements to the boardwalk, consider lowering the rail sections to meet ADA guidelines.

Accessibility = 3





## MINI PARK

### WICKS PARK

Water Street between Mary Street and Main Street. The park uses are mostly passive in nature and include excellent viewing of the Kalamazoo River. The existing restroom has a mural depicting “A Sunday on La Grande Jatte” by Georges Seurat and is a focal feature in the park, and the existing gazebo serves as prime location for the Music in the Park series which features popular bands. Given the proximity to the waterfront, Wicks Park has a high degree of visibility and visitors first impressions of the community are reflected by the park. The Saugatuck chain ferry is located just north of the park.

Park features include: waterfront access, scenic views, historical significance, restrooms, gazebo, art, benches, picnic tables, and open lawn space.

Opportunities: The existing restroom and gazebo are not ADA accessible and although it may be challenging to achieve, consider modifications to allow for access by all. Parking access for this park can be a challenge on busy days as the parking overlaps with downtown parking.

Accessibility = **2**





# CITY OF SAUGATUCK PARK SYSTEM INVENTORY



## NEIGHBORHOOD PARK

### VILLAGE SQUARE PARK

This is a 2.5-acre centrally located park at the three corners of the intersection of Butler and Main Street and is the city's only neighborhood park. The park has both active and passive zones with the northwest corner of the park containing the children's playground and serves as the site of Memorial Day/Veterans Day festivities. The southwest section of the park is more passive in use and contains a walking path, benches and statuary art.

Park Features: playground equipment, tennis court, basketball court, bike racks, restrooms, drinking fountain, benches, walking path, art, pedestrian walk connection to Griffith Street, Veteran's Memorial, and landscaping.

Opportunities: Adaptive re-use of tennis court and basketball court areas for pickleball and multi-use sport court. Landscape maintenance to improve sight lines in southwest quadrant. Expansion of the Veterans Memorial in northwest quadrant. Pedestrian crossings and park signage. Since the park is separated by existing roads, work to develop strategy to create a cohesive park.

Accessibility = **3**





## REGIONAL PARK

### OVAL BEACH

Oval Beach is a highly used facility consisting of 50 acres that is adjacent to Mt. Baldhead to the east and Lake Michigan to the west. Oval beach is open year-round and has been rated by Conde Naste's Traveler Magazine as one of the 25 best shorelines in the world. This facility provides direct access to the beaches of Lake Michigan and is so popular that during peak summer hours the existing parking lot reaches capacity quickly. This facility requires a fee for entry and the City offers parking passes that can be purchased in advance.

Park Features: public beach, swimming, waterfront access to Lake Michigan, nature trails, concession stand, restrooms, changing rooms, concrete plaza area with tables and benches, paved parking area with 480 +- spaces, barbecue grills, picnic tables, beach/hiking trails, swing set, storage shed scenic views, and nature and wildlife observation.

Opportunities: upgrades to the Restroom/concession/ changing room building to increase capacity and provide storage, addition of new accessible playground equipment, addition of kayak and beach equipment rentals, improved accessibility, and additional picnic tables and grills.

Accessibility = **3**





# CITY OF SAUGATUCK PARK SYSTEM INVENTORY



## REGIONAL PARK

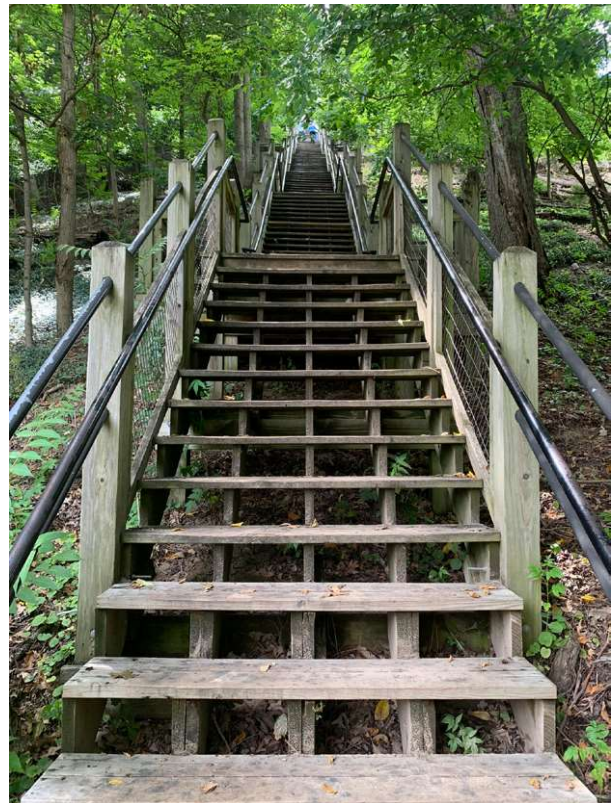
### MT. BALDHEAD PARK

Mt. Baldhead Park, locally known as Mt Baldy, is a 100-acre park on west bank of Kalamazoo River in the heart of a critical dune area that leads down to Oval Beach and Lake Michigan. The park features a 300 step wooden stair case that traverses up 250 feet to an observation deck on top of the Mt. Baldhead dune and offers panoramic views of Kalamazoo River valley and Lake Michigan. The site also is home to the Saugatuck-Douglas Historical Museum which offers historical details about the site and area. Another iconic feature of the site includes the radar station tower which looks like a giant white ball on a tower and dates back to the 1950s. The tower, which is listed on the National Register of Historic Places, was used by the U.S. government to monitor aircraft activity from the Soviet Union during the cold war.

Park Features: Picnic pavilion, restrooms, gravel parking, picnic tables, waterfront and beach access, boardwalk and docks, fishing, nature trails, scenic views, nature observation, historical significance, museum, and interpretive signs.

Opportunities: The viewing dock decking and rail are reaching the end of their useful life-cycle and in need of replacement. The stair case needs of maintenance and decking replacement. The restroom building, parking lot and viewing dock are deficient in ADA compliance. Consider improvements to the parking lot, restroom building, and viewing dock to improve barrier free access and increase utilization. Consider adaptive re-use and maintenance issues related to the radar station tower. Consider adding a dock for visitors, camera for viewing from deck for ADA, educational opportunities for pavilion, wayfinding signage, and holistic activation of the site.

Accessibility = **2**





## NATURAL RESOURCE AREA

### SAUGATUCK HARBOR NATURAL AREA

The Saugatuck Harbor Natural Area is a 173-acre tract of dune land along the Lake Michigan shore north of Oval Beach. It was acquired by the City of Saugatuck in 2011 with the help of the Land Conservancy of West Michigan. The property, accessible from the Oval Beach parking lot, is the site of the original mouth of the Kalamazoo River, which was bypassed by the construction of the present channel in 1906. Much of it is a peninsula bounded by Lake Michigan, the Kalamazoo River and the Oxbow Lagoon. The latter is the original channel of the Kalamazoo River. The land demonstrates the unique geological and ecological features of Great Lakes dunes, including globally imperiled inter-dunal wetlands, Great Lakes shore and beach, Great Lakes marsh, and riparian shoreline and adjacent marshes. These features, as well as the plants, birds and other animals inhabiting them, are described under Natural Communities. Some of these inhabitants are quite rare in Michigan. To protect these species, dogs are not allowed in the Natural Area. The site also has historical significance as the site of the original mouth of the Kalamazoo. Old pilings from the original river opening still extend out into Lake Michigan. A fishing settlement known as Fishtown was located on the north side of what is now the Oxbow Lagoon. The site was abandoned when the original mouth drifted closed soon after the opening of the present channel.

**Park Features:** Waterfront access, extensive network of beach/hiking trails, scenic views, historical significance, and nature and wildlife observation.

**Opportunities:** Consider the addition of wayfinding signage.

**Accessibility = 2**





# CITY OF SAUGATUCK PARK SYSTEM INVENTORY



## NATURAL RESOURCE AREA

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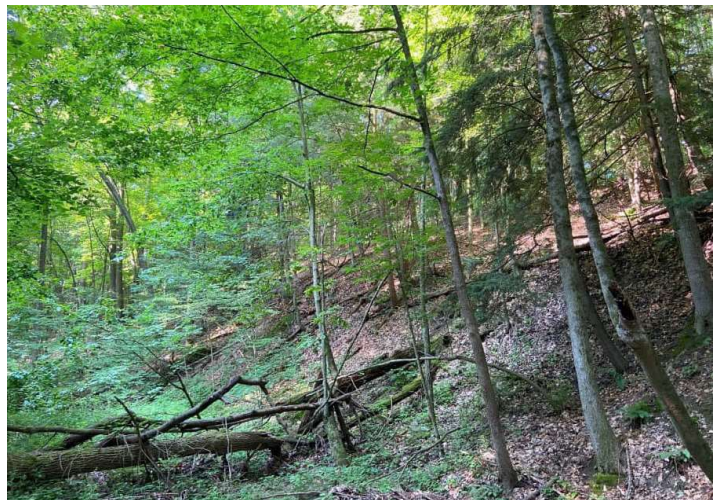
### OLD SAUGATUCK AIRPORT

The vacant city-owned property includes approximately 154 acres of woods and fields in Saugatuck Township, east of 63d St and 134th Ave. The site was originally intended to become an airport following the Great Depression however the plan never materialized. Recently the Outdoor Discovery Center completed a Strengths, Opportunity, Aspiration, and results study to understand the natural features of the site and benefits of keeping it natural. The findings indicated that the east half of the site includes high-quality habitat that should be preserved and the west half of the site could be developed due to lower ecological quality.

Site Features: Natural areas, scenic views, wildlife and nature observation, and informal nature paths.

Opportunities: Development of an overall site Master Plan to guide development, open the park for public use, consider adding accessible parking, accessible trails, benches, picnic tables, formal nature trails, and wayfinding signs. Collaboration with the school district for development of cross-country trails and development of field space on the western half of the site.

Accessibility = 0





## NATURAL RESOURCE AREA

### MILDRED A. PETERSON NATURE PRESERVE AND INTERURBAN TRAIL

The nature preserve consists of 16 acres of pristine natural habitat areas where native landscaping, wildlife, and water features can be observed. The preserve also features a section of the original interurban rail line that ran from Holland in the early 1900's and is now a trail.

Park Features: nature trail with benches, bird watching, observation of wildlife and wildflowers, scenic views on west edge of dammed backwater of Goshorn Creek, fishing, and historical significance.

Opportunities: Consider adding parking, a paved trail option for barrier free access, benches, picnic tables, and interpretive signs.

Accessibility = 2





# CITY OF SAUGATUCK

## ADMINISTRATIVE STRUCTURE

The City of Saugatuck operates under a Council/Manager form of government. The Council Manager plan is a system of local government that combines the political leadership of an elected City Council with the professional managerial experience of the City Manager.

### SAUGATUCK CITY COUNCIL

The City Council consists of seven members (serving two-year terms) including the Mayor and the Mayor Pro-Tem. The City Council is responsible for adopting and amending city laws and ordinances, determining city policies and standards, and authorizing the annual city budget. The Council also directs the City Manager who is responsible for the day-to-day operations of the city and is the chief policy advisor to the Council.

### SAUGATUCK CITY MANAGER

The City Manager serves as the Chief Administrative Officer for the city, ensuring all laws and ordinances are properly enforced, implementing policies and directives of the council, and coordinating the day-to-day activities of diverse city operations and staff. The City Manager is also responsible for the following:

- Prepares and administers personnel policies and procedures, compensation systems, employee contracts, and other administrative codes.
- Prepares and administers the annual budget for the city and keeps the Council fully advised as to the financial condition and future needs of the city.
- Manages and supervises all city utilities and public improvements, including construction, repair, and maintenance of all city-owned infrastructure and buildings.
- Directs and coordinates the operations of city departments and staff, assesses city services and operations, and ensures quality services are provided in an efficient, cost-effective, and timely manner.
- Serves as an ex-officio member of all committees of the Council; Establishes proactive, effective community relations and represents the City's official position before the public, various groups, the media, and at various meetings.
- Establishes constructive relationships with other governmental units to reduce duplication of effort, increase efficiencies, and maximize service quality and availability.
- Negotiates and administers various contracts and agreements on behalf of the city and acts as purchasing agent for the City or delegates such duties.
- Oversees and participates in zoning administration and code enforcement functions.
- Coordinates long-range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic development, land use, and related issues.
- Researches and recommends grants to benefit the City, prepares related applications, and administers those approved.

# CITY OF SAUGATUCK ADMINISTRATIVE STRUCTURE

## SAUGATUCK DEPARTMENT OF PUBLIC WORKS

The Department of Public Works Superintendent coordinates and participates in a full range of construction, maintenance, and repair activities associated with municipal infrastructure, including streets, curbs, sidewalks, traffic control and related signage, parking lots, parks, buildings, grounds, beach, boat launch ramp, recreational sites, forestry program, leaf pick-up program, water and sewer systems, special events and seasonal activities, and motor/equipment pool and related functional areas.

## SAUGATUCK COMMITTEES AND COMMISSIONS

The City relies on citizen participation on many committees and commissions to help serve the community. The citizens serving on the committees and commissions provide the talent and experience needed to meet the diverse challenges facing the community. The recommendations from these groups assist the City Council and Administration in making decisions regarding parks and recreation. These groups include the following:

### Historic District Commission

The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design reviews for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.

### Parks and Public Works Committee

The City of Saugatuck Parks and Public Works Committee is a 6-member committee established to provide the City Council with guidance and information on matters relating to public works and parks. Committee members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve two-year terms. The Parks and Public Works Committee shall review and provide recommendations to the City Council on the following:

- Updates to the capital improvement plan as well as to

the parks and recreation plan

- Locations for connecting public pathways
- Land acquisition opportunities for parks and recreation
- Reconstruction or addition of park facilities
- Street beautification projects
- Landscaping and grounds-keeping for all public grounds
- Other such duties as the City Council may from time to time request

## PLANNING COMMISSION

The City of Saugatuck Planning Commission is a 7-member commission empowered by the City Council and is given the authority to establish procedures, standards, and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.



# CITY OF DOUGLAS

## PARK SYSTEM INVENTORY

The City of Douglas features 10 parks that include a mix of waterfront parks and sports facilities. Refer to page 70 for the park facility matrix.



### MINI PARK

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#### ALICE MCCLAY PARK

This small park is under an acre and not publicly well known as a park.

Park Features: nature viewing

Opportunities: Consider adding parking, accessible paths, and signage.

Accessibility = 0

#### VETERANS WALK PARK

This park is a less than 1-acre site that provides public access to the riverfront via boardwalk at the southwest end of the Saugatuck-Douglas Bridge over the Kalamazoo River.

Park Features: Waterfront access, fishing, boardwalk, nature viewing, and parking.

Opportunities: Add a new seawall and memorial flag pole, and make improvements to existing landscaping and parking areas. Improve park public awareness and visibility through wayfinding and interpretive signage. Install a small seating area or several benches for improved wildlife viewing and respite. Repair and improve existing board walk with safety features such as kick or guard rails. Create an accessible connection to the bike route on Blue Star Highway.

Accessibility = 1





## MINI PARK

### PRIDE CELEBRATION GARDEN

The Pride Celebration Garden celebrates the LGBTQ+ community and was donated to the City in memory of Carl I. Jennings and Lawrence W. Gammons. The garden is located at 147 Center Street and was created to honor the LGBTQ+ history in the area and to celebrate diversity.

Park features include: Landscaping, seating, and a wall that honors the lives of lost loved ones.

Accessibility = **3**



### THE ROOT BEER BARREL

Douglas is home to the Historic Root Beer Barrel. Built in the 1950s, the barrel-shaped structure is a popular concession stand serving hot dogs and root beer on tap. The site is located along the Beach to Bayou trail. The Barrel has been a subject of curiosity and interest due to its architectural uniqueness and historical ties to the area's tourism industry. Its iconic character and heritage, often featured in photographs and postcards, depicts Douglas's distinctive charm.

Park Features: Concessions, parking, restrooms, yard games, picnic tables, and benches.

Opportunities: Expand parking lot and restrooms, add a pavilion and new structure for food prep and storage, and add barrier-free paths and signage.

Accessibility = **3**



# CITY OF DOUGLAS

## PARK SYSTEM INVENTORY



### MINI PARK

#### DOUGLAS BEACH

Douglas Beach is located in a quiet waterfront residential and cottage section of the community. The 1.5-acre site provides direct access to the beaches of Lake Michigan and offers opportunities for swimming, viewing sunsets, and beach glass hunting. The beach is accessed by a small parking lot at the top of the bluff, with a series of boardwalk stairs (recently repaired) descending to Lake Michigan. Despite its tucked away location, small size, limited parking, Douglas Beach is a popular destination for residents and tourists. The beach is about a mile's walk south of Oval Beach.

Park Features: Lake Michigan public access via stairwell, restrooms, swimming, picnicking, accessible port-a-john, accessible overlook deck, scenic views minimal parking (free) along Lakeshore Drive, designated barrier-free parking space and accessible paved path from parking to restroom building

Opportunities: Improvements to the access stairwell to replace decking in some areas, consider adding wayfinding, interpretive signs, and lighting. There is no barrier-free access to the picnic tables. Continued dune erosion efforts.

Accessibility = **2**







## NEIGHBORHOOD PARK

### WADE'S BAYOU MEMORIAL PARK

Wade's Bayou is a popular 1.8-acre park located along the Kalamazoo River in Downtown Douglas that offers many water-based activities. The park is known for being the perfect fishing or kayak launch spot and is also a beautiful location to watch the sunrise, or view wildlife.

Park Features: waterfront access, fishing, boardwalk, nature viewing, parking, kayak and paddle-board rentals, EZ dock barrier free kayak launch, boat dock, paved trails, gazebo, art sculpture, port-a-john, picnic tables, and benches, and interpretive signage.

Opportunities: additional docks and boardwalk, paved parking lot with designated barrier-free spaces, and wayfinding signage. Consider the addition of a performance space and concessions to create a high-quality entertainment space. Enhance the water's edge with native plantings and plant additional trees for increased shade and habitat. Complete an accessible path through the park space.

Accessibility = **2**





# CITY OF DOUGLAS

## PARK SYSTEM INVENTORY



### NEIGHBORHOOD PARK

#### BEERY FIELD

Beery Field is a highly used 1.2-acre park located on Main Street in downtown Douglas. The baseball field is heavily used by Saugatuck Public Schools Community Recreation for baseball, softball, and football games and practices. Parking overlaps with downtown parking use.

Park Features: Softball diamond with bleachers, dugouts, and lights for night games, picnic area, playground with multi-generational “Expressions Swing”, restrooms, basketball hoop, picnic tables, benches, and art sculpture.

Opportunities: Consider improvements to the ball field including a paved path, and upgrades to the infield, lighting, scoreboard, and bleachers, providing barrier-free pathways throughout the park to connect facilities, mark barrier-free parking spaces, and provide access aisle. Playground areas are curbed, consider providing barrier-free access.

Accessibility = **3**





## COMMUNITY PARK

### SCHULTZ PARK

Schultz Park is a highly used family-friendly 20.0-acre site located on the banks of the Kalamazoo River. The fields are heavily used by the Saugatuck School District and Community Recreation for softball, baseball, and soccer. The north end of the site includes a MDNR owned public boat launch. The site is also home to the only set of pickleball courts in the area which are heavily used.

Park Features: Boat launch ramp with parking and fishing sites, soccer field, baseball/softball fields with dugouts, bleachers, batting cage, and lighting, picnic pavilion, porta-johns, children's playground, dog park, sand volleyball, two (2) disc golf baskets, pickleball courts, and barrier-free van parking near playground with accessible sidewalk to the pavilions/picnic tables.

Opportunities: Improvements to the baseball/softball field including turf, infield, bleachers, and paving for barrier-free accessibility, permanent restrooms, potable water, barrier access for picnic tables, replacement of the picnic shelter, resurfacing and expand pickleball courts with paved parking and accessible paths, renovate the sand volleyball court, and add 5-12 year old play equipment, storage building, adult outdoor fitness area, and add shade pavilion, potable water, sand pit, and trees to the dog park.

Accessibility = **3**





# CITY OF DOUGLAS PARK SYSTEM INVENTORY



## SPECIAL USE PARKS

### DOUGLAS MARINA

Douglas Marina, formally known as Point Pleasant Park, is just under an acre and located on the Kalamazoo River. The city purchased the site with the help of a MDNR Trust Fund grant. The site provides opportunities for waterfront activities including seasonal and transient boat slips. The City has developed a Master Plan for the site that includes boardwalk, marina expansion, pavilion with restrooms, accessible parking, and natural/native landscaping.

Park features include: Currently the site has not been redeveloped for the park and contains structures from the previous owner.

Opportunities: Implement elements of the Master Plan as funds become available.

Accessibility = **1**



### UNION STREET LAUNCHING SITE

This site includes a narrow strip of land off of Blue Star Highway providing boat access to the Kalamazoo River.

Park Features: Boat launch, limited parking, fishing, nature observation, port-a-john, and informal connection (turf path) to the Veteran's Boardwalk area.

Opportunities: Signage, expand parking, fishing deck.

Accessibility = **1**



# CITY OF DOUGLAS ADMINISTRATIVE ORGANIZATION

The City of the Village of Douglas operates under a Council/Manager form of government. The Council Manager plan is a system of local government that combines the political leadership of an elected City Council with the professional managerial experience of the City Manager.

## DOUGLAS CITY COUNCIL

The City Council consists of seven members (serving two-year terms) including the Mayor and the Mayor Pro-Tem. The City Council is responsible for adopting and amending city laws and ordinances, determining city policies and standards, and authorizing the annual city budget. The Council also directs the City Manager who is responsible for the day-to-day operations of the city and is the chief policy advisor to the Council.

## DOUGLAS CITY MANAGER

The City Manager serves as the Chief Administrative Officer for the city, ensuring all laws and ordinances are properly enforced, implementing policies and directives of the council, and coordinating the day-to-day activities of diverse city operations and staff. The City Manager is also responsible for the following:

- Administers the day-to-day operations and policies of the City
- Determines and ensures that employees are aware of the City objectives and are performing their functions toward accomplishing these objectives
- Assists in the preparation of the annual budget with the Finance Director / Treasurer; advises the City Council regarding the City's financial condition including the status of major projects and programs
- Prepares and presents periodic and special reports concerning activities of municipal government
- Attends and participates in Council meetings, including presenting special studies and reports requested by the Council or on its initiative.
- Represents the city in intergovernmental relationships with neighboring townships and cities
- Attends and participates in professional meetings/conferences on current developments in municipal government
- Performs special projects as directed by the Council
- Performs a wide variety of relative administrative and executive duties and responsibilities including hiring and supervising the City's staff

## DOUGLAS DEPARTMENT OF PUBLIC WORKS

The City of Douglas Public Works Department is responsible for maintaining streets and roadways, street sweeping, paving, snow removal and salting, pothole repair, crosswalk maintenance, traffic sign placement, and striping. As well as maintaining streets, the DPW is also responsible for performing the following tasks:

- Maintenance of City Hall, DPW Garage, and the Douglas Police building, and City-owned equipment.
- Maintenance of parks, playgrounds, ball fields, boat launch facilities, bridges, public restrooms, and beach.
- Planting new trees in public rights-of-way and maintenance and trimming of City-owned trees.
- Maintenance of downtown street lighting, landscaping, hanging seasonal banners, and parking lots.
- General setup, assistance, and clean-up of civic events.



# CITY OF DOUGLAS ADMINISTRATIVE ORGANIZATION

## DOUGLAS DOWNTOWN DEVELOPMENT AUTHORITY

The Douglas Downtown Development Authority was created to plan for and implement public improvement projects in the downtown area that are considered necessary for future economic growth. The DDA has created an overall development plan that includes improvements for parks, non-motorized facilities, public art, events and festivals, signage, wayfinding and gateway/placemaking.

## DOUGLAS COMMITTEES AND COMMISSIONS

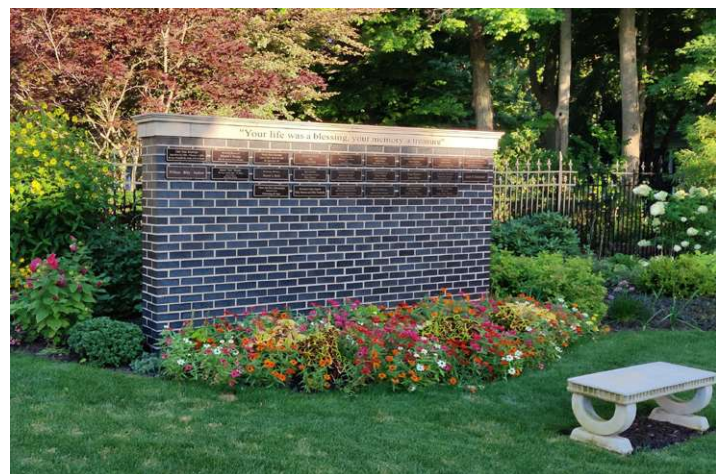
The City relies on citizen participation on many committees and commissions to help serve the community. The citizens serving on the committees and commissions provide the talent and experience needed to meet the diverse challenges facing the community. The recommendations from these groups assist the City Council and Administration in making decisions regarding parks and recreation. These groups include the following:

### Douglas Parks Committee

The City of the Village of Douglas Parks Committee is a 6-member ad hoc committee established to provide the City Council with guidance and information on matters relating to parks. Committee members are residents of the City of Douglas appointed by the Mayor with City Council approval. This committee was created specifically to assist in the development of this Tri-Community Parks and Recreation Plan and has been set up for a one-year term.

### Douglas Planning Commission

The City of the Village of Douglas Planning Commission is a 7-member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.



# CITY OF DOUGLAS ADMINISTRATIVE ORGANIZATION

During the master planning process, the project team hosted a focus group session with the ad hoc Douglas Parks Committee to perform a NOISE Analysis to determine internal and external Needs, Opportunities, Improvements, Strengths, and Exceptions within the Douglas Park system. This strategic planning approach involved reviewing existing conditions in order to identify specific requirements (Needs), potential areas for growth or untapped potential (Opportunities), possible enhancements or optimizations (Improvements), inherent advantages or positive attributes (Strengths), and the overall performance or success of the current system and administration (Effectiveness).

By comprehensively analyzing these elements, the NOISE analysis aided in an informed decision-making process and the formulation of an action plan (see Chapter 5) to address shortcomings, capitalize on strengths, and seize opportunities for future development or improvement. This exercise was an important step for committee members as they plan for a permanent parks commission or board that will eventually aid the City in future park project planning and support. Below are the findings from the focus group workshop.

## NEEDS ASSESSMENT FINDINGS

### STRENGTHS THEMES

1. QUALITY PLAYGROUNDS\*
2. CREATIVE, INCLUSIVE SPIRIT\*
3. PUBLIC WATER ACCESS\*
4. DIVERSE SPORTS FIELDS/ COURTS\*
5. NON-MOTORIZED TRAILS\*
6. NATURAL BEAUTY\*

### NEEDS THEMES

1. LOCAL MUNICIPALITY OVERSIGHT
2. PUBLIC FUNDING SOURCE
3. IMPROVED + NEW ACCESSIBLE RESTROOMS
4. INFRASTRUCTURE IMPROVEMENTS
5. INDOOR GATHERING SPACE

### OPPORTUNITY THEMES

1. ESTABLISH A PARKS AND REC BOARD/COMMISSION
2. FOSTER PARTNERSHIPS WITH NEIGHBORING MUNICIPALITIES + ORGANIZATIONS\*
3. APPLY FOR GRANTS TO FILL FUNDING GAPS
4. UTILIZE EXISTING INFRASTRUCTURE TO CONNECT NON-MOTORIZED TRAILS\*

### IMPROVEMENT THEMES

1. COMMUNICATION WITH NEIGHBORING MUNICIPALITIES\*
2. INCREASE STAFFING / FUNDING FOR MAINTENANCE AND UPKEEP OF EXISTING PARK FACILITIES
3. ENHANCE AND EXPAND THE DOUGLAS HARBOR AND MARINA FOR PUBLIC ENJOYMENT\*

\*Denotes Effectiveness (areas/initiatives that are currently happening)





# SAUGATUCK PUBLIC SCHOOLS SYSTEM OVERVIEW

Public school facilities can add tremendous recreational value to a community by providing fields and courts as well as recreational programming that include camps, lessons, classes, leagues, and community events. The Saugatuck Public School District serves residents of the City of Saugatuck, the City of the Village of Douglas, and portions of Saugatuck and Laketown Townships which includes approximately 5,485 people according to the National Center for Education Statistics. The district contains an elementary school (Douglas Elementary School) offering preschool through fifth grade, a middle school (Saugatuck Middle School) housing sixth through eighth grades, and a high school (Saugatuck High School) housing grade nine through twelve.



## SCHOOL PARK

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### DOUGLAS ELEMENTARY SCHOOL

Douglas Elementary School is located on Randolph St and includes 8.6 acres. Enrollment for this school for the 2023-2024 school year is 335 students, which is slightly down from the past five years. Recreational facilities include Elementary School Playground with play structures, swings, and several sets of play equipment, the High School Baseball Field, basketball court, indoor gymnasium, and restrooms.

### SAUGATUCK MIDDLE SCHOOL / HIGH SCHOOL

The Middle school and High School are within the same building and are located on a 12.7-acre site on Elizabeth Street. Enrollment for the middle school is 190 students and enrollment for the high school is 259 students for the 2023-2024 school year, which are both slightly down from the past five years. Recreational facilities include lighted football / soccer field, track, four (4) tennis courts, softball field, Performing Arts Center, two (2) indoor gymnasiums, locker rooms, and indoor concessions. Gyms are used for volleyball, basketball, tennis, weight training, batting cages, pitching machines, band concerts, plays, dance recitals, parent and community group meetings, governmental meetings, and other community events.



# SAUGATUCK PUBLIC SCHOOLS SYSTEM OVERVIEW

## SAUGATUCK HIGH SCHOOL STADIUM

Saugatuck Public Schools Stadium is the only full-size regulation football field, soccer field, and track in the community. This field has eleven teams who need this size field for practice and play games on this field weekly from 3:30 pm – 8pm during the fall months.

- Varsity, Junior Varsity, and Middle School football teams share the field and practice every weekday from 3:30 pm to 6 pm when games are not scheduled.
- Varsity, Junior Varsity, and Middle School football, and Varsity and Middle School Soccer play games during the week on the stadium field.
- Varsity and JV girls' soccer in the spring.
- Track and Field in the spring.
- Grades 5th and 6th tackle football and 3rd and 4th Flag football teams will share the stadium from 6:15 pm to 7:30 pm when there is no conflict with Varsity, JV, or Middle School Games (generally 3-4 conflicts a week). During these conflicts, the football teams will practice on the outfields of the Beery Softball Field and High School Softball Field. These "makeshift" football fields are less than a quarter of the size of a regulation football field.
- Games for tackle football, flag football, and grades 5th and 6th soccer are scheduled for Saturdays only due to a lack of field availability.
- Recreation sports are also at the mercy of the high school's athletic schedules. When there is a rain out or scheduling conflict, they take precedent over the younger levels causing last-minute cancellations of practices and games.

## SCHULTZ PARK SOCCER FIELD

The soccer field at Schultz Park in Douglas is used by many teams. Due to the heavy use of the field, it shows wear that extends into the spring season, requiring additional maintenance.

- The boys' Varsity and Middle School soccer practice together from 3 pm to 5 pm on the Schultz Park Soccer U-10 field. This field is not regulation size and is designed for younger age groups.
- Boys and girls 5th and 6th grade soccer teams practice here and are limited to two days per week.
- Community Recreation teams and Varsity Soccer teams practice on this smaller size soccer field
- Grades 3-4 soccer teams use this field as their practice and game field.
- Tee-ball teams practice on the Schultz Park soccer field.
- Community Recreation pays for a storage unit at Schultz Park entrance (Pincrest Storage Units).

## SCHULTZ PARK SOFTBALL FIELD

Saugatuck Community Recreation has 11-13 teams that range from Pre-K to 2nd grade. Due to lack of field space, every team is limited to one-hour practice two times a week. To accommodate them, three "makeshift" soccer fields have been created in the outfield of the Schultz Park Softball field (during fall soccer season).

- This field has use limitations for older age groups due to the base path and pitching rubber dimensions, however, Boys Middle School, JV, and Varsity Baseball will use Schultz Field for practice on occasion due to field limitations. A portable mound is available at this field.
- This field can be used for adult softball (60ft bases/46ft mound) and Minors 2 and Majors level (grades 3rd – 6th).
- In 2003, Community Recreation, Douglas, and the State of Michigan renovated the softball field portion of the park. The improvements included a new field surface, fencing, lights, and open space beyond the softball field (U-10 Soccer Field). Community Recreation also installed dugouts, scoreboard, and a batting cage while maintaining the infield for games and practices.



# SAUGATUCK PUBLIC SCHOOLS SYSTEM OVERVIEW

## BEERY SOFTBALL FIELD

This field is small and can mainly accommodate younger levels Pre-K – 2nd grade due to the small dimensions (60ft bases/35ft mound). The field is used by Community Recreation flag football, K-6 football, tee ball, girls minor 1 and 2, girls majors 1 and 2, and boys minor 1. Community Recreation has made improvements to this facility including lights, improving the infield (grass), new fence, and backstop. Community Recreation also maintains the infield for games and practices.

## VARSITY SOFTBALL FIELD

Major, Middle School, Varsity level only (60ft bases/ 43ft mound) renovated in 2008. Community Recreation also maintains the infield for games and practices.

## VARSITY (DEMEREST) BASEBALL FIELD

Middle School, Varsity and Junior Varsity level Baseball (90ft bases/60'6 ft raised mound) renovated in 2008. Community Recreation also maintains the infield for games and practices.

## INDOOR GYMNASIUMS

Saugatuck Public Schools has three basketball gyms, the high school main gym, auxiliary gym, and the Douglas Elementary gym. Although the gyms get used throughout the year, scheduling conflicts occur between November through April. High school athletic teams practice 2-3 hours every day, taking up most gym time after school.

Teams that are using the three gyms for practice and games during these months include: Community Recreation boys' and girls' basketball and girls' grades 5-6 volleyball, middle school boys' and girls' basketball, JV boys and girls basketball, Varsity basketball, Varsity Club volleyball, adult basketball league, adult volleyball league, Boys and Girls Club. The gyms are also used for several non-sport events and activities including Band Concerts, Dance Recitals, Plays, etc.



# SAUGATUCK PUBLIC SCHOOLS ADMINISTRATIVE ORGANIZATION

Saugatuck Public Schools is governed by the Board of Education which is a six-member elected board of trustees. The Board of Education is responsible for policy development and approval, budget oversight, hiring and evaluating personnel, curriculum approval, community engagement, student welfare, ethical oversight, and strategic planning. The Board also directs the Superintendent who is responsible for managing the day-to-day operations of the district including administrative management, student welfare and safety, facilities, athletics, and programs.

Saugatuck Public Schools operates and maintains numerous athletic and recreational facilities, all of which are available to the public at appropriate times. Many of the area-wide seasonal recreational programs operate on school property. Administration and planning of the district's recreation facilities and programs are the responsibility of the Athletic Director, Recreation Director, Director of Finance and Business, Physical Education teachers, Athletic Booster Club, and the school board. The Superintendent oversees the overall administration of the facilities and programming. Maintenance of Saugatuck Public School's recreational facilities is performed by the district's maintenance staff.

## COMMUNITY RECREATION

Saugatuck Public School Community Recreation creates and manages a wide range of high-quality wellness and recreation programs. Programs largely consist of youth and adult sports camps, classes, age-level leagues, lessons, and events that promote citizen involvement and a strong sense of community. The Community Recreation Director oversees the program and manages the day-to-day operations.

Community Recreation was created in 1996 and is funded by a millage (.25 mil), which generates approximately \$150,000 annually, as well as \$40,000 that is generated by registration fees and sponsorships. Community Recreation provides over 60 leagues, events, and clubs throughout the school year and provides both a free equipment exchange program and over 60 full scholarships for local families each year. The school district also has cooperative agreements with City of Saugatuck, City of the Village of Douglas, Saugatuck Township and Laketown Township to share community park facilities for district athletics, which is a necessity due to the limited amount of courts and fields in the district.

Even though overall school enrollment is down from previous years, Community Recreation continues to grow, adding new programs, additional teams, and leagues. Along with the growing participation numbers, the district has shifted to joining larger and more competitive leagues like District 9 Little League, SAC Middle School Baseball and Softball, Lakeshore Soccer League, Lakeshore Basketball League, Lakeshore Volleyball League, and the West Michigan Junior Football League. These leagues encompass teams from along the Lakeshore extending east to Grand Rapids. The switch to the new leagues creates longer seasons, more games, and a need for regulation fields. Community Recreation has access to school fields and gyms, but high school athletics take priority. The high demand for courts and field time, combined with limited overall facilities, creates many less than ideal situations such as: complicated team practice schedules, late evening and weekend practices, limited practice intervals, playing on "make-shift" or non-regulation size fields, faster than normal wear and tear on facilities, maintenance and efficiency issues due to multiple locations spread out at different sites with tight schedules, teams playing on fields with the incorrect dimensions for their age level, and many other logistical issues. The school district is in dire need of expanded recreational facilities as they have outgrown their current properties and do not have land available to expand. This makes the continued partnership with the Tri-Community agencies for shared and expanded community recreational facilities important moving forward.

# SAUGATUCK PUBLIC SCHOOLS PROGRAMS AND SERVICES

## PROGRAMMING AND SERVICES

Saugatuck Township, the City of Saugatuck, and the City of the Village of Douglas does not currently offer recreational based programs and services. Recreation programming is performed by a variety of partners including the Saugatuck Public Schools Community Recreation Department, the Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, and other civic organizations. The Saugatuck Public Schools Community Recreation Department administers the area's recreation programs. The Tri-community area offers a wide variety of recreational programming including soccer, baseball, football, cheerleading, T-ball, softball, swimming, tennis, basketball, volleyball. Some non-athletic programs are also offered including hiking club, Labor Day bridge walk, art classes, exercise classes, martial arts, and ski club.

The Community Recreation Programs offered by Saugatuck Public Schools include the following:

Youth Soccer Leagues U-6	Start Smart Multi Sport Program	Youth Tennis Lessons
Youth Soccer Leagues U-8	Basketball Grades K&1	Youth Pickle Ball Camp
Youth Soccer Leagues BU-10	Basketball Grade 2	Theater Camp
Youth Soccer Leagues GU-10	Girls Basketball Grades 3&4	Adult Fitness Classes
Youth Soccer Leagues BU-12	Girls Basketball Grades 5&6	Golf – Clearbrook
Youth Soccer Leagues GU-12	Girls Basketball Grades 7&8	Adult Tennis Lessons
Youth Soccer Camp	Boys Basketball Grades 3&4	Adult Pickle Ball
MS Soccer Camp Boys	Basketball Grades 5&6	Swimming Lessons Level 1
Tee Ball	Boys Basketball Grades 7&8	Swimming Lessons Level 2
Youth Baseball Boys Minors 1	Girls Basketball Camp	Swimming Lessons Level 3
Youth Baseball Boys Minors 2	Boys Basketball Camp	
Youth Baseball Boys Majors	Girls MS/HS Basketball Camp	
Youth Baseball Boys MS	Adult Basketball	
Start Smart Baseball	Volleyball Grades 5&6 League	
Youth Softball Girls Minors 1	Volleyball Grades 7&8 League	
Youth Softball Girls Minors 2	Volleyball Boys High School League	
Youth Softball Girls Majors	Volleyball Youth Camp	
Youth Softball Girls MS	Volleyball Adult	
Softball Pitching Clinic	Youth Track Camp	
Baseball Skills Camp	Lakeshore Track Meet	
Softball Skills Camp	Ski Club	
Flag Football League Grade 1&2	Blue Star Bridge Walk Event	
Youth Football Grades 3&4	Senior Hiking Club	
Youth Football Grades 5&6	Senior Social Tennis	
Youth Football Camp	Boater Safety Class	
Cheerleading Grades 3-6	Sailing Classes	

# TRI-COMMUNITY BUDGETING + FUNDING

Budgets for parks, programs, services, and maintenance are located in the Appendix of this document. The budget includes Operation and Maintenance, Capital Improvements, and Programs and Services. The basic sources for funding to support the operating and capital improvement budgets of the Tri-Community agencies are the following: taxes, fees and charges, government grants, and gifts or bequests.

**Taxes:** Consisting of income tax and local real estate or property taxes; which are derived by assessing industrial or residential property within the borders of the municipality at a given rate.

**Grants:** Park development has benefited from a variety of grants. Tri-Community agencies has been successful in obtaining grants from the Michigan Department of Natural Resources (MDNR) in the past. All grant assisted facilities are still present and open to the public as shown in the Park Development Grant Summary in the Appendix.

**Fees & Charges:** Consisting of monies collected for program participation and facility rentals. Fees and charges are reviewed annually to ensure an equitable system to offset departmental operating costs and provide value to program participants and facility users.

**Gifts & Bequests:** Included are gifts that come from private sources such as foundations, business firms, or individuals. These are solicited when accompanying stipulations are such that the gift would be determined beneficial to City/Township responsibilities for the provision of park and recreational services.



# TRI-COMMUNITY FACILITIES MATRIX

	Size (Ac)	Accessibility Rating	Category	Baseball / softball	Soccer	Football	Stadium / Track	Basketball	Tennis	Pickleball	Sand Volleyball	Playground	Restrooms	Picnic Shelter	Off-Street Parking	Waterfront Access	Beach / Swimming	Picnic Tables / Grills	Benches	Paved Paths	Nature Trails	Nature Area / Observation	Fishing	Boat / Kayak Launch	Boardwalk / Dock	Dog Park	Art / Interpretive Signs	Open Space			
<b>SAUGATUCK TWP</b>																															
Amelanchier	4.0	2	NR																		X	X									
Blue Star Hwy Memorial	0.5	1	SU											1														X	X		
River Bluff Park	27.0	2	C									1	1*	1	X	X		X			X	X	X	X			X	X			
Sundown Park	0.3	1	M												X			X	X			X							X		
Tails and Trails	39.5	2	C										1*	2	X						X					1					
<b>TOTAL</b>	<b>71.3</b>											<b>1</b>	<b>2*</b>	<b>4</b>												<b>1</b>					
<b>CITY OF DOUGLAS</b>																															
Alice McClay Park	1.0	1	M																			X									
Douglas Beach	1.5	2	M										1		X	X	X	X	X	X		X			X			X			
Harold Beery Field	2.7	3	N	1			1					2	1		X			X	X									X			
Howard Schultz Park	20.0	3	C	1	1					8	1	2	1*	1	X	X		X	X	X			X	X		1		X			
Douglas Marina	0.8	1	SU										1		X	X		X	X					X	X				X		
Pride Celebration Garden	0.1	3	M												X						X							X			
The Root Beer Barrel	1.0	3	M										1*		X			X	X									X			
Union St Launch Site	0.2	1	SU										1*		X	X							X	X							
Veteran's Walk	1.0	2	M										1*		X	X		X	X				X		X						
Wade's Bayou Memorial Park	1.8	2	N										1*	1	X	X		X	X	X		X	X	X	X			X			
<b>TOTAL</b>	<b>30.1</b>			<b>2</b>	<b>1</b>		<b>1</b>			<b>8</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>2</b>												<b>1</b>					
<b>CITY OF SAUGATUCK</b>																															
Airport Property	169.1	0	NR																			X	X							X	
Coghlin Park	0.5	2	M											1		X		X	X	X			X		X			X	X		
Cook Park	1.0	2	M													X		X					X		X			X	X		
Jones Park	0.5	4	M															X	X			X						X			
Mildred Peterson Nature Preserve	16.0	2	NR															X			X	X	X								
Mize Rose Garden	0.2	4	M															X			X	X						X			
Mt. Baldhead	100.0	2	R										1	2	X	X		X	X	X	X	X	X	X	X	X	X	X	X		
Oval Beach	50.0	3	R									1	1	1	X	X	X	X	X		X	X	X	X	X	X			X		
Saugatuck Harbor Natural Area	173.0	2	NR													X						X									
Village Square Park	2.5	3	N				2	1	1			1	1					X	X									X			
Wicks Park	0.5	2	M										1	1		X		X	X				X		X			X	X		
Willow Park	0.2	3	M													X		X	X				X		X						
<b>TOTAL</b>	<b>513.5</b>						<b>2</b>	<b>1</b>	<b>1</b>			<b>2</b>	<b>4</b>	<b>5</b>																	
<b>SAUGATUCK SCHOOLS</b>																															
Douglas Elementary	8.6	3	SP	1			1					3			X																
Saugatuck M.S. / H.S	12.7	3	SP	1	1	1	1		4						X																
<b>TOTAL</b>	<b>21.3</b>			<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>			<b>3</b>																			
<b>TRI-COMMUNITY TOTAL</b>																															
<b>636.2</b>				<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>9</b>	<b>1</b>	<b>10</b>	<b>12</b>	<b>11</b>												<b>2</b>					

Mini Park (M), Neighborhood Park (N), Community Park (C), Special Use (SU), Natural Resource Area (NR), Regional Park (R), School Park (SP)

\* = Port-a-john

School facilities includes 3 indoor gyms, indoor concessions, and a performing arts center

# TRI-COMMUNITY TRAILS AND MARINAS MATRIX

	Size	Accessibility Rating	Category	Baseball / softball	Soccer	Football	Stadium / Track	Basketball	Tennis	Pickleball	Sand Volleyball	Playground	Restrooms	Picnic Shelter	Off-Street Parking	Waterfront Access	Beach / Swimming	Picnic Tables / Grills	Benches	Paved Paths	Nature Trails	Nature Area / Observation	Fishing	Boat / Kayak Launch	Boardwalk / Dock	Dog Park	Art / Interpretive Signs	Open Space		
<b>SAUGATUCK DUNES STATE PARK TRAILS</b>																														
Beach Trail	1.2 mi	1	NT												X	X					X	X								
Livingston Trail	0.9 mi	1	NT												X	X					X	X								
North Trail	2 mi	1	NT										X	X	X	X					X	X								
South Trail	5.2 mi	1	NT													X					X	X								
<b>TOTAL</b>	<b>9.3 mi</b>																													
<b>MT BALDHEAD &amp; THE PENINSULA TRAILS</b>																														
Crows Nest Trail	1.7 mi	1	NT																		X	X								
East Ridge Trail	0.4 mi	1	NT																		X	X								
Fishtown Trail	0.5 mi	1	NT																		X	X								
Forward Movement Trail	0.3 mi	1	NT											X							X	X								
John Woolman Trail	0.8 mi	1	NT											X				X			X	X		X						
Mt Baldhead Trail	0.3 mi	1	NT											X							X	X								
North Woods Trail	0.5 mi	1	NT											X							X	X								
Saugatuck Harbor Natural Area	3.0 mi	1	NT																		X	X								
South Ridge Trail	0.3 mi	1	NT											X							X	X								
<b>TOTAL</b>	<b>7.8 mi</b>																													
<b>REGIONAL / PARK TRAILS</b>																														
Beach to Bayou	1.6 mi	4	PT																	X										
Beeline Trail	6.6 mi	4	PT																	X										
Blue Star Trail North	4.2 mi	4	PT																	X										
Farview Nature Park	2.3 mi	1	NT																		X									
Huyser Farm Park	1.0 mi	1	NT																		X									
New Richmond Bridge Park	0.6 mi	4	PT																	X										
Outdoor Discovery Area	3.0 mi	1	NT																		X									
Peterson Preserve Interurban Trail	0.8 mi	2	NT																		X									
River Bluff Park	1.4 mi	1	NT																		X									
Wade Memorial Nature Sanctuary	1.2 mi	1	NT																		X									
Wau-Ke-Na Preserve	3.0 mi	1	NT																		X									
<b>TOTAL</b>	<b>25.7 mi</b>																													
<b>BOATING FACILITIES</b>																														
Chain Ferry		3													X	X						X								
Coghlin Park	0.5	2											1		X		X	X	X			X		X			X	X		
Douglas Marina	0.8	1												X	X							X	X							
Douglas Schultz Park Boat Launch	9.0	2										X		X	X							X	X	X						
MDNR 63rd St Boat Launch	0.2	2												X	X							X	X							
New Richmond Bridge Park Launch		2												X	X							X	X							
River Bluff Park Access	27.0	2												X	X							X	X							
Spear St Boat Ramp	0.2	2													X							X	X							
Union St Boat Launch	0.2	1												X	X							X	X							
Wades Bayou Launch and Dock	1.8	3											X	X	X							X	X	X						
<b>TOTAL</b>	<b>39.7</b>																													

Nature Trail (NT), Paved Trail (PT)

# MAKING THE CONNECTION: NON-MOTORIZED TRAILS

Non-motorized transportation, with facilities designed primarily for pedestrians and bicyclists, is a critical element of an integrated parks and recreation system. A connected system of non-motorized facilities could help promote physical activity and healthy lifestyles, relieve traffic congestion, reduce air pollution, fuel consumption, and improve quality of life. Trails, greenways, and the park systems provide important, carbon-free transportation options and link residents to popular destinations and to one another.

There are a few different types of trails that can provide both transportation and recreation opportunities. Trails may be located within parks, on an independent right-of-way, or within the road right of way. Connector Trails are defined as “multipurpose trails that emphasize safe travel for pedestrians to and from parks and around the Community” (J.D. Mertes and J.R. Hall, Park, Recreation, Open Space and Greenway Guidelines, 1995). These trails are generally located within the road right-of-way and can be divided into two types. Type I has separate paths for different user types, such as pedestrians and bicyclists. Type II has mixed uses and is suited to lighter use patterns. Park Trails include multipurpose trails located within greenways, parks, and natural resource areas and focus on recreational value and harmony with the natural environment. There are three types of trails within the Park Trail category and include Type I: Single purpose hard surfaced trails for pedestrians or bicyclists; Type II: Multipurpose hard-surfaced trails for pedestrians or bicyclists; Type III: Nature trails for pedestrians that may be hard or soft surface.

There are approximately 42.8 miles of trails within the Tri-Community area, most of which are nature trails, with ownership spread among the City of Saugatuck, City of Douglas, Saugatuck Township, Allegan County, and the State of Michigan. These trails include a mix of paved non-motorized trails and nature trails within parks and natural areas.

## PAVED TRAILS

**Blue Star Non-Motorized Linear Trail:** The Blue Star Trail will be a 20-mile, non-motorized multipurpose recreational pathway that will eventually connect Holland to South Haven. When completed this trail will connect to other regional trails including the Beeline Trail, Kal-Haven Trail, Van Buren Trail, and the Beach to Bayou Trail. The existing completed section includes a 4.2-mile stretch that starts at the trail head at 136th and 64th Streets, and generally follows the Blue Star Highway southbound on the east side of the City of Saugatuck and into Douglas. Three sections are in various stages of the design process including the Main Street to Maple Street section, the Maple Street to Old Allegan Road section, and the Main Street to Holland Street section. Fundraising, design, and promotion of the trail is championed by the Friends of the Blue Star Trail, and trail ownership includes City of Douglas and Saugatuck Township.

**Beach to Bayou Trail:** This 1.6-mile paved path is managed by the City of Douglas and includes a combination of dedicated walking lanes, sidewalks, and paved trails. The trail follows Center Street from Wade’s Bayou on the river along the east side of Douglas Downtown to Douglas Beach at Lake Michigan, passing the Root Beer Barrel on the way.

**Beeline Trail:** This 6.6-mile paved path is shared by bicyclists, runners, and walkers and is managed by Laketown Township. The trail heads north from the trailhead on Blue Star Hwy and 64th St to 104th St and then east to Beeline Rd which heads to Holland.

**New Richmond Bridge Park Trail:** This 0.6-mile trail is managed by Allegan County and includes a section of boardwalk. The trail starts at the trailhead parking lot on Old Allegan Rd, crosses the Kalamazoo River on a 400’ swing bridge, and follows the river within the park. Amenities include benches, picnic tables and grills, interpretive signs, and vault restrooms.

## NATURE TRAILS

**Saugatuck Dunes State Park:** Offers four nature trails that offer hiking and dune climbing experiences for both beginners and experienced users. The trails provide stunning views and vistas of Lake Michigan and the surrounding area as well as access to the shore. The trails include:

- North Trail is a 2-mile loop trail on the north end of the park with an inner and outer loop option
- Beach Trail is a 1.2-mile loop trail that offers the easiest access to the beach
- Livingston Trail is a 0.9-mile heavily wooded trail that includes the most direct route to the beach
- South Trail is a 5.2-mile loop trail and is the longest of the four trails

**Mount Baldhead and the Peninsula:** Multiple nature trails within the Saugatuck Harbor Natural Area, Mt Baldhead Park, and Tallmadge Woods and provide access to Lake Michigan and the Kalamazoo River. The trails include:

- Saugatuck Harbor Natural Area trail includes a 3-mile trail network through the park that connects to the north end of the Oval Beach parking lot
- Crows Nest Trail is a 1.7-mile loop trail within Tallmadge Woods
- East Ridge Trail is a 0.4-mile trail that connects the Crows Nest Trail to the Fishtown Trail
- Fishtown Trail is a 0.5-mile loop trail just north of Mt. Baldhead Park
- North Woods Trail is a 0.5-mile trail from the top of Mt. Baldhead to Oval Beach
- Mount Baldhead Steps 300 steps, divided into 15 flights, with seats for resting every other flight, offers stunning scenic views
- Mount Baldhead Park Trail is a 0.3-mile trail west from the top of Mt. Baldhead to Oval Beach

- South Ridge Trail is a 0.3-mile trail from the top of Mt. Baldhead south to Perryman St. and Oval Beach
- Forward Movement Trail is a 0.3-mile trail starting at Val Dalson and Park Streets and heads west to the John Woolam Trail
- John Woolam Trail is a 0.8-mile trail between Oval Beach and Chain Ferry Landing at Park Street

**River Bluff Park:** Located in Saugatuck Township, the park includes a 0.7-mile nature trail that goes from the wooded area to the lake.

**Peterson Preserve Interurban Trail:** A 0.4-mile nature trail that follows the route of the electric interurban train that came from Holland in the early 1900's.

**Wade Nature Sanctuary:** A 1.2-mile nature trail divided into two loops overlooking Silver Lake.

**Farview Nature Park:** A 2-mile nature trail in Laketown Township that travels through wooded areas and around a lake. This trail also overlaps with an equestrian trail. This park was also a stop on the Interurban train route.

**Huyser Farm Park:** Offers a 1-mile nature trail within an undeveloped park in Laketown township.

**The Outdoor Discovery Center:** Located in Fillmore Township, the site includes eight nature trails totaling 2.5 miles through diverse ecosystems.

**Wa-Ke-Nah Preserve:** Located in Ganges Township, the property includes 3 miles of nature trails that traverse prairies, woods, and old fields.



RIVERBLUFF PARK, SAUGATUCK TOWNSHIP



# OTHER COMMUNITY FACILITIES

## BOATING FACILITIES AND MARINAS

Lake Michigan, the Kalamazoo River, and Kalamazoo Lake provide an enormous amount of scenic and recreational opportunities for residents, and seasonal visitors and attract tourists from all over the country. In addition, these beautiful resources provide opportunities for the enjoyment of natural landscapes, unique ecosystems, and wildlife observation. The Tri-Community agencies have been working towards the preservation and conservation of these environmentally sensitive areas along the lakeshore for passive recreational purposes, however the economic benefits of waterfront development have led to the need for providing facilities such as marinas, docks, and other facilities for the boating and fishing industry. Both public and private marinas exist in the harbor area which include boat slips, transient docks, launch areas, fish cleaning stations, mooring sites, and pump-out facilities.

[Douglas Marina](#) includes 15-slips located at 201 S. Washington St and has approximately 500 feet of Kalamazoo Lake frontage.

[Schultz Park Launch](#) Located at Schultz Park Drive near US-31, this facility is adjacent to Schultz Park to the north but owned by the Michigan Department of Natural Resources. This facility provides access for motorized boats.

[Wades Bayou Dock and Launch](#) Located at the east end of downtown Douglas off Center Street, this park offers docks, boat launch, transient slips, barrier free kayak and canoe launch, and other park features.

[Union Street Launch Ramp](#) Located at the north end of Union Street north of Blue Star Highway this site offers motorized boat access to the Kalamazoo River with limited parking.

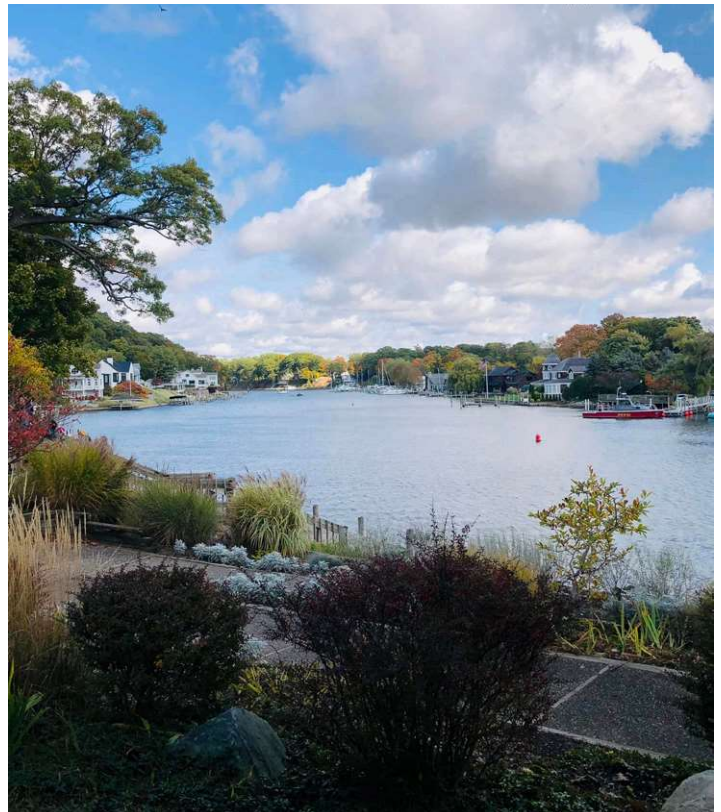
[Saugatuck Township River Bluff Park Dock and Shore Access](#) Located at River Bluff Park off Old Allegan Road this site offers 0.5 mile of undeveloped shore access to the Kalamazoo River.

[Michigan DNR 63rd Street/Hacklander Boat Launch](#) Located at the end 63rd Street south of the Kalamazoo River this is a DNR owned and operated site that offers a hard surface ramp for medium sized watercraft, low water depth, 44 parking spaces, and public toilet.

[New Richmond Bridge Park Launch](#) Located at New Richmond Bridge Park operated by Allegan County Parks at the end of Old Allegan Road and 58th Street in Manlius Township. Offers hard surface ramp for medium sized watercraft, low water depth, 26 parking spaces, and public toilet.

[Spear Street Boat Ramp](#) - 66' wide launch site (street end) on Kalamazoo River

[Chain Ferry](#) is the last operating hand-cranked ferry in the US. This vessel takes people, pets, and bikes across the Kalamazoo River where the steps to Mt. Baldhead and the historic Pump House Museum await. The cost is \$2 per person one way.



## PRIVATE / COMMERCIAL BOATING FACILITIES

Saugatuck/Douglas has long been a favorite destination for boating enthusiasts, from the vast freshwater expanse of the Big Lake to the scenic Kalamazoo River, the picturesque waterways has attracted many private facilities that offer charter fishing, sailing cruises and tours, boat charters, and boat, kayak, paddleboard, jet ski, and canoe rentals. There are approximately over 900 slips for transient and seasonal boaters on the shores of Kalamazoo Lake and River, as well as facilities that offer boat storage, repairs, fuel, and nautical equipment.

Coral Gables Marina: 15 seasonal slips with an on-site restaurant. 220 Water St., Saugatuck

Harbor Saugatuck Yacht Service: 54 seasonal slips, 2 transient slips pump out service. 868 Holland St., Saugatuck

Safe Harbor Tower Marina: Docking for boats up to 100' and includes water and electric hookup. Pump out service available. 216 St. Peters Dr., Saugatuck

Sergeant Marina: Deep-water slips with 30- & 50-amp electric service up to 50'. Mid-grade gas & premium diesel, ice, in-slip pump-outs, clubhouse, bathrooms and showers, gated parking, wireless internet. Limited transient slips, reservations recommended. 31 Butler St., Saugatuck

Shore Harbor Marina: Boutique marina featuring seasonal mooring for boats 20-90', and on-site restaurant. 876 Holland St., Saugatuck

Singapore Yacht Club: 48 slips accommodating 14' to 22' beam boats when the regular user is out. 219 N. Union St

## QUASI-PUBLIC PARK FACILITIES

Some facilities exist that are available for public use but are not owned by the public. These facilities are owned through private-public partnerships or non-profit groups. The following are available to Tri-Community residents:

### [Tallmadge Woods Nature Preserve](#)

More than 70 acres of dunes and marshes in the Tallmadge Woods property along the Kalamazoo River is preserved with a conservation easement owned by the City of Saugatuck and managed by the Land Conservancy Agency of West Michigan. The preserve includes the 1.7-mile Crows Nest nature loop trail.

### [Wade's Memorial Sanctuary](#)

Located three miles east of Saugatuck on the eastern end of Silver Lake, the Wade Memorial contains a lovely beech-maple forest as well as numerous dogwood and hemlock trees on a high bluff overlooking the lake. This 72-acre sanctuary was donated by the estate of Lawrence A. Wade on April 30, 1980, and is managed by the Michigan Nature Association.

### [Wau-Ke-Na Preserve](#)

The Wau-Ke-Na Preserve is a 130-acre wooded facility in Ganges Township, south of the Tri-Community, that consists of a north tract and a south tract that are separated by 2 miles and features Lake Michigan beach shoreline, pine plantation, hardwood forests, and many species of wildlife. The preserve includes parking and nature trails and provides opportunities for fishing, snowshoeing, swimming, nature observation, hiking, and kayaking.

### [Outdoor Discovery Center](#)

The nature preserve encompasses 155 acres of nature trails, ponds, remnant dunes, wetlands, meadows, remnant prairies, and lowland hardwood forest, and boasts six naturally occurring, distinct ecosystems. Wildlife Unlimited of Allegan & Ottawa Counties, Inc. and the Ottawa Area Intermediate School District partnered to create the ODC to service outdoor educational and recreational needs in West Michigan.

# OTHER COMMUNITY FACILITIES

## Dune Pines Nature Preserve

Dune Pines Nature Preserve is a 13-acre site managed by the Land Conservancy of West Michigan that protects an important forested backdune ecosystem near a designated Critical Dune Area. The preserve includes a 0.6-mile nature trail, forested dune ecosystem, mature forested areas, nature observation and is along the former Interurban Rail line.

## Upper Macatawa Natural Area

The Nature Area is a 612-acre site managed by the Land Conservancy of West Michigan that protects natural areas along the Macatawa River. The park offers 5 miles of hiking and mountain biking trails, nature and wildlife observation, wetlands, forests, and grasslands.

## STATE FACILITIES

State parks provide diverse recreational opportunities to Tri-Community residents and the region. These facilities provide activities including camping, picnicking, swimming, hunting, fishing, snowmobiling, hiking, cross-country skiing, mountain biking, and horseback riding. State parks near the Tri-Community include:

### Saugatuck Dunes State Park

This 1000+ acre natural area located on 138th Ave, is relatively undeveloped and requires an admission fee or State Park sticker. A day-use park with coastal dunes that are over 200 feet tall, and 2.5 miles of Lake Michigan shoreline. The beach is a 0.6-mile hike from the picnic parking area and the terrain is steep slopes and rolling hills. The park offers swimming, cross-country skiing, hiking, sensitive habitat observation, restrooms, parking, and is home to three endangered plant species. The land for Saugatuck Dunes was acquired in 1971 from the Augustinian Order, who used the buildings as a seminary.

### Allegan State Game Area

A 50,000-acre forest attracting campers, hikers, bicyclists, snowmobilers, cross-country skiers, horse trail riders and hunters. Located in west-central Allegan County, it is more commonly referred to as the Allegan Forest and includes Ely Lake and Silver Creek. The Kalamazoo River

flows through the northern portion of the park which includes heavily wooded areas. Activities include camping, equestrian trails, hiking, nature observation, fishing, picnicking, swimming beach, and canoeing.

## COUNTY FACILITIES

Allegan County provides many public park spaces that include a variety of passive and active recreational amenities. These facilities are near the Tri-Community area and provide residents with exceptional recreational opportunities.

### West Side Park (Allegan County Parks)

Consists of 11 acres with 630 feet of beautiful beach on Lake Michigan. Picnic areas include plenty of picnic tables, two covered pavilions, two modern restroom buildings, a fenced playground and open field recreation area.

### New Richmond Bridge Park (Allegan County Parks)

Located at the historic village of New Richmond in the northwestern part of the county. The centerpiece of this historic park is a fully restored swing bridge which spans 400' across the Kalamazoo River. It is listed in the National Register of Historic Places and connects park property on both the north and south sides of the river. The park includes five fishing piers, a half mile of boardwalk trails that run along the river and through the surrounding wetland areas, several interpretive signs, a new restroom building, a small picnic area and a completely redeveloped watercraft/boat launch and parking area.

## OTHER LOCAL FACILITIES

Other municipalities adjacent to and near the Tri-Community area provide many park amenities and recreational experiences that serve Tri-Community residents. These facilities are listed below.

[Farview Nature Park \(Laketown Township\)](#) - 87-acre park that includes one-and-a-half miles of scenic trails with several distinct ecosystems including pond wetlands, low dunes, deep woods and open meadow. The former railbed of the Interurban runs through the park and a former Interurban wait station is also at the park. Equestrian trails wind through the park as well.

[Huysier Farm Park \(Laketown Township\)](#) - 102-acre site that includes parking, trails, gazebo, restroom, diverse flora, wildlife including deer and birds and an organic blueberry field where the summertime fruit is free to pick. Several structures from the original farm of Manuel and Lilah Huysier still stand, including their house built in 1939.

[Laketown Beach \(Laketown Township\)](#) - A quiet spot away from the crowds, this peaceful strip of sand and water has stunning sunset views and includes limited paved parking, and a portable restroom.

[Pier Cove Beach \(Ganges Township\)](#) - Named for the shipping piers that supported the logging and fruit industry in the 1800s, this spot features a beach, small creek for wading, smooth stones for skipping, and great views of Lake Michigan.

## PRIVATE FACILITIES

Several privately-owned recreation facilities located in the area complement the public parks system. Although these facilities are privately operated and often charge a use fee or require membership, they are considered because they offer specific recreation needs.

[Saugatuck Dune Rides](#) is in Saugatuck Township and offers dune schooner rides through scenic, privately owned lakeshore dunes near Goshorn Lake.

[Saugatuck RV Resort](#) is situated on beautiful Goshorn Lake just north of Saugatuck. After many years as a campground, the park is now a condominium resort comprised of individually owned sites. The park includes a spacious sand beach on Goshorn Lake and offers swimming, boating and fishing.

[Pine Trail Camp](#) is a progressive and transformational camp ministry, pursuing adventure and faith. A ministry of New Life Community Church of Chicago, Pine Trail aims to lead families into faith-centered encounters, outdoor adventures, and an intimate walk with God. Pine Trail offers Christian summer camps for 3rd to 12th grade students, family camps, retreats for churches and ministries, and private cottage rentals for pastors and ministry leaders.

Clearbrook Golf Club is an 18-hole golf course with traditional close-cut, narrow fairways and smooth, fast, smaller greens that are styled after America's original classic resort courses.

[The Ravines](#) is an Arnold Palmer designed golf course in Saugatuck and boasts a stunning natural setting and scenic views of the area.

[Star of Saugatuck](#) is an authentic sternwheel paddle boat that provides tours of the Kalamazoo River.

[Express Yourself Art Barn](#) is an art facility whereas for a small fee you can spend the day creating something using paint, ceramics, create a mosaic, or try glass fusing.



# COMMUNITY-WIDE COMMITTEES + ORGANIZATIONS

Committees that serve all of the agencies in the Tri-Community are listed below.

## INTERURBAN BOARD

Interurban's Board of Directors is appointed by Saugatuck Township, the City of Saugatuck, and the City of Douglas. Each municipality appoints one member for a 4-year term every two years for a total of 6 members. The Interurban Transit Authority is a demand-response public bus system providing transportation for Saugatuck, Douglas, and Saugatuck Township.

## KALAMAZOO LAKE HARBOR AUTHORITY

The Kalamazoo Lake Harbor Authority was created by an Inter-Local Agreement between the City of Saugatuck, the City of Douglas, and Saugatuck Township and includes a six-member board made up of members of each agency. The Harbor Authority was established to address issues such as low water levels, dredging, soil sedimentation, and navigation markers.

## SAUGATUCK-DOUGLAS DISTRICT LIBRARY BOARD

The governing Library Board is made up of 7 trustees and includes members from the City of Saugatuck, the City of Douglas, and Saugatuck Township. The board adopts policies, rules, and regulations regarding the use of the library, approves an annual budget, controls the expenditure of funds, and manages the maintenance of the building and grounds.

The Tri-Community has a number of dedicated private volunteer groups and organizations who contribute to the betterment of the parks and recreation system of the Tri-Community Area.

## FRIENDS OF THE BLUE STAR TRAIL

Friends of the Blue Star Trail (FOTBST) is a 501(c)(3) organization that acts as a catalyst to promote and fund the Trail, in partnership with Tri-Community agencies. Friends raises money for engineering and local match

funding required for state/federal matching construction grants. FOTBST also assists municipalities to prepare and submit applications for state/federal matching grants. Friends of the Blue Star Trail hold two annual fundraising events and the proceeds from these events are used to secure matching government funds to help build the Blue Star Trail. FOTBST is a volunteer group of local residents that includes a 7-member board.

## RIVERWOOD COUNCIL

The Riverwood Council is a group of seven active members and a host of dedicated supporters and volunteers who work as a collective to advise and consult with numerous organizations to augment trail and conservation efforts.

## RADAR HIKING CLUB

The Radar Hill Hiking Club is an informal group that works with the Riverwood Council to promote the use of trails in the greater Saugatuck-Douglas area. This group sponsors monthly hikes and volunteers to maintain local trails. The name comes from the big white radar tower that is located at Mount Baldhead.

## THE DOUGLAS PARK PROJECT

The Douglas Park Project Committee is a volunteer group of local residents focused on fundraising and support of park improvements. The Committee received approval from Douglas City Council to move forward with the replacement of play equipment at Beery Field and the creation of a playground and adult workout area at Schultz Park.

## SAUGATUCK DUNES COASTAL ALLIANCE

The Saugatuck Dunes Coastal Alliance is a coalition of individuals and organizations working cooperatively to protect and preserve the natural geography, historical heritage, and rural character of the Saugatuck Dunes coastal region in the Kalamazoo River Watershed, beginning with the Saugatuck Dunes.

## DOUGLAS LAKE SHORE ASSOCIATION

The Douglas Lake Shore Association brings together the Lake Shore and the surrounding communities to work through the issues and concerns of its membership, all while encouraging an atmosphere of social interaction. A 12-member board of trustees leads the association which is comprised of homeowners and property owners with vested interests either on or nearby Lake Shore Drive.

## LAKE MICHIGAN SHORE ASSOCIATION

The Lake Michigan Shore Association was created to protect, preserve, and enhance the aesthetic qualities of the area and the property values of the lakeshore community. The 11-member board advocates and encourages actions that enhance the quality of life and the environment along the lakeshore.

The Tri-Community has a number of dedicated private volunteer groups and organizations who contribute to the betterment of the parks and recreation system of the Tri-Community Area.

## RIVERWOOD COUNCIL

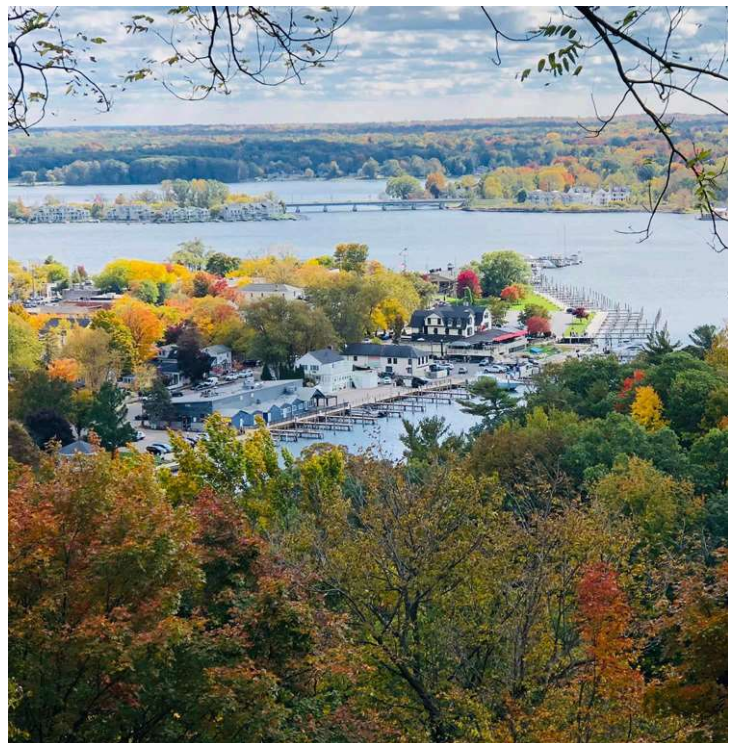
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VOLUNTEERS WITH THE DOUGLAS PARK PROJECT



# COMMUNITY-WIDE PROGRAMS

## CIVIC, ART, AND CULTURAL

In addition to the recreational facilities and formal recreation programs offered by schools and government, several local groups provide additional services to the community. The Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, Saugatuck Yacht Club, and many other civic organizations coordinate programs throughout the year. Summer Theater, the yacht club, various art and garden clubs, scouting groups and area churches offer limited programming and gathering places for residents. The District Library, Historical Society, Rotary Club Saugatuck-Douglas, Women’s Club and Saugatuck Center for the Arts are important community fixtures. Several festivals and events are also hosted by the community including “Fourth of July Parade”, “Venetian Festival”, art fairs, winter festival, “Douglas Halloween Parade”, Oxbow School of the Arts and biweekly summer Douglas socials. The Saugatuck/Douglas Historical Society also curate a local history museum. Summer “Music in the Park” is coordinated by the area business association.

The Tri-Community area is known to some as the “Art Coast of Michigan” due to the vibrant arts scene that is active and inspiring. From live theater and musical performances to art exhibits and organized gallery strolls, there’s something interesting happening in every season. The area features almost 30 art galleries and studios and over 30 large sculptures and murals that are scattered around the Tri-Community area parks and public spaces.

### Saugatuck-Douglas History Museum

Located across the street from Mt Baldhead Park and near the Chain Ferry, the museum is one of Michigan’s best-known and most-visited small-town museums, drawing nearly 10,000 visitors to its exhibits, and more than 40,000 visitors to its outdoor garden and harbor-front walkway.

### Saugatuck-Douglas District Library

The library is in downtown Douglas and offers a wide range of services and programs including meeting room and study room space, book discussions, the Village Show, story time, youth programs, teen programs, computer access, and other services. The library is supported by the Friends of the Library which is a non-profit organization designed to help bridge funding gaps at the library for programs and projects.

### Saugatuck-Douglas History Center

The Saugatuck-Douglas History Center is a vibrant organization designed to preserve local history and inspire learning to inform and improve the community. The History Center provides many resources including maps, archives, genealogy research; and provides programs, exhibits and an on-line catalog of historical archives.

### Douglas History Center

The Douglas Union School is a community landmark recognized as the oldest multi-classroom school building in Michigan and regarded as one of the finest examples of 19th Century school architecture in America. The building is listed on the State and National Registers of Historic Places. Along with its six city lots of lawn and gardens, it has been transformed into a History Center campus where Saugatuck-Douglas residents and visitors to the community can learn about and experience the area’s rich history and culture by sight, sound, touch, and smell.

### Saugatuck Center for the Arts

The Saugatuck Center for the Arts is a community spark plug that is home to equity theatre, world-class concerts, films, exhibitions, and educational and outreach programs. The Center provides programming for families, children and adults that includes classes, camps, performances, and music. In addition, a weekly, seasonal farmers market is held at the Saugatuck Center for the Arts including artisan foods, local fruits and vegetables, honey, maple syrup, fresh eggs, coffees, plants, live music and more.



### Ox-Bow School of Art

Ox-Bow offers a wide range of opportunities for artists at all stages in their career. With year-round programs that cater to degree-seeking students, professional artists and those new to the field, Ox-Bow has an affiliation with the School of the Art Institute of Chicago and offers one and two-week courses for credit and non-credit for beginning, intermediate, and advanced students.

### Saugatuck Woman's Club

The Saugatuck Woman's Club offers educational and informative programs while contributing to the library, scholarships for students, supporting Christian Neighbors and other local worthy causes, and combining with the Historical Society on some projects. The Saugatuck Woman's Club is also a meeting and events space with a large auditorium with 130 capacity, stage, and kitchen.

### Art Fairs

Two juried outdoor art fairs are held each year in July, the Waterfront Invitational Fine Art Fair and the Village Square Arts and Crafts Fair, showcasing the work of fine artists from around the nation.

### Film Festivals

Each spring, the "Art Out Loud" film festival features award winning documentaries that debuted at the Mountain film Festival in Telluride, Colorado. Organized by the SCA, this is the only place in Michigan—and one of a handful of select cities across the country— where you can view these films on the big screen. In addition, in the fall, the annual Saugatuck Film Fest celebrates independent filmmaking.



*Saugatuck-Douglas District Library*



*Saugatuck Center for the Arts*



# COMMUNITY INPUT STRATEGIES

The Tri-Community encourages its residents to take an active role in planning their community's recreational opportunities. The Tri-Community appreciates the fact that recreation planning plays an important role in maintaining the quality of life in a community and therefore tries to be responsive to citizen needs and desires for parks and recreation. Community outreach is one way of obtaining a perspective on the needs and desires of the community and engaging in a process that includes developing realistic alternatives; formulating goals, policies, and recommendations for public and private decisions; developing criteria to measure change; and involving people in the planning, design and decision processes. To ensure that the parks and recreation offerings are aligned with the needs of the community, and to understand the community's perception of the level of service being provided, the Tri-Community engaged in a public input process.

## OUTREACH STRATEGIES

The community outreach process included the following: an online survey, a public input open house, a 30-day public review period, and open public hearings. In addition, eight (8) focus group meetings were held with the three communities to discuss the plan, which was open to the public. The input and opinions received through this community outreach helped the administration and facilitator provide the basis for revising the goals and objectives from the previous plans.

**On-Line Survey:** In September of 2023, the Tri-Community developed an online survey to solicit input and ideas from its residents regarding the current use and future needs of the Tri-Community parks, recreational programs, services, maintenance, and facilities. The survey was conducted over 90 days using an online survey tool (Survey Monkey). The survey was promoted to the community using several methods including newsletters and publications, posting at Douglas and Saugatuck City Hall and the Township Hall, standard press release notification, distribution to local businesses, yard signs, and through social media platforms including websites and Facebook pages, both of which receives heavy user engagement. 433 individuals elected to fully complete the survey. Respondents were 56% female and 39% male. Eighteen (18) percent of the respondents

were Saugatuck City residents, sixteen (16) percent were Douglas City residents and thirty-four (34) percent were Saugatuck Township residents. Thirty-two (32) percent of the survey respondents were over 65 years old with 24% in the 55-64 age group, 22% in the 45-54 age group, and 18% in the 35-44 age group. See Figures XX through XX for more detailed results of selected categories. The Appendix contains the full survey results.

**Public Input Workshop:** The Tri-Community understands the importance of meaningful citizen input and is committed to using this input to assist in evaluating trends and forming goals and actions. Prior to the development of the plan, the Tri-Community solicited input and participation from the residents of the area by hosting a public input open house. The open house was intended to develop a consensus among the participants as to the current issues, needs, desires, and deficiencies regarding parks and recreation in the Tri-Community. VIRIDIS Design Group provided meeting materials and facilitated the discussions. The workshop took place on September 21st at 5:30 pm at the Community Library, with approximately 50 citizens participating. The meeting followed a typical format to ensure a productive outcome but encouraged an open and informal atmosphere. Attendees were encouraged to engage in the process to provide perspective and to think about the big picture, in other words, the attendees were asked to dream big.

The public workshop was set up as an open house format which allowed participants to come and go during the allotted time and spend as much or as little time as they needed to provide input. Upon checking into the meeting, each participant was provided with a packet of information that included the purpose of the meeting, polling dots, comment cards, post-it note pads, and a questionnaire that asked for information about the park system. Seven interactive stations were set up and participants were able to move through the meeting at their own pace. Tri-Community staff and VIRIDIS facilitated the stations. The first station included two aerial maps of the Tri-Community area and participants were asked to provide feedback regarding opportunities and constraints. Feedback was written on post-it notes and stuck on the maps. Station 2 included a "dream big" board where several large Tri-Community initiatives were described, and attendees

were asked to put dots on the ideas they liked and provide comments. Examples included a community-wide community center and a community-wide trail system. The remaining four stations included a station for each community and the school district so residents from those specific communities could speak with their representatives and provide feedback. These stations included comment cards, post-it notes, and dot polling, where images of park amenities, programs, and activities were displayed, and participants were asked to place dots on their top priorities. Refer to Figure 6.4 for a summary of dot polling results and refer to the appendix for all public feedback results.

**30-Day Public Review:** Once the draft Tri-Community Master Plan was complete, citizens were provided with 30 days to review and comment on the plan. A copy of the plan was made available at Saugatuck and Douglas City Halls, Saugatuck Township Hall, the District Library, and on all the community's websites for review by the public on December 11, 2023. To notify the residents that a draft of the plan was available for review, a public notice was published on all the community's websites and social media accounts and noticed in the local newspaper, describing the purpose of the 30-day review period. All the communities included in this plan individually noticed the 30-day review period. A copy of the notices that were published/posted is included in the Appendix.

**Public Hearings and Meetings:** On **XX DATE** the Saugatuck City Council held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations.

On December 18th Douglas City Council held a public meeting to review a draft of the plan at its regularly scheduled meeting. On January 16th the Douglas City Council held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations.

On December 13th the Saugatuck Township Board held a public meeting to review a draft of the plan at its regularly scheduled meeting. On January 10th the Saugatuck Township Board held a public hearing to review the plan and accepted input at its regularly scheduled meeting before adoption. Following the public hearing, the plan was adopted by resolution as a separate agenda item. This meeting was noticed and open to the public and presented the opportunity for the public to review and comment on the plan and make recommendations. Meeting minutes, meeting notices, and recommendations can be found in the Appendix.



Community Open House and Online Survey Yard Sign Advertisement





## COMMUNITY PRIORITIES

Analysis of the community engagement findings suggests the following themes are important priorities to Tri-Community members:



### OUTDOOR EDUCATION:

Offer more opportunities to connect with nature and educational experiences.



### ADULT AND FAMILY PROGRAMMING:

Provide more multi-generational activities, with a focus on adult and senior populations.



### IMPROVED CONNECTIVITY:

Continue to promote a well-connected park system and network of non-motorized trails.



### SIMPLE IMPROVEMENTS:

Focus improvements on reinvestment of existing amenities, facilities, and green spaces.



### EVENTS AND ACTIVITIES:

More live music opportunities, social events, markets, and family-oriented special events and recreational activities year-round.



### COMMUNITY HUB:

65% Of survey participants support a Tri-Community recreation facility center with indoor and outdoor amenities and program offerings.



"We live in a beautiful place, and we all need to cherish and protect it, and I strongly believe that our parks, trails and natural areas play a vital role in doing so and providing models of responsible and innovative practices for use and maintenance."

"Would love more art/music programming in town and would love to see development of winter sports- both indoor and outdoor to make Saugatuck more livable year round and help expand healthy lifestyle options as well as drive economy year round."

"Wish we had an option for an indoor facility for the community all year round. All of our options are outdoors."

PARTICIPANT COMMENTS AT THE SEPTEMBER 21ST PUBLIC WORKSHOP







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# ACCESS, EQUITY, + OPPORTUNITY

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# PARK EQUITY STANDARDS

Park access equity refers to the fair and inclusive distribution of parks, green spaces, and recreational facilities within a community, ensuring that all individuals, regardless of race, income, age, or location, have equal opportunities to access and benefit from these resources. Achieving park equity within the Tri-Community involves addressing disparities in the availability, quality, and proximity of parks and recreational areas across diverse neighborhoods.

There are several key elements that contribute to an equitable park system:

**Geographic Distribution:** Ensuring that parks and recreational facilities are evenly distributed across neighborhoods, including both urban and suburban areas. This means providing adequate green spaces in under-served or marginalized communities where there might be fewer resources.

**Proximity and Accessibility:** Making parks easily accessible by promoting walkability, bikeability, and public transportation to reduce barriers for residents to reach these spaces. Ensuring that everyone, regardless of their location, can access parks within a reasonable distance from their homes.

**Quality and Maintenance:** Maintaining high-quality parks and recreational areas, irrespective of the neighborhood's socioeconomic status. This includes providing amenities, such as playgrounds, trails, sports fields, picnic areas, clean restrooms, and well-maintained landscaping, to enhance the overall park experience for all visitors.

**Community Engagement and Inclusivity:** Involving local communities in the planning, design, and programming of parks to ensure they reflect the needs and preferences of the diverse populations they serve. Creating spaces that are welcoming, inclusive, and culturally relevant to the communities they serve.

**Equitable Investment and Funding:** Prioritizing equitable allocation of resources and funding for the development, enhancement, and maintenance of parks and recreational facilities in under-served areas. Addressing historical disparities in investment to uplift communities that have been historically overlooked.

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The **JUST** and **FAIR** quantity, proximity and connections to quality parks and green space, recreation facilities, as well as programs that are **SAFE, INCLUSIVE, CULTURALLY RELEVANT** and welcoming to everyone. When people have just and fair access, our health and social wellbeing improve, and our communities can protect and better recover from environmental, social and economic challenges.

*NRPA's Working Definition of Equitable Park & Recreation Access*

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Efforts to achieve park access equity involve collaboration among local governments, community organizations, and residents to develop strategies that prioritize fairness, inclusivity, and the well-being of all community members when planning and managing parks and recreational spaces.

During the early phase of the planning process, background data was gathered from site investigations and available reports to develop a current snapshot of the Tri-Community's need for parks and recreation facilities against existing facility availability and program offerings. There are a variety of methods for accessing community needs for recreation services. This Plan uses a combination of the following methods:

1. Location and distribution of park space throughout the Tri-Community
2. Quantity of park acreage and amenities
3. Analysis of demographic trends

## ACCESS AND EQUITY ANALYSIS

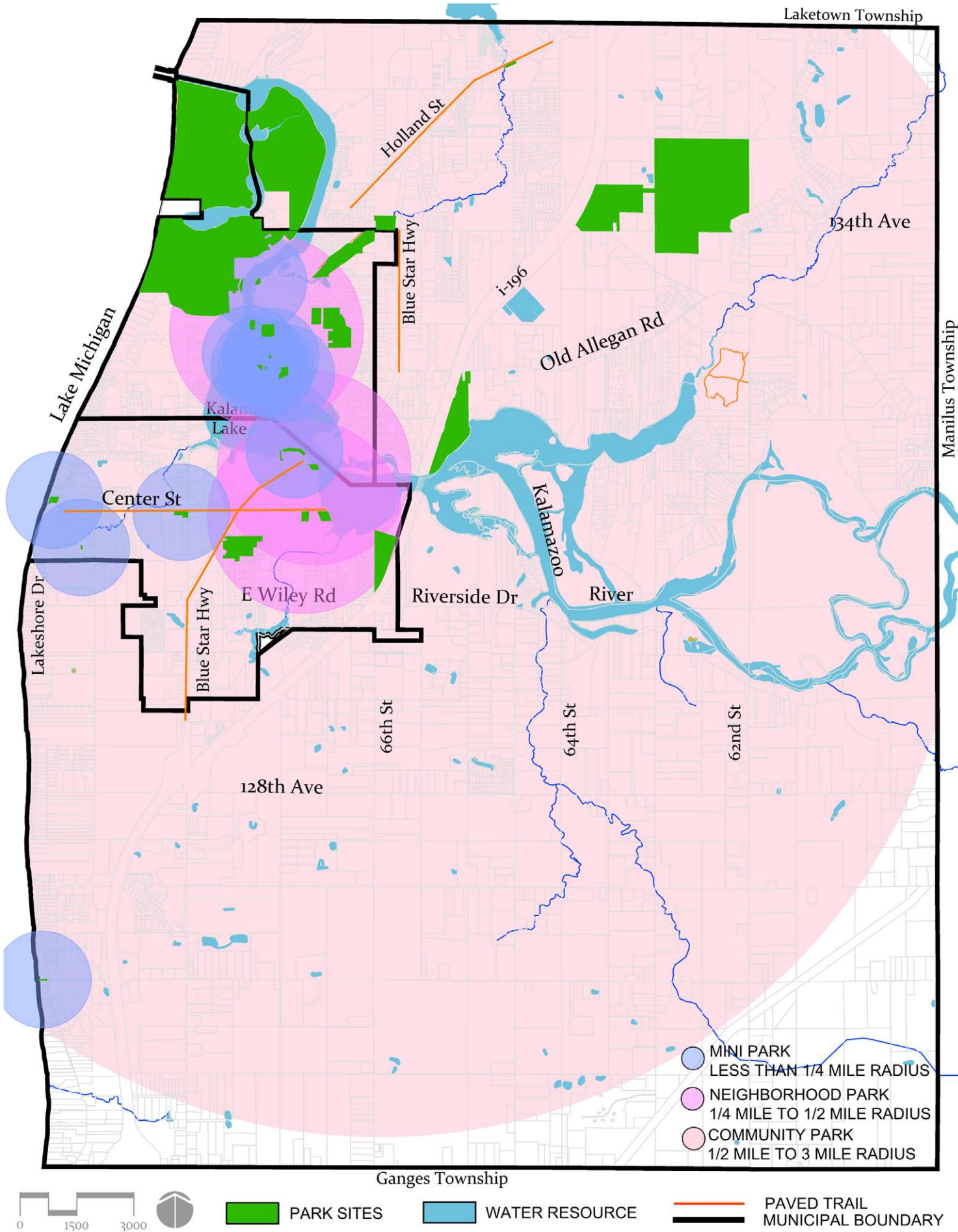
Level of Service Standards are guidelines that define service areas based on population that support investment decisions related to parks, facilities, and amenities. Standards may change over time as demographics, program life cycles, and needs of the community change. The National Recreation and Park Association (NRPA) maintains a database of park system data in the U.S. which, combined with a yearly agency performance review report, has taken the place of outdated park standards. VIRIDIS used information from the NRPA Park Metrics database as well as the 2023 NRPA Agency Performance Review to understand national trends and metrics in park and recreation elements and to benchmark the Tri-Community with comparable communities. The NRPA Park Metrics and Agency Performance Review helps inform conversations and policies about the role of parks and recreation planning, land acquisition, and development of parks, recreation, and open space property at the local level.

Building on data from the park and recreation system inventory, the Tri-Community was compared to similar systems (communities of less than 20,000 people) in the National Recreation and Parks Association (NRPA)'s park metrics database. The NRPA database contains self-reported information from parks and recreation departments across the country. This comparison allows the project team to benchmark the level of service in terms of park acreage and amenities per capita between the Tri-Community and peer communities nationally to evaluate the relative adequacy or inadequacy of the recreation system. It should be noted that these comparisons are to be used as a guide and should be interpreted according to local needs, trends, and current situations. The purpose of recreation planning is to address the specific needs of the community, based on its resources and resident preferences/demands so that the plan best suits the community's desires for recreation.

Service Area Analysis NRPA guidelines classify parks, open spaces, and greenways per their size and the role they play in the overall park system. They include associated service areas for each park type that indicate a minimum standard for geographic balance and availability of each park type in the community. Classifying parks in the system ensures the entire community is served by a wide range of park and recreational facilities. Figure X delineates the service area

- **MINI PARKS: 1/4 MILE OR LESS**
- **NEIGHBORHOOD PARKS: 1/4 -1/2 MILES**
- **COMMUNITY PARKS: 1/2 TO 3 MILES**
- **LARGE URBAN PARKS: VARIES BASED ON USE**
- **NATURAL AREAS: VARIES BASED ON AVAILABILITY**
- **SPECIAL USE PARKS: VARIES BASED ON USE**









Kalamazoo River

# PARK AND OPEN SPACE ACREAGE

Analysis of the geographic distribution of park facilities throughout the Tri-Community area reveal that while overall park coverage is good in the urban areas around the waterfront, areas around the east and south areas of the Township are lacking coverage. The Tri-Community should consider addressing the following:

- Most of the existing parks are clustered in the northeast area of Douglas and the eastern side of Saugatuck, which is understandable due to the population density and waterfront.
- The northwest section of Douglas and the southwest section of Saugatuck have coverage gaps for the residences in these areas.
- Although Schultz Park and River Bluff Park provide community park coverage for most of the area, the east central and southern half of the township does not have any parks. Given that these areas are mostly rural without housing clusters, additional parks in these areas may not be needed. Although the school district indicated they have a need for additional space for sports fields, so finding a site in the rural area of the Township with available acreage may be worth investigating.
- The Township can use a neighborhood sports park in the northern area west of I-196, and the east central area to service the residential areas in these locations.

A basic measure of the level of service is the amount of park and open space acreage available per resident. In this Master Plan, the analysis begins by considering “accessible”, usable acreage, which excludes golf courses, cemeteries, undeveloped land, school sites, and county parks.

The analysis showed that “accessible” park acreage per capita in Tri-Community is extraordinarily high when compared to comparable communities and all communities in the database. The National Recreation and Parks Association (NRPA) database demonstrated a median of 13 acres per 1,000 residents in similarly sized communities and 10.8 acres per 1,000 residents in all communities. This would require a minimum of 74 acres of parkland for the Tri-Community to meet this metric. The Tri-Community provides 636.2 total acres of parkland which far exceeds the data in the NRPA database.

The Tri-Community measures 78.4 acres of developed parkland per 1,000 residents (not including schools or the Airport Property). When including the undeveloped Airport Property and the School District property, the Tri-Community measures 111.9 acres of parkland per 1,000 residents (see table 3.1). This calculation is based on permanent residents of the area. It is estimated that the population may double or triple due to seasonal visitors from spring to fall. Even accounting for the seasonal increase of population, the available parkland in the Tri-Community far exceeds the NRPA comparisons at 36.4 acres per 1,000 residents. It must be taken into consideration that 70% of the park land acreage is in natural areas that cannot support certain types of recreation.

	Population	Park Acres	Ac/1,000	Ac/1,000 w/ seasonal	NRPA All Communities	NRPA Comparable
City of Saugatuck	865	513.5	398.0		10.8	13
City of Douglas	1,378	30.0	21.8		10.8	13
Saugatuck Township	3,443	71.3	20.7		10.8	13
Tri-Community	5,686	636.2	111.9	36.4	10.8	13



In addition to overall acreage, NRPA metrics recommend a certain number of park acres per units of population for different types of park classifications. NRPA standards state that per 1,000 residents, 0.25 acres of mini parks, 1 acre of neighborhood parks, and 5 acres for community parks is needed to meet the needs of the community. There are no standards for natural resource or special use parks.

	Mini Park Ac Required	Mini Park Ac Provided	Mini Park / 1,000 Required	Mini Park/ 1,000 Provided
City of Saugatuck	0.22	2.9	0.25	3.35
City of Douglas	0.34	4.5	0.25	3.26
Saugatuck Township	0.86	0.3	0.25	0.08
Tri-Community	1.4	7.7	0.25	1.35

	Neighborhood Ac Required	Neighborhood Ac Provided	Neighborhood Park / 1,000 Required	Neighborhood Park/ 1,000 Provided
City of Saugatuck	0.87	2.5	1.0	2.9
City of Douglas	1.38	4.5	1.0	3.27
Saugatuck Township	3.44	0	1.0	0
Tri-Community	5.69	7.0	1.0	1.23

	Community Ac Required	Community Ac Provided	Community Park / 1,000 Required	Community Park/ 1,000 Provided
City of Saugatuck	4.32	50.0	5.0	57.8
City of Douglas	6.89	20.0	5.0	14.5
Saugatuck Township	17.22	66.5	5.0	19.3
Tri-Community	28.43	136.5	5.0	24.0

As shown in tables 3.1-3.4 the Tri-Community exceeds the standard for the mini park, neighborhood park, and community park types. Also shown in the data is that Saugatuck Township on its own is deficient in mini parks and neighborhood parks and may consider looking for opportunities to acquire land to meet these needs. It should be noted that these standards are to be used as a guide and interpreted according to local needs, character, trends, and current Department capacity, and the demand may be greater or less than the national standard.



# PARK AMENITIES

Park amenities are the built elements within the Tri-Community parks that support various forms of recreation. Passive recreation and active recreation are the primary types of recreational uses. Passive recreation includes less intense activities that are more quiet and non-exertive for a limited number of users. Active recreation requires space and facilities capable of accommodating exertive activities. Examples include sports fields, play equipment areas, open areas, special facilities, such as pools and court areas, and areas for organized activities.

Recreation areas should provide for both types of use and preferably include a variety of opportunities for each to respond adequately to a wide range of interests and age groups. For many users these are crucial components that help them feel welcome and safe. It is critical that the Tri-Community agencies supply the right number and types of amenities to meet the needs of their users. As the demographics of the Tri-Community change over time (race, age, population, etc.) park amenities need to be assessed for their relevance to the changing user groups.

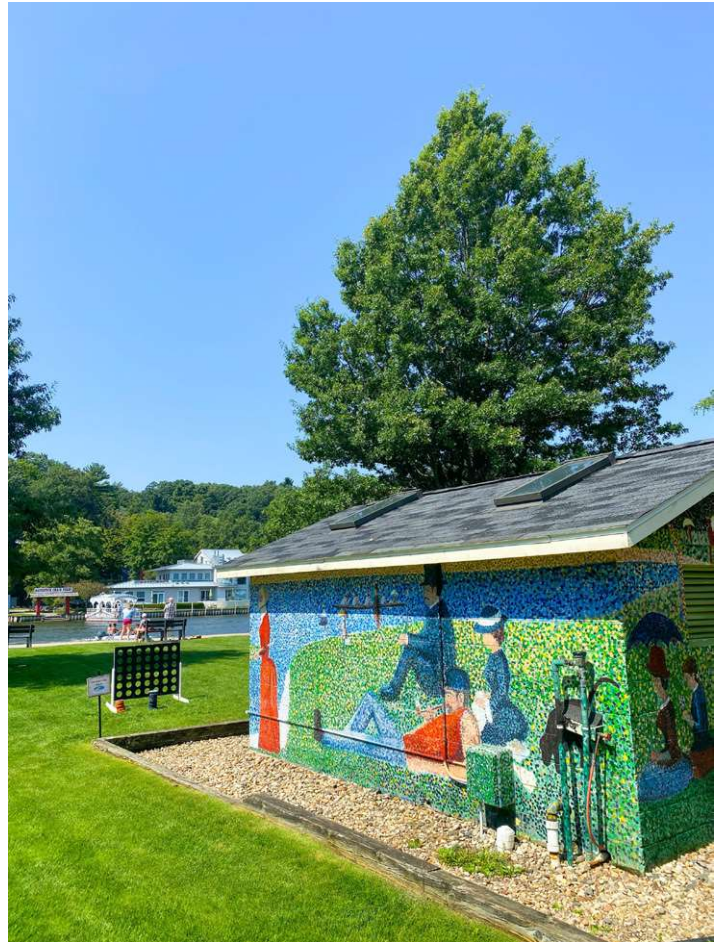
Facility	NRPA all agencies	NRPA < 20,000	City of Saugatuck	City of Douglas	Saugatuck Township	Total Tri-Community
Tennis	5,860	2,805	865	-	-	1,137
Pickleball	13,922	3,252	865	172	-	632
Baseball	6,863	3,114	-	1,378	-	2,843
Softball	11,384	5,079	-	1,378	-	2,843
Soccer	7,228	3,600	-	1,378	-	2,843
Football	26,780	6,955	-	-	-	5,686
Playground	3,759	2,014	433	345	3,443	569
Basketball	7,404	3,729	433	689	-	1,077
Volleyball	17,475	5,093	-	1,378	-	5,686
Dog Park	43,532	11,100	-	1,378	3,443	2,843
Skate Park	53,144	10,726	-	-	-	-
Outdoor Ice Rink	17,741	8,045	-	-	-	-
Rec. Center Inc. Gyms	31,215	9,745	-	-	-	-
Swimming Pool	38,635	9,745	-	-	-	-
Community Center	29,494	8,829	-	-	-	1,895
Amphitheater	67,862	11,100	-	-	-	-
Senior Center	59,727	14,000	-	-	-	-

Note: School District facilities were included in the Tri-Community column.

To understand gaps and surpluses among amenities in the Tri-Community, Level of Service metrics from the NRPA benchmarking database were used. The analysis showed that in the Tri-Community overall “basic” park amenities per capita, in categories with comparable NRPA benchmarks, are on par or with comparable communities, without major gaps in service by number or by geography, when you include all the communities and the school district together. However, in reviewing each Tri-Community agency, the City of Douglas has the most balance as Saugatuck Township has gaps with courts and ball fields, and the City of Saugatuck has gaps in sports fields. It is also important to consider that Table 3.4 is based on year-round resident populations and that the seasonal influx of visitors and tourists puts additional strain on the park system that may require additional facilities.

While the NRPA benchmarking analysis is limited by the availability of amenity categories in the database and focuses mostly on active recreation facilities, discussions during the engagement process, revealed community interest in specialized amenities such as a splash pad, pickleball, a community center, and additional nature-based activities.

The combination of benchmark analysis and public input gives clear direction for the Tri-Community. The Tri-Community agencies have done a good job of providing basic park amenities and sharing resources across the community. There is a desire, however, for new, innovative, and specialized amenities to add diversity to the system. At the same time, the community has demonstrated the need for more trails, access to natural areas, and gathering spaces. Focusing on walking and biking trails within the system would provide the greatest benefit for the largest number of residents within the Tri-Community. Respondents indicated they were very supportive of expanding walking and biking trails and the community has also voiced that restrooms and outdoor facilities for fitness and sports are high priorities for the future. (Additional details on public engagement are discussed within the following chapter). Additionally, although not shown in the benchmark analysis, the community has expressed the need for additional sports field space for practices to better accommodate school district athletics and community recreation. Seeking opportunities to acquire land to meet this need should be a priority for the Tri-Community.



GEORGES SEURAT MURAL AT WICKS PARK, CITY OF SAUGATUCK







4/

# A VISION FOR THE FUTURE

Master Plan Vision 98

Tri-Community Pillars 99



# MASTER PLAN VISION AND TRI-COMMUNITY PILLARS

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## TRI-COMMUNITY PARKS AND RECREATION VISION

*Cultivate a unified park system that offers diverse recreational opportunities for our vibrant and engaged community, expands upon our legacy of coastal conservation and environmental stewardship, and welcomes and inspires all who visit.*

*Crafted by the Tri-Community Parks and Recreation  
Master Plan Steering Committee, 2023*

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**FOSTER  
COMMUNITY  
WELL-BEING**

ENSURE PEOPLE OF ALL AGES, ABILITIES, AND IDENTITIES HAVE ACCESS TO SAFE AND WELCOMING GREEN SPACES. CREATE PROGRAMS AND EVENTS THAT PROMOTE PHYSICAL ACTIVITY, MENTAL HEALTH, AND SOCIAL INTERACTION




**COASTAL  
CONSERVATION  
AND  
ENVIRONMENTAL  
STEWARDSHIP**

MAINTAIN AND PRESERVE THE NATURAL BEAUTY OF THE SAUGATUCK-DOUGLAS LAKESHORE AND STEWARD THE GREATER KALAMAZOO WATERSHED




**INTER-LOCAL  
COLLABORATION**

STRENGTHEN TIES BETWEEN THE TRI-COMMUNITY ENTITIES AND SAUGATUCK PUBLIC SCHOOLS AND WORK COLLABORATIVELY TO FOSTER A THRIVING REGIONAL PARK SYSTEM



**IMPROVED  
CONNECTIVITY**

PROVIDE SAFE, CONNECTED NON-MOTORIZED INFRASTRUCTURE TO SUPPORT USE AND ACCESS THROUGHOUT THE TRI-COMMUNITY



**NURTURE  
EXISTING  
GREEN  
SPACES**

INVEST QUALITY MANAGEMENT AND CARE OF OUR EXISTING PARKS, TRAILS, AND RECREATIONAL FACILITIES

Pillars are the fundamental principles or core values that guide the development, planning, and management of parks and recreational programs within a community. The Tri-Community Pillars serve as the foundation for creating a comprehensive vision for the future of parks and recreation system, aligning with the community's goals and aspirations. They serve as guiding principles that inform the long-term vision, strategic planning, and decision-making processes related to parks and recreation. By integrating these core values into planning efforts, the community can create vibrant, inclusive, and sustainable parks and trails that contribute positively to the overall well-being and quality of life for residents and visitors.







# 5/ TAKING ACTION

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# MAKING IT HAPPEN

An action plan creates a road map for implementation and creates a framework for decision making based on equity, needs and level of service, park conditions and strategic opportunities. Each municipality's action plan was crafted through analysis of park system distribution, quality and history of investments, bringing in measures of diversity, community welfare, access and ecological sensitivity.

## ACTION PLAN AND CAPITAL IMPROVEMENT PLAN

The Action Plan focuses on the reduction of deficiencies, and expansion and improvements of facilities in a manner that not only meets current needs but also diversifies the type and quality of recreational opportunities within the Tri-Community. These needs were recorded during the public input process and were identified during the review and comparison of park standards and demographic / population trends.

As stated in the Action Program, improvements and development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support. Local businesses, service organizations, land developers, and governmental agencies will be solicited for monetary and material support. The Tri-Community will also seek funding assistance from all available sources such as trusts, charitable foundations, and all Federal and State funding programs. The Capital Improvement Plan shows a breakdown of the anticipated projects, priorities, estimated costs, and projected funding sources for the next five years. All projections are based on year 2024 costs and will be refined as the program progresses. It should be noted that changes in the program may occur if projected funding levels increase or decrease, but it is anticipated that the changes would be related more to adjustments in the time schedule rather than specific projects.

The action plan items for the 2024 Parks and Recreation Master Plan are as follows (not listed in particular order):

### Action A: Expansion of Non-Motorized Trails

The development of non-motorized facilities including sidewalks, bicycle lanes, and off-road pathways was strongly supported by the results of the community outreach process. Projects that include transportation/

recreation trail planning and development are a priority including projects that enhance greenway corridors, connect parks and lakes, support existing trail extensions, eliminate barriers, and enhance the overall trail system.

Non-Motorized Transportation/Walkability: The Tri-Community agencies will look for and capitalize on opportunities to implement non-motorized trail facilities to connect parks, schools, residential areas, and commercial hubs and to neighboring communities. In addition, the Tri-Community will encourage the development of pathways within existing parks to facilitate universal accessibility and promote a healthy lifestyle.

- Collaborate with other Tri-Community agencies, Allegan County, Saugatuck Public Schools, and other stakeholders to develop non-motorized facilities that can connect to existing trails, parks, and natural areas.
- Continue work to complete the Blue Star Trail through the Tri-Community area and beyond.
- Support expansion of the Beach to Bridge non-motorized facility.
- Consider the development of a Tri-Community Area Non-Motorized Transportation Master Plan.
- Collaborate with Tri-Community agencies to develop the Wiley Rd Pathway.
- Look for opportunities for trailheads at existing park sites.
- Identify gaps in existing sidewalk networks and work to fill gaps.
- Provide safe pedestrian crossing facilities where existing trails cross roadways.
- Make the inclusion of new bike lanes and signage a priority of future roadway reconstruction projects.
- Seek "Trail Town" designation.

### Action B: Improvements to Existing Facilities

The most efficient use of resources is to focus on projects that improve existing facilities and maximize the potential of Tri-Community-owned property. Projects that renovate existing facilities are considered a high priority. This may include improvements that eliminate barriers to increase

accessibility for all users, renovations, and upgrades to existing equipment and features to ensure modern and clean facilities, and redevelopment or expansion of existing parks to eliminate redundancy and maximize the potential of the site. See Chapter 5 for individual municipality action and capital plans.

### Action C: Reduce or minimize operating costs

With budgets getting tighter and grants becoming more competitive, projects that can help reduce operating costs are a priority. Examples include: projects that increase efficiency in operations and reduce maintenance, removal or replacement of equipment or features that are costly or inefficient to maintain, projects that consider the use of alternative energy sources and use of recycled materials, and projects that could generate revenue.

### Action D: Conserve, preserve, and enhance natural features and environmentally sensitive areas.

During the community outreach process, the community expressed a strong desire to further utilize and protect the area's extensive natural areas and features and to implement environmentally sustainable maintenance practices. This includes invasive species management, nature programming, additional trails including soft trails, use of native plantings, interpretive signage, recycled materials, and alternative sources of energy. Additionally, consider employing environmentally sustainable design and maintenance practices such as developing and implementing a unified Dark Skies Ordinance for all communities, waste management and recycling programs, coordinated park conservation designations, and invasive species and native plantings education for the public.

### Action E: Planning for future parks and recreational needs

As the community continues to grow and change over time, the Tri-Community continues to dedicate itself to improving recreational offerings for the community. The Tri-Community understands that to continue to ensure that park and recreation offerings adapt to and meet the needs of the growing community, they must be willing to continually invest in and look for new opportunities in parks and recreation programs, facilities, and services. This makes planning for future parks and recreation facilities a high priority. The following are examples of projects the Tri-Community is considering to meet this focus:

Land Acquisition: The Tri-Community will look for opportunities to purchase additional land for recreational or preservation purposes as it becomes available. Land acquisition may focus on areas adjacent to existing parks,

Lake Michigan, and the Kalamazoo River waterfront. Future land acquisitions are planned to grow current parks and trails for neighborhood connections to recreation and natural areas and increase parkland. Other land acquisitions may include easements for trail development, environmentally sensitive areas, or green space to support community recreation and sports activities.

Additional Pickleball: It was conveyed during the public engagement process that there is a need for developing pickleball courts, with an emphasis on courts dedicated to pickleball (not line markings on tennis courts).

Wayfinding Signage: Create cohesive signage throughout 3 municipalities to connect downtown district, parks, and schools in a safe and useful way.

Sports Complex: Developing a dedicated sports complex to serve the Tri-Community area would help provide adequate practice facilities for the school district teams as well as community recreation.

### Action F: Develop diverse, balanced, and innovative park facilities

Given that the area park system is a mostly mature system, developing diverse park facilities and incorporating new innovative park features is a high priority for the Tri-Community. In addition, during the community engagement process, it was conveyed that the residents desire a balanced park system with newer features. The following are examples of projects the Tri-Community may consider in response to resident needs:

Tri-Community Foundation: Development of a Tri-Community Foundation to provide an endowment for future parks and recreation development and maintenance.

Outdoor Amphitheater: The development of an outdoor performance space could enhance the Tri-Community area by providing opportunities for live entertainment. The focus may be placed on locating the facility along the waterfront if land could be secured.

Community Recreation Center: As part of a collaboration between the Tri-Community Agencies, a Community Recreation Center could be developed to create year-round, indoor sports and social activities.

Winter Sports Complex: Evaluate locations to have winter sports available to residents and tourists- cross-country skiing, sledding, skiing, tubing, etc.

Mountain Bike Trails: An addition to the outdoor experiences found in the Tri-Community parks system, a mountain bike trail could be developed that will appeal to bikers of all levels from gentle grades through a peaceful forest setting to trails for the more adrenaline-charged. This area may include programs on bicycle safety and building cycling skills.

Outdoor Gym: An Outdoor Gym could be developed and feature fitness equipment available all year for adults, children, and the disabled. Fitness areas may also be set within a forested area and encourage stretching and strength exercises to accompany walking and biking experiences.

Edible Trail: Creating edible forest landscapes of fruit and nut trees, berry bushes, and more along existing trails to encourage stops along the route to pause and enjoy nature, while enjoying some of what nature provides. An Edible Trail project could provide learning opportunities for nurturing the ecosystem while increasing access to local, sustainable food. In addition, providing space for community gardens can provide many benefits to the community including stress relief, promotion of healthy lifestyle and wellness, education, environmental stewardship, and landscape beautification.

Water Trail: Develop mapping for water trails throughout the community and create mapping and signage for water trails. Consider the development of a boat house to act as a launching point for additional water based activities.

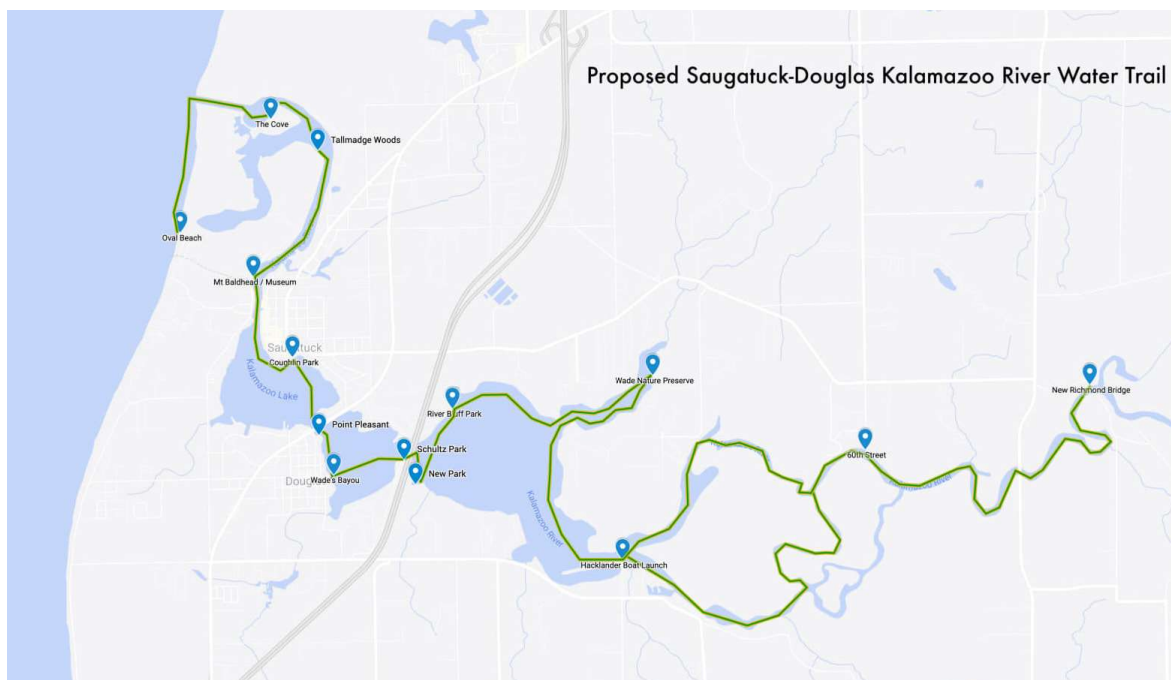
**Other Amenities**

The following were mentioned as being desirable concepts worth further exploration during the public engagement process:

- Splash pad
- Swimming pool
- WiFi in parks
- Increase park marketing and awareness
- Interpretive signs for historic, cultural, and environmental education
- Habitat Restoration
- Wildlife viewing platforms
- Nature-based activities

**Action G: Continue to provide a diverse slate of programs for all ages and seasons**

In addition to providing cutting-edge park facilities, it is equally important to provide exciting programs and activities. This need was discussed during the community outreach process and the Tri-Community recognizes the need for diverse programs that cover all ages and seasons.









# SAUGATUCK TOWNSHIP

## ACTION PLAN + CAPITAL INVESTMENT PLAN

### AMELANCHIER PARK

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Develop a recreation Master Plan to support trailside amenities, viewing platform, picnic shelter, and integrated uses by trail and cemetery users.

### CEMETERY COLLABORATION

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Collaboration of cemetery master planning with non-motorized access, trail master planning, walkable access, and integrated amenities such as picnic shelters and gathering spaces.

### RIVER BLUFF PARK

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Implement shoreline and habitat restoration as recommended in the Phase 1 Shoreline Restoration Feasibility Study. Develop a recreation Master Plan for River Bluff Park in parallel with restoration efforts. Improvements may include: widen trails for accessibility and emergency access, 8 court pickleball facility, boardwalk over the marsh, picnic shelter, vault restroom building, electricity. Waterfront may include: viewing platforms, fishing pier, and kayak landing.

### SUNDOWN PARK

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Develop a recreation Master Plan to support walking and biking along Lakeshore Drive. Improvements may include: picnic area, overlook, landscaping, restroom (portable in enclosure).

### TAILS AND TRAILS DOG PARK

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Implement improvements as proposed in 2022 DNR Spark Grant Application and Master Plan, which includes: improved entry and parking, picnic area, and main loop trails. Additionally, replace and reinforce fencing in the dog park areas, add a vault restroom, develop trail and wayfinding signage, and continue development of main loop trails (not included in grant) per the park Master Plan. Collaborate with the City of Saugatuck on potential recreational uses of adjacent “Old Airport Property.” Future phase improvements may include: enhanced natural areas, ponds, wetland, water management, larger shelter, at-grade boardwalks, additional parking, and collaboration with School District regarding suitability if trails for cross-country competitions.

### TOWNSHIP HALL POCKET PARK

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Develop Township Hall Site as a Pocket Park consistent with a newer zoning vision for the Blue Star Highway Corridor. Consider future sidewalk locations, crossings of Blue Star Highway, public art, and landscaping.

Tri-Community Parks and Recreation Master Plan				
Saugatuck Township 2024 - 2028 Capital Improvement Schedule - Potential Future Projects				
	Project	Year	Estimated Cost	Relates to Action
<b>PARKS</b>				
Outdoor Discovery Center Signage Project - River Bluff Park	Signage project approved in July 2023 for trail, kiosk, and interpretive maps for River Bluff Park developed by Outdoor Discover Center.	2023-2024	\$11,000	B
River Bluff Park- Shoreline Restoration Feasibility Study (Phase 1)	Kalamazoo River Trustees (KRT) Grant administered by NOAA and NFWF to evaluate park property and 1,200 feet of Kalamazoo River frontage for ecological restoration opportunities. Includes topo survey and study of improved public access and recreation.	2023-2024	-	B, D
River Bluff Park - Shoreline Restoration Construction & Design (Phase 2)	Implement shoreline and habitat restoration as recommended in Phase 1 Study and as funded by Trustees including, design, permitting, and construction.	2025-2027	-	B, D
River Bluff Park - Recreation Master Plan	Develop a master plan for River Bluff Park in parallel with restoration efforts. Use plan for DNR Trust Fund Grant application.	2024-2025	\$25,000	B, C, E
River Bluff Park - Recreation Improvements	Implement master plan. May include: widen trails for accessibility and emergency access, 8 court pickleball facility, picnic shelter, vault restroom building, boardwalk over marsh for improved access to the river front, and electricity. Waterfront may include: viewing platforms, fishing pier, kayak landing.	2025-2027	\$300,000	B, E, F
Tails & Trails - Trail Development & Signage	Continue development of main loop trails per the park master plan including grading, landscaping, topsoil, grass planting. Develop trail and wayfinding signage. Collaborate with the City of Saugatuck on potential uses of Old Airport Property.	2023-2025	\$150,000	A, B
Tails & Trails - Fencing Replacement	Replace and reinforce fencing in the dog park areas.	2023-2025	\$50,000	B, C
Tails & Trails - Park Renovation (Phase 1)	Improvements per 2022 DNR Spark Grant Application. Includes: improved entry and parking, picnic area, and main loop trails. Add vault restroom. Refer to 12/5/2022 Phasing Plan. Development of main loop trails not included in grant application.	2024-2026	\$200,000	B, E
Tails & Trails - Park Renovation (Phase 2)	Future improvements per 12/5/2022 Phasing Plan. Includes: enhanced natural areas, ponds, wetland, water management, larger shelter, at-grade boardwalks, and additional parking.	2028-2030	\$200,000	B, D, E
Sundown Park - Recreation Master Plan	Develop a recreation master plan for Sundown Park (126th Avenue) road end park to support walking and biking along Lakeshore Drive.	203-2024	\$15,000	B
Sundown Park - Recreation Improvements	Implement Master plan. May include: picnic area, overlook, landscaping, restroom (portable in enclosure). Potentially eligible for EGLE Coastal Management Low Cost Construction grant program.	2025-2028	\$50,000	B, D, F
Amelanchier Park - Recreation Master Plan	Develop a master plan for Amelanchier Park to support trailside amenities, picnic shelter, boardwalk and viewing platform, and integrated uses by trail and cemetery users. See initial plan by Viridis.	2023-2024	\$15,000	B, D, F
Amelanchier Park - Recreation Improvements	Implement improvements envisioned in plan. Potential alignment with Blue Star Trail construction in 2025-2026.	2025-2028	\$100,000	B, D, F
Township Hall - Pocket Park	Develop Township Hall Site as a Pocket Park consistent with a newer zoning vision for the Blue Star Highway Corridor. Consider future sidewalk locations, crossings of Blue Star Highway, and Landscaping.	2029	-	A, B, D, F
Cemetery Collaboration	Collaboration of cemetery master planning with non-motorized access, trail master planning, walkable access, and integrated amenities such as picnic shelters and gathering spaces.	2029	-	A, B, D
Communication Plan - Parks & Trails	Improve Township website and email distribution to communicate and build awareness of parks and recreation opportunities and existing facilities within the community. Integrate into community mailing lists, newsletters, social media, etc.	Ongoing	-	C, G

LAND ACQUISITION				
Park Property Acquisition	Work to acquire additional park and land conservation properties. Emphasis on land adjacent to existing parks, Lake Michigan & Kalamazoo River frontage for view/water access, and other high value natural resource properties.	Ongoing	TBD	D, E
Community Green Space Collaboration	Collaborate with Saugatuck Public Schools and Cities to acquire property for additional green space to support community recreation, school athletic programs, and community events.	Ongoing	TBD	E, F
Community Parks & Trails Master Plans / Maps - Parks, Sidewalks/Pathways, Hiking / Water Trails	Collaborate with Saugatuck Public Schools and Cities to create master plans for public use and to coordinate future planning of sidewalks, pathways, hiking and water trails to interconnect points of interest, parks, and beaches. Add potential wayfinding plan.	2023-2025	\$15,000	A, D, E
Saugatuck Township Public Access and Conservation Lands Study	Coastal Management Program Grant administered by EGLE and NOAA to evaluate lands in Saugatuck Township for improved public access and conservation. Develop criteria to prioritize land strategies and processes to encourage conservation of lands.	2024	TBD	D, E
TRAILS				
Support "Beach to Bridge" Trail Vision	Support community partners to build interconnected trails, walkways, and natural areas from Lake Michigan (Beach) to New Richmond Bridge Park (Bridge) along Kalamazoo River. Potential pedestrian crossing of I-196 at 134th Avenue.	2023-2024	\$15,000	A, D
Lakeshore Drive - Trail & Emergency Access Planning	Connect dead-ends of Lakeshore Drive (near Old Owl Drive) by acquiring private easements necessary for a non-motorized and emergency access connection.	2023-2025	\$50,000	A
Lakeshore Drive - Trail & Emergency Access Improvements	Build paved pathway inland of washout to reconnect non-motorized route inland. Dependent on easement acquisition.	2025-2026	\$100,000	A
Blue Star Trail - Maple St. to Old Allegan & North St. to Holland St. through Amelanchier Park (North Connection)	10' Paved separated path (Maple St. - Old Allegan Rd.) and North St. to Holland St (through Amelanchier Park). Township contribution to Road Commission roundabout includes some path. Township FY24 DNR Trust Fund Grant. Other funds provided by Friends of the Blue Star Trail, City of Saugatuck, and MDOT TAP grant.	2023-2025	\$125,000	A
Blue Star Trail - Wiley Road to M-89, crossing I-196 (South Township with City of Douglas)	3 miles of 10' Paved separated path. Matching funds provided by Friends of the Blue Star Trail. Anticipated FY25 DNR Trust Fund applications (both Township and City). Anticipated FY25 MDOT TAP applications. Collaborate with City of Douglas.	2024-2026	TBD	A
Wiley Road Pathway - Blue Star Highway to Lakeshore Drive (with City of Douglas)	4,400' of 8' Paved separated shared use path. Collaborate with City of Douglas. Connect to Blue Star Trail. Location in north or south right of way is undetermined.	2025-2026	\$550,000	A
Old Allegan Road Pathway - Blue Star Highway to River Bluff Park	1,900' of 8' Paved separated shared use path. Connect Blue Star Trail at Old Allegan with the entrance of River Bluff Park.	2029	\$450,000	A
Clearbrook Drive Sidewalk - Holland Street to 64th Street	4,400' of 5' concrete sidewalk.	2028	TBD	A
Blue Star Highway - Additional Sidewalks	Add 5' concrete sidewalks as to be master planned along Blue Star Highway corridor between Exit 41 and Maple Street. Collaborate with Road Commission on pedestrian safety improvements and crossings of Blue Star Highway.	2029	TBD	A
Lakeshore Drive - Maintain Existing Recreational Access	Collaborate with stakeholders to preserve the existing Lakeshore Drive right of way for recreational access during and after future shoreline erosion events.	Ongoing	TBD	A, D
126th Avenue to Wiley Road - Future Road and Pathway Corridor (with Road Commission)	Collaborate with stakeholders in the planning and development of a 10' Paved separated shared use path as part of a new roadway corridor inland from Lakeshore Drive between 126th Avenue and Wiley Road.	Ongoing	TBD	A

Estimated costs include only Township funds. Grants and other funding sources will be sought after to supplement costs.



# Tails & Trails Park Master Plan

## Saugatuck Township

DRAFT



- General Park Improvements**
- New Park Entry Sign & Clear View Clearing
  - Park Trailhead & Intersection Maps (location TBD)
  - Parking Area 2 - Overflow Parking
  - Multi-Purpose Cross-Country Running Trails
  - 10' wide turf (needs topsoil in some areas)
  - 8' wide turf (needs topsoil in some areas)
  - 8' wide natural surface
- Dog Park & Picnic Area Improvements**
- Expanded Parking Area 1 w/accessible parking
  - Small accessible restroom building w/water & waste
  - Public Picnic Area w/accessible walks, tables, grills
  - Accessible sidewalk to shelter & off leash area
  - Fence improvements in off leash area
  - Maintain rustic character of dog park
- Natural Restoration Area Improvements**
- Improved natural habitat with native meadow & ponds
  - Ponds enlarged and deepened to diversify aquatic species
  - On-Grade 8' wide accessible wood walkways
  - Observation Tower
  - Pond Overlook
  - Educational Interpretive Signage
  - Parking Area 2 w/accessible parking
  - 20'x20' Picnic Shelter
  - Engage habitat experts for recommendations



08/03/2022



MASTER PLAN FOR TAILS AND TRAILS PARK



DOUGLAS CEMETERY MASTER PLAN  
SAUGATUCK TOWNSHIP, MI | DECEMBER 2023



MASTER PLAN FOR DOUGLAS CEMETERY



# CITY OF SAUGATUCK

## ACTION PLAN + CAPITAL INVESTMENT PLAN

### AIRPORT PROPERTY

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Develop an overall Master Plan for the property, open and legitimize trails for public use, and collaborate with the Saugatuck Township Park Commission and Saugatuck Public Schools to develop and maintain cross-country trails.

### COGHLIN PARK

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Provide a public restroom and a fish cleaning station.

### MIZE ROSE GARDEN

---

Develop a long-term maintenance plan.

### MOUNT BALDHEAD PARK

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Proposed improvements to this park include: Repairs and maintenance to the bathrooms, stairs, viewing deck, parking (permeable material surface that works with the natural cleaning of storm water); Invest in a plan to activate the entire park into a cohesive experience - history museum, stairs, pavilion, river viewing; Create “shopper docks” at the river viewing so people can come by boat to hike; and Incorporate educational opportunities with pavilion used as a learning center.

### PETERSON PRESERVE

---

Coordinate with EGLE and the DNR on existing dams.

### OVAL BEACH

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Create plan to use Oval Beach at it's highest value by exploring ways to upgrade existing restaurant and bathrooms through partnerships, revenue streams, public/private partnerships for amenities, ADA compliance, and a safe pathway from Perryman St.

### VILLAGE SQUARE

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Create plans to maintain, repair, upgrade and activate the park as one cohesive space with timeline, budget and priorities.

### WICKS PARK

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Improvements to include repair and maintenance to meet ADA requirements for the bathroom, and repair and maintenance of the gazebo.

Tri-Community Parks and Recreation Master Plan				
City of Saugatuck 2024 - 2028 Action Program - Potential Future Projects				
	Project	Year	Estimated Cost	Relates to Action
<b>PARKS</b>				
Airport Property	Develop cross-country trails for use by School District	Ongoing	\$50,000	A, B, E
	Nature trails, parking, benches, waste receptacles	Ongoing	\$100,000	B, D
Coghlin Park	Add restroom and a fish cleaning station	Ongoing	\$500,000	B
Jones Park	Develop a maintenance plan and add site identification	Ongoing	\$100,000	B, D
Mize Rose Garden	Develop a maintenance plan	Ongoing	\$20,000	B, D
Mt Baldhead Park	Repairs to restrooms, parking, replace decking on stairs and viewing deck	Ongoing	\$500,000	B
	Develop a master plan that promotes the activation of the park	Ongoing	\$20,000	B, E, F
	Replace aging pavilion, new trails, interpretive signs for education	Ongoing	\$600,000	B
Oval Beach	Renovate existing restaurant and restrooms through partnerships, add barrier free access	Ongoing	TBD	B
	Develop marketing plan to understand opportunities to increase revenue and create public/private partnerships	Ongoing	\$30,000	B, C, G
	Pursue a safe pathway down Perryman to Oval Beach	Ongoing	TBD	B, E
	Identify and pursue options for revenue streams	Ongoing	TBD	B
	New playground, restrooms, repave parking lot, beach access for wheelchairs	Ongoing	\$800,000	B, E
Peterson Preserve	Add benches, picnic tables, and interpretive signs	Ongoing	\$100,000	B, E
Village Square	Replace existing playground equipment	2024	\$300,000	B
	Development of new use areas	Ongoing	TBD	B, E, F
	Resurfacing of tennis and basketball courts	Ongoing	\$150,000	B
Wicks Park	ADA improvements and maintenance to existing restroom and gazebo	Ongoing	\$200,000	B
	Add bandshell / performance space	Ongoing	TBD	B, F
Willow Park	Replacement of boardwalk decking and rails	Ongoing	\$150,000	B
All Parks	Removal of invasive species, add wayfinding signs and park maps.	Ongoing	TBD	B, D, F
<b>LAND ACQUISITION</b>				
Park Property Acquisition	Seek additional park and land conservation properties. Emphasis on land adjacent to existing parks, Lake Michigan & Kalamazoo River frontage for view/water access, and other high value natural resource properties.	Ongoing	TBD	D, E
Community Green Space Collaboration	Collaborate with Saugatuck Public Schools, Douglas, and the Township to acquire property for additional green space to support community recreation, school athletic programs, and community events.	Ongoing	TBD	E, F
Community Parks & Trails Master Plans	Collaborate with Saugatuck Public Schools, Douglas and the Township to create master plans for public use and to coordinate future planning of sidewalks, pathways, hiking and water trails to interconnect points of interest, parks, and beaches. Add potential wayfinding plan.	2023-2025	TBD	A, D, E
<b>TRAILS</b>				
Support "Beach to Bridge" Trail Vision	Support community partners to build interconnected trails, walkways, and natural areas from Lake Michigan (Beach) to New Richmond Bridge Park (Bridge) along Kalamazoo River.	2023-2024	TBD	A, D
Blue Star Trail - Maple St. to Old Allegan & North St. to Holland St. through Amelanchier Park (North Connection)	10' Paved separated path (Maple St. - Old Allegan Rd.) and North St. to Holland St (through Amelanchier Park).	2023-2025	TBD	A
Blue Star Trail - Wiley Road to M-89, crossing I-196	3 miles of 10' Paved separated path. Matching funds provided by Friends of the Blue Star Trail. Collaborate with City of Douglas and Saugatuck Township.	2024-2026	TBD	A

Estimated costs include only City funds. Grants and other funding sources will be sought after to supplement costs.

# CITY OF DOUGLAS

## ACTION PLAN + CAPITAL INVESTMENT PLAN

### BEERY FIELD

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Upgrade lighting, electric, scoreboard, and fencing, add a storage facility for DPW, and consider adding an outdoor skating rink.

### DOUGLAS BEACH

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Improvements to bathroom facilities (ADA compliant), explore installation of additional parking, install potable water and irrigation, upgrade lighting and electric, enhance dune resiliency through additional plantings and erosion control measures, and acquire adjacent land when available.

### DOUGLAS MARINA

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Demolish or restoration of existing unsafe structure(s), install bathroom facilities (ADA compliant), new pavilion and landscaping, expand the docking system, install a new seawall, pave the parking area(s), install irrigation, and upgrade water and electric to docking system.

### ROOT BEER BARREL

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Increase paved parking, acquire adjacent land, excavate, level, and landscape surrounding land, install new potable water service, construct additional building for food prep/storage, and add a pavilion, restroom, and Wi-Fi.

### SCHULTZ PARK

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Improvements to this park may include dog park upgrades, including construction of pavilion, providing potable water, adding shade trees, new bathroom facilities (ADA compliant), replacement and expand pickleball courts, adding disc golf course, excavating, level, and landscape areas near pavilion, add a 5-12 year old section to the playground, add an adult fitness area, replace bleachers and install a concrete base, pave and increase parking around pickleball courts and pavilion, upgrade lighting and electric service, upgrade ball field scoreboard, build a storage facility for DPW, shared use path connection from Wiley Rd, and make improvements to the sand volleyball court.

### VETERANS PARK

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Install a new seawall and memorial flagpole and make improvements to the parking area and landscaping.

### WADE'S BAYOU MEMORIAL PARK

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Acquire adjacent land to the south for expansion, install bathroom facilities (ADA compliant), improve landscaping, finish irrigation, pave parking area, relocate the iron removal plant (IRP) off-site, upgrade lighting and electric, construct an amphitheater.



Tri-Community Parks and Recreation Master Plan				
City of Douglas 2024 - 2028 Capital Improvement Schedule - Potential Future Projects				
	Project	Year	Estimated Cost	Relates to Action
<b>PARKS</b>				
Beery Field	Upgrades to fencing, lighting/electric service, scoreboard	Ongoing	\$ 150,000.00	B, C
	Storage facility for DPW	Ongoing	\$ 200,000.00	B, C
	Install a winter Ice Rink	Ongoing	TBD	B, F
Douglas Beach	Restroom improvements, water service, irrigation, lighting and electric	Ongoing	\$ 300,000.00	B, C
	Add parking and install dune preservation drainage	Ongoing	\$ 150,000.00	B, D
Douglas Marina	Demolish existing buildings	Ongoing	\$ 50,000.00	B, C, D
	Install restrooms, pavilion, landscaping, and pave parking areas	Ongoing	\$ 500,000.00	B
	Expand docking system, install new sea wall, upgrade water/electric at dock	Ongoing	\$ 300,000.00	B, E
Root Beer Barrel	Install restrooms, pavilion and new water service	Ongoing	\$ 500,000.00	B
	Expand parking lot, regrade and landscape surrounding land, add irrigation	Ongoing	\$ 300,000.00	B
	Construct additional building for food prep/storage, add broadband internet	Ongoing	TBD	B, F
Schultz Park	Install restrooms, water service, landscaping near pavilion, electric/lighting	Ongoing	\$ 500,000.00	B
	Replace/expand pickleball courts, pave/increase parking at courts	Ongoing	\$ 850,000.00	B, E
	Add 5-12yr age playground, add adult fitness area, improve volleyball courts	Ongoing	\$ 400,000.00	B, E
	Improvements to the dog park including pavilion, water, shade	Ongoing	\$ 200,000.00	B, C
	Replace bleachers and concrete pad, storage facility for DPW, add disc golf	Ongoing	\$ 150,000.00	B, C, E, F
Veterans Park	Add a new seawall and memorial flag pole, and make improvements to existing landscaping and parking areas	Ongoing	\$ 150,000.00	B, F
Wades Bayou	Install restrooms, improve landscaping, upgrade lighting/electric, irrigation	Ongoing	\$ 300,000.00	B
	Relocate the iron removal plan off site	Ongoing	TBD	B, C
	Construct an new amphitheater	Ongoing	TBD	B, F
All Parks	Removal of invasive species, add wayfinding signs and park maps.	Ongoing	TBD	B, E, F
<b>LAND ACQUISITION</b>				
Douglas Beach	Acquire adjacent land for future expansion	Ongoing	TBD	D, E
Root Beer Barrel	Acquire adjacent land for future expansion	Ongoing	TBD	E
Wades Bayou	Acquire adjacent land to the south	Ongoing	TBD	D, E, F
<b>TRAILS</b>				
Blue Star Trail	Extend to southern City limits	Ongoing	\$ 500,000.00	A
Bayou Trail	Connect Bayou Trail to Douglas Beach	Ongoing	\$ 500,000.00	A, F
New Trail	Connect Douglas Beach to future developments	Ongoing	\$ 400,000.00	A, F
New Trail	Continue non-motorized path from Wiley Court over Tannery Creek to Schultz Park Drive	Ongoing	\$ 150,000.00	A

Estimated costs include both funds provided from the city, and well as grants and other funding sources

# FUNDING SOURCES

A variety of funding sources and resource partners may exist to assist with the implementation of proposed recreation projects. A summary of the primary sources are listed below:

## Michigan Natural Resources Trust Fund

The MNRTF can assist with outdoor recreation projects, including land acquisition and physical development of park facilities. This assistance is intended to bolster existing facilities, protect critical natural resources, and establish new parkland. Development project grants may range between \$15,000 and \$300,000; there is no limit to acquisition requests. The minimum required local match is 25%.

## Michigan Natural Resources Passport Grant

The Passport grant fund program is primarily focused on renovating and improving existing parks, however, the development of new parks is considered eligible. The Minimum grant request is \$7,500 and the maximum grant request is \$150,000. The minimum required local match is 25%.

## Land and Water Conservation Fund

The LWCF is similar to the Trust Fund grant described above, in that it is meant to help fund land acquisition and park development. The minimum grant request amount is \$30,000 and the maximum grant request amount is \$300,000. The minimum required local match is 50%. Natural feature preservation has historically been the primary award criteria; and as such, this opportunity should especially be taken into account when planning for new passive recreation facilities. In addition, the LWCF now places emphasis on trails, “green” technology in outdoor recreation, universal design, and coordination among recreation providers.

## MDOT Transportation Alternatives Program (TAP)

The TAP fund is a grant program that funds non-motorized paths and streetscapes that enhance the community’s inter-modal transportation system and provide safe alternative transportation options. The program uses federal funds to promote walkability, alternative transportation options, and place-based economic development to improve the quality of life for communities. The minimum required local match is 20%.

## National Highway Traffic Safety Administration Funding

The State and Community Highway Safety Grant Program supports State highway safety programs designed to reduce traffic crashes and resulting deaths, injuries, and property damage. Grant funds are provided to states, the Indian Nations, and Territories each year according to a statutory formula based on population and road mileage. Funds may be used for a wide variety of highway safety activities and programs including those that improve pedestrian and bicycle safety. The minimum required local match is 20%.

## Congestion Mitigation and Air Quality Improvement Program (CMAQ)

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program assists areas designated as non-attainment or maintenance under the Clean Air Act Amendments of 1990 to achieve and maintain healthful levels of air quality by funding transportation projects and programs. Projects funded under the CMAQ program must be located in areas that were designated as non-attainment areas. Construction of bicycle and pedestrian facilities; non-construction projects related to safe bicycle use; and the establishment and funding of state bicycle/ pedestrian coordinator positions, as established by ISTEA, for promoting and facilitating the increased use of non-motorized modes of transportation. The minimum required local match is 20%.

## Clean Michigan Initiative Local Recreation Grants

The program provides funding for the development and renovation of indoor or outdoor public recreation facilities and infrastructure. The goal of the program is to enhance or develop recreational opportunities by improving or replacing an existing public facility, meeting the recreational needs of the local residents, or by attracting tourists. Grants are awarded for non-acquisition projects in amounts between \$15,000 to \$750,000, based on the need for the project, the capability of the local community to operate and maintain the improvement, and quality of the site and project design.

## Highway Safety Improvement Program (HSIP)

HSIP funds can be used for pedestrian and bicycle safety improvements. States may obligate funds under the HSIP to carry out any highway safety improvement project on any public road or publicly owned bicycle or pedestrian pathway or trail; or Safety projects, as provided under the

Flexible Funding for States With a Strategic Highway Safety Plan.

### Michigan Natural Resources Tree Planting Grants

Through the Michigan Department of Natural Resources (MDNR), there are two tree planting grant programs that will assist in funding park landscape enhancements and reforestation projects. Applicants must provide at least 50% of the total project cost.

- Arbor Day Mini-Grants. This mini-grant program is designed to provide information and technical assistance to municipal governments and volunteer groups for urban and community forest activities related to Arbor Day. Applications are due in July with a maximum grant request of \$20,000.
- Urban Community Forestry Program. This program provides the same services as above plus management plans, inventories, and maintenance activities. These activities do not have to be related to Arbor Day. Applications are due in July with maximum grant requests of \$20,000.

### Wetland Program Development

The goals of the Environmental Protection Agency's wetland program and the Clean Water Action Plan are to increase the quantity and quality of wetlands in the U.S. by conserving and increasing wetland acreage and improving wetland health. State, tribal, and local governmental agencies, and interstate, inter-tribal, and local government associations are eligible to receive grant funds. Applications are due in the fall with a required 25% minimum local match. For more information, visit their website at: [www.epa.gov/owow/wetlands/grant](http://www.epa.gov/owow/wetlands/grant) guidelines.

### Community Development Block Grant

The Allegan County Community Development Department implements the federal Community Development Block Grant (CDBG) program in all Allegan County communities. Funds are distributed from the federal government to the County on a formula basis. The formula considers the extent of poverty, population, housing overcrowding, age of housing, and population growth lag about other metropolitan areas. The funded activity must meet one of the CDBG national objectives (i.e., bene! its low and moderate-income persons, prevention or elimination of slums or blight, or a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community).

### Baseball Tomorrow Fund

This fund, which is provided through a joint partnership between Major League Baseball and the Major League

Baseball Players Association, awards annual grants to projects aimed at increasing the number of youth participating in and improving the quality of baseball and softball programs. The program is specifically aimed at children ages 10 to 16 and to those using innovative approaches or providing opportunities to minorities and women. Tax-exempt and 501(c)3 organizations are eligible, and Baseball Tomorrow strongly encourages at least 50% matching funds.

### People for Bikes

The People for Bikes Grants Program strives to put more people on bicycles more often by funding projects that leverage federal funding and build momentum for bicycling. They seek to assist local organizations, agencies, and citizens in developing bicycle facilities projects. Bikes Belong Coalition accepts applications for grants quarterly for up to \$10,000 each and will consider successor grants for continuing projects.

### West Michigan Trails and Greenways Coalition

The West Michigan Trails & Greenways Coalition (WMT&GC) is a non-profit group of donors, organizations, and volunteers dedicated to developing non-motorized trails and greenways into a linked system connecting wilderness areas, parks, historic landmarks, and cultural sites throughout West Michigan. Their vision is to develop a regional trails and greenways network to connect communities and to the natural areas, parks, historic landmarks, cultural venues, and civic destinations throughout the region.

### American Hiking Society National Trails Fund

The National Trails Fund, sponsored by the American Hiking Society, provides support to grassroots non-profit organizations working toward establishing, protecting, and maintaining foot trails in America. Grants help give local organizations the resources they need to secure access, volunteers, tools, and materials to protect America's public trails. Support is provided for projects that increase trail lands, including the cost associated with the acquisition of trails, trail corridors, and conservation easements.

### Local Fundraising

The Tri-Community is full of active, community-minded residents. Businesses, corporations, private clubs, community organizations, and individuals often contribute to recreation and other improvement programs to benefit the communities in which they are located. Private sector contributions may be in the form of monetary contributions, the donation of land, the provision of volunteer services, or the contribution of equipment or facilities.



## City Council Agenda Item Report

**FROM:** Ryan Heise

**MEETING DATE:** 1/17/24

**SUBJECT:** AT &T Updates

**DESCRIPTION:**

Council approved the AT&T cellular improvement project with the following terms subject to staff and legal review: \$2,150 per month lease with a 1.5% annual escalator, ten (10) years. Financial assistance with upgrading existing restrooms, revegetation of the sand dune adjacent to the Mt Baldhead steps, and painting of the radome.

The council has made three requests; understanding the City of Saugatuck and AT&T have decided not to construct a joint restroom and equipment facility at the base of Mt. Baldhead.

- 1) The City is requesting that AT&T contribute funds to improve an existing facility at the Historical Pumphouse, which currently has a small bathroom. An alternative option would be to upgrade the existing restroom near the steps. – The ask \$40,000.00.
- 2) Assistance with restoring vegetation on the sand dune. This is of mutual benefit for both AT&T's investment in infrastructure along with the City's long-term environmental goals. - \$15,000.00.
- 3) A contribution of \$30,000.00 for painting the radome.

An essential part of this safety-critical infrastructure work is to modernize the internal workings of the Mount Baldhead radar tower that has been used for various government and private sector telecommunications purposes for more than 65 years. The site itself has been used for telecommunications since the 1950's. There are currently no plans to remove or damage the historic equipment inside the radar station or radome or to remove artifacts that predate the construction of the tower.

Saugatuck's intention is to modernize the hidden wiring and antenna array inside the tower's radome and return it to productive use without changing the outward appearance of the radar tower or altering the appearance of the historic harbor community or its beachfront.



The continued use of this historic telecommunications tower is essential to the city and surrounding communities due to zoning laws prohibiting the construction of new towers in the critical dune habitat where the tower is located.

Saugatuck's popular Oval Beach attracts tens of thousands of visitors every year but suffers from poor or non-existent cellular coverage due to the environmentally sensitive freshwater dunes surrounding the beach and nearshore waters of Lake Michigan. There have been several public safety incidents along this section of the lakeshore and emergency response activities have been hampered by the lack of cellular telecommunications infrastructure.

In addition to improving overall cellular coverage for the public, the AT&T cellular equipment can incorporate FirstNet technology which is a nationwide communications network created specifically for public safety agencies. This improved connectivity for beachgoers, hikers, boaters, and first responders in the area is critically needed for public safety and the overall economic health of the greater Saugatuck area.

**BUDGET ACTION REQUIRED:**

Unknown

**COMMITTEE/COMMISSION REVIEW**

NA

**LEGAL REVIEW:**

None

**SAMPLE MOTION:**

NA



## City Council Agenda Item Report

**FROM:** Sara Williams, Deputy Clerk  
**MEETING DATE:** January 22, 2024  
**SUBJECT:** Proclamation No. 240122-P1 – Arbor Day  
Proclamation No. 240122-P2 – Arbor Day

**DESCRIPTION:**

As part of the Tree City USA requirements for certification, the City of Saugatuck must publicly proclaim and celebrate Arbor Day. By passing a proclamation for Arbor Day and celebrating the holiday, city officials and the community are displaying their support for the community tree program. The City of Saugatuck will proclaim April 26, 2024, as Arbor Day; a tree planting ceremony on Arbor Day with the location to be determined by the Department of Public Works. Along with the Proclamation for 2024, 2023 Proclamation was included as it was not sent to council for approval last year.

**BUDGET ACTION REQUIRED:** N/A

**COMMITTEE/COMMISSION REVIEW:** N/A

**LEGAL REVIEW:** N/A

**SAMPLE MOTION:**

Move to **approve/deny** Proclamation No. 240122-P1 and 240122-P2 as presented.



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\*\*\* OFFICIAL PROCLAMATION \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Lauren Stanton, Mayor of the City of Saugatuck, do hereby proclaim April 28, 2023 as **ARBOR DAY**

In the City of Saugatuck, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 22nd day of January, 2024

Mayor \_\_\_\_\_



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\*\*\* OFFICIAL PROCLAMATION \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Lauren Stanton, Mayor of the City of Saugatuck, do hereby proclaim April 26, 2024 as **ARBOR DAY**

In the City of Saugatuck, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 22nd day of January, 2024

Mayor \_\_\_\_\_





## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** January 22, 2024

**SUBJECT:** 2024 Municipal License Renewals

**DESCRIPTION:** Annually the Saugatuck City Council reviews the renewal of Municipal License Agreements. The 2024 rate is calculated by applying the CPI (3.2%) calculated from the Bureau of Labor Statistics to the previous year's rate.

**Attachment A** are details of all the municipal license rates.

**Attachment B** is a copy of the standard Agreement.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** the 2024 Municipal License Agreement rates as presented on Attachment A and authorize the Mayor and City Clerk to sign such Agreements for 2024 as presented.

Sort Order	LOCATION	LESSEE	Commercial/NonCommercial	2023 Calculation	2024 RATE (+ CPI 3.2%)	Licensed Feet	2024 Total Charge	Monthly Holdover Charges	Balance Due	PROPERTY TYPE	TERM	Agreement Expires
1	W. ½ of S. Butler	Butler Place Property, LLC	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
2	E. ½ of S. Butler	Sergeant Marina Condominium Association	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
3	N. ½ Francis	Wilson	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
4	S. ½ Francis	Ship 'N Shore Motel Boatel, LLC	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
5	W. ½ Griffith	Sergeant Marina Condominium Association	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
6	N. ½ Hoffman	Water Street Marina	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
7	S. ½ Hoffman	Coral Gables	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
8	S. ½ Lucy	TODO, LLC	C	1173.75 (15'x\$78.25)	\$80.75	15	\$1211.25	\$100.94	<b>\$1211.25</b>	15' Street-end	1 year	12/31/2024
9	N. ½ Mason	Coral Gables	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
10	S. ½ Mason	Butler Place Property, LLC	C	2582.25 (33'x\$78.25)	\$80.75	33	\$2664.75	\$222.06	<b>\$2664.75</b>	66' Street-end	1 year	12/31/2024
11	N. 22' Spear	716 Water Street LLC	C	1721.50 (22'x\$78.25)	\$80.75	22	\$1776.50	\$148.04	<b>\$1776.50</b>	66' Street-end	1 year	12/31/2024
12	Interlaken	Feinstein	NC	1778.50 (50'x\$35.57) (NC)	\$36.71	50	\$1835.50	\$152.96	<b>\$1835.50</b>	50' Street-end	1 year	12/31/2024
13	N. ½ Perryman	Holiday Yacht Club Condo Assoc.	NC	889.25 (25'x\$35.57) (NC)	\$36.71	25	\$917.75	\$76.48	<b>\$917.75</b>	50' Street-end	1 year	12/31/2024
14	S. ½ Perryman	Riverwatch Condominium Association c/o Wilson	NC	889.25 (25'x\$35.57) (NC)	\$36.71	25	\$917.75	\$76.48	<b>\$917.75</b>	50' Street-end	1 year	12/31/2024
15	N. ½ south of Museum	Solberg		\$1,312.14	\$1,354.13		\$1,354.00	\$112.83	<b>\$1354.00</b>	City Parcel #0357-009-050-00	5 year Agreement	12/31/2027
16	S. ½ south of Museum	Wern/Melrose		\$1,312.14	\$1,354.13		\$1,354.00	\$112.83	<b>\$1354.00</b>	City Parcel #0357-009-050-00	5 year Agreement expires 2022	12/31/2027
17	Van Dalsen	Truesdale		\$1,312.14	\$1,354.13		\$1,354.00	\$112.83	<b>\$1354.00</b>	City Parcel #0357-009-057-00	5 year Agreement	12/31/2027
18	Cook Park	Butler Place Property, LLC	C	14793.45 \$5689.97 \$9103.48	\$15266.84		15266.84 - \$5,872.05 \$9394.79	\$758.63	<b>\$9394.79</b>	City Parcel #0357-009-215-00	5 year Agreement	12/31/2027

**2024 STREET END / STRUCTURE-DOCKAGE LICENSE**

THIS LICENSE AGREEMENT (“License”) is made on this \_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (the “City”) and \_\_\_\_\_, whose address is \_\_\_\_\_ (“Licensee”).

IN CONSIDERATION of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Description of the Licensed Premises: The City grants a license to Licensee as to the following described land (“Premises”):

**[INSERT DESCRIPTION]**

The Premises include the water frontage and fifteen (15) feet landward of the shoreline or bulkhead line, as well as the bottomlands attributable to the Premises.

2. Purpose of License: Licensee may use the Premises and waters of the Kalamazoo River and Kalamazoo Lake comprising the Premises for the purpose of boat docking, but for no other purpose (or purposes) unless specifically approved beforehand in writing by the City Council of the City. Licensee may utilize such specific boat slip(s)/mooring(s) as are agreed to by the City.
3. Term: The term of this License shall be for one (1) year and shall commence on January 1, 2024 and shall terminate on December 31, 2024. This License can be canceled pursuant to Sections 14 and/or 15 of this Lease.

4. License Charge: In consideration for this License, the Licensee shall pay to the City the sum of \$\_\_\_\_\_ for the one-year term, payable in full to the City in advance. Holdover charges shall be \$\_\_\_\_\_ per month (due on the first day of each month).
5. Control of Structures: The Licensee shall have the right, at the end of the term of this License, to remove the following structures and equipment presently located on the Premises and owned by the Licensee, or which may be constructed during the term of this License and located on the Premises and owned by the Licensee, or in or over the waters of the Kalamazoo River which abut the Premises: pilings, power pedestals, finger piers, dock boxes, and lighting fixtures. In the event the Licensee elects not to remove the aforesaid structures or equipment as permitted in the preceding sentence, then ownership of the same shall lie with the City, which may dispose of such structures or equipment as it, in its sole discretion, deems fit. Licensee shall not remove the aforesaid structures or equipment during the term of this License. Notwithstanding the foregoing, the parties agree that full ownership of any structure(s), including any docks, seawall, bulkhead, underground power supply and public utilities, and boardwalk located on the Premises, or which may be constructed during the term of its License and located on the Premises, or in or over the waters of the Kalamazoo River which abut the Premises may not be removed or interfered with by the Licensee or its agents, assigns, or sublicensees and that the same fixtures and equipment shall be and remain property of the City. Licensee acknowledges that the current dock and related improvements are owned by the City.



6. New Construction, Alterations or Major Repair: Licensee may not undertake any new construction, alterations, or major repair work (i.e. over \$2,500) of any kind or description on, within or to the Premises (or any structures thereon), or in the waters of the Kalamazoo River or Kalamazoo Lake within the Premises, without the prior written permission of the City. Licensee further agrees that it will, prior to commencement of any construction, alteration, or repair, obtain any necessary permits required under the City Waterfront Construction Ordinance, Zoning Ordinance, or other applicable ordinance, as well as any required Michigan Department of the Environment, Great Lakes and Energy or Army Corps of Engineer permits or approvals. If any construction, alterations or major repair work that will be done by Licensee shall in any way impact or affect any City property or utility or any seawall, retaining wall, boardwalk or similar structure or item, the Licensee shall not commence any such construction, alteration or major repair unless and until the Licensee consults with the City (and obtains City approval) and the parties negotiate about whether the City will contribute any monies for any such alteration or modification of or to any such City property, utility, seawall, retention wall, boardwalk or similar item or structure.
7. Liability Insurance: Licensee will obtain and maintain public liability insurance with limits of not less than \$ 1,000,000.00 for each person and \$ 1,000,000.00 for each occurrence of bodily injury and \$ 1,000,000.00 for each property damage occurrence arising out of the use of the Premises. The City of Saugatuck shall be added to that policy of insurance as a named insured, and Licensee shall file a certificate of insurance or other written proof of such insurance coverage (acceptable to the City) with the City Clerk not later than the date of the signing of the License at its inception. Such insurance shall not be canceled or cancelable during the term of this License (or beyond the term of the License or after the

termination of this License so long as any dock or boat, structure, or item belonging to Licensee is present on or at the Premises).

8. Indemnification and Hold Harmless Provision: Licensee shall indemnify, reimburse, and hold harmless the City (as well as any official, employee, officer, agent, or contractor of the City) for, from, and against any and all liabilities, damages, causes of action, attorney fees, and costs for injuries, death, or damages to any person or destruction of or damage to any property arising out of or related to Licensee's (including for purposes of this Section 8, Licensee's contractors, subcontractors, customers, guests, invitees, tenants, assignees or sublicensees) use or presence within, on or at the Premises, or structures of, within or at the Premises, including any use of a boat/watercraft or any dock or pier in the water abutting the Premises or the shore thereof. The provisions of this Section 8 shall survive any termination of this License.
9. City Inspections: The City may, but is not obligated to, inspect any boardwalk, dock, or other structure or item located on, within or at the Premises at the commencement of the License (or at any time); and if any such item is not in a safe and reasonable condition, in the City's sole discretion, the City shall notify the Licensee, and Licensee shall immediately repair the structure(s) or item(s) and put the structure(s) or item(s) in a safe and satisfactory condition as determined by the City in its sole discretion. Failure of Licensee to repair the dock(s), items(s) or other structure(s), and to put the same in a safe and reasonable condition within fifteen (15) days from the date of notice by the City of its unsafe or unreasonable condition, shall be cause for the City to terminate this License, and to re-enter into possession of the Premises. Failure to repair or replace the structure(s) or

items(s) shall also constitute a material breach of this License. Nothing in this Section 9 shall be construed as creating a duty or obligation, of any kind, on, by, or for the City.

10. Maintenance: Licensee shall, at all times, keep the Premises free of debris and in a neat, clean, safe, reasonable and orderly condition, and keep all structures and items located thereon in good and safe maintenance and repair. Licensee agrees not to move, alter or remove any deck, item or structure(s) now existing or hereafter built on, within or at the Premises without the prior written consent of the City.
11. No Assignment Without Prior City Approval: Licensee shall not assign or sublicense any portion of the Premises or this License to any other person or party for any purpose without the prior written consent of the City, which approval shall not be unreasonably withheld. Any attempt to so assign or sublicense the Premises to anyone other than Licensee shall automatically render this License null and void unless expressly approved by the City as provided for herein. This Section 11 shall not, however, prevent the renting out of a particular boat slip or dock space.
12. Fire Department and Emergency Use: Licensee understands and agrees that a public fire department, City department, police department, or emergency responders may, in the event of an emergency, use the Premises for access to the water or to temporarily place trucks or suction equipment in order to pump water from the Kalamazoo River or Kalamazoo Lake or for other emergency uses for firefighting, emergency or rescue purposes. Further, the City may permanently install suction stand pipes to facilitate access to water in the event of an emergency. Licensee will cooperate fully and promptly with any fire department, City department, police agency, or emergency responders if and when an emergency arises requiring their use of the Premises.

13. Passage of the Public: Licensee may not interfere with the orderly passage of members of the public, along with their personal effects, on any boardwalk which parallels the water, in passage over the Premises to the Kalamazoo River or Kalamazoo Lake or in passage from or to the Premises from adjacent parcels of land; provided, however, that to the extent permitted by law, Licensee's docking privileges contained herein shall be exclusive for the benefit of Licensee during the term of this License.
14. Default: Each of the covenants and requirements of this License are deemed to be material to the satisfactory performance of this License, and a breach or failure of Licensee to perform in accordance with any of the covenants or requirements of this License shall give the City the right to declare a forfeiture of this License, to terminate this License, and to retake possession of the Premises. In case of Licensee's default, or failure to perform any of the covenants contained herein, the City shall give written notice of such default to Licensee, or the failure to perform any of the covenants and requirements contained herein, and Licensee shall then have 14 business days from the date the notice is received via certified US Mail, or personally served, to cure the default or comply with any of the covenants not being complied with. If Licensee fails to do so, the City shall have the right to re-enter and retake possession of the Premises and this License shall there upon be immediately terminated. Notice provided for in this section shall be sufficient if mailed by certified US mail to Licensee's address as stated above, or notice is personally served upon Licensee or any of its officers.
15. Termination by the City. The City shall have the right to terminate this License at any time upon thirty (30) days' prior written notice to Licensee if Licensee (or any authorized sublicensee) substantially or materially breaches this License, violates any City ordinance



or code or any federal or state law regarding the Premises or endangers the public health or safety with regard to the Premises.

16. Removal of any Boat or Personalty of Licensee. If this License is terminated for any reason (including pursuant to Sections 14 or 15 hereof), Licensee must remove any boat, personalty, or other item owned by Licensee (except for structures as provided in Section 5 hereof) from the Premises within ten (10) days. If that does not occur, the City may remove any such item and bill the costs for removal back to Licensee who will pay and reimburse the City for such amount within ten (10) days.
17. Licensee Takes the Premises “As-Is.” The parties agree to and acknowledge all of the following:
  - (a) Licensee takes the Premises “as-is” and in its current condition. The City makes no representations, warranties, or promises regarding the Premises or the ability of Licensee to use the Premises.
  - (b) It is up to Licensee to determine where the underwater/riparian boundary lines are and to ensure that no boat mooring space, boat, or other item of Licensee is moored, kept, or installed beyond the bottomlands attributable to the Premises or over or onto the bottomlands of another property owner.
  - (c) The City makes no representations, promises, or warranties regarding whether or not permanent or overnight dock mooring, anchoring, or boat slips are allowed on, within or at the Premises pursuant to the common or statutory law, Michigan property rights, or otherwise.

18. No Claims or Causes of Action Regarding Adverse Possession, Prescriptive Easement, or Similar Theories.

- (a) Licensee acknowledges and agrees that any prior use by Licensee (or Licensee's predecessors) of the Premises was done or occurred with permission, and that any future use of the Premises by Licensee will also be deemed permissive. Licensee agrees not to claim any right or assert any cause of action regarding adverse possession, prescriptive easement, acquiescence, or similar legal theory against the City or with regard to the Premises.
- (b) Licensee agrees that the use of any property adjoining the Premises (whether involving dry land or bottomlands of the Kalamazoo River or Kalamazoo Lake), whether intentional or inadvertent, by Licensee or by Licensee's predecessor or predecessors was done with permission, and Licensee has not claimed (and will not claim hereafter) any adverse possession, prescriptive easement, acquiescence, or other similar right or cause of action (whether on dry land or the bottomlands of the Kalamazoo River or Kalamazoo Lake) as to any adjoining property regarding the Premises.

19. The Adjoining Boardwalk(s) Shall Remain Open During this License. Any boardwalk, sidewalk, or similar walkway along the waterfront which is located outdoors and on property owned, leased, or controlled by the Licensee near or adjacent to the Premises shall remain open for pedestrians who are members of the general public to walk on while this License is in effect.

20. Property Taxes. Property taxes, if any, which pertain to any of the docks (or related dock items or structures) covered by this License (including \_\_\_\_\_) shall be the sole

responsibility of the Licensee, without any reimbursement or offset by or from the City.  
Any payment due hereunder may be paid by a City-approved sublicensee of the Licensee.

21. Amendments: This License contains all of the agreements and understandings of the parties hereto, and shall not be amended or changed in any way, unless any such amendment is done in writing and is signed by the both Licensee and the appropriate City officials on authority of the City Council of Saugatuck.
22. Prior License: Effective on January 1, 2024, any and all prior licenses, leases, or other arrangements between the parties hereto covering the Premises are hereby canceled and are for all purposes null and void, and of no further force or effect, except for matters specified in this document as continuing.
23. Representations of Authority: Licensee represents that it has full authority to enter into this License and to make it binding.
24. Compliance with All Laws: Licensee agrees that Licensee (as well as Licensee's family, contractors, subcontractors, employees, customers and invitees) shall comply with any and all applicable ordinances, codes, laws, and regulations regarding the Premises and any use thereof. Licensee shall not create or permit any nuisance to occur on the Premises.
25. Controlling Law: The laws of Michigan shall control any disputes arising out of the interpretation or operation of this Agreement. Venue is proper in Allegan County.
26. Duplicate: This document may be executed in duplicate but constitutes only one contract or agreement.

CITY OF SAUGATUCK (“City”)

Dated: \_\_\_\_\_, 2024

By \_\_\_\_\_  
Lauren Stanton, Mayor

Dated: \_\_\_\_\_, 2024

And by \_\_\_\_\_  
Jamie Wolters, Clerk

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_, Licensee





## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** January 22, 2024  
**SUBJECT:** Wicks Park Boat Slips

**DESCRIPTION:**

The City of Saugatuck owns ten boat slips located at Wicks Park. The City leases the slips out on an annual basis. The City of Saugatuck real property taxpayers receive priority. If there are any additional slips available, then the lottery will be opened to the general public. The lease rates are reviewed by City Council on an annual basis. Current rates are \$2,000 for non-residents and \$1,800 for residents. Included for your review are past rates, past and current CPI rates, current docking lease agreement and Wicks Park boat slip policy.

**Last 4 Year Rates:**

2020 \$1,700 Non-Resident and \$1,500 Resident  
2021 \$1,700 Non-Resident and \$1,500 Resident  
2022 \$2,000 Non-Resident and \$1,800 Resident  
2023 \$2,000 Non-Resident and \$1,800 Resident

**Last 4 Year CPI Rates:**

2020 1.9%  
2021 1.1%  
2022 6.1%  
2023 3.2%

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move to approve/deny the 2024 Wicks Park boat slip rates of \$2,000 for non-residents and \$1,800 for residents.

or

Move to approve amending the City of Saugatuck Schedule of Fees as follows:

Wicks Park Boat Slip Lease: \$\_\_\_\_\_ resident rate, \$\_\_\_\_\_ non-resident rate.

Policy/Procedure: Wicks Park Boat Slip Leasing

Date Adopted or Implemented: 01-14-2019

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

### **I. General Purpose and Objective**

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

### **II. Season Dates & Fees.**

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

### **III. Criteria**

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

### **IV. Application/Selection Process**

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

### **V. Cancellations**

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

### **VI. Terms & Conditions**

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

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



# 2024 Wicks Park Boat Slip Lottery Application

To enter the lottery, an application must be submitted to Saugatuck City Hall, no later than Wednesday February 7th, 2024, at 5:00 p.m., postmarks will not be accepted.

**Per Policy:**

- The City will accept applications (1 per real-property taxpayer) for a period of two weeks prior to the lottery date selected/advertised. January 24<sup>th</sup> – February 7<sup>th</sup>.
- Persons with multiple properties may only submit one application.

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

**LOTTERY DRAWING:** Thursday, February 8, 2024, at 2:00 p.m. at Saugatuck City Hall Council Chambers, 102 Butler Street, Saugatuck, MI 49453. This lottery is open to the public and will be livestreamed via Zoom (Zoom link will be emailed to all applicants). Need not be present to win.

**APPLICANT NAME:** \_\_\_\_\_

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

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If your name was chosen in the lottery you will have until Friday, March 1, 2024, at 5:00 p.m. to submit the following. If the following is not received by said date/time you will forfeit your spot and it will be given to the next individual on the waiting list.

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

Applications can be submitted as follows:

<b>By Mail:</b>	<b>In Person:</b>	<b>E-Mail:</b>
City of Saugatuck	City of Saugatuck	<a href="mailto:jwolders@saugatuckcity.com">jwolders@saugatuckcity.com</a>
PO Box 86	102 Butler Street	
Saugatuck, MI 49453	Saugatuck, MI 49453	

The City of Saugatuck is not responsible for any lost or misdirected applications. If you desire confirmation that your application has been received, please call 269-857-2603.

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

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## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received: ( ) Mail ( ) In Person ( ) E-mail

Time Received: \_\_\_\_\_ Staff: \_\_\_\_\_

102 Butler Street / PO Box 86, Saugatuck, MI 49453  
269-857-2603 – [www.saugatuckcity.com](http://www.saugatuckcity.com)



**DOCKING LEASE**

THIS LEASE AGREEMENT (the “Lease”) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF SAUGATUCK, a municipal corporation, located in Allegan County, Michigan (“LESSOR”) and \_\_\_\_\_, whose address is \_\_\_\_\_ (“LESSEE”).

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

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

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

Type of boat: \_\_\_\_\_

Year: \_\_\_\_\_

VIN: \_\_\_\_\_

**3. Term:** This Lease shall commence on **April 1, 2024** and shall terminate on **October 1, 2024**.

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

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

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

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

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

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

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

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



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

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

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

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

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

CITY OF SAUGATUCK, LESSOR

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Lauren Stanton, MAYOR

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Jamie Wolters, CLERK

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
LESSEE

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
LESSEE



## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** January 22, 2024  
**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) 2024 summer tax levies at a rate of \$2.75 per parcel.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move 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 2024 summer tax levies at a rate of \$2.75 per parcel.



## **MEMORANDUM**

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**TO:** City/Township Clerks  
County Equalization Departments  
County Treasurers

**FROM:** Chris Lamer, Chief Financial Officer

**DATE:** November 22, 2023

**RE:** 2024 Summer Tax Collection

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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 2024 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 15, 2023 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 2024 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 2024 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

## Ottawa Area Intermediate School District Board of Education Resolution to Collect Summer 2024 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 2024 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 2024;
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 2024 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, 2024; 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 Marc Eickholt and seconded by Robyn Afrik to adopt the resolution.

Roll Call Vote:

YES: Robyn Afrik, Rick Dernberger, Marc Eickholt, and Randy Schipper

NO: None

Resolution declared adopted, 4-0



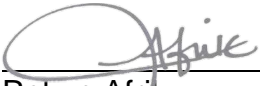
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Robyn Afrik  
Board Secretary  
Ottawa Area Intermediate School District



## 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, 2023**, at which the following Board members were present: Robyn Afrik, Rick Dernberger, Marc Eickholt, and Randy Schipper; that said resolution was offered by Board member Marc Eickholt and supported by Board member Robyn Afrik that the following Board members voted in favor of the resolution: Robyn Afrik, Rick Dernberger, Marc Eickholt, and Randy Schipper 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.



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Robyn Afrik  
Board Secretary  
Ottawa Area Intermediate School District

**MEMORANDUM OF AGREEMENT  
FEE FOR COLLECTION OF 2024 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 **2024 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 **2024 Summer Tax Levies will be collected at \_\_\_\_\_%**. (50% or 100%)
3. The **2024 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**



## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** January 22, 2024

**SUBJECT:** Right of Way Signage Request

**DESCRIPTION:**

Saugatuck Douglas CVB has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from January 29<sup>th</sup> through February 13<sup>th</sup> for the Second Line Mardi Gras Pub Crawl event.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move to approve/deny the right of way sign application from the CVB for the dates on January 29<sup>th</sup> through February 13<sup>th</sup>.



## Right of Way Sign Application

### APPLICANTS INFORMATION

APPLICATION NUMBER \_\_\_\_ - \_\_\_\_

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ lisa mize \_\_\_\_\_ Date \_\_\_\_\_

### SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

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

### PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured

**Pursuant to Section 150.30(H), please to the following questions:**

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?