



## CITY COUNCIL WORKSHOP AGENDA

February 8, 2023 – 4:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.  
The meeting will also be available live, virtually on Zoom.*

1. Call to Order
2. Roll Call
3. Agenda Changes (*Additions/Deletions*)
4. Guest Speaker:
  - A. Dan Fox- Saugatuck Township Fire District Board
5. Public Comment on Agenda Items Only (*Limit 3 minutes*)
6. Discussion Items:
  - A. Summary of Capital Improvements Planning Activities
  - B. Resolution 230213-B-2023 Poverty Exemption Guidelines
  - C. Resolution 230213-A-Short Term Rental Task Force Recommended by Planning Commission
  - D. Kalamazoo Harbor Authority Appointment
  - E. Planning Commission Activity Report for 2022
7. Public Comments (*Limit 3 minutes*)
8. Correspondence
9. Council Comments
10. Adjourn (*Voice Call*)

### NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
(312) 626-6799 -or-  
(646) 518-9805

Then enter "Meeting ID":  
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [Wolters@saugatuckcity.com](mailto:Wolters@saugatuckcity.com) for further information.

# MEMO

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**To:** Ryan Heise, City Manager  
City of Saugatuck

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**From:** Jonathan W. Moxey, P.E.  
Fleis & VandenBrink

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**CC:** Scott Herbert, DPW Superintendent  
City of Saugatuck

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**Date:** February 6, 2023

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**Re:** **Summary of Capital Improvements Planning Activities**

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Fleis & VandenBrink updated the PASER (Pavement Surface Evaluation & Rating) ratings for City streets in summer 2022 (resulting road condition map attached for reference). Those results were compiled with existing capital improvement plans (CIPs) for the water system, wastewater system and storm sewer system to develop a draft overall CIP for the City. The draft overall CIP was reviewed with City staff on October 11, 2022. Projects were prioritized based on input from City staff, and the updated plan was presented to council on October 24, 2022. Council expressed the desire to prioritize Park Street, specifically the section between the chain ferry and Perryman Street. The CIP was updated accordingly and is attached for reference.

The CIP is closely tied to the City's obligation to replace all lead and galvanized water services to meet the Michigan Lead and Copper Rule (LCR) being administered by EGLE on behalf of the EPA. The State is requiring that every applicable service be replaced by January 1, 2041 (a 20-year horizon) at a rate of 5-7% per year. A Preliminary Distribution System Materials Inventory (DSMI) was prepared and submitted to meet the State's January 1, 2020 deadline. The Preliminary DSMI summarized the known data at the time and reported the following:

- 203 services known or suspected to contain lead
- 198 services known or suspected to contain galvanized previously connected to lead
- 229 services of unknown material
- 277 services known to contain neither lead nor galvanized previously connected to lead
- 907 total service connections

The Final DSMI is due January 1, 2025. The Final DSMI will require field work to confirm the numbers reported in the Preliminary DSMI and determine the materials associated with the "unknown" category. F&V assisted the City with an application to EGLE's Drinking Water Asset Management grant program, however the City didn't score within the fundable range for that program. F&V also assisted the City with an application to Allegan County for assistance from their COVID relief funds, however, the County elected to allocate their funds to construction projects only.

# MEMO

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It is anticipated that most streets in the City will be impacted in some way by water service replacement to meet the LCR. The City is responsible for reporting progress annually to EGLE by March 31<sup>st</sup> with the number of applicable water services that were addressed in the prior calendar year. Water services were evaluated on North Park Street in 2021 prior to resurfacing, and no problem services were found. As part of the Campbell Road project in 2022, the City replaced 6 applicable services, which will be reported to EGLE.

The next funding opportunity to address LCR comes through the EGLE Drinking Water State Revolving Fund (DWSRF). An Intent To Apply (ITA) was submitted in November 2022. The ITA included an estimated project cost of \$8.4M with the following scope of work:

- Replace aging water mains
- Replace lead service lines
- Wellhouse improvements
- Well field looping
- Storage tank improvements

The full application is due June 1. The draft Project Plan, which is the bulk of the application effort, needs to be on public display prior to a public hearing and then submittal, which means time is running short if the City wishes to submit an application in 2023. A proposal for assisting the City with the full application is attached for reference. In the CIP, those roads potentially associated with the DWSRF project are highlighted in light blue.

Resurfacing of East/West/Takken/Taylor was identified as a project that can be implemented relatively quick. The water main in the area was constructed in the late 1980's, at a time when lead materials were no longer in use. The sanitary sewer is older, but there are no known significant deficiencies based on the KLSWA Asset Management Plan. The project is a high priority for staff because the pavement is failing. A large area of pavement failed on Takken Street near Mason Street in spring 2022, apparently as a result of a failed underdrain causing saturation of the area. A patch was applied as a short term solution in anticipation of full repair in 2023. The proposed project includes drainage improvements, including underdrain repair, and resurfacing of the 4 streets. The proposal for design engineering and bidding assistance is attached for reference.

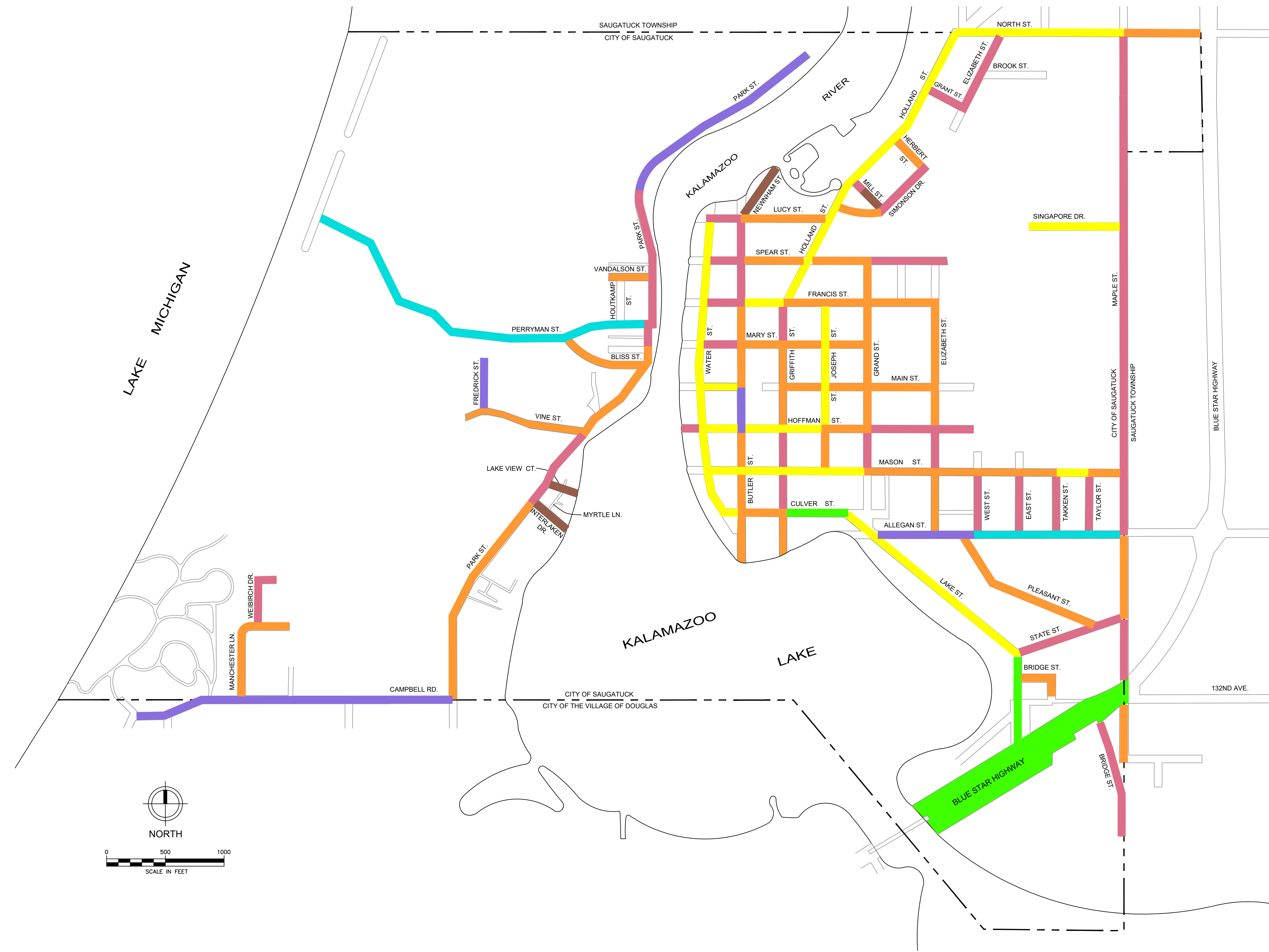
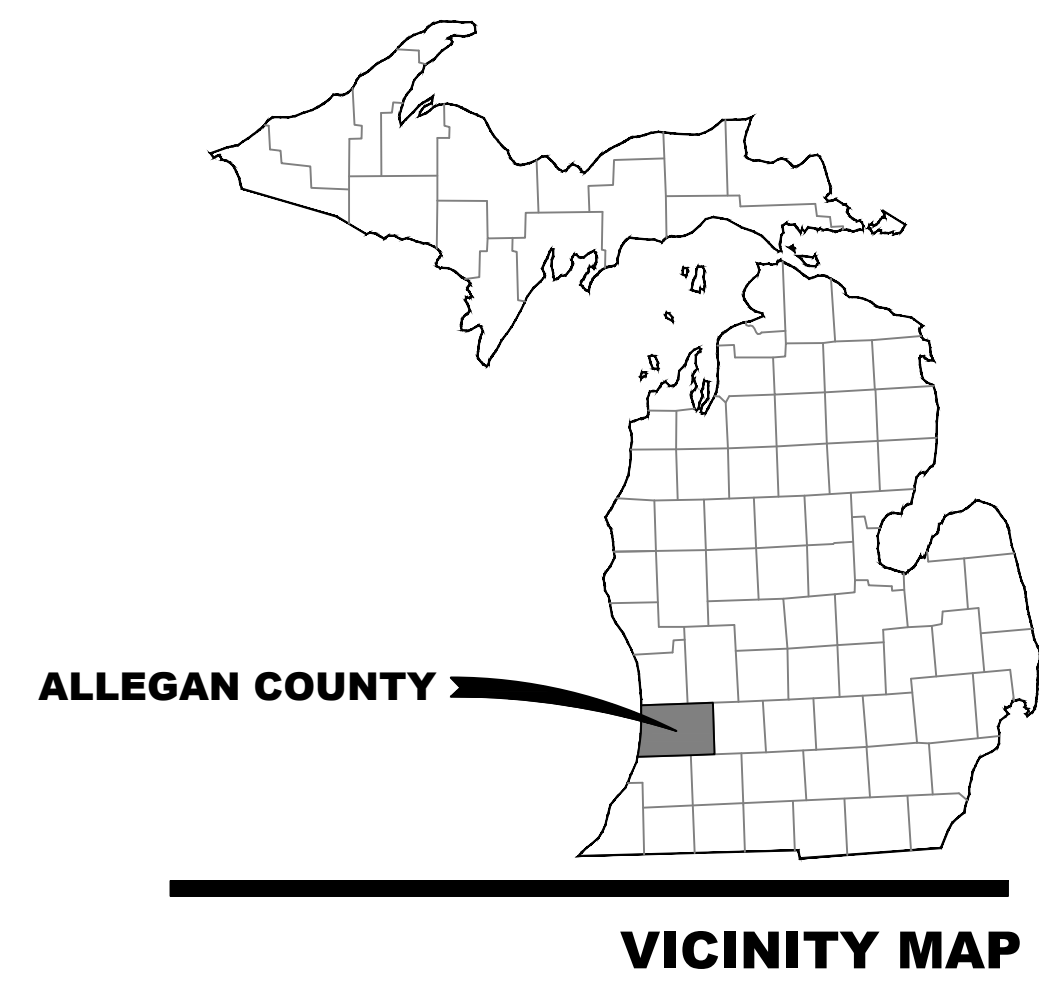
The CIP also includes annual allotments for crack sealing and slurry/fog sealing. Streets in good condition should be crack sealed periodically to keep the pavement in good condition as long as possible. As more cracking develops, slurry or fog sealing are recommended to prolong the pavement life. Those are surface treatments similar to chip sealing but more suitable for an urban environment. Applicable roads for each type of treatment are listed in the CIP in menu format for the DPW to prioritize annually.

The City has applied for MDOT's Category B funding several times in recent years. Category B is aimed at maintaining local roads that aren't eligible for federal funding. The City applied jointly with Douglas twice for assistance with Campbell Road and in 2022 for assistance with Lucy, Spear, Francis, Mary and Hoffman Streets. We anticipate submitting another application in the 2023 funding cycle. The program claims to prioritize communities that have not received the funding previously, which should increase the likelihood of being selected.

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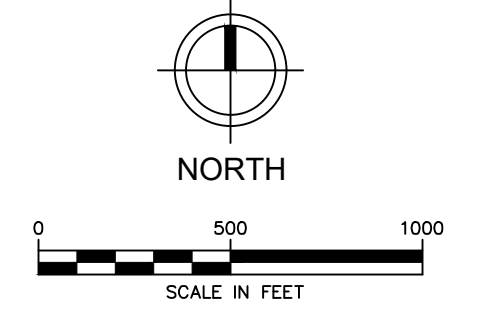
# CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

## 2022 ROAD CONDITIONS MAP



**LEGEND**

Blue	EXCELLENT (PASER 9-10)
Light Blue	VERY GOOD (PASER 8)
Light Green	GOOD (PASER 7)
Yellow	FAIR-GOOD (PASER 5-6)
Orange	POOR-FAIR (PASER 3-4)
Red	FAILED (PASER 1-2)
Brown	GRAVEL (NO RATING)







January 19, 2023

*Via Email: Ryan@saugatuckcity.com*

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

**RE: Proposal for Professional Engineering Services –  
Drinking Water State Revolving Fund (DWSRF) Project Plan – Water System Improvements**

Dear Ryan:

We appreciate the opportunity to assist the City of Saugatuck with improvements to your water system. As you are aware, Fleis & VandenBrink (F&V) assisted the City in submitting an Intent-to-Apply (ITA) for the Drinking Water State Revolving Fund (DWSRF) in November 2022. A copy of the ITA is attached to this proposal for reference.

The next step is the preparation and submittal of the Project Plan which is due June 1, 2023. We offer this proposal for the preparation of the Project Plan.

### **Project Understanding**

We understand the City wants to apply for DWSRF funding to make improvements to its water system. The DWSRF program provides government subsidized low-interest loans with a potential for a grant to assist water suppliers in completing improvements to meet the requirements of the Safe Drinking Water Act. The proposed improvements to be funded in this Project Plan currently include:

- Water Services: Replace lead services (approximately 200)
- Replace aging watermain at various locations in the City
- Wellhouse improvements
- Add looping at the well fields
- Storage tank improvements

If funding is awarded, the loan/grant can cover the planning, design, and construction of the drinking water project including the fee for the preparation of the Project Plan.

To proceed with a DWSRF application for FY2024 funding, a Project Plan that justifies the proposed improvements must be completed and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by June 1, 2023. The Project Plan is the vehicle used to compete for funding with other needed water improvement projects throughout the State.

After the Project Plan is submitted, projects are scored and ranked on EGLE's Project Priority List (PPL). The PPL ranks projects on factors such as water quality, system reliability, population, disadvantaged community status, and consolidation with a regional system. The state is currently overhauling their scoring system and significant changes from past years are anticipated but have not been disclosed yet.

**2960 Lucerne Drive SE  
Grand Rapids, MI 49546**  
P: 616.977.1000  
F: 616.977.1005  
www.fveng.com

## Scope of Service

The state is currently rewriting their guidance for preparing a Project Plan and anticipates issuance of the guidance in late January 2023. We anticipate the requirements of the Project Plan may be reduced from that stated in their guidance document dated May 2016. However, the extent of the reduction, if any, is currently unknown. The City and F&V cannot wait until the new guidance is published before offering this proposal due to time constraints. Therefore, we propose to complete the Project Plan in accordance with the current EGLE guidance for the below stated fee. Should the requirements be reduced, F&V will offer an appropriate change in fee.

The major sections of the plan include Project Background, Analysis of Alternatives, Principal Alternatives, Environmental Evaluation, Mitigation Measures, and public participation. We anticipate the City will manage the public notices (required for the DWSRF public meeting) and the documentation requirements for the public meeting. As we have done with other projects, we will work closely with the City staff to share the workload in preparing the required documents, exhibits, and tables.

## Fee Budget

Based on the currently available DWSRF Project Plan preparation guidance document, we propose to complete the scope of work outlined above on an hourly fee basis, plus reimbursable expenses, with an estimated budget of **\$16,000**.

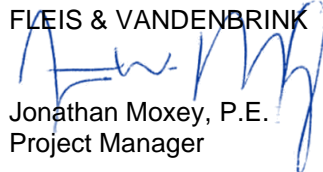
Should the City be awarded funding, a separate proposal will be provided to continue with Part I, II, and III of the DWSRF application. Please note that the scope of services and fees assume this project will be funded through revolving funds with no new federal funds; a “non-equivalency” project. Therefore, the full environmental evaluation (Archeological, SHPO, THPO, etc....) will not be required. Should the project be funded, and those funds include new federal funds, F&V can provide the Federal Crosscutters requirements as an additional fee at a later date.

## Schedule

We are prepared to begin this work immediately upon authorization and expect to have a draft project plan completed and ready for public display in late April or early May 2023. A public meeting is required, and we suggest the City plan to complete this during the regularly scheduled City Council meeting on May 22, 2023. The draft Project Plan must be on display for 15 days prior to the public meeting. The notice of public meeting must be advertised at least 15 days prior to the hearing. Following the public meeting, the Project Plan will be finalized and submitted to EGLE by June 1, 2023. If funding is awarded it would be announced in late 2023 with construction anticipated to begin in the spring of 2025.

We appreciate the opportunity to continue to provide services to the City of Saugatuck. Please feel free to contact us with any question.

FLEIS & VANDENBRINK

  
Jonathan Moxey, P.E.  
Project Manager

  
Don DeVries, P.E.  
Principal

## WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **Drinking Water State Revolving Fund (DWSRF) Project Plan** for the City of Saugatuck as detailed in this letter, under our existing Professional Services Agreement (PSA) dated November 13, 2018.

By \_\_\_\_\_

Date \_\_\_\_\_

December 2, 2022

Via Email: [ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Ryan Heise, City Manager  
City of Saugatuck  
102 Butler Street  
Saugatuck, MI 49453

**RE: 2023 Street Improvements – Design & Bidding Phase Proposal**

Dear Ryan,

As part of the recent capital improvements planning process, high priority road improvements were identified on several streets that do not have urgent sanitary sewer or water main/service needs. These road improvements can thus be implemented in 2023, not being connected to potential outside funding for utility work. The scope of work identified includes limited drainage improvements with crushing, shaping and resurfacing the asphalt pavement on the following streets:

- West Street, from Allegan Street to Mason Street
- East Street, from Allegan Street to Mason Street
- Takken Street, from Allegan Street to Mason Street
- Taylor Street, from Allegan Street to Mason Street

The project would also include drainage modifications on Mason Street between Takken Street and Maple Street, which would be an initial step to address the erosion issues occurring downstream of the City's stormwater outlet on the northwest corner of Maple and Mason. We anticipate those improvements would include constructing a series of asphalt spillways to allow water off the road prior to (west of) Maple Street and ditching improvements along Mason Street. These improvements would be expected to slow the rate of flow that reaches the area of concern and potentially redirect some of it to bypass that area completely.

We propose the following scope of services to assist you with design, permitting and bidding for the project:

**Scope of Services**

- Meet with City representatives to review the scope and schedule of the proposed improvements.
- Obtain topographic survey of the project area as required for design. Contact private utilities to obtain available construction records for their facilities and incorporate them into the survey.



- Obtain soil borings to determine the thickness of the existing pavement and characterize the underlying soils. We have assumed four (4) borings with a depth of five (5) feet in our budget.
- Prepare preliminary plans and specifications for the project. Update the pre-design cost estimate for the project as appropriate.
- Review preliminary plans and specifications with City staff. Make revisions based on comments received.
- Prepare and submit permit applications for the project. Based on the anticipated scope of work, a Soil Erosion & Sedimentation Control permit may be required from the Allegan County Drain Commissioner.
- Finalize plans and specifications based on comments received from the City and County.
- Assist the City with advertising and bidding the project.
- Prepare a bid tabulation and recommendation of award.

**Schedule**

Assuming authorization in December 2022, we anticipate collecting survey information in January or February, 2023, completing design and permitting in spring 2023 and bidding the project in late spring or early summer 2023 for construction in late summer or fall, 2023.

**Budget**

We propose to complete the Scope of Services identified above at our standard hourly rates plus reimbursable expenses in accordance with the following budget:

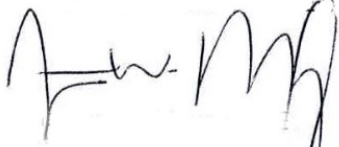
<u>Phase</u>	<u>Est. Fee</u>
Topographic Survey	\$4,400
Soil Borings	\$1,800
Preliminary Design	\$9,000
Final Design & Permitting	\$5,000
<u>Bidding Assistance</u>	<u>\$2,400</u>
Total Proposed Budget	\$22,600

We will prepare a proposal for construction phase services once the scope and schedule for construction have been established.

We are prepared to begin work upon authorization. Authorization to proceed with the work under our existing Professional Services Agreement for General Consultation dated November 13, 2018 can be given by returning a copy of this proposal signed below as indicated. We look forward to continuing our work with you on this project. Please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

**AUTHORIZATION TO PROCEED WITH  
2023 STREET IMPROVEMENTS – DESIGN & BIDDING  
PHASE SERVICES**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Memo

**To:** Saugatuck City Council

**From:** Anthony E. Meyaard, Assessor

**Date:** January 24, 2023

**Re:** Approval of the 2023 Poverty Exemption guidelines

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PA 253 of 2020 amended MCL 211.7u which requires the Township Board to approve and adopt Poverty Exemption Guidelines on an annual basis. The attached resolution and policy has been updated with the income levels as approved by the U.S. Department of Health and Human Services for 2022.

In addition, you will find the new Poverty Exemption Application as approved by the State Tax Commission. In the past we had created and used our own application but since the passage of PA 253 of 2020 we must now use the State approved form.

I respectfully request City Council approval of the attached poverty exemption resolution and guidelines in order to stay in compliance of MCL 211.7u

Respectfully submitted,

Anthony E. Meyaard  
Saugatuck City Assessor

# 2023 POVERTY RESOLUTION

## Resolution No. 230213-B

**WHEREAS**, the adoption of guidelines for poverty exemptions is within the purview of the City Council, and

**WHEREAS**, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u) and as amended by PA 620 of 2002 and further amended by PA 253 of 2020; and

**WHEREAS**, pursuant to PA 390, 1994, PA 620, 2002 and PA 253 of 2020, Saugatuck City, Allegan County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year,

To be eligible, a person shall meet all the following requirements:

- 1) Be an owner of and occupy as a principal residence of the property for which an exemption is requested.
- 2) File a claim with the Supervisor, Assessor or Board of Review, accompanied by federal and state income tax returns **for all persons** residing in the homestead, including any property tax credit returns filed in the immediately preceding year UNLESS the attached affidavit is completed for each person that is not required by law to file Federal and/or State income tax return(s).
- 3) Produce a valid driver's license or other form of identification.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget (see attached).
- 6) Have assets totaling no more than \$15,000, not including the primary residence.
- 7) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
- 8) Any additional eligibility requirements allowed by law as determined by the City Board of Review.

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Upon roll call vote, the following number of Board Members voted "Aye": \_\_\_\_\_.

The following number of Board Members voted "Nay": \_\_\_\_\_.

The Supervisor declared the resolution adopted.

### CERTIFICATE

I, Jaime Wolters, the duly elected and acting Clerk of Saugatuck City, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at the regular meeting of said Board held on \_\_\_\_\_ at which meeting a quorum was present by a roll call vote of said members and hereinbefore set forth; that said resolution was ordered to take immediate effect.

\_\_\_\_\_  
Jaime Wolters  
Saugatuck City Clerk

## FEDERAL POVERTY INCOME STANDARDS FOR 2023 ASSESSMENTS

The following are the federal poverty income standards as of December 31, 2022 for use in setting poverty exemption guidelines for 2023 assessments.

<b><u>Federal Poverty Income Guidelines a</u></b>	
<b>Number of Persons Residing in the Principal Residence</b>	<b>Maximum Total Income</b>
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
	<b>Each Additional Person \$4,720</b>

## Income Guidelines

The income guidelines used by the Board of Review have been established in accordance with P.A. 390 of 1994. In determining qualifications for the exemption, the Board of Review shall consider every variable on the application including total household income, the nature and duration of the income stream, the current taxable and state equalized values of the subject property, the quality and accuracy of the information submitted and any other such evidence as they feel appropriate in making their decision. These guidelines shall assist the Board of Review in their decisions.

### 2023 Poverty Income Guidelines Range for Saugatuck City

<u>Number of Persons Residing in the Principal Residence</u>	<u>Household Income</u>	<u>Recommended Board Action Exemption % Percentage Granted</u>
1	\$0 - \$13,590 \$16,990 Max \$20,390	Maximum 100 % At this range point 50 % At this range point 25 %
2	\$0 - \$18,310 \$22,890 Max \$27,470	Maximum 100 % At this range point 50 % At this range point 25 %
3	\$0 - \$23,030 \$28,790 Max \$34,550	Maximum 100 % At this range point 50 % At this range point 25 %
4	\$0 - \$27,750 \$34,690 Max \$41,630	Maximum 100 % At this range point 50 % At this range point 25 %
5	\$0 - \$32,470 \$40,590 Max \$48,710	Maximum 100 % At this range point 50 % At this range point 25 %
6	\$0 - \$37,190 \$46,490 Max \$55,790	Maximum 100 % At this range point 50 % At this range point 25 %
7	\$0 - \$41,910 \$52,390 Max \$62,870	Maximum 100 % At this range point 50 % At this range point 25 %
8	\$0 - \$46,630 \$58,290 Max \$69,950	Maximum 100 % At this range point 50 % At this range point 25 %
Each Additional Person \$ 4,720		

Assets (not including the primary residence) shall not exceed \$15,000

## 2023 Poverty Exemption Application Instructions

THIS APPLICATION SHOULD BE RETURNED TO:

**Mailing Address & Building Location:**

Bedford Township Assessing Department 8100 Jackman Road Temperance, MI 48182

### Saugatuck City

To be considered for a hardship exemption, the following steps must be followed:

1. The Petitioners must complete this application **IN FULL** including signatures on the last page. Signatures must be notarized. Return the application and attachments to the Assessing Department after January 1, but before the day prior to the last day of Board of Review in the year that the exemption is being requested.
2. Per Saugatuck City's Poverty Resolution, you must attach signed copies of the following for all persons living in the household:
  - \_\_\_ 2022 FEDERAL INCOME TAX RETURN (1040) with W 2's & 1099's.
  - \_\_\_ 2022 MICHIGAN INCOME TAX RETURN (MI-1040)
  - \_\_\_ 2022 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)
  - \_\_\_ 2022 SOCIAL SECURITY BENEFIT STATEMENT (SSA-1099)
  - \_\_\_ YEAR END STATEMENTS FOR ASSET INFORMATION

**IF YOU ARE NOT REQUIRED, BY LAW, TO FILE OR STATE INCOME TAX FORMS, YOU MUST COMPLETE THE ATTACHED POVERTY EXEMPTION AFFIDAVIT.**

Hardship Exemption as defined by the Michigan Compiled Laws is as follows:

**Section 211.7u: The homestead of persons who, in the judgment of the supervisor and Board of Review, by reason of poverty, are unable to contribute toward the public charges are eligible in whole or in part from taxation under this act.**

Please be aware that as an applicant for Hardship Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

**Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely, will be guilty of perjury and subject to its penalties.**

If received timely, your application will be presented at the next scheduled Board of Review.

**Your attendance at the appropriate meeting is strongly encouraged but is not required. The Board of Review may have questions for you regarding your application or documentation. Please be aware that the Board of Review **MUST** conduct their meetings according to the Open Meetings Act.**



## City Council Agenda Item Report

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

**MEETING DATE:** February 8, 2023

**SUBJECT:** Consideration of Forming a Short-Term Rental Task Force in Accordance with Section 4.28 of the City Charter as Recommended by the Planning Commission

**DESCRIPTION:**

On February 2, the Planning Commission held a special meeting and unanimously passed the attached resolution. The resolution makes a formal recommendation to City Council to form a short-term rental task force in accordance with section 4.28 of the City Charter. This section of the charter states:

**SECTION 4.28 ADVISORY COMMITTEES OR BOARDS.**

The mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily and without compensation unless otherwise provided by the city council.

Forming a short-term rental task force under this provision of the charter will allow for a comprehensive review and set of recommendations on short term rentals. While the Planning Commission could review or form its own committee, they would be limited to reviewing zoning regulations. Short term rentals also involve regulatory or police power regulations which are set by the City Council. Reviewing fees for short-term rentals was also established as an essential priority during your recent strategic planning session. A task force formed under this provision of the charter would allow for the zoning, regulatory, police powers, and fees to be reviewed and comprehensive recommendations made.

Staff is asking the City Council to discuss the Planning Commission's recommendations and how you wish to proceed.

If the City Council wishes to adopt a formal resolution to create a short-term rental task force, a draft has been prepared for the Council to discuss and amend as the Council feels is necessary.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

The Planning Commission provided a formal resolution recommending the creation of a short-term rental task force.

**LEGAL REVIEW:**

The City Attorney was present for the Planning Commission special meeting and has prepared a draft resolution for the City Council to discuss.



**SAMPLE MOTION:**

N/A for Workshop Meeting.

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

**RESOLUTION NO. 230213-A**

**A RESOLUTION ADOPTING THE PLANNING COMMISSION'S  
RECOMMENDATION TO FORM A SHORT-TERM RENTAL TASK FORCE**

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

**RECITALS**

WHEREAS, the City of Saugatuck has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, the Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “[t]he mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, the City Council received a recommendation from the Planning Commission to form a short-term rental task force, and the City Council acknowledges the Planning Commission’s recommendation and agrees that a short-term rental task force should be formed to assist the City Council and Planning Commission regarding short-term rentals; and

WHEREAS, the purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City; and

WHEREAS, a short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, a short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that includes definitions of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City’s current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, if the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, the short-term rental task force should formulate recommendations on the City's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, the short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, the makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

1. One member from City Council (1);
2. Two members from the Planning Commission (2);
3. One member from the retail, restaurant or lodging business owner community (1);
4. One member from a short-term rental property management group (1);
5. One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals (1);
6. One member from a commercial zone member who is not the owner of a short-term rental (1);
7. One member from the real estate realtor community with no short-term rental ownership (1);
8. One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood (1); and

WHEREAS, the members of the short-term rental task force should be residents, property, or business owners of the City of Saugatuck.

NOW, THEREFORE, BE IT RESOLVED that:

1. The foregoing recitals are hereby affirmed and are incorporated herein, and are deemed to represent the position of the City Council of the City of Saugatuck.
2. The City Council adopts the Planning Commission's recommendation that the Mayor,

with the advice and consent of the City Council, shall appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

3. The City Council adopts the Planning Commission’s recommendation that this short-term rental task force be selected in accordance with the City Council’s Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.

4. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

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

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

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

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

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023

**CITY OF SAUGATUCK**

BY: \_\_\_\_\_  
Scott Dean, 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 \_\_\_\_\_, 2023.

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

**RESOLUTION OF RECOMMENDATION TO CITY COUNCIL**

By the City of Saugatuck Planning Commission

**RESOLUTION RECOMMENDING THE CREATION OF A SHORT-TERM RENTAL TASK FORCE IN ACCORDANCE WITH SECTION 4.28 OF THE CITY CHARTER**

Commission member LaChey, offered the following resolution and moved for its adoption, seconded by Commission Member Bagierek:

WHEREAS, The City of Saugatuck Planning Commission has established reviewing short-term rentals as a priority for 2023; and

WHEREAS, The Planning Commission recently reviewed short-term rental data for the City and each zoning district; and

WHEREAS, Section 4.28 of the City Charter states, “the mayor, with the advice and consent of the city council may, from time to time, appoint such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity”; and

WHEREAS, A short-term rental task force should be formed to assist both the City Council and Planning Commission; and

WHEREAS, The purpose and priorities of a short-term rental task force should include identifying and prioritizing current short-term rental concerns, issues, opportunities, and objectives held by the residents, property and business owners of the City; and

WHEREAS, A short-term rental task force should gather data and insights regarding short-term rental issues, concerns, opportunities, and objectives, including but not limited to current and historical data on registered properties, locations, and rental licenses, listings and occupancies, using both City and third-party data, the number and categories of complaints filed with the City and any enforcement actions taken by the City related to short-term rentals, and resident, property and business owner feedback in the form of forums and surveys; and

WHEREAS, A short-term rental task force should develop a written and balanced executive summary of the findings of their quantitative and qualitative data gathering that

includes definition of any specific concerns and issues that need to be addressed and the specific goals and objectives of any contemplated changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, as well as specific methods for measuring whether goals and objectives are met; and

WHEREAS, If the short-term rental task force determines there is a need for changes to the City's current short-term rental policies, practices, and regulatory and zoning ordinances, including fees, they should review and discuss options and policies of similar resort-focused communities, primarily in Michigan, that have made changes to their short-term rental policies, practices, and regulatory and zoning ordinance, including fees; and

WHEREAS, The short-term rental Task force should formulate recommendations on the city's short-term rental policies, practices, and regulatory and zoning ordinance, including fees, for review and discussion by the Planning Commission and City Council; and

WHEREAS, The short-term rental task force should consider, but not be bound by, the experiences, issues, concerns, policies, practices, and regulatory and zoning ordinances of the City of the Village of Douglas and Saugatuck Township, as well as the Tri-Community Master Plan; and

WHEREAS, The makeup of a short-term rental task force should represent and balance different stakeholders within the community including:

- One member from City Council
- Two members from the Planning Commission
- One member from the retail, restaurant or lodging business owner community
- One member from a short-term rental property management group
- One member from a residential zone who holds a short-term rental license and/or is positive about short term-rentals
- One member from a commercial zone member who is not the owner of a short-term rental
- One member from the real estate realtor community with no short-term rental ownership
- One member from a residential zone who is not a short-term rental owner and who feels negatively impacted by short-term rentals in their neighborhood; and

WHEREAS, The members of the short-term rental task force should be residents, property or business owners of the City of Saugatuck.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission recommends that the Mayor, with the advice and consent of the City Council, appoint a short-term rental task force to consist of nine members representing different stakeholders within the community as described above; and

BE IT FURTHER RESOLVED, that the Planning Commission recommends that this short-term rental task force be selected in accordance with the City Council's Boards and Commission Selection Policy, have parity as close as possible between short-term rental owners and non-short-term rental owners, report its recommendations to the Planning Commission on or before September 21, 2023, comply with Open Meetings Act requirements including public notices and gathering public comments, be voluntary and uncompensated, receive a budget for data and insights gathering and consultant planner assistance, and provide written and/or verbal reports to the Planning Commission during each monthly Planning Commission meeting.

AYES: Broeker, Anderson, Bagierek, Gardner, Gaunt, & LaChey

NAYS: None.

ABSTAIN: None.

ABSENT: Manns

ADOPTED this 2nd day of February 2023

Signed: \_\_\_\_\_  
Ann Broeker, Vice-Chair

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

Certification:

I, Jamie Wolters, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is true and complete copy of resolution adopted by the Saugatuck Planning Commission at a special meeting held on February 2, 2023, in compliance with the Open Meetings Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

Attest:

\_\_\_\_\_  
Jamie Wolters, City Clerk



## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** 2/13/2023

**SUBJECT:** Kalamazoo Lake Harbor Authority Appointment

**DESCRIPTION:**

Kalamazoo Lake Harbor Authority has a current vacancy for the City of Saugatuck representative with term expiring 2/1/2025. Mayor Dean has recommended Mayor Pro-Tem Lauren Stanton to fill that vacancy.

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to appoint Mayor Pro-Tem Lauren Stanton to the Kalamazoo Lake Harbor Authority with a term ending February 1, 2025.





## City Council Agenda Item Report

**FROM:** Ryan Cummins and Planning Commission

**MEETING DATE:** February 13, 2023

**SUBJECT:** Planning Commission Activity Report for 2022

**DESCRIPTION:**

The purpose of this memo is to provide an overview on the activities for the Planning Commission for the 2022 calendar year. Permit activity is as follows:

Year	2022	2021	2020	2019	2018	2017	2016	2015	2014
Permits*	68	75	52	98	107	108	89	77	62

\*Includes permits issued administratively including zoning permits, historic district permits, and sign permits. This does not include street cut permits, water and sewer permits, permits for dumpsters in the ROW, or other miscellaneous permits.

In 2022, the Planning Commission met 12 times for regular and special meetings. Public hearings regarding the following projects and ordinance amendments were held this year:

- A public hearing to expand the bar/restaurant at 449 Water St.
- A second public hearing to amend the conditions to extend the bar/restaurant at 449 Water St.
- A public hearing for potential amendments to the Zoning Ordinance to correct errors, grammar, improve clarity, eliminate redundancies and contradictory language, and consolidate duplications.
- A public hearing for a site reconfiguration and addition resulting in a single-family dwelling that exceeds a .3:1 floor area ratio.

The Planning Commission discussed the following as being priorities for 2023:

- a. Updating the Tri-Community Master plan
- b. Short-term Rentals

- c. Improvement of the Zoning Ordinance
  - i. The Planning Commission advised they wish to focus updates to the zoning ordinance to key areas such as:
    - 1. Waterfront Development
    - 2. Consolidation of Zoning Districts
    - 3. Short-Term Rentals
- d. Fee in Lieu of Parking
- e. Park Street sidewalks and widening
- f. Continued Planning Commission Education and Training

If you should have any questions, please contact me.