



CITY COUNCIL MEETING AGENDA

February 27, 2023 – 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.*

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 - February 13, 2023. Pg. 3
 - B. Special City Council Meeting Minutes – February 16, 2023. Pg. 10
10. Staff Reports, Boards, Commissions & Committees:
 - A. Staff Reports: Starting on Pg. 15
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 7. Fire
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority

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

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 for further information.

4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Tri-Community Recycling Ad-Hoc Committee

11. Request for Payment

12. Approval of Accounts Payable: (Roll Call)

- A. Accounts Payable in the amount of \$714,935.67 Pg. 36

13. Introduction of Ordinances

14. Public Hearings

15. Unfinished Business

16. New Business:

- A. AT&T Project Update
- B. Fee Increase Proposal (Roll Call) Pg. 38
- C. Short Term Rental Task Force Next Steps

17. Public Comments (Limit 3 minutes)

18. Closed Session:

- A. Pursuant to MCL 15.268(a) of the Open Meetings Act, the City will enter into closed session to conduct the annual City Manager performance review.
 - a. Motion to enter into closed session pursuant to MCL 15.268(a) to consider the evaluation of City Manager Ryan Heise. (Roll Call)

19. Take any necessary action as a result of closed session discussions (Roll Call)

20. Correspondence:

- A. Ryan Cummins Certificate
- B. Cathy Brockington
- C. Dick Waskin

21. Council Comments

22. Adjourn (Voice Vote)



**CITY COUNCIL MEETING MINUTES - Proposed
February 13 , 2023**

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 Dean at 7:00 p.m.

Attendance:

Present: Mayor Dean, Mayor Pro-Tem Stanton, Councilmembers Baldwin, Gardner, Leo, and Muncey.
Absent: Lewis.

Others Present: City Manager Heise, Director of Planning, Zoning & Project Management Cummins, DPW Assistant Supervisor Hardy, Clerk Wolters, Allegan County Police Captain Ensfield and City Attorney Brennan.

Motion by Baldwin, second by Leo to excuse councilmember Lewis's absence. Upon voice vote, motion carried 6-0.

Mayor's Comments:

Mayor Dean wished everyone a Happy Valentine's Day.

City Manager Comments:

He is pleased with all the staff reports that are coming out of City Hall and the Department of Public Works. He referenced the paper easel in the Council chambers has a list of all the behaviors voted on during the strategic planning session is there as a reminder to all.

Agenda Changes:

Mayor Dean deleted item 18B from the agenda. This was to discuss the City Manager's evaluation. The reason being he is awaiting an analysis of municipal salaries. He is also awaiting a few evaluations from the City Manager as well.

Motion by Gardner, second by Baldwin to approve the agenda with that deletion. Upon voice vote, motion carried 6-0.

Guest Speakers: None.

Public Comment on Agenda Item Only:

Jane Underwood (resident)- Thanked Councilmember Baldwin for a very good plan regarding the short term rental task force.

Dick Waskin (resident)- He wants Council to pay attention to the condition of Bridge Street when discussing the capital improvement plan for roads. He is the secretary of The Heron Bay Association and noted they have been asking for probably two decades for attention to be paid to Bridge Street. He explained the recent home sales and noted the potential for more construction of new homes.

Consent Agenda:

A. Regular City Council Meeting Minutes – January 23, 2023.

Motion by Muncey, second by Gardner to approve the consent agenda. Via roll call vote, motion carried 6-0.

Staff Reports:

City Manager, Treasurer, Zoning Administrator, DPW Superintendent, Police Captain, Engineer, and Fire Chief submitted status reports of current activities since the last Council meeting on January 23, 2023, for their respective departments.

Police Captain Ensfield added to his report regarding his department, and he also introduced deputy Haskill who is replacing deputy Flokstra who was just promoted to another position. Deputy Haskill introduced himself.

City Engineer Jon Moxey added to his report. He and DPW superintendent Herbert met with the Mt. Baldhead study. They plan on updating the conceptual planning for the Mt. Baldhead area. The Blue Star Bridge navigation lighting is still being worked on and they are in the process of getting the Coast Guard's input.

Boards, Commissions & Committees:

Interurban Board, Councilmember Muncey- Saugatuck City Representative- The Board has a meeting next Tuesday.

KLSWA, Barry Johnson- Saugatuck City Representative- Briefed Council on the following information from the KLSWA meeting.

1. They moved their meeting up a week because of President's Day.
2. Operational staff completed the annual wastewater treatment plants clarifiers.
3. Well number five in Saugatuck is getting old.
4. February 7th, 449 Water Street requested a water shut off for 30 minutes due to construction which affected the whole block of businesses.
5. A wellhead protection team is a team of tri-community members. Mayor Dean, Saugatuck Township Manager DeFranco, City Manager LaBombard, Fire Captain Bernhardt and an Allegan County health official.

Kalamazoo Lake Harbor Authority: None

Zoning Board of Appeals: None

Historic District Commission: None

Planning Commission, Councilmember Gardner- Planning Commission meets this coming Thursday.

Parks and Public Works Committee, Councilmember Baldwin- Study groups are well underway. They are getting good traction and there is a lot of excitement. The next meeting is on the 28th.

Tri-Community Non-Motorized Trail Study Committee, Councilmember Leo- They had a meeting with the engineer and community partners. They had some shovel testing, they received the contract from the engineer and are doing their housekeeping and getting everything together so they can move forward.

Tri-Community Recycling Ad-Hoc Committee: None

Request for Payment: None.

Approval of Accounts Payable:

A. Accounts Payable in the amount of \$616,125.32.

Motion by Baldwin, second by Stanton to approve the accounts payable. Via roll call vote, motion carried 6-0.

Introduction of Ordinances: None

Public Hearings: None

Unfinished Business: None

New Business:

Capital Improvements- Road and Utility Proposals:

The proposal included in your packet from Fleis and Vandenbrink is for engineering work to design and bid the following road improvements: West Street, from Allegan Street to Mason Street, East Street, from Allegan Street to Mason Street, Takken Street, from Allegan Street to Mason Street and Taylor Street, from Allegan Street to Mason Street.

Motion by Stanton, second by Muncey to approve the 2023 Street Improvement Engineering Proposal from Fleis and Vandenbrink in the amount of \$22,600.00. Authorize the Mayor or Mayor Pro Tem to execute proposal. Upon roll call vote, motion carried 6-0.

It's recommended that the City apply for the Drinking Water State Revolving Fund (DWSRF) to make improvements to its water system; as infrastructure improvements are a top priority for the City. 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.

Motion by Stanton, second by Muncey to approve the proposal for professional services from Fleis & Vandenbrink to assist in submitting the Drinking Water State Revolving Fund Project Plan in the amount of \$16,000.00. Authorize the Mayor or Mayor Pro Tem to execute proposal. Upon roll call vote, motion carried 6-0.

Resolution 230213-A-Short Term Rental Task Force Recommended by Planning Commission:

On February 2, the Planning Commission held a special meeting and unanimously passed a 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. 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 the City Council's 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. The Planning Commission provided a formal resolution recommending the creation of a short-term rental task force. The City Attorney was present for the Planning Commission special meeting and has prepared a draft resolution for the City Council to discuss.

Councilmember Baldwin presented a document of eight suggestions of her recommended changes to the Resolution.

City Council discussed the Planning Commission proposed Resolution and decided on following changes:

1. 4th Whereas-

Planning Commission Proposed language:

- a. 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

City Council Changes:

- b. 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, with assistance and facilitation by a professional planning consultant approved by City Council, should be formed to assist the City Council and Planning Commission regarding short-term rentals; and

2. 5th Whereas:

Planning Commission Proposed language:

- a. 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

City Council Changes:

- b. 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, schools, public safety and other community stakeholders; and
3. 12th Whereas- Planning Commission Proposed language:
 Planning Commission Proposed language:
- a. the makeup of a short-term rental task force should represent and balance different stakeholders within the community including:
 City Council Changes:
 - b. the members of the short-term rental task force should be residents, property, or business owners of the City of Saugatuck, with preference given to City residents.
4. Now, Therefore, be it Resolved, item #3:
 Planning Commission Proposed language:
- a. 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.
 City Council Changes:
 - b. 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 and City Council 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 and City Council during each monthly Planning ~~Commission~~ meeting.

City Council decided to schedule a Special City Council meeting on Thursday February 16th at 6:00 p.m. to staff time to update the Resolution with their changes and to take action.

Motion by Gardner, second by Muncey that Council table Resolution 230213-A-Short-Term Task Force recommendation recommended by Planning Commission until Thursday for a special meeting for City Council at 6pm. Via roll call vote, motion carried 6-0.

Resolution 230213-B-2023 Poverty Exemption Guidelines:

PA 253 of 2020 amended MCL 211.7u which requires the City Council to approve and adopt Poverty Exemption Guidelines on an annual basis.

Motion by Muncey, second by Baldwin to pass Resolution 230213-B Poverty exemption guidelines. Upon roll call vote, motion carried 6-0.

Kalamazoo Harbor Authority Appointment:

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.

Motion by Leo, second by Baldwin to appoint Lauren Stanton to the Kalamazoo Lake Harbor Authority with the term ending February 1, 2025. Upon voice vote, motion carried 6-0.

Planning Commission Activity Report for 2022:

Zoning Director Ryan Cummins provided the Planning Commission Activity Report for 2022

Public Comment:

Barry Johnson (resident): He noted the interesting discussion on the Resolution and said there was no way to recite what Council discussed. He appreciates Councilmember Baldwin's comments.

Damon Potter (non-resident): He is alarmed that the 5% tax that short term rentals pay in the City isn't being addressed in the proposal. Asked Council to consider a way to replace that in the proposal.

Dick Waskin (resident): He addressed the comments from Council about residents and non-residents selection for the Short-Term Rental Task Force. He finds it offensive to hear comments that only people that count are the people who are voting residents. He asked Council to realize that everyone is a part of the community, everyone who pays taxes, everyone who has business and that means Saugatuck, Saugatuck Township and Douglas.

Ann Broeker (resident) (planning commission vice-chair): she was impressed with Councilmember Baldwin's comments. Her personal view is that they should take all great ideas from everybody and incorporate them into that proposal. She thought the makeup of the committee and making sure that it's not essentially tilted on way or another, and really does reflect the interests of residence as very compelling and hopes Council takes that into account.

Brian Elmore (part-time resident): As a part-time resident of the area but not a voting resident. He wanted to echo the comment that the Council has a duty to their constituents that actually voted for them, they have a greater duty to the overall community that they represent, which includes the taxpayers, the business owners, the residents, the non-residents, and even those that choose to come to our community for their holidays and spend a lot of money in our businesses and in our wonderful community.

Steve Manns (resident) (planning commission chair): Wanted to make clear that the formation of the task force is to put individuals together to go out and listen to the community through surveys, public forums and report back what issues and concerns there are. They will be listening to all business owners and makes no difference if you are a resident of the city or tri-community. If someone has input, they will be invited to come to the public forums and to respond to the surveys, the task force along with the consultant form will then summarize and take to the Planning Commission and City Council.

Holly Anderson (resident)(planning commission member): She thanked the Council for their workshop and meeting discussion and engagement. Thanked Councilmember Baldwin for her great thought and work. She has a background in corporate communications, she suggested that there are few topics with different points of view, may there is a way to get alternat paragraphs in the Council packets to discuss. She feels like 97% of the conversation was had but not the last 3%. She has enjoyed serving

her stakeholders with this kind of debate.

Closed Session:

Motion by Gardner, second by Stanton to enter into closed session pursuant to MCL 15.268(h) to consult with the City Attorney regarding the litigation pending in the Allegan County Circuit Court in Dune Ridge SA, LP, et al v City of Saugatuck, Case No. 21-64709-CA. Upon roll call, motion carried 6-0.

Motion by Muncey, second by Stanton to enter into closed session pursuant to MCL 15.268(h) to consult with the City Attorney regarding the litigation pending in the Allegan County Circuit Court in Medler v City of Saugatuck, Case No. 12-66752-AA. Upon roll call, motion carried 6-0.

Council entered closed session at 9:02 p.m.

Council entered back into regular session at 9:49 p.m.

Correspondence: Catherine Simon

Council Comments:

- Councilmember Baldwin: Thanked Council for listening to her objections to the draft resolution and to being heard.
- Councilmember Muncey: Thanked Steve Manns and the Planning Commission for coming to the meeting. He appreciates the conversation that happened at the workshop and tonight's meeting. Thanked Councilmember Baldwin for her input and her time spent on that. There is a gallery stroll in downtown Saugatuck and Douglas in the upcoming weekend.
- Councilmember Leo: She has been on every side of the rental issue. She owned an Airbnb and a long-term rental. She has stayed in a long-term rental and been a homeowner. She was a semi local who didn't have a vote. Everyone needs to be mindful of how interconnected the community is and how everyone relies on each other. There are many interests and thanked everyone.
- Mayor Pro-Tem Stanton: She noted all stakeholders will be able to voice their concerns.
- Councilmember Gardner: He appreciates the back and forth with everyone and their perspectives. He touched on the correspondence from Cathy Brockington, a lifelong resident and a long time server to our community. Her correspondence shows how crucial this issue is to the community. She is one of many people in the community that maybe doesn't necessarily come to meetings or speak up often and are the people that he really listens to because their perspective is important. The law enforcement deputy meet and greet is scheduled for Monday March 6th at the High School.
- Councilmember Lewis: Absent

Mayor Comments:

- Mayor Dean: Thanked Council and staff. He is proud of everyone for being able to sit down and hash out really difficult issues and be respectful and polite to each other. Everyone listened and Council does this as volunteers. He is proud to be a part of this team.

Adjournment:

Motion by Stanton, second by Leo to adjourn. Upon voice vote, motion carried 6-0, and Mayor Dean adjourned at 9:54 p.m.

Respectfully Submitted,

Jamie Wolters, City Clerk



CITY COUNCIL SPECIAL MEETING MINUTES - *Proposed*
February 16, 2023

The City Council met for a Workshop Meeting at 6:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

1. Call to Order:

The meeting was called to order by Mayor Dean at 6:00 p.m.

2. Attendance:

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

Absent: Councilmember Lewis.

Others Present: City Manager Heise, Director of Planning, Zoning, & Project Management Cummins, DPW Superintendent Herbert, Clerk Wolters.

Motion by Baldwin, second by Stanton to accept the absence of Councilmember Lewis from tonight's meeting. Upon voice vote, motion carried 5-0.

3. Agenda Changes: None.

4. Guest Speaker: None.

5. Public Comments on Agenda Items Only (Limit 3 minutes):

Barry Johnson (resident):

Presented Council his recommendation of changes to the Resolution for the Short-Term Rental Task Force Committee. When he goes to a meeting and there are people judging, he would expect an impartial group of people reviewing and not a list of special interest and predisposed prejudices that was used in the original makeup of the Short-Term Rental Task Force.

Bobbie Gaunt (resident) (Planning Commission member):

She applauds the changes that have been incorporated into the Resolution, including retaining a professional planning consultant, recognizing and adding school and public safety officials to the list of stakeholders and identifying a date. Most importantly, when the task force recommendations are to be presented to the planning commission and city council. What she is concerned about is the makeup of the task force and no explicit requirements for residency, only a preference. As a resident and property owner with no commercial interest, where is her voice represented on this task force.

Cathy Brockington (resident):

She is troubled by the number of people on the committee who have commercial interests versus the residential makeup of the committee. She has read about many other communities that have rental issues with less number of rentals than we do. She noted to city council that this is really an important move that we are making to protect our community, our residential neighborhoods, she really does not want to have commercial enterprises in a residential neighborhood. We need to keep our school and preserve the businesses that are here full time around the year, preserve the neighborhoods and start working on affordable and attainable housing.

Councilmember Gardner entered the meeting at 6:08 p.m.

Jane Underwood (resident):

This process is getting done a lot better but there is still work to be done. Let's get it done correctly, there are still issues to be taken care of, let's get it done right. There are too many people who are not full-time residents actually living here and supporting our local organizations, and hopefully, more children in the schools.

Holly Anderson (resident) (Planning Commission member):

She noted it seems like the sticking point is who is going to make up the committee. Her sense of discussion was solving for fair representation. It may be wise to make that more general and name the council and planning component and those people should represent to the extent possible the different constituents who are stakeholder groups in the community affected by these policies.

Steve Manns (resident) (Planning Commission Chair):

The task force is made up of what we thought was various stakeholders throughout the city. The task force will not be making policy recommendations. They will not be implementing any obviously they don't have the power to implement any policies. He described the importance of each of different stakeholders within the community regarding the makeup of the committee.

Brian Elmore (resident):

Thanked Council and Planning Commission for all the collaboration and many iterations of this. It's great to hear all the dialogue and is encouraging as a part-time resident and also short-term rental owner that there he has a representative stakeholder voice in this. There is talk about all the numbers regarding how many short-term rentals there are, but there is no enforcement of the ordinance as it is today. He shouldn't be punished as a rule follower for the people who aren't and are not being enforced for existing ordinance that are in place.

6. Discussion Items:

A. Resolution 230216-A Resolution - Short Term Rental Task Force Recommended by Planning Commission:

On February 2, the Planning Commission held a special meeting and unanimously passed a resolution making a formal recommendation to City Council to form a short-term rental task force in accordance with section 4.28 of the City Charter. The City Council met for a workshop meeting on February 8 and discussed the Planning Commission's recommendations. There was consensus to create a short-term rental task force. The City Council was presented with a draft resolution to form the task force and agreed to discuss the resolution language at its regular meeting. On February 13, the City Council discussed the draft resolution language. The consensus was to make the following changes to the resolution, and schedule a special meeting to review and consider approving the final draft:

- Clarify that a professional planner, approved by City Council, will assist and facilitate the task force's work. This language was added under the fourth whereas.
- Add schools, public safety and other community stakeholders to the fifth whereas.
- Add that residents will be given preference for selection to serve on the task force under the twelfth whereas.
- Strike the language related to a budget and consultant planner from the third resolved section.
- Add that the recommendations and monthly written reports will also go to the City Council under the third resolved section.

Council went into discussion:

- Councilmember Baldwin noted everyone here is familiar with the changes that she proposed. She thanked Council for hearing her changes on Monday. She still believes that for all the things that were discussed on Monday that she doesn't need to reiterate tonight, the resolution is better. But it's still inherently flawed. And she noted she will be casting her no vote and wanted Council to be aware of that.
- Councilmember Gardner said he is in full support of the task force as a member of the Planning Commission and Council member. There is a consensus on the route they need to go, and path is being defined. All the input, it's evident why this hasn't been tackled before. He would like to see a couple more residents on the task force and appreciates the changes that have been made. He suggests that they add another month to the tail end of the timeline for the task force.
- Councilmember Stanton said they will not get to perfection on what everyone wants but all agree to get the task force together. We have way more short-term rentals than communities that are our size. The biggest thing that happened is adding a professional planning professional. The makeup may not be what everyone wants but everyone will have a voice in the final say and will be able to hear from all the stakeholders.
- Councilmember Muncey thanked Barry Johnson for his suggestions and told Council he would re-read the whole Resolution into record if Council decides to make any changes before, they vote.
- Councilmember Leo noted she has been the owner of a short-term rental and long-term renter, she been a non-voter. She has only 2 homes out of 8 neighbors that are owner occupied. She agrees with Councilmember Stanton that 50% is a high number and agrees with Brian Elmore that there needs to be enforcement. She would prefer having one more workshop but also is comfortable voting on this tonight.
- Mayor Dean noted the voters trusted him and elected him. He is a homeowner surrounded by short-term rentals and has two kids in the school. He has no commercial interest in the community and is a civil servant. He is sympathetic to the view of the short-term rental owners. He is ready to call the question on this and getting started on what they have all been elected to do which is make hard decisions.

Motion by Stanton, second by Gardner to approve Resolution 230216-A to adopt The Planning Commission's recommendation to form a Short-Term Rental Task Force. Upon roll call vote, motion carried 5-1. Yes: Muncey, Leo, Dean, Stanton, Gardner. No: Baldwin

7. Public Comments (Limit 3 minutes):

Joe Clark (resident):

Resident for 13 years and many family generations prior. This topic is long overdue, and is encouraged to see dialogue and more importantly to see action. He is not opposed to short-term rentals but there is a lack of enforcement and welcomes Council and everyone's consideration. Residents should have rights too and he is interested in contributing.

Sylvia Daple (resident):

She is a 30 year resident who is currently renting her home out for income to live in another state to take care of an ill family member. She follows all rules and would like to know if she is not. She welcomes the dialog and thanks Council for having this meeting.

8. Correspondence: None.

9. Council Comments:

- Councilmember Baldwin: As they only no vote, she wants to assure all members of planning and council that even though she disagreed with a lot of what was in the Resolution, she agrees with it and gets them somewhere. She will do everything and work just as hard.
- Councilmember Muncey: Reminded everyone that the Task Force is not going to make any decisions. He has had the opportunity to talk to almost half the people in the room and online. He appreciates everyone's opinions and peaceful joint effort without getting angry and emotional. He echoed the Mayor that they have a consensus and need to get the ball rolling.
- Councilmember Gardner: He is amazed by the cross section of people that are engaged on this subject from people that have been here for generations and people that have moved here recently. The Council, Task Force and Planning Commission has the responsibility to go around and touch base with the community.
- Councilmember Leo: She looks forward to the Task Force work and it is something that the community must do to ensure the identity of this community.
- Mayor Pro-Tem Stanton: Knows City staff will start enforcing the rules on short-term rentals. Thanked Ryan Cummins for his excellent reports noting short-term rental statuses in the city. She is looking forward to the Task Force and getting everyone on board and that it will be a great group of people. She hopes the community thinks outside the box on some things or incentives to make people want to live here full-time.
- Mayor Dean:
He has faith in this community. This issue is hard. But it was identified by the residents as a top priority in their strategic planning session. They voted for them to sit and make hard decisions. He doesn't believe this needs to be a zero-sum game where somebody wins and somebody loses. He has faith, no matter what the constituency that everyone can appeal to, they can all appeal to their better angels, and come up to solutions that maintain the prosperity and the character and the spirit of this community.

10. Adjourn (Voice call):

Motion by Stanton, second by Baldwin to adjourn, upon voice vote, motion carried 6-0, and Mayor Dean adjourned at 6:47 p.m.

Respectfully Submitted,

Jamie Wolters
City Clerk



City Managers Report –Highlights

February 27, 2023

Newish! - Cellular Service Discussions Continue with AT&T

AT&T

Full update to be presented at 2.27.23 Council meeting. AT&T has presented preliminary plans for facilities at Mt. Baldhead and staff along with City engineer are coordinating. Continued discussions with the AT&T government liaisons to review install/service agreements and permitting. City legal has started their review of the boiler plate lease agreement from AT&T. City will also be requesting a memorandum of understanding (MOU) outlining responsibilities for facility design of the building (AT&T equipment and new restrooms) and construction. This has the makings of an excellent private/public partnership and a fantastic repurposing of the tower. Communications continue with Jill Dunham, Allegan County Broadband Project Manager.

Parks and Public Works Update

The Parks and Public Works (PPW) Committee meets Tuesday the 28th, 10 AM. Attention remains on the following projects: playground/village square, Blue Star Trail multi-modal path, Airport Property, Mt. Baldhead and Park Street. The PPW Committee has organized study groups to perform fact finding to present to the PPW Committee. This is designed to be a bottom-up process with many opportunities for citizen input. From a staff perspective the top two priorities are: 1) Playground area, driven by the age of the existing playground facilities and 2) Mt Baldhead, driven by the AT&T cellular improvements and the potential for a public/private partnership, including new restroom facilities. Several proposals will be discussed at the Tuesday meeting for professional services to aid in the design process on the projects including- Mt Baldhead parking area, Airport Property, and Blue Star Trail.

Ongoing- Kalamazoo Lake Sewer and Water (KLSWA) Agreement

City/Township Managers continue to discuss the Asset Management Plan, along with our respective attorneys and engineers. KLSWA prefers to begin with negotiating the asset management plan for sewer to utilize as a roadmap for the water agreement. KLSWA has requested an extension from EGLE to provide the agreement. I've been sorting through historical water agreements in anticipation of the next phase of discussions.

Discussions with City Council needed for collecting funds for long-term asset management.

Blue Star Highway Multi-Modal Path

Received a proposal for phase 2 work: construction design and oversight. Next steps include a programming schedule for construction design and long-term schedule for the project. Council will be presented with the Phase 2 proposal for continuing engineering services. The City/Township Managers are in discussion with Friends of the Blue Star Trail regarding funding opportunities.

Ongoing- Oval Beach Staffing and Operations

Discussions on safety improvements, operational improvements, staff retention and recruitment continue. Beach Community Safety Summit conducted in South Haven was helpful. This year's summit to be held in Saugatuck.

City Hall

Preliminary schedule for exterior repairs- lead abatement contractor thinks they can get started in April. Contractor anticipates a two-month schedule, weather dependent.

Ongoing- Road Resurfacing (and utility) Projects

Please see the CIP narrative that is included with DPW Report. A letter has been drafted to notify residents affected by roadwork, which provides scope of work and estimated construction schedule. Final bids for the street projects will be presented to Council at a future date.

Discussions continue with Allegan County Conservation District

Allegan Conservation District (ACD) conducted surveys for treating Hemlock trees for hemlock woolly adelgid (HWA). A reminder that they are willing to assist with other invasive species treatment in the area.

Old news- Dune Ridge Waterfront Update

Litigation continues...

Council-Manager form of Government Tid-bit

Advantages of Council-Manager form of Government:

Nearly 90% of all communities use either the council-manager or the strong mayor form of government. The overwhelming advantages of the council-manager form are apparent. It encourages neighborhood input into the political process, diffuses the power of special interests, and eliminates partisan politics from municipal hiring, firing, and contracting decisions.



Treasurer Report

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 2/13/2023:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- Collecting winter tax bills



Planning, Zoning and Project Report

February 27, 2023

Planning and Zoning

- Prepared for and attended Planning Commission meeting.
- Prepared for Historic District Commission meeting.
- Attended caselaw update webinar by the City Attorney's firm.
- Continued working on clearing the short-term rental hold list and sent letters to short-term rentals that have certificates expiring soon.
- Made requested updates to short-term rental task force resolution. Reviewed short-term rental task force application prepared by the City Clerk.
- Completed review of fee schedule, other communities fee schedules, and prepared fee change recommendations for City Council consideration.
- Completed MSU Extension Zoning Administrator Certificate Program training and passed the test. This also allowed me to gain the Master Citizen Planner designation.
- Attended National Flood Insurance Program Fundamentals for New Floodplain Managers training webinar.
- Watched recorded EGLE webinar on floodplain management.
- Began reviewing updated floodplain maps and suggested ordinance updates from EGLE.
- Completed planning and zoning casework as outlined in the chart below.

Projects

- Attended City Hall repair pre-construction meeting. Weather depending, some window well and decking work may begin at the end of the week.

Planning and Zoning Casework

383 Dunegrass Circle	New Home	Reviewed updated Fire Authority approvals. Claim of Appeal filed in regards to the Planning Commission decision. Corresponded with applicant about updated plans. Applicant will be submitting updated plans to EGLE for approval.
311 Water St (108 Hoffman Unit)	Short Term Rental	Existing STR. Renewing. Failed inspection. Sent invoice. Passed re-inspection. Re-inspection payment still not received. E-mailed and called owner.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Still pending.
831 Holland St	Enforcement	Previous complaint about condition of the fence. Followed up with owners about status of bringing fence into compliance this spring.
807 Lake #7	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent letter/invoice for re-inspection fee. Initially no response. Sent another letter, talked with agent and provided another copy of the invoice.
350 Mason St	New Bed and Breakfast	Applicant updated plans to meeting zoning requirements. Zoning permit issued. Applicant is seeking variances from the ZBA to have a different parking layout and screening. Will be heard at the April ZBA meeting.
764 Mason St	Short Term Rental Application	New STR. Sent to fire department for inspection. Still pending.
526 Butler St	Short Term Rental	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewed with legal and provided response to the applicant. Sent to Fire Authority for inspection. Still pending.
720 Park St	New Dock	Lessee request to build a new 45 ft dock on city owned property at 735 Park St. City Council will consider at next meeting. Lessee advised of requirement to also obtain EGLE and city minor waterfront construction permits.

Planning and Zoning Casework Continued

181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Front setback is not met. Discussed with applicant and owner the need for a survey and verification of actual right of way and easements. Still pending submittal of this information.
510 Butler	Addition and Exterior Updates	Zoning permit application received for kitchen enlargement. Other exterior work includes windows, doors, siding and roof. HDC approved. Lot coverage is non-conforming and would be increased. Scheduling for March ZBA meeting for lot coverage variance.
702 Lake St	Short Term Rental	Renewal STR application received. ADU is rented with the home under a single contract. Sent to Fire Authority for inspection. Still pending.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Still pending.
840 Lake St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Still pending.
1050 and 1052 Elizabeth St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. New owner in 2020. Sent letter to complete app or advise if no longer used as a short term rental. Applications received for both 1050 and 1052 Elizabeth. Working with legal on non-conformity questions.
239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Still pending.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application. No response. Sent a letter.

Planning and Zoning Casework Continued

720 Butler #14	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Sent owner an e-mail requesting application. Application received. Sent to Fire Authority for inspection. Still pending.
115 Butler St	Short Term Rental	STR application, renewing. Application was incomplete. Sent agent two e-mails with no response. Sent a letter. Talked with agent and advised of required information in applications to process.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application incomplete. Owner advised unit A is no longer an STR. Reminder e-mail sent that application is still incomplete with no response. Sent a letter. Talked with agent and advised of required information in applications to process.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant advised HDC application can be put on hold while he pursues a use variance from the ZBA. ZBA application provided and submitted. Application request is not clear. If complete, will be heard at April ZBA meeting.
125 Water St	Short Term Rental	STR application, renewing. Sent to Fire Authority for inspection. Still pending.
Vine Street Cottages	Land Division	Inquiry about whether Sugar Hill Ct. was the approved name for the private street. Researched history. Lot split application received. Reviewing in coordination with legal and consultant. Sugar Hill Ct. private street name by Road Commission.

Planning and Zoning Casework Continued

127 Hoffman	Historic District Review	Concern received regarding plexiglass at Uncommon Ground. Reviewed historical documents and video and discussed with Chair. Plexiglass above railing not previously approved. Owner submitted an HDC application. Will be reviewed at March meeting.
836 Park St	Short Term Rental	STR application, renewing. Permitted. Sent to Fire Authority for inspection. Still pending.
890 Simonson	New Home	HDC and zoning permit application received for a new home. Scheduled for March HDC meeting. Engineering reviewed plans. Zoning review being completed in partnership with consultant.
333 Culver St	Deck Replacement	Zoning permit application for a deck replacement. HDC previously approved. Lot coverage is nonconforming. Applicant revised application and received zoning permit to replace decks under the roofs. Applicant will seek a variance for the east and west decks.
820 Holland St	New Garage with ADU Above	Zoning permit application received for a garage with an accessory dwelling unit above. HDC approved in September. Owners advised will not be a rental. Consultant reviewed and has no concerns. Still awaiting water and sewer plan.
350 N Maple St	Short Term Rental	STR application for new STR. Sent to Fire Authority for inspection.
133 Main St	Siding Replacement	HDC application received for siding replacement. Scheduled for March HDC meeting.
230 Griffith	Short Term Rental	STR renewing, showed hold. Didn't receive Fire Inspection. Fire Authority inspected and failed. Reinspection invoice sent.
720 Butler #16	Short Term Rental	STR application, new owner renewing. Sent to Fire Authority for inspection.
1055 Holland St	Short Term Rental	STR application for new unit. Sent to Fire Authority for inspection.

Planning and Zoning Casework Continued

428 Butler St	Awning Material Replacement	HDC application to replace material on four awnings. Materials like/as. Administratively approved.
331-333 Culver St	Window and Door Replacement	HDC application to replace windows and doors. Set for March HDC review.
241 Culver	Short Term Rental	STR application for previous STR. Would be in rear residential unit that is 1 1/2 stories. STRs permitted on second and third floors. Reviewed history. Under review in partnership with legal.
135 Grant	Enforcement	Complaint about trash receptacle being left out two days after trash pickup. No prior logged complaints. Sent owners an e-mail with the regulations and request to place receptacle in its proper storage location.
727 Butler St	Inquiry	Questions about dimensional requirements to add an ADU above garage. Provided resources and ADU rental requirements. Advised HDC application will also be needed.
10 Park St	Inquiry	Questions about water/sewer service and fees. Engineer provided detailed feedback about water/sewer and stormwater. Provided fee schedule and zoning regulations.
984 Ridgeview	Inquiry	Questions about whether property is in a floodplain. Advised GIS contours show 596, and in zone C. Applicant has a topographic survey and wanted to double check. Advised building cannot occur in flood zone A.
816 State St	Complaint	Concern with 790 Lake St pool installation and drainage. DPW took photos. City Engineer reviewed and followed up with 790 Lake St and advised 816 St. of findings and options. Allegan County Environmental Health advised no permit violations.
N/A	Inquiry	Questions about floating home regulations. Provided regulatory and zoning ordinance information.
252 Grand St	Inquiry	Inquiry about adding solar panels to roof. Discussed with HDC Chair. Not in the historic district so historic district approval is not required. Advised of zoning requirements.

Planning and Zoning Casework Continued

633 Butler	Short Term Rental	Agent requested copy of STR certificate. Was never issued. Shows hold. Investigated cottage history and approvals. Agent advised ADU and home are rented under single contract. Issued certificate and provided a copy.
255 Spear St	Short Term Rental	Existing STR changed ownership. Sent to Fire Department for inspection. Passed inspection. Main house and Carriage House have to be rented under single contract. STR certificate issued.
712 Lake St	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent invoice for re-inspection fee. Passed reinspection. Paid reinspection fee. STR certificate issued.
N/A	Short Term Rental Task Force	Various calls about serving on STR task force. Advised of upcoming process for selection.
525 Butler St	Inquiry	Problems with acquiring materials approved by HDC. Requested to use vinyl to match house. Provided historic district ordinance references regarding changes to approved plans and that the HDC would have to approve. Applicant e-mailed advising other compliant materials located and will not need to go before HDC.
Blue Star Bridge	Inquiry	City of the Village of Douglas received a right-of-way application from Comcast. The work starts in Douglas and proceeds through the conduit on the bridge. City Engineer reviewed and has no objections.
312 St Joseph	Inquiry	Follow up questions regarding fence in front yard and whether they can go higher than 3ft. Advised they cannot but could seek a variance.
324 N Maple	Rental of Accessory Dwelling Unit	Homeowner wishes to rent ADU. Owner-occupied single-family residence. Required special land use approval. Planning Commission approved during February meeting.
111 Park St	Inquiry	Inquiry about spa and privacy screen requirements. Provided zoning ordinance resources.
N/A	Inquiry	Questions about height limitations. Providing zoning ordinance information.

Planning and Zoning Casework Continued

N/A	Inquiry	Questions about average grade and natural grade. Providing zoning ordinance information.
1044 Holland St	Inquiry	Questions about new average grade calculation, basement, and floor area ratio. Provided feedback that basement is below average grade and would not need to be in FAR and that the average grade needs to make sure elevations within five feet are considered.
N/A	Inquiry	Questions about fence regulations. Not in historic district. Provided zoning ordinance regulations.
120 Elizabeth St #1	Inquiry	Request for copy of previously issued STR certificate. Copy e-mailed.



Department of Public Works

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 02/13/2023:

Snow and Ice

- Snow/ice control services were provided on major streets, local streets, sidewalks, parking lots, dead-ends, stairs, etc., during the last couple of snow/ice events.
- Employee snowplow training continues.

Motor Pool

- Snow and ice equipment have been routinely washed and neutralized of salt.
- Installation of new cutting edge for the under blade of truck 13.
- Received the aerial lift back after being serviced which included the installation of a new Altec boom.
- Oil & filters were changed on both squad cars.
- Continued maintenance on all equipment.

Oval Beach Operations/Seasonal Staff Recruiting

- Staff have been receiving and responding to applications for seasonal staffing. They will begin to interview candidates soon. Some of the staff from the 2022 season will be returning.
- Took delivery of the new swing set for Oval Beach 2/22/2023. Installation will begin in the Spring.

Staff Training

- Staff took part in a Discrimination and Sensitivity training session.

Village Square Updates

- American flag replaced at Village Square.
- Irrigation maintenance and relocation at the main restroom/basketball court.
- Backboards at the basketball court were removed and refinished. Reinstallation will be the week of 2/27/2023.
- New signs for park closing times ordered.

Tree Work

- Continuation of tree work/removal.



CITY OF SAUGATUCK
CAPITAL IMPROVEMENTS PLAN
PRIORITY PROJECT INFORMATION
FEBRUARY 2023

Michigan Department of Environment, Great Lakes, and Energy (EGLE)
Drinking Water State Revolving Fund (DWSRF) Project

What is this project?

The proposed project involves replacing aging and undersized water mains throughout the City, replacing lead service lines throughout the City to meet EGLE's recent Lead and Copper Rules (LCR), improvements to the City's wellhouse, water main looping in the well field and repairs to the City's water storage tank. Current candidates for water main replacement include the following (subject to revision):

- Maple Street, Blue Star Highway to south of North Street
- Elizabeth Street, Allegan Street to Main Street
- Lucy Street, Water Street to Butler Street
- Hoffman Street, Griffith Street to Grand Street and east of Elizabeth Street
- Grand Street, Mason Street to Hoffman Street and Francis Street to Joseph Street
- Butler Street, Culver Street to Lucy Street
- Park Street, Chain Ferry (or Campbell Road) to Perryman Street

Road repair and reconstruction would be included for those streets impacted by water main and service replacement work.

Schedule: An Intent to Apply (ITA) was submitted in November 2022. The full application is due June 1, 2023. EGLE will publish a priority list in fall 2023. If funded, design will begin in late 2023 or early 2024 for construction in 2024/2025.

Budget: The estimated cost for the full application is \$16,000. The ITA included a total project budget of \$8.4M (largely unfunded). That budget will be refined as the full application is prepared.

Why is this project a priority?

It's a mandate from the state and it is a unique time for the DWSRF program. It has historically included limited grant funding, but with additional state and federal level funding in the program, grants are becoming a larger part of the program.



The LCR requires the City to identify and replace all lead water services and galvanized services that may have been connected to lead at some point by January 1, 2041. The water system work has been on various Capital Improvement Plans and Asset Management Plans for many years. Several of the areas have been subject to frequent breaks. New materials will improve reliability and water quality. Many of the roads associated with the water main and service work are in poor or failed condition and in urgent need of repair or resurfacing.

East, West, Taylor & Takken Improvements

Project Scope: The proposed project includes resurfacing these four one-block streets in the southeast area of the City, along with drainage improvements. Drainage improvements are anticipated to include repair of a crushed underdrain pipe on Takken at Mason Street and implementation of measures to mitigate stormwater runoff in the area.

Schedule: Design is anticipated to begin in February/March 2023 for bidding in summer 2023 and construction in fall 2023.

Budget: The estimated budget in the CIP of \$400,000 includes approximately \$22,600 for design and bidding, \$38,000 for construction engineering and \$340,000 in construction costs.

Why is this project a priority?

The asphalt pavement is in a failed condition. The north end of Takken Street failed completely, when the crushed underdrain caused saturation of the subsoils. The DPW made a temporary repair in 2022, anticipating that a longer-term repair would be implemented in 2023.

In addition to the need for repair of the underdrain pipe, this area is upstream of and contributes stormwater runoff to an open drain that begins at the corner of Mason & Maple Street. That drain has been experiencing erosion issues, and mitigation is desired to help slow the peak flow that is entering the drain.

This area does not have urgent water or sanitary sewer needs, making it possible to implement on a shorter timeframe than some of the other high priority road projects. The water main was installed in the late 1980's, thus lead water services are not a concern here, as with many other areas of the City.



System-Wide Crack Sealing

Project Scope: Cracks will be sealed on all City streets that have had recent improvements and are in good condition. The specific road segments selected will be confirmed during design, but candidates currently include Perryman Street, Allegan Street, Holland Street, Water Street, Culver/Lake Street, Blue Star Highway, and North Street.

Schedule: Design (assembling a bid package) is anticipated to be completed in spring 2023 for bidding in summer 2023 and construction in fall 2023.

Budget: The estimated budget in the CIP of \$25,000 includes approximately \$3,000 for design and bidding, \$4,000 for construction engineering and \$18,000 in construction costs. It is recommended that the city complete a crack sealing project at least every other year to keep cracks sealed.

Why is this project a priority? Keeping good roads in good condition is the best money that a road agency can spend. Cracks in asphalt pavement allow water to infiltrate the subsoils, weakening them and leading to additional cracks, fueling more deterioration.

System-Wide Patching and Surface Sealing

Project Scope: For sections of road where cracking has progressed to the point that crack sealing is no longer practical, a surface sealing technology (micro surfacing, slurry seal, etc.) will be applied to seal cracking. Isolated areas of failed pavement will be patched before application of the sealant. A list of candidate road segments is included in the CIP. The DPW has selected the following as:

High priority segments:

- Griffith Street, Culver Street to Mary Street
- Lucy Street, Butler Street to Holland Street
- Park Street, 2 areas of concern for patching
- Culver Street, Butler Street to Griffith Street
- Francis Street, Holland/Griffith Street to Elizabeth Street
- Hoffman Street, west of St. Joseph Street to east end
- Elizabeth Street, Main Street to Francis Street



Medium priority segments:

- Spear Street, west end to Holland Street
- Francis Street, Water Street to Holland/Griffith Street
- Mary Street, Water Street to Butler Street
- Mason Street, Water Street to Griffith Street
- Mason Street, Grand Street to Maple Street
- The DPW has selected the following low priority segments:
- State Street, Lake Street to Maple Street
- Pleasant Street, Allegan Street to State Street
- Mary Street, Butler Street to Grand Street
- Grand Street, Hoffman Street to Francis Street
- Main Street, Griffith Street to Elizabeth Street
- North Street, Maple Street to Blue Star Highway

This list will be refined during design and coordinated closely with the DWSRF project, if the City is selected for funding.

Schedule: Design (assembling a bid package) for high priority segments is anticipated to be completed in summer/fall 2023 for bidding in winter 2023/2024 and construction in spring 2024. It is anticipated that the City will complete a similar project at least every other year to address medium and low priority segments and new candidates that will arise.

Budget: The recommended budget for this work is \$400,000 to \$500,000 every two years. The breakdown of a \$400,000 project is approximately \$20,000 for design and bidding, \$30,000 for construction engineering and \$350,000 for construction.

Why is this project a priority? Road segments were prioritized based on pavement condition, traffic volume and other factors. Those priorities will change as conditions change, funding opportunities arise, coordination with other projects and other factors.

**City of Saugatuck
Status Report of Engineering Activities
February 23, 2023**

General Consultation

- Water Street Sidewalk: Project is complete. Will review grass restoration in the spring.
- Olde Mill Apartments Water Service: Quotes have been received. Drafted a background memo to summarize what limited information is available to assist council with making decisions on whether to proceed, cost sharing, etc. This work could be combined with other work on Maple Street or the Drinking Water State Revolving Fund project.
- City Hall Exterior Renovations: Pre-construction activities are underway. Work is anticipated to begin once the weather is conducive.
- Spark Grant: There are two rounds of funding in 2023, \$25M each. It will be a competitive program, but if the City has a park-type project (or projects, up to 3 can be submitted), we can assist with conceptual design/planning work and submitting the application.
- Mt. Baldhead Conceptual Planning: The draft proposal is being reviewed by the Study Group prior to taking it to the Parks & Public Works Committee and ultimately to City Council for approval.
- Mt. Baldhead AT&T Project Assistance: Met with AT&T team to discuss process and timeframes. Working on floor plan concepts and location/orientation of restroom area to allow AT&T to continue. Will provide assistance with EGLE Critical Dunes permitting for the project, when the time comes.
- Mason Street and Oval Beach Drainage Improvements: Provided spillway sketches to DPW to get quotes and will assist with layout when the time comes.
- System-wide Crack Sealing: Anticipate assembling a bid package spring/summer for fall construction.
- System-wide Patching and Surface Sealing: Anticipate assembling a bid package summer/fall for spring 2024 construction.
- Airport Property Environmental Assistance: Meeting with staff on February 23 to discuss needs.

Blue Star Highway Bridge Navigation Lighting

- We are working with the Coast Guard to finalize lighting details. USCG may or may not provide guidance, but we anticipated they will provide correspondence that they do not object to the lighting, if they choose not to provide guidance.
- Once the details have been finalized, we will assist the communities with soliciting quotes for light installation.
- Depending on USCG response time and contractor availability, we hope to have lighting installed prior Memorial Day weekend, or July 4 at the latest.

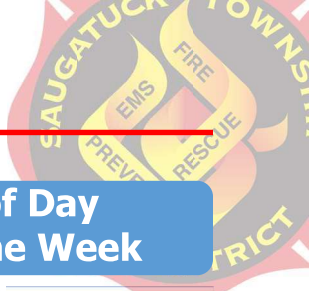
EGLE Drinking Water State Revolving Fund

- A kickoff meeting with representatives from the City and KLSWA is scheduled for February 27.
- The draft Project Plan is anticipated to be completed in late April or early May to be on public display for 15 days prior to a public hearing at the May 22 council meeting.
- The final project priority list is anticipated to come out in the fall. If the project is funded, design would begin in late 2023 or early 2024 for construction to begin in late 2024 or early 2025.

West, East Takken & Taylor Resurfacing

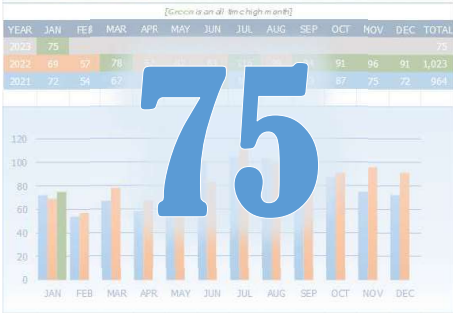
- A kickoff meeting with representatives from the City and KLSWA is scheduled for February 27.
- Topographic survey work is scheduled for late February. Soil boring work is scheduled for late March or early April.
- Design and permitting is anticipated to be completed in spring for bidding in late spring or early summer and construction in fall 2023 (after Labor Day to mid-November).

Incidents end of January 2023



Incidents 2023

2021-2023 Incidents by Month

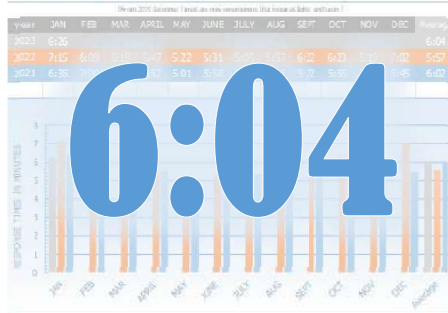


75

January recorded **75 calls**. A **fifth** straight month of record call volume. This was an increase of 8.7% compared to January 2022 that showed 69 calls.

Response times 2023

2021-2023 Response Times by Month



6:04

Our January response time of **6:04** was an improvement compared to January 2022. Still, it is slightly more than our overall response time in **2022 of 5:57**.

Emergent Calls 2023

2021-2023 Emergency Responses

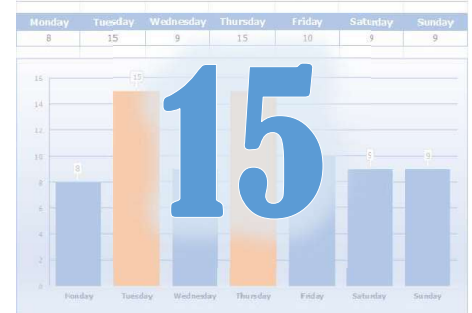


47

January showed 47 emergent calls (lights and siren) up from 45 in January last year. An increase of 4%.

Time of Day Day of the Week

2023 Incidents per Day of the Week

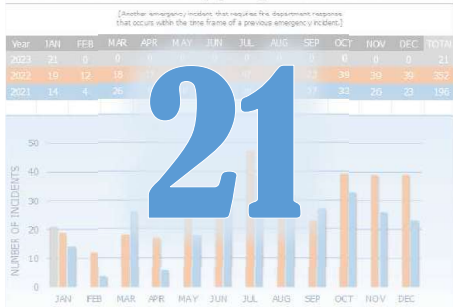


15

Tuesday and Thursday were the most busy days with 15 calls each compared to the rest of the week within the **8-10 range**. The hours from **9AM-9PM** count for the busy time of the day.

Overlapping Calls 2023

2021-23 Overlapping Incidents YTD

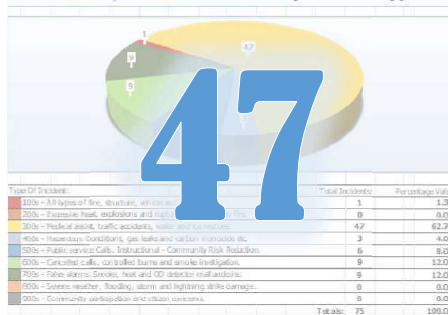


21

21 overlapping calls shows an increase compared to 19 in 2022. 28% of our calls in January were overlapping. For all of 2022, 34% of our calls were overlapping.

Type of Calls 2023

January 2023 Incidents by NFIRS Type

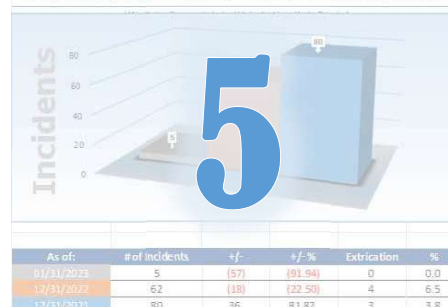


47

January recorded 47 calls in EMS or 63%. The most common EMS call types are **general sickness** with 9, followed by **8 falls** so far.

MVI 2023

2021-2023 Motor Vehicle Incidents

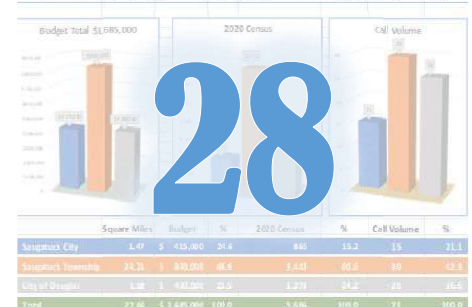


5

5 MVIs (motor vehicle incidents, i.e., crashes, fires etc.) **compared to 12 last year in January** and 9 in January 2021. A major incident early February will be on next month stats.

Municipality 2023

2023 Key numbers for Tri-Community



28

Location of calls shows **Township (including I-196) and Douglas** accounts for 28 calls each or 39% compared to Saugatuck City at 15 or 21%.

ZBA Activity - 2022

Variance #	Application Date	Zoning District	Property Address	Parcel #	Description	ZBA Decision
V220001	1/10/2022	P S R -1	143 PARK ST SAUGATUCK, MI 49453	57-700-005-00	Add second dock	Denied
V220002	2/17/2022	CR-COMM RES R-1	336 HOFFMAN ST SAUGATUCK, MI 49453	57-300-116-00	Eight foot high privacy fence	Denied
V220003	3/2/2022	CR-COMM RES R-1	569 HOFFMAN ST SAUGATUCK, MI 49453	57-501-008-00	Side yard setback for addition. Setback of approximately 1.8 feet to the west property line for a variance of 5.2 feet as submitted.	Approved
V220004	3/18/2022	P S R -1	135 VAN DALSON ST SAUGATUCK, MI 49453	57-650-010-00	Expand existing deck in the side and front yard on Van Dalson by approximately 2 feet, add roof cover over existing front door, add outdoor shower in Houtkamp front yard total lot coverage will be 38.99%	Approved
V220005	5/3/2022	P S R -1	181 PARK ST SAUGATUCK, MI 49453	57-700-003-00	2.7 percent of lot coverage for the construction of a single car garage at 181 Park Street for a coverage of 27.7 percent where a maximum of 25 percent is permitted.	Approved
V220006	7/19/2022	CR-COMM RES R-1	1034 HOLLAND ST SAUGATUCK, MI 49453	57-100-005-00	A new house at 1034 Holland Street with an average height of not more than 32.5 feet resulting in a variance of 4.5 feet and a maximum peak height of 34.75 for a variance of 2.75 feet.	Approved
V220007	7/20/2022	WSN-WATER N C1	640 WATER ST SAUGATUCK, MI 49453	57-300-030-00	Construction of a new mixed-use building at 640 and 650 Water Street (C-1 Water Street North District) after the demolition of existing structures, which requires:1. A dimensional variance to increase the maximum height requirement to 32 feet instead of a maximum height of 28 feet, an increase of four feet (4'). Request relates to Section 154.022 (D) of the Zoning Ordinance; and 2. A dimensional variance to reduce the waterfront setback to six feet and two inches (6'2") for the rear building wall and four feet and ten inches (4'10") for balconies instead of the minimum 25-foot setback, a reduction of 18 feet and ten inches (18'10") and 20 feet and two inches (20'2"), respectively. Request relates to Section 154.022 (F)(4) of the Zoning Ordinance; and3. A use variance to allow a dwelling unit ("apartment") on the first floor of the proposed building in a zoning district where dwelling units are only allowed on upper floors. Request relates to Section 154.040 (B) of the Zoning Ordinance.	Dimensional Variances Denied, Use Variance Withdrawn
V220008	8/10/2022	WSE-WATER E C2	221 WATER ST SAUGATUCK, MI 49453	57-300-143-00	A 10-foot by 12-foot shed with zero-foot (0') side and rear setbacks instead of the minimum 10-foot setback requirements; a deck with a zero-foot (0') side setback instead of the minimum seven-foot (7') setback; and a hot tub with a zero-foot (0') side setback instead of the minimum seven-foot (7') setback, with placement and construction consistent with the photo and materials submitted with the variance application, conditioned upon the applicant meeting all other zoning requirements.	Approved

V220009	10/11/2022	CER-CENT RES R4	525 BUTLER ST SAUGATUCK, MI 49453	57-300-044-00	An addition to the existing dwelling at 525 Butler Street (R-4 City Center Transitional Residential District), which requires:1. A dimensional variance to reduce the north side setback to four feet (4') instead of the minimum seven-foot (7') setback, a reduction of three feet (3'). Request relates to Section 154.025 D of the Zoning Ordinance; and2. Approval of an increase of maximum lot coverage to 30 percent instead of the 27.5 percent maximum lot coverage required for the nonconforming 7,920 lot. Request relates to Section 154.025 D of the Zoning Ordinance.	Approved
V220010	12/16/2022	CR-COMM RES R-1	233 LUCY ST SAUGATUCK, MI 49453	57-300-002-00	A dimensional variance to reduce the front setback to five feet and three inches (5'3") instead of the minimum 20-foot setback, a reduction of 14 feet and nine inches (14'9"). Request relates to Section 154.026 (D) of the Zoning Ordinance.	TBD

Total Records:	10
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Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO		
	UNIFORMS & SAFETY EQUIPMENT	97.92
	UNIFORMS & SAFETY EQUIPMENT	44.45
	TOTAL	142.37
2. ALLEGAN COUNTY SHERIFF		
	SHERIFF CONTRACT	30,236.59
3. ALLEGAN COUNTY TREASURER		
	PROPERTY TAXES	1,810.96
	PROPERTY TAXES	87,886.60
	TOTAL	89,697.56
4. BELL EQUIPMENT CO		
	STREET SWEEPER	40.81
5. CERTASITE LLC		
	CITY HALL EXIT SIGNS & FIRE EXT	455.62
	EMERGENCY EXIT SIGN	139.00
	TOTAL	594.62
6. COMMERCIAL RECORD		
	PUBLISHING	84.00
7. DUNESVIEW KWIK SHOP INC		
	GASOLINE & DIESEL	1,682.92
8. E DOWD CRANE SERVICE LLC		
	TREE SERVICE	2,990.00
	TREE SERVICE	2,210.00
	TREE SERVICE	2,340.00
	TREE SERVICE	2,340.00
	TOTAL	9,880.00
9. G THOMAS BOYLAN TRUST		
	2022 Win Tax Refund 57-511-001-00	157.29
	2022 Win Tax Refund 57-511-002-00	351.89
	2022 Win Tax Refund 57-511-003-00	120.55
	2022 Win Tax Refund 57-511-006-00	27.95
	TOTAL	657.68
10. GAME TIME		
	OVAL BEACH	11,355.85
11. INTERURBAN TRANSIT AUTHORITY		
	PROPERTY TAXES	24,153.90
12. MERS		
	RETIREMENT	3,991.27
13. NET2PHONE INC		
	TELEPHONES	209.92
14. NEWCOMER PLOW & HITCH		
	REPAIRS	26.28
15. R SMITH & SONS INC		
	ROAD GRAVEL	875.33
16. REPCOLITE		
	PARKS	125.30
17. SAUGATUCK DOUGLAS LIBRARY		
	PROPERTY TAXES	35,987.99
18. SAUGATUCK FIRE		
	SHORT TERM RENTALS	275.00
	PROPERTY TAXES	105,420.77
	TOTAL	105,695.77
19. SAUGATUCK PUBLIC SCHOOLS		
	PROPERTY TAXES	398,626.58

Vendor Name	Description	Amount
20. STANDARD INSURANCE COMPANY	INSURANCE	427.46
21. STREAMLINE DESIGN.COM LLC	SIGNS	270.00
22. WESTENBROEK MOWER INC	CHAINSAW REPAIRS	98.49
	SUPPLIES	73.98
	TOTAL	172.47

TOTAL - ALL VENDORS 714,935.67

FUND TOTALS:

Fund 101 - GENERAL FUND	58,157.54
Fund 202 - MAJOR STREETS	380.99
Fund 203 - LOCAL STREETS	556.06
Fund 661 - MOTOR POOL FUND	1,953.28
Fund 701 - CURRENT TAX FUND	653,887.80



City Council Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: February 22, 2023

SUBJECT: Resolution 230227-A Approving a Change in the City's Schedule of Fees

DESCRIPTION:

The City's various ordinances and state law allow the City Council to set fees for the provision of permits. As staff has reviewed the current fee schedule, it was found that many fees have not been updated in nearly twenty years, and do not reflect anything close to current costs. In other cases, staff has found that a fee for commonly requested permits has not been established at all.

In the case of zoning fees, applications for a zoning permit, Zoning Board of Appeals review, and lot divisions have not been raised since at least 2005. The last time the zoning fees were updated was in 2016, when there was a slight increase in the Planning Commission fee. Inflation alone has significantly eroded these fees. In the case of Planning Commission and Zoning Board of Appeals reviews, the cost to publish a public hearing notice in the paper and pay for board members to attend the meeting is more than the current fee of \$300. This leaves no charge for the staff time involved, mailing of public hearing notices, or professional reviews. As a result, this cost is being covered by other taxpayers through the general fund.

In the case of the Historic District, aside from a special meeting with the Historic District Commission, no fees are being charged for administrative reviews or HDC meetings. The Local Historic Districts Act does allow for a reasonable fee to process a permit application.

There are also no fees established to review and process an application for a street/curb cut permit, right of way permit, or sewer connection.

Fee Analysis

How much to charge for reviewing and processing permits is a policy decision. Some communities attempt to recover the exact costs. Others attempt to recover a portion of the cost from the applicant and are willing to allow general fund dollars to also be spent as the review benefits both the applicant and community.

Staff has reviewed the costs in reviewing and processing various permits. This includes the time involved with:

- Corresponding with applicants
- Reviewing permit applications and submitted materials
- Permit entry, uploading documents, and tracking in software systems
- Preparing public hearing notices
- Publication of public hearing notices in the newspaper
- Mailing public hearing notices
- Placing public hearing signage, answering public inquiries, and reviewing public hearing correspondence
- Preparing meeting packets
- Attending meetings
- Preparing and reviewing draft minutes
- Conducting final inspections
- Professional reviews (planner, engineer, legal etc.)
- Legal attendance at meetings
- Board member meeting attendance

In evaluating the time and costs above, I am recommending that you increase or establish fees as outlined in the attached resolution which would charge for some, but not all of the costs. Costs for office space and overhead costs were not included.

Escrow

The Zoning Ordinance allows for a deposit of fees to be held in escrow for any application for site plan approval, a special land use permit, condominium subdivision, planned unit development, variance, or other use or activity requiring a permit under Chapter 154. The escrow is used to pay professional review expenses of engineers, community planners, and any other professionals whose expertise the city values to review the proposed application and/or site plan of an applicant. It is my recommendation that we collect a \$2000 escrow deposit for the items listed above. This is reflected in the attached resolution and would be in addition to the application fee. The applicant is entitled to a refund of any unused escrow fees at the time a permit is either issued or denied in response to the applicant's request.

Fee Comparison

Staff extensively reviewed fees being charged in surrounding communities, including Saugatuck Township, the City of the Village of Douglas, and South Haven. While the City can only charge up to its actual costs, it is helpful to know if our fees are in line with others. Nearly all of our current fees are well under surrounding communities. All three communities are also utilizing escrow deposits. The City of the Village of Douglas just underwent a similar review and updated their fees earlier this month. With the recommended increases, our fees would be in line with the others.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

City Attorney, Jacob Witte, has reviewed the proposed fee schedule changes.

SAMPLE MOTION:

Motion to approve Resolution 230227-A, a change In the City's Schedule of Fees.

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

RESOLUTION NO. 230227-A

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:

Zoning	Current Fee	New Fee	Escrow Deposit
Fence or Sign Permit	\$25	\$75	
Zoning Permit Application <ul style="list-style-type: none"> • Deck, Patio, Shed, Pool, or Hot Tub (per item) • New Dwelling (Single or Two Family) or Bed and Breakfast • All Others 	\$50	\$125 \$500 \$250	Zoning Administrator Discretion
Planning Commission Review <ul style="list-style-type: none"> • Site Plan Review Only • Special Land Use, Text Amendment, Rezoning and Others Requiring a Public Hearing 	\$300	\$750 \$1,000	\$2,000 \$2,000
Zoning Board of Appeals Review <ul style="list-style-type: none"> • Variance, Appeal, Interpretation, and All Others 	\$300	\$850	\$2,000
Special Planning Commission or Zoning Board of Appeals Meeting	Not Established	Established PC or ZBA Review Fee plus \$300	\$2,000
Lot Division or Adjustment Application	\$100	\$275	
Major Waterfront Construction Permit	Not Separately Established	\$1,000	\$2,000

Minor Waterfront Construction Permit	Not Separately Established	\$250	
Temporary Zoning Permit	Not Established	\$75	
Planned Unit Development	Not Separately Established	\$1,300	\$4,000

Historic District	Current Fee	New Fee	Escrow Deposit
Historic District Commission Review	Not Established	\$250	
Historic District – Administrative Review	Not Established	\$50	
Historic District Commission Special Meeting	\$300	\$500	

Miscellaneous	Current Fee	New Fee	Escrow Deposit
Street Cut/Curb Cut Permit	Not Established \$2000 Escrow	\$100	\$3000
Temporary Right of Way Permit	Not Established	\$75	
Sewer Connection Application	Not Established	\$150	

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 _____, 2023

CITY OF SAUGATUCK

BY: _____
Scott Dean, Mayor

BY: _____
Jamie Wolters, City Clerk

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

February 20, 2023

City of Saugatuck
102 Butler Street
PO Box 86
Saugatuck, MI 49453

Dear Mayor Dean, Saugatuck City Council, and City Manager Heise

Please help us in congratulating Ryan Cummins on their successful completion of the Michigan State University Extension Master Citizen Planner (MCP) credential! Join us in recognizing the significance of this important step in their professional development and commitment to serve the City of Saugatuck's citizens, businesses, and communities.

To earn the MCP credential, individuals must complete 18-hours of training, pass an exam, and in this case complete the Zoning Administrator Certificate program. In order to maintain the MCP credential, Ryan Cummins will be invited to invest six hours per year of their time to further their planning and zoning knowledge. MCP hours can be earned from MSU Extension or several other partners including MTA, MML, and Michigan Association of Planning (MAP).



We truly value your community's investment in training. Serving the public good is nuanced and can also be technical, adequate training for your appointed and elected officials lowers legal risk and provides knowledge to make better decisions. Please feel free to contact us at any time if you have educational needs on related topics.

Thank you again, and please join us in congratulating Ryan Cummins on the successful completion of the Master Citizen Planner credential!

Michigan State University Van
Buren County Extension

801 Hazen St., Suite D
Paw Paw, MI 49079

Business: 269-657-8213
Fax: 269-657-6678
msue.vanburen@county.msu.edu

www.msue.msu.edu/vanburen

Sincerely,

Tyler Augst
Government and Community Vitality Educator
Michigan State University Extension
Michigan Sea Grant
augsttyl@msu.edu

February 12, 2023

To: Saugatuck City Council

From: Catherine B. Brockington
989 Singapore Dr.
Saugatuck, MI 49453

Dear Mayor and Council Members,

Regarding Resolution 230213, It is time for Saugatuck to address the problem of short-term rentals. Our neighborhoods are disappearing, our school-aged population is almost gone, and our community has very little population left to fill all the positions that a city government takes to keep a city in operation.

Because Saugatuck is land locked there is no way for a real estate developer to come in and build a plat of residential homes. We must begin to discuss how we can regulate the number of short-term rental properties and how we can more strictly regulate the rental properties that are already operating.

Too often, I hear stories of residents and neighbors being awakened in the middle of the night and having to police noisy parties, sometimes more than once at the same house. In my neighborhood, residents have called the police after having to do that. Then the landlord, (who is running a commercial business in a residentially zoned area, BTW) complains because we didn't call them first. (But we did. They are in Chicago and can only make threats over the phone. We all know how effective our parents' threats are/were over the phone.)

It is time for the City of Saugatuck to research what will be the best fix for our community and put this into city ordinances. Many other lakeshore communities have already dealt with this issue, so it is not new, nor is it impossible to legislate.

I was surprised to see that our zoning ordinances actually list using a property as a short-term rental. And I have been disappointed to see how local real estate agencies have taken advantage of this rule to market and sell properties in our community.

Please, let's get some reasonable guidelines, licenses, fees and rules on the books and take back our neighborhoods and our community.

Sincerely,

Catherine B. Brockington
Lifetime (almost) resident of Saugatuck

Jamie Wolters

From: Jamie Wolters
Sent: Monday, February 13, 2023 5:52 PM
To: Jamie Wolters
Subject: FW: Bridge Street

From: Dick Waskin <remax@wmol.com>
Sent: Friday, January 27, 2023 2:56 PM
To: Hubbard, Danica <hubbard@cod.edu>; Ryan@saugatuckcity.com
Cc: heronbay6552@aol.com; John Reinartz <jpreino@aol.com>; doug <doug@pagehdwr.com>; gkelly@kellmark.net; wolmulder@gmail.com; malshami20@gmail.com; maryjo.lemanski@gmail.com; tjohnl.tim@gmail.com; Anne Mulder <amulder101@gmail.com>; Hubbard, Brian <Brian.Hubbard@aah.org>
Subject: Re: Follow Up: Bridge Street Repair/Construction Timeline

Ryan,

I am writing concerning the City of Saugatuck's response to the City-owned Bridge Street's acknowledged need for reconstruction. As a Board Member of the Heron Bay Association, we strongly request that this work becomes a priority for the City of Saugatuck. The road has been classified as failed and is now becoming a safety hazard. The City has ignored this section of the City for many years. Hopefully, this will change with the addition of two new expensively taxed homes that have been built that the City is benefiting from and knowing there are several more building sites in the City on Bridge Street that are being developed. It is past time for the City to fulfill its obligation in maintaining this City-owned asset. Please include this email in the next City Council meeting packet.

When responding to this email please send it to my currently used email of: Dickwaskin@gmail.com. Thank you.

Sincerely,

Dick Waskin

--

DICK WASKIN, Broker/Owner
616-218-3191 cell