



CITY COUNCIL WORKSHOP AGENDA

February 7, 2024 – 4:30 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**
5. **Public Comment on Agenda Items Only** (*Limit 3 minutes*)
6. **Discussion Items:**
 - A. Meeting Rules of Procedure Amendment *Pg.2*
 - B. Right of Way Signage Request *Pg.4*
 - C. City Council Meeting Date Request *Pg.6*
7. **Public Comments** (*Limit 3 minutes*)
8. **Correspondence**
 - A. Catherine Simon
9. **Council Comments**
10. **Adjourn**

NOTICE:
Join online by visiting:
<https://us02web.zoom.us/j/2698572603>

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

Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
rcummins@saugatuckcity.com

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 jwolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 12, 2024
SUBJECT: City Council Meetings Rules of Procedure Amendment

DESCRIPTION:

This proposed amendment to the existing Rules and Procedures document amends the "Conduct of Meetings" section 3, "Agenda Order of Business" to rearrange the current agenda. Please review current and proposed new agenda below. Remove 10.B.7a)- Short Term Rental Task Force and 10.B.10- Tri-Community Recycling Ad-Hoc Committee.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the amendment to the City Council Rules and Procedures for Meetings originally adopted on July 23, 2007.

Current Agenda:

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 Speaker
8. Public Comment on Agenda Items Only
9. Consent Agenda:
 - A. Regular City Council Meeting Minutes
10. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
 7. Planning Commission
 - a. Short Term Rental Task Force
 8. Parks & Public Works Committee
 9. Tri-Community Non-Motorized Trail Study Committee
 10. Tri-Community Recycling Ad-Hoc Committee
11. Request for Payment
12. Approval of Accounts Payable
13. Introduction of Ordinances
14. Public Hearings
15. Unfinished Business
16. New Business
17. Public Comments
18. Correspondence
19. Council Comments
20. Adjourn

New Agenda:

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 Speaker
8. Public Comment on Agenda Items Only
9. Consent Agenda:
 - A. Regular City Council Meeting Minutes
10. Staff Reports, Boards, Commissions & Committees
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Planning and Zoning
 4. Department of Public Works
 5. Police
 6. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
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11. Request for Payment
12. Approval of Accounts Payable
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14. Public Hearings
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16. New Business
17. Public Comments
18. Correspondence
19. Council Comments
20. Adjourn



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: February 12, 2024
SUBJECT: Right of Way Signage Request

DESCRIPTION:

Saugatuck/Douglas Events has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from March 1st through March 16th for the St. Patrick's Day Pub Crawl event.

The City Council may approve a banner as an exception, as listed in section 150.30(H). The conditions for approval of the exception are as follows:

1. The sign does not create a traffic vision obstruction;
2. The sign does not create a pedestrian traffic obstruction;
3. The sign is compatible with the surroundings and is not uniquely out of character for the community;
4. The sign does not create a situation which could be detrimental to health safety, or welfare; and,
5. The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Move to approve/deny the right of way sign application from Saugatuck/Douglas Events for the dates on March 1st through March 16th for the St. Patrick's Day Pub Crawl event.



Right of Way Sign Application

APPLICANTS INFORMATION **APPLICATION NUMBER** _____

Name St Patricks Day Pub Crawl Address / PO Box 2805 62nd Street
City Fennville State MI Zip 49408 Phone 2318788566
E-Mail eventssaugatuckdouglas@gmail.com
Signature *April Sundry* Date 1/31/2024

SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs _____ Number of Banners 1

Dates to be displayed 3/1-3/16/2024

Further Comments:
4 x 12 Banner to be hung under Saugatuck Pallet sign at intersection at Lake and Blue Star Hwy advertising the St Patricks Day Pub Crawl put on by Operation Hope For Allegan Youth

PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 150.30, please attach the following supporting documents when applying for sign approval

- | Y | N | NA | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and type of each proposed sign <u>4 x 12 BANNER</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Map showing the location of each sign <u>Intersection Lake St & Blue Star Hwy</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explanation of how each sign will be attached and secured <u>Attached to Pallet Sign</u> |

Pursuant to Section 150.30(H), please to the following questions:

- Will the signs create a traffic vision obstruction?
- Will the signs create a pedestrian traffic obstruction?
- Are the signs compatible with the surroundings and is not uniquely out of character for the community? and
- Do the signs create a situation which could be detrimental to health, safety, or welfare?



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 12, 2024

SUBJECT: City Council Meeting Change Request

DESCRIPTION:

The Presidential Primary Election will be held in the Council Chambers on February 27th, 2024. The City Council has a regular meeting scheduled on February 26th, 2024, at 7:00 p.m. Historically the day before the election is when the Council Chamber is converted into the polling place. To avoid having to set up the polling place after the Council Meeting on February 26th, I am requesting the Council move the February 26th meeting to later in the week.

Per the Rules of Procedures:

- For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting as required by the Open Meetings Act.
- Regular Meetings In accordance with Section 4.13 of the City Charter, the regular Meetings of the City Council will be held on the second and fourth Monday of each month beginning at 7:00 p.m. at the Council Room located at 102 Butler Street, Saugatuck, Michigan, or at any other place within the City limits upon the approval of the City Council.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

Yes

SAMPLE MOTION:

Move to approve/deny moving the regular scheduled City Council meeting of February 26th, 2024 to _____, 2024.

February 1, 2024

To: Saugatuck Historic Commission
Saugatuck City Council
From: Catherine L. Simon
Re: Proposed Mural 439 Butler Street

Good Evening,

I am here this evening as a follow-up to my letter of January 12, regarding the proposed mural on the side of the Butler Pantry. Simply put, my interest is to support my neighbor with his graphic talent by painting a historic moment of time in our community. Having researched the history of mural art, it is clear murals are also a form of communication. Attached are two types of public art. The first is Saugatuck's very own cross walk. Perhaps seen as political, the flag colors tell our guests we are an open and diverse community. We celebrate our diversity and take visible pride in such. Secondly, is an advertisement on a building in downtown Holland. The faded brand names are reminiscent of automobiles driven by our grandparents. What a wonderful piece of local history for all to see.

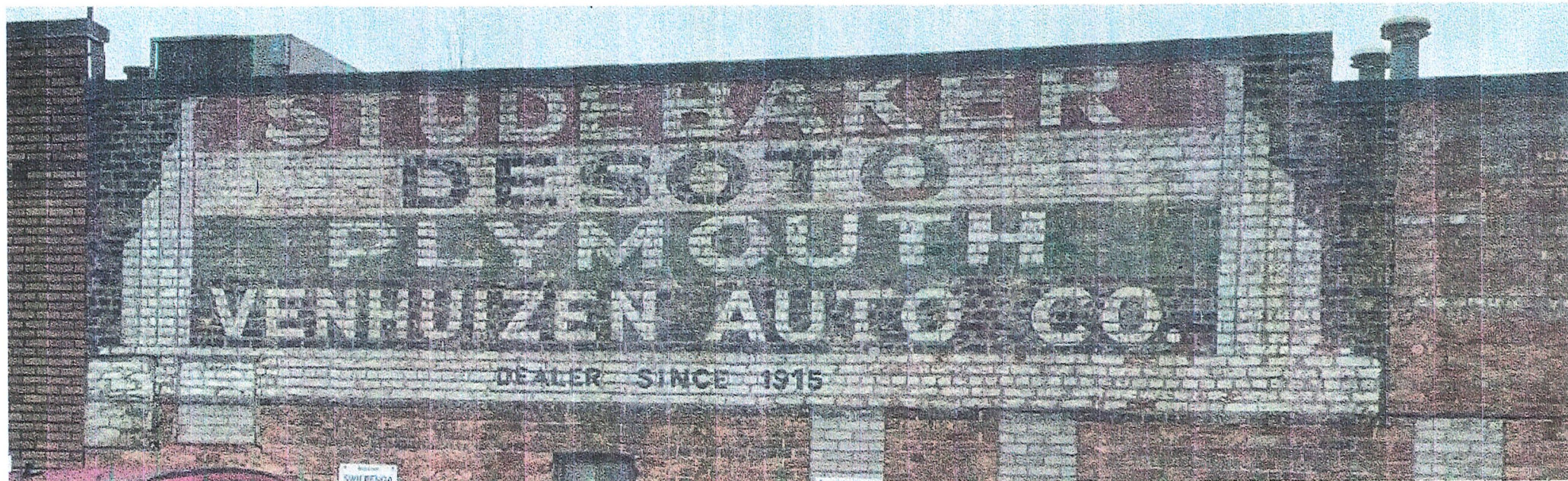
"Murals affect the attitudes of the people passing by them. Everyone gets their understanding of the painting, and they therefore add aesthetic value to the areas that they are put up. They can be a tourist attraction that brings improvement to the areas."

[muralform.com/educational/the history of murals/](http://muralform.com/educational/the%20history%20of%20murals/)

Tourists and guests have the opportunity to be visibly drawn to the north end of the business district enjoy a piece of art history and acknowledge the valued Chicago brick on the building.

I respectfully request the board reconsider their prior motion. Thank you.







Smile! you're in



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