



## CITY COUNCIL MEETING AGENDA

May 13, 2024 – 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 Meeting Minutes- April 22, 2024 *(pg. 4)*
  - B. Special Event – Free Fitness Series *(pg. 9)*
  - C. Special Event – Community Pride Car Parade *(pg. 20)*
  - D. Right of Way Signage Banner Request – Jump into Summer *(pg. 27)*
  - E. Social District Application – The Butler Pantry *(pg. 29)*
  - F. P240513-P1 – Pride Month Proclamation *(pg. 32)*
  - G. City Hall Concrete and Storm Work *(pg. 34)*
  - H. Change Order #4 for 2023 Street Improvements *(pg. 37)*
  - I. Revocable License for Seating in the right of way – Charlies Round the Corner Ice Cream *(pg. 42)*
  - J. Set Fiscal Year 2024/2025 Budget Public Hearing for June 10 at 7pm *(pg. 48)*
  - K. P240513-P2 - National Public Works Week Proclamation *(pg. 50)*

**NOTICE:**

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

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

Then enter "Meeting ID":  
**2698572603**

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

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

**10. Staff Reports, Boards, Commissions & Committees:**

***Starting on Pg. 50***

**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
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee

**11. Request for Payment:** None

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

- A. Accounts Payable in the amount of \$171,269.49 ***(pg. 67)***

**13. Introduction of Ordinances:** None

**14. Unfinished Business:** None

**15. New Business:**

- A. Resolution 240513-A DWSRF Project Plan – Saugatuck Water Systems Improvements ***(pg. 73)***
- B. Airport Property Proposal from Outdoor Discovery Center ***(pg. 94)***
- C. Intersection Improvements at Lake/Blue Star for Multi-Modal Trail ***(pg. 134)***
- D. Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for the Mt. Baldhead Restroom Building Replacement ***(pg. 190)***
- E. Proposal to Provide Engineering Design and Bidding Services for Mt. Baldhead Observation Platform Replacement ***(pg. 197)***
- F. Hardscaping in Right of Way Request – 860 Simonson ***(pg. 206)***
- G. Oval Beach Passes - CVB ***(pg. 213)***
- H. Special Event- 4<sup>th</sup> of July Fireworks ***(pg. 217)***
- I. City Council Regular Meeting Date Change ***(pg. 222)***



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

**17. Correspondence:**

- A. Dan Fox *(pg. 223)*
- B. Gary Medler *(pg. 224)*
- C. Board Vacancy Notice *(pg. 269)*

**18. Council Comments**

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



**CITY COUNCIL MEETING MINUTES - *Proposed***  
**April 22, 2024**

The City Council met for Regular Council Meeting at 7:00 p.m.  
City Hall  
102 Butler St., Saugatuck, MI 49453.

**Call to Order:**

The meeting was called to order by Mayor Stanton at 7:00 p.m.

**Pledge of Allegiance.**

**Attendance:**

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

Absent: None.

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

**Mayor's Comments:**

Mayor Stanton updated the Council with the City Manager search. To date there are 33 applicants. She had the opportunity to be on Michigan's Big Show starring Michael Patric Shiels, they spoke about Saugatuck being selected by USA Today readers as one of the best coastal small towns in America. There are a couple of new restaurants in town, two new bakeries and a few new boutique shops. It is exciting to see new businesses calling Saugatuck home. Asked everyone to keep in mind the businesses on Blue Star Highway that are affected by the construction. She met with the CVB about making signage in various locations to guide people around the construction to find businesses.

**City Manager Comments:**

The City and Township are working to be as responsive as they can to the folks that have raised concerns. The Sheriff's department are working hard to stay on top of Maple Street with increased patrols. The City is working on extra radar related signage, larger mile per hour signage and wayfinding for businesses. He appreciates everyone patience as the City works through this. Tallmadge Woods area, there is an offer to join the old growth forest network as recognizing Tallmadge Woods as an old growth forest. Tallmadge Woods partnered with Oxbow to hold an event the upcoming weekend to celebrate.

**Agenda Changes:** None.

**Guest Speakers:** None.

**Public Comment on Agenda Item Only:**

Marta Peter, resident: Told Council to disregard her correspondence that was included in the packet. She spoke to DPW Superintendent Herbert, and he answered her questions.

Gary Medler, resident: Suggested Council reject the proposal to seek HDC approval for the additional features in Village Square Park.

**Consent Agenda:**

*Motion by Baldwin, second by Anderson to approve the consent agenda. Via roll call vote, motion carried 6-0.*

**Staff Reports:**

Interim City Manager/Director of Planning & Zoning, Treasurer, DPW Superintendent, Police and Engineer submitted status reports of current activities since the last Council meeting on April 8<sup>th</sup>, 2024, for their respective departments.

DPW Superintendent Herbert added to his report the following:

- DPW took out the erosion control fencing out at Oval Beach.
- Noted that the new Oval Beach Manager Noah Aramendi was in attendance at the meeting.

**Boards, Commissions & Committees:**

Fire District Administration Board, Dan Fox:

Recap from April 15 Fire Board Meeting:

- Councilmember Baldwin was in attendance.
- Stats are in the Council packet.
- Calls are up and in one day there were 3 emergency calls within 70 minutes.
- Received cost recovery in the amount of \$3,400.
- Received grant from Michigan Treasury in the amount of \$8,400 for thermal imaging.
- The ambulance committee is still in good progress, no update.
- The Special Events committee is just getting started, no update.
- Monday the 17<sup>th</sup> of June at 5:00 p.m. will be the Fire budget meeting.

Interurban Board, Councilmember Muncey:

- The next meeting is April 24<sup>th</sup>.
- Reminded everyone that May will be a celebration for former director Phyllis Yff.

KLSWA, Barry Johnson: None.

Kalamazoo Lake Harbor Authority, Councilmember White:

- Attended his first Harbor Authority meeting last week.
- It was a brief and updates to come on projects they are starting on.

Zoning Board of Appeals, Ryan Cummins:

- The have not met.

Historic District Commission, Councilmember Gardner:

- Next meeting May 2<sup>nd</sup>.

Planning Commission, Chair Councilmember Anderson:

- The meeting was last Thursday.
- Routine approvals.
- In May they are hoping to have some more data on short-term rentals.

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

- Welcomed the new member to the PPW Committee, Bryan Hoffman.
- Next meeting is tomorrow at 10am.

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

- The interim-city manager has a synopsis in his report included in the packet.
- There is new grant opportunity to assist with paying a significant portion of the traffic signal costs.

**Request for Payment:** None.

**Approval of Accounts Payable:**

- A. Accounts Payable in the amount of 176,049.62.

*Motion by Baldwin, second by Anderson to approve the accounts payable in the amount of \$176,049.62 as presented. Via roll call vote, motion carried unanimously.*

**Introduction of Ordinances:** None.

**Unfinished Business:** None.

**New Business:**

Authorization to Apply for HDC Approval of Additional Features and Canoe Movement for the Village Square Playground:

*Motion by Anderson, second by Dean to approve the Sinclair playground plans for Village Square Park as presented and to authorize the Interim City Manager to apply on behalf of the City to the Historic District Commission for approval of the additional features that are situated predominately outside the footprint of the previous playground and the movement of the canoe, and further authorize the Mayor and City Clerk to sign the application form on behalf of the City as the owner. Via roll call vote, motion carried unanimously.*

Engineering Proposal for 2024 Asphalt Repairs:

*Motion by Muncey, second by Baldwin to approve Fleis & Vandenbrink's proposal for engineering services in the amount of \$12,000 for asphalt resurfacing. Via roll call vote, motion carried unanimously.*

**Oval Beach Fees:**

*Motion by Baldwin, second by Anderson to approve increasing Oval Beach parking pass fees to \$15 for a Daily Pass, \$75 for a Season Pass, and to amend City policy to set the "Taxpayer" Season Pass and City Employee Season Pass price at \$20. Via roll call vote, motion carried unanimously.*

**Street Painting from ACE Parking Lot Striping:**

*Motion by Gardner, second by Dean to approve the proposal for pavement marking submitted by Ace Parking Lot Striping in the amount of \$33,545. Via roll call vote, motion carried unanimously.*

**Contribution to Fireworks on July 5:**

*Motion by Muncey, second by Gardner to approve a \$3,000 contribution to the Saugatuck Douglas Area Convention & Visitors Bureau for an Independence Day fireworks show on July 5. Via roll call vote, motion carried 5-2. Yes- Dean, Gardner, Muncey, Stanton, White. No- Anderson, Baldwin.*

**Milfoil Treatment for 2024:**

*Motion by Dean, second by Baldwin to approve a one-year agreement with Aquatic Doctors to treat Milfoil in the areas presented in the not to exceed amount of \$67,750. Via roll call vote, motion carried unanimously.*

**Grant of Public Utility Easement:**

*Motion by Anderson, second by Baldwin to approve the grant of public utility easement by JLAF Holdings to the City of Saugatuck. Via roll call vote, motion carried unanimously.*

**Public Comment:**

**Joe Leonatti, resident:** requested a response from council on the city ethics policy and why the proposal failed.

**Mark Klungle, resident:** Thanked council for doing a compromise with Catherine Simonson.

**Emily Jipp, non-resident:** Introduced herself as she is running for County circuit court judge.

**Christine Pierce, resident:** requested from council the status on the concession stand bids.

**Correspondence:**

- A. Anna Gregg
- B. Brian Elmore
- C. Brooke Yost
- D. Charlie Benson
- E. Christy Marvin
- F. Dan Harvey
- G. Doug Rodewald
- H. Ethan Barde
- I. Ingrid & Chris Benson
- J. James Yost
- K. Jennifer & Tisha Johnson
- L. Jessica Ruthsatz
- M. Judy Thiel
- N. Julie Barman
- O. Kara O'Connor

P. Lavinia Oancea  
Q. Catherine Simon  
R. Marta Petter  
S. Richard Williams  
T. Sara Aumaugher  
U. Sarah Wellman  
V. Scott & Julie Meivogel  
W. Douglas Elementary School Student Council  
X. Gary Medler

**Council Comments:**

- Councilmember Anderson: None.
- Councilmember Gardner:  
There are a lot of signs in the right-of-way, we need to notify businesses that may be new of guidelines. He appreciates Marta Petter submitted a letter and spoke with DPW Superintendent Herbert to resolve the problem. Marta has been a great neighbor to City Hall. He would encourage the City to think about natural landscaping around City Hall using native plants, indigenous plants that are reflective of the dunes. He would like City Council to have a discussion about what characteristics and traits they would like to see in a City Manager.
- Mayor Pro-Tem Baldwin  
Thanked the community for their patience while the City works through issues with the playground. Thanked the attorneys and Interim City Manager for their work on the subject.
- Councilmember Dean:  
Wished everyone a happy earth day.
- Councilmember Muncey:  
Friday at the Womens' Club from 10am – 11am, panelists will be having a Q&A about scamming.
- Councilmember White: None.

**Adjournment:**

*Motion by Gardner, second by Baldwin to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Stanton adjourned at 8:16 p.m.*

Respectfully Submitted

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Jamie Wolters, City Clerk



City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May 13, 2024  
**SUBJECT:** Special Event- Free Fitness Series

**DESCRIPTION:**

The proposed Free Fitness Series is to be held on every Saturday from 6/1/24 - 8/31/24. See attached application and break down of event below.

**BUDGETACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the "Free Fitness Series" special event application.



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

RAIN DATE: \_\_\_\_\_

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Non-Profit    | <input type="checkbox"/> For-Profit    | <input type="checkbox"/> City Operated/Sponsored | <input type="checkbox"/> Co-Sponsored |
| <input type="checkbox"/> Marathon/Race | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production   | <input type="checkbox"/> Other _____  |

EVENT LOCATION: \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_  A.M.  P.M.



## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

**“YARD” SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2’ x2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under “Rental Service Stores” that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

**BOOTHS – QUANTITY** \_\_\_\_\_  **TENTS – QUANTITY** \_\_\_\_\_

**AWNINGS – QUANTITY** \_\_\_\_\_  **TABLES – QUANTITY** \_\_\_\_\_

**PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_  BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

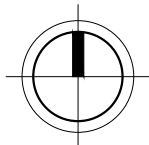
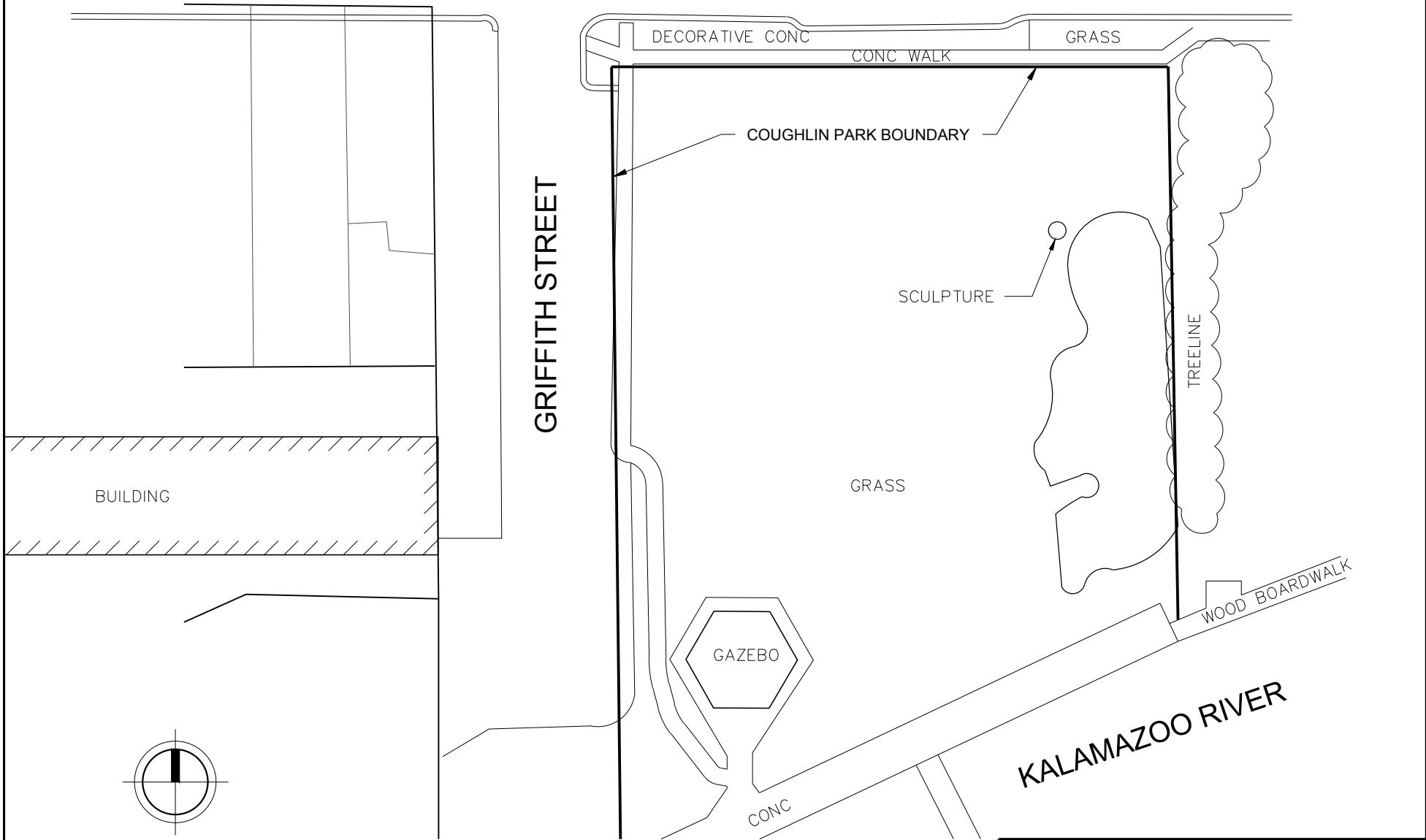
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

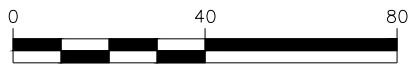
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# CULVER STREET



NORTH



SCALE IN FEET

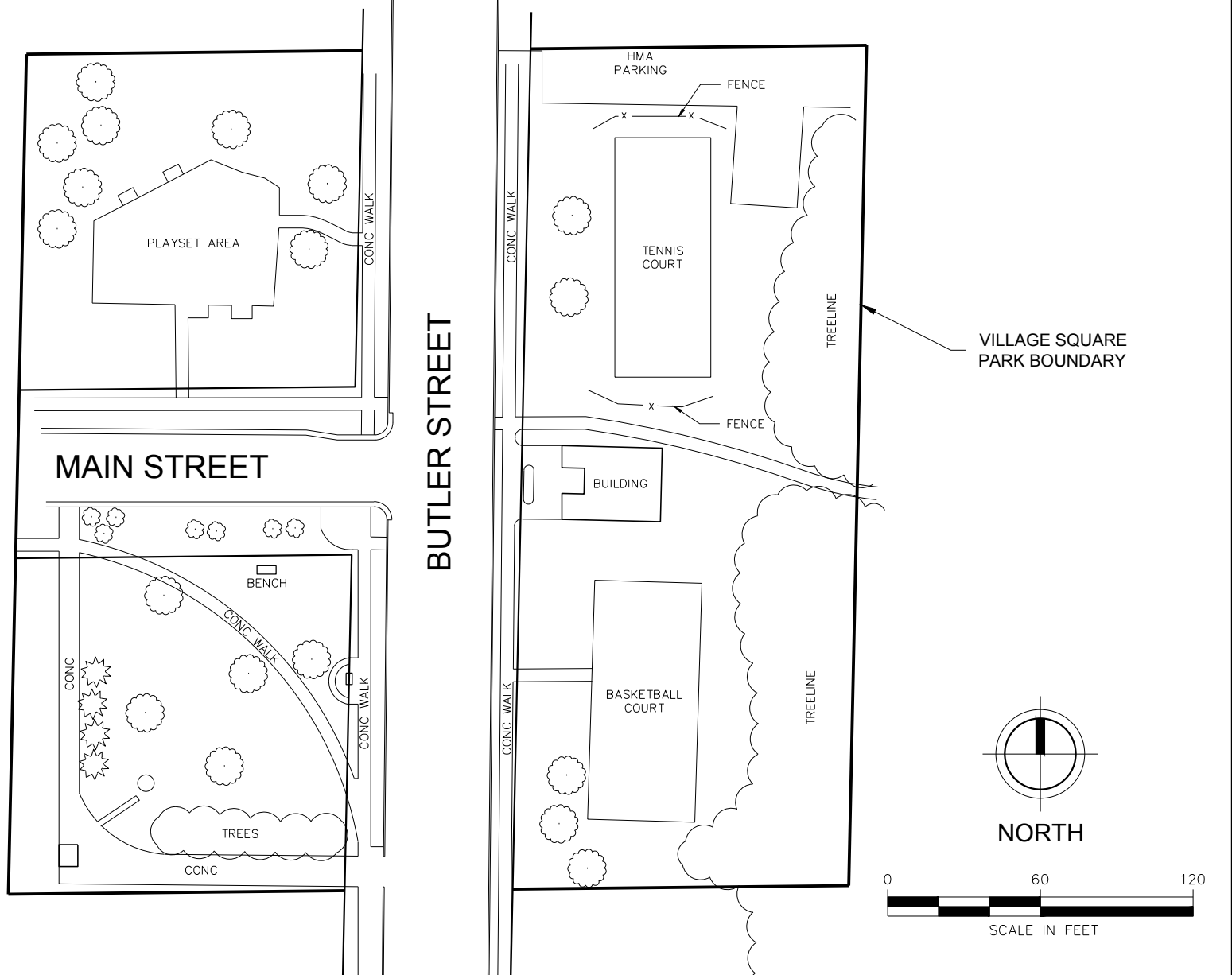
APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

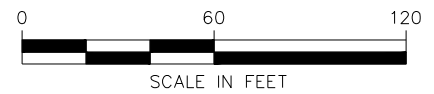
COUGHLIN PARK  
PARK USE PERMIT APPLICATION

2011

3187



VILLAGE SQUARE PARK BOUNDARY



APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

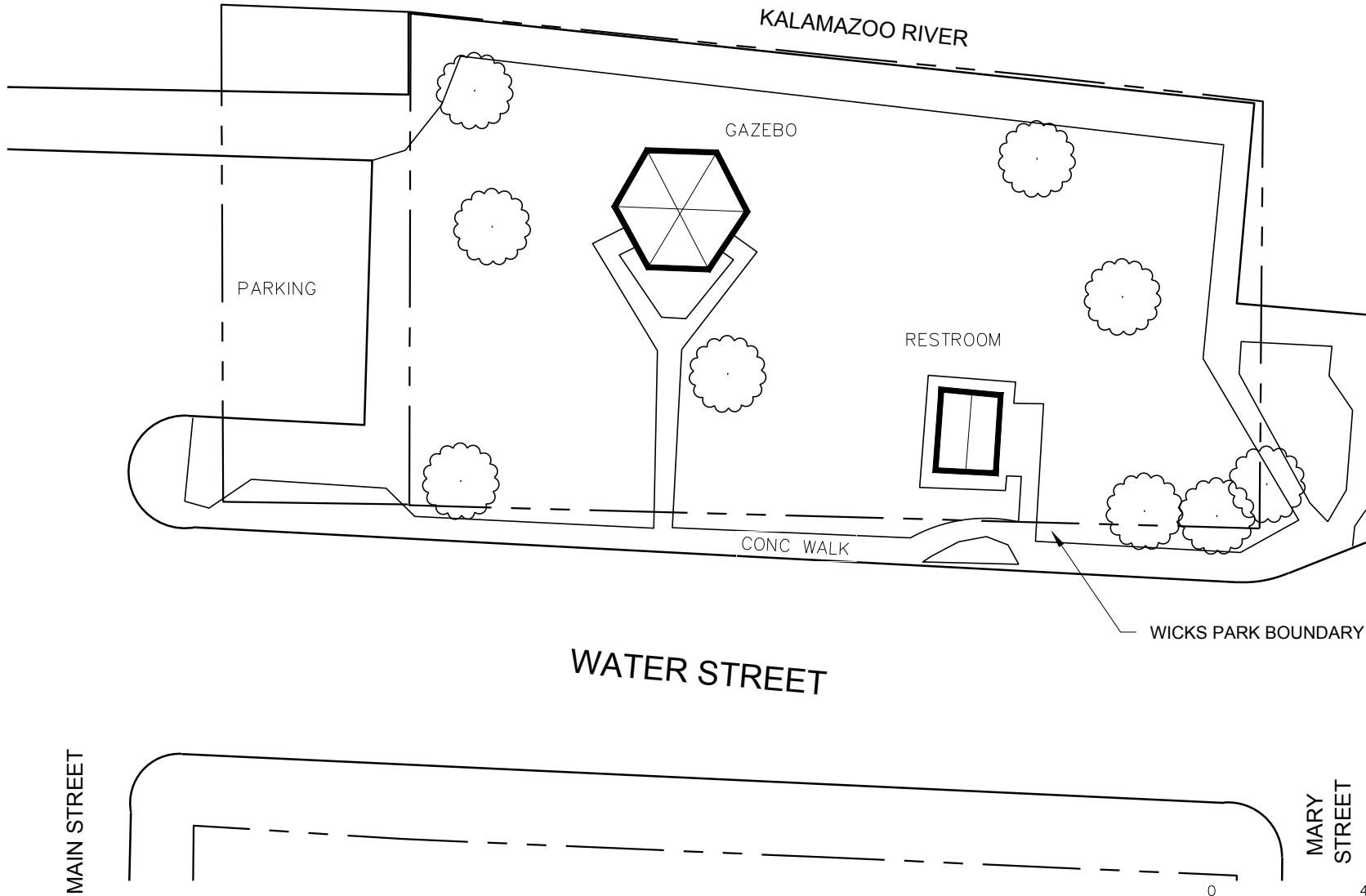
FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK  
PARK USE PERMIT APPLICATION

2011

3187



APPLICANT TO SKETCH LOCATION OF PROPOSED  
TEMPORARY STRUCTURES, TENTS, STAGES,  
EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

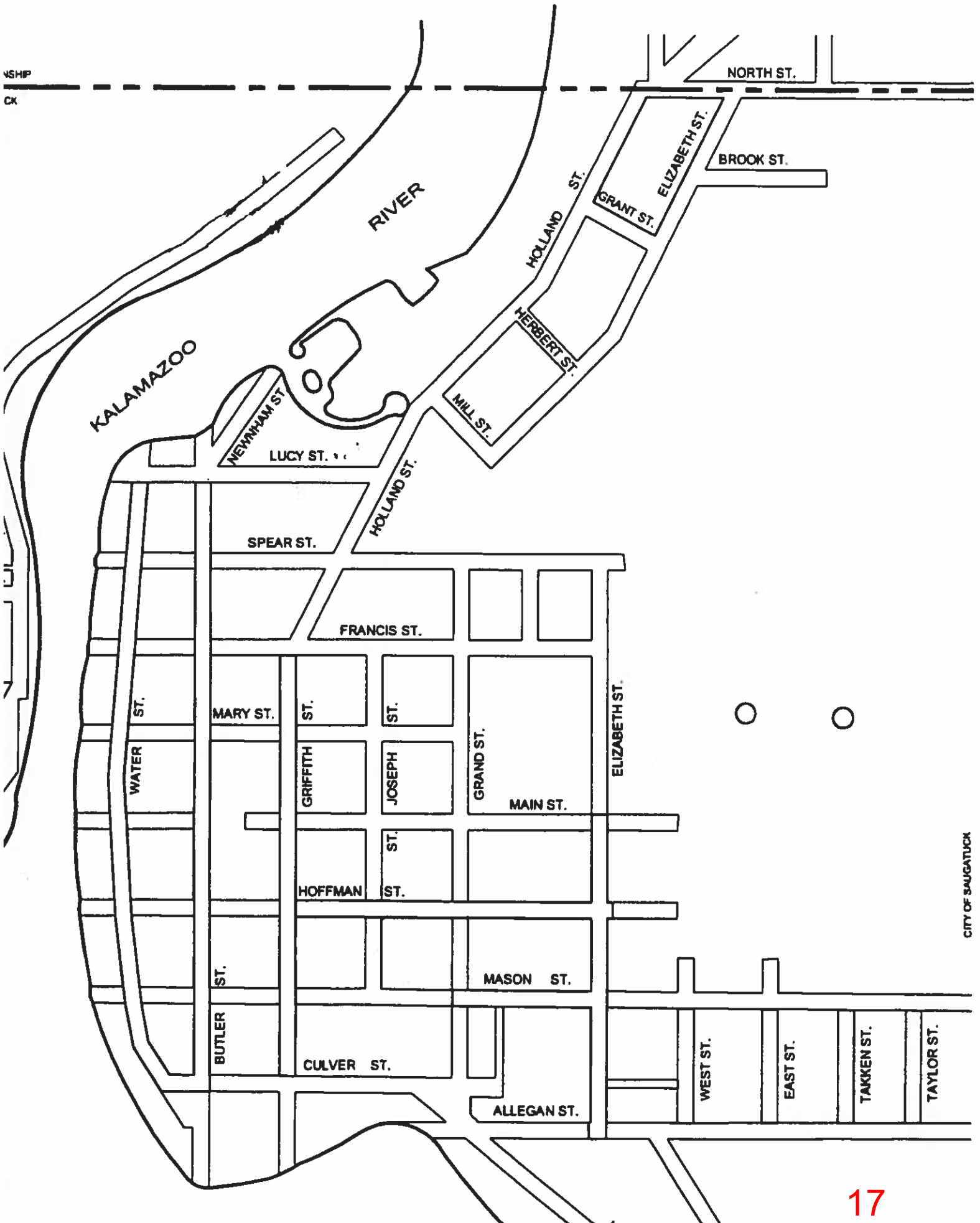
WICKS PARK  
PARK USE PERMIT APPLICATION

2016

3187

# Downtown Street / Sidewalk Closure(s)

ASHP  
CK



CITY OF SAUGATUCK



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
Phone: 269 857-3000  
E-mail: office@saugatuckfire.org

## REQUIREMENTS FOR TENT STRUCTURES

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

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

\_\_\_\_\_ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)

\_\_\_\_\_ Fire apparatus access roads shall be provided. (3103.8.1 / 503)

\_\_\_\_\_ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)

\_\_\_\_\_ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)

\_\_\_\_\_ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)

\_\_\_\_\_ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)

\_\_\_\_\_ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)

\_\_\_\_\_ Combustible materials shall not be located within any tent structure. (3104.5)

\_\_\_\_\_ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)





# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



\_\_\_\_\_ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)

\_\_\_\_\_ The occupant load shall be stated. (3104.14 / Chapter 10)

\_\_\_\_\_ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)

\_\_\_\_\_ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)

\_\_\_\_\_ A minimum number of means of egress and means of egress widths are as follows: (3102.12.5.1)

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

\_\_\_\_\_ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)

\_\_\_\_\_ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)

\_\_\_\_\_ Means of egress shall be illuminated. (3103.12.7)

\_\_\_\_\_ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)

\_\_\_\_\_ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)

\_\_\_\_\_ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

\_\_\_\_\_ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)

\_\_\_\_\_ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: \_\_\_\_\_

Signature of Fire Inspector: \_\_\_\_\_

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

Revised 8/2016-CM



City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May 13, 2024  
**SUBJECT:** Special Event-Community Pride Car Parade

**DESCRIPTION:**

The proposed Community Pride Car Parade is to be held on June 1, 2024. See attached application and break down of event below. .

**BREAKDOWN OF EVENT:**

Date: June 1

Time: 10:30am - 11:30am

75 cars to travel from Saugatuck High School through downtown via Butler Street and existing town to Blue Star Highway.

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the Community Pride Car Parade to take place on June 1, 2024.



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Community Pride MI TELEPHONE: 630-388-9730

MAILING ADDRESS: PO Box 437, Douglas MI 49406

CONTACT NAME: Michael Wright TELEPHONE: 630-388-9730

E-MAIL ADDRESS: mdwright1985@gmail.com CELL PHONE: 630-388-9730

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Michael Wright TELEPHONE: 630-388-9730

E-MAIL ADDRESS: mdwright1985@gmail.com CELL PHONE: 630-388-9730

#### EVENT INFORMATION

NAME OF EVENT: Community Pride PARADE DATE(S) OF EVENT: 6/1/24

PURPOSE OF EVENT: Kickoff of Community Pride RAIN DATE: NONE

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: PARADE from Saugatuck HS to Douglas EVENT HOURS: 10:30a-11:30a

ESTIMATED NUMBER OF ATTENDEES: 75 CARS (no walkers or bikes)

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10:30 11:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 11:30a 12:00  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- “YARD” SIGNS** - Number requested: 10 (Maximum size is 2’ x 2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_

Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under “Rental Service Stores” that specialize in the rental of event supplies. Will the following be constructed or located in the event area: N/A

- BOOTHS – QUANTITY** \_\_\_\_\_  **TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – QUANTITY** \_\_\_\_\_  **TABLES – QUANTITY** \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No N/A  
If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_



**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times Sheriff to drive as lead car in parade.  
Other (describe): Allegheny County Sheriff has been contacted.

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 10:30a 11:30a  A.M.  P.M.

Street re-open date/time: 11:30a 12:00p  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

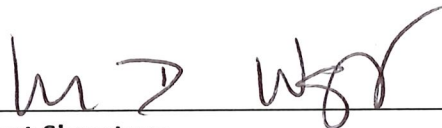
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

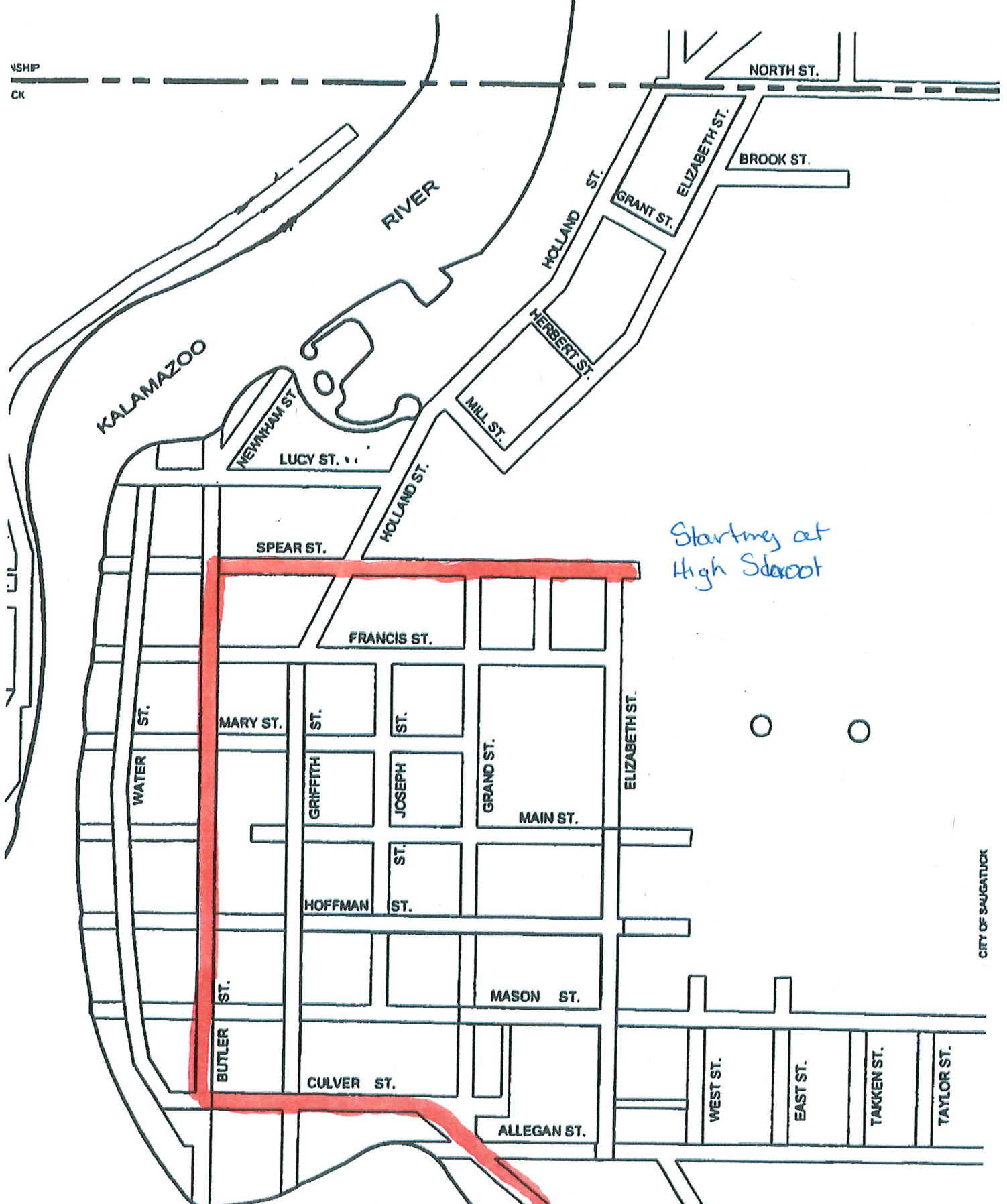
  
\_\_\_\_\_  
Applicant Signature

5/2/24  
\_\_\_\_\_  
Date



# Downtown Street / Sidewalk Closure(s)

VSHHP  
CK



Starting at  
High Street

CITY OF SAUGATUCK

To Bridge BLU<sup>25</sup>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	<b>CONTACT NAME:</b> Mark Bekken <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> markb@shinsurance.com	<b>FAX (A/C, No):</b> (269) 857-1838
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Michigan Millers Ins. Co.	
<b>INSURED</b> Community Pride Mi Po Box 437 Douglas MI 49406	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES** CERTIFICATE NUMBER: CL2443005460 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		C0550174	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Saugatuck is endorsed as an additional insured regarding Car Parade on June 1, 2024 sponsored by Community Pride MI.


**CERTIFICATE HOLDER**

City of Saugatuck  
 102 Butler Street  
 Saugatuck MI 49453

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May 13 2024  
**SUBJECT:** Right of Way Signage Request

**DESCRIPTION:**

The SCA has applied for a right of way signage to be displayed on the Saugatuck Pallete sign from May 20th - June 7th for the event "Jump into Summer".

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

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

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Move to approve/deny the right of way sign application from The SCA for their "Jump into Summer" event.



## Right of Way Sign Application

### APPLICANTS INFORMATION

APPLICATION NUMBER \_\_\_\_ - \_\_\_\_

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Signature Megan Hrdzic Date \_\_\_\_\_

### SIGN DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Type: Number of Yard Signs \_\_\_\_\_ Number of Banners \_ \_\_\_\_\_  
 Dates to be displayed \_\_\_\_\_  
 Further Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### PLEASE INCLUDE THE FOLLOWING INFORMATION

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

Y N NA

- Dimensions and type of each proposed sign
- Map showing the location of each sign
- Explanation of how each sign will be attached and secured

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

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



## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May 13, 2024  
**SUBJECT:** Social District Application- The Butler Pantry

**DESCRIPTION:**

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Burt Specialty Pantry, LLC aka "The Butler Pantry" has requested approval to be added to the City of Saugatuck Social District.

Resolution No. 240513-A establishing the Social District and Commons Area in the City of Saugatuck and Approving a Social District Plan is attached for reference along with the map of the City of Saugatuck Social District.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** Resolution 240513-A adding Burt Specialty Pantry, LLC aka "The Butler Pantry" to the City of Saugatuck Social District.





Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. Resolution 240513-A

At a Regular meeting of the City of Saugatuck council/board
(regular or special) (name of city, township, or village)

called to order by Mayor Stanton on May 13, 2024 at 7:00 p.m.
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Burt Speciality Pantry, LLC aka "The Butler Pantry"
(name of licensee - if a corporation or limited liability company, please state the company name)

for a Social District Permit is \_\_\_\_\_ by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: \_\_\_\_\_

Vote

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Saugatuck
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_
(regular or special) (date)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the
council/board as part of a social district pursuant to MCL 436.1551.

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



## City Council Agenda Item Report

**FROM: MEETING** Jamie, Wolters, City Clerk

**DATE: SUBJECT:** May 13, 2024

Proclamation No. 240513-P1 – Pride Month

**DESCRIPTION:**

Mayor Lauren Stanton’s proclamation of June 2024 as Pride Month within the City of Saugatuck is found in the subsequent document. The City of Saugatuck has been proclaiming June as Pride Month since 2019 to show support for the LGBTQ+ community.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** Proclamation No. 240513-P1 designating June 2024 as Pride Month in the City of Saugatuck and proclaiming that Pride flags will be on display at Saugatuck City Hall throughout the month of June.

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

**PROCLAMATION NO. 240513- P1**

**MAYOR'S PROCLAMATION:  
"A PROCLAMATION DESIGNATING JUNE AS PRIDE MONTH"**

**WHEREAS**, the City of Saugatuck supports the rights of every citizen to experience equality and freedom from discrimination; and

**WHEREAS**, all people regardless of age, gender identity, race, color, religion, marital status, national origin, sexual orientation, or physical challenges have the right to be treated on the basis of their intrinsic value as human beings; and

**WHEREAS**, in support of the city's commitment the City of Saugatuck Non-Discrimination Ordinance was approved by City Council on August 27, 2007; and

**WHEREAS**, the City of Saugatuck accepts and welcomes people of diverse backgrounds and believes a diverse population leads to a more vibrant community; and

**WHEREAS**, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) communities contribute to the cultural, civic and economic successes of the City of Saugatuck; and

**WHEREAS**, while we as a society at large are slowly embracing new definitions of sexuality and gender, we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

**NOW, THEREFORE, BE IT RESOLVED**, I, Mayor Lauren Stanton and the members of the Saugatuck City Council hereby proclaim June 2024 as Pride Month in the City of Saugatuck, Michigan and encourage our residents to reflect on the ongoing struggle for equality members of the LGBTQ+ community face and celebrate the contributions that enhance our city.

**BE IT FINALLY RESOLVED**, the City of Saugatuck will display the Pride Flag at Saugatuck City Hall from June 1 through June 30 in acknowledgment of LGBTQ+ Pride Month and to celebrate diversity and inclusion.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_  
Lauren, Stanton, Mayor

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





## City Council Agenda Item Report

**FROM:** Scott Herbert – Department of Public Works Superintendent

**MEETING DATE:** May 13<sup>th</sup>, 2024

**SUBJECT:** City Hall Storm Water and Concrete Work – Price Adjustment

**DESCRIPTION:**

City Council approved work to be performed by Kramer Services to connect the rain gutters on City Hall to a nearby catch basin located on Butler Street as well as some concrete replacement. The work was performed successfully, however, the following additional concrete work was performed:

1. The catch basin that the rain gutters were connected to was in poor shape and needed additional repair work, which was performed during construction.
2. Two additional sidewalk squares of concrete were removed and replaced due to preexisting cracks.

This work was necessary to complete the job and it increased the amount from \$12,335 to \$14,735. Since this is more than City Council had previously approved, this is being brought back to you in the final amount.

**BUDGET ACTION REQUIRED:**

Adjustment of \$2,400.

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve payment to Kramer Services in the amount of \$14,735 for the completion of connecting City Hall gutters to the storm sewer system and for concrete replacement.





3/11/2024

City of Saugatuck public works  
3338 blue star hwy.  
Saugatuck, MI 49453

Hi,

Thank you for sharing interest in Kramer Services. As requested, below is a quote with the discussed services valid for 21 days. Please let us know if you have any questions. We look forward to working with you!

Estimate #2943

Service Name	Estimate Description	Quantity	Rate	Amount
Miscellaneous	concrete demo around city hall (10 yards removed)	1	2300.00	2300.00
Drainage	labor and machine time to install Drainage. 4 inch pvc pipe installed to 4 down spout drains and tied into storm drain in front of building.	1	3200.00	3200.00
Drainage	Drainage material 200 of 4 inch pvc pipe, misc. fitting, glue, 1 bag of concrete mix	1	875.00	875.00
Miscellaneous	pouring of concrete that was removed 745 sq. ft. 4 inches thick	1	5960.00	5960.00

**Total** \$12,335.00

By signing I accept and agree to pay the above estimate upon completion and acknowledge that any payments made with a credit card over \$2,500 will have a 3% fee added to them.

Name: Lauren Stanton Date: 3/26/24

Signature: 

**Thank you for your business!**

P.O. Box 883  
Douglas, MI 49406

269-251-4943 info@kramerservices.com

From: **Kramer Services**  
P.O. Box 883  
Douglas, MI 49406  
269-251-4943



Email: info@kramerservices.com  
Website: www.kramerservices.com

Invoice #	Invoice Date	Payment Due
34565	4/23/2024	5/23/2024

To: City of Saugatuck public works  
3338 blue star hwy.  
Saugatuck, MI 49453

<b>Last Payment Received</b>	3800.00
<b>Previous Balance</b>	0.00
<b>Invoice #34565 Total</b>	14735.00
<b>Sales Tax</b>	
<b>Account Balance</b>	<b>\$14,735.00</b>

Invoice For: 3338 blue star hwy., Saugatuck MI 49453

PO #

Account #

Date	Description	Qty	Price	Total
11/21/2022	Last Payment Received			3800.00
***** NEW ACCOUNT ACTIVITY *****				
4/23/2024	concrete demo around city hall (10 yards removed)	1.00	2300.00	2300.00
4/23/2024	labor and machine time to install Drainage. 4 inch pvc pipe installed to 4 down spout drains and tied into storm drain in front of building.	1.00	3200.00	3200.00
4/23/2024	Drainage material 200 of 4 inch pvc pipe, misc. fitting, glue, 1 bag of concrete mix	1.00	875.00	875.00
4/23/2024	pouring of concrete that was removed 745 sq. ft. 4 inches thick	1.00	5960.00	5960.00
4/23/2024	rebuild storm drain	1.00	1100.00	1100.00
4/23/2024	remove and replace 115 ft of concrete	1.00	1050.00	1050.00
4/23/2024	add sand and compact, site grading	1.00	250.00	250.00

<b>Client Name</b>	City of Saugatuck public works
<b>For</b>	3338 blue star hwy., Saugatuck MI 49453
<b>Invoice #</b>	34565
<b>Invoice Date</b>	4/23/2024
<b>Amount Due</b>	\$14,735.00
<b>Amount Enclosed</b>	

## PAYMENT STUB

Kramer Services  
P.O. Box 883  
Douglas, MI 49406

*As always, we appreciate your business and continued loyalty. Please do not hesitate to contact with any questions or concerns.*

**All credit card payment over \$5,000 will have a 3% fee added.**

Please note that invoices over 30 days are subject to an 18% (1.5% monthly) charge.



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 13, 2024

**SUBJECT:** Change Order #4 for 2023 Street Improvements

**DESCRIPTION:**

Krohn Excavating has submitted a change order request to its 2023 Street Improvements contract. The changes relate to:

- Spring 2024 turf restoration work on West, East, Takken, Taylor, and N. Maple Streets.
- N. Park Street slope repair quantity adjustments.
- Correct mathematical error on Change Order #1 – Item E1 was omitted from the total.

City Engineer, Jon Moxey, provided the following details as it relates to the increase for the work on N. Park Street:

- The increases primarily stem from the challenges that we ran into during construction.
- Item E4: Additional footage of storm sewer was the result of placing the catch basin further south than originally planned and placing the sewer on an angle to get the outlet back near the property line.
- Item E6 and E7: We had deer tear up the new plantings within 24 hours of them going in the ground. There was some additional cost to re-plant, apply deer spray, put up a temporary fence and broadcast seed the slopes to help get root growth in them a little faster (anticipating it will take longer for the ground cover to spread when deer are feeding on them).
- Item E8: There was a little more gravel used in front of Steve Kubica's place than what was originally estimated. Pretty minimal part of the change.
- Item E10: Krohn misinterpreted the sketch and included only 80 feet of valley gutter in their quote. The length shown was pretty close to what was constructed (207 feet).

- Note: Given the misinterpretation, Krohn was willing to work with the engineer on the asphalt cost. Krohn was given credit for a little bit of an increase, but quite a bit less than what was originally requested.

A breakdown of the changes is attached.

**BUDGET ACTION:**

Budget amendment will be needed. The Treasurer is working on adding this to a larger list of budget amendments for end of fiscal year.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to approve change order #4 for 2023 street improvements in the not to exceed amount of \$8,850.00.

**CHANGE ORDER NO.: 4**

Owner:	City of Saugatuck	Owner's Project No.:	N/A
Engineer:	Fleis & VandenBrink	Engineer's Project No.:	859770
Contractor:	Krohn Excavating	Contractor's Project No.:	N/A
Project:	2023 Street Improvements		
Contract Name:	N/A		
Date Issued:	4/26/2024	Effective Date of Change Order:	4/26/2024

The Contract is modified as follows upon execution of this Change Order:

**Description:**  
 Spring 2024 turf restoration work on West, East, Takken, Taylor and N. Maple Streets.  
 N. Park Street slope repair quantity adjustments.  
 Correct mathematical error on Change Order No. 1 – Item E1 was omitted from the total.

Attachments: N/A

Change in Contract Price	Change in Contract Times
Original Contract Price:  \$ 475,198.00	Original Contract Times: Substantial Completion: 10/20/2023 Ready for final payment: 11/10/2023
Increase (Decrease) from previously approved Change Orders No. 1 to No. 2:  \$ 142,596.96	Increase (Decrease) from previously approved Change Orders No. 1 to No. 3: Substantial Completion: 55 days Ready for final payment: 196 days
Contract Price prior to this Change Order:  \$ 617,794.96	Contract Times prior to this Change Order: Substantial Completion: 12/14/2023 Ready for final payment: 5/24/2024
Increase (Decrease) this Change Order:  \$ 8,850.00	Increase (Decrease) this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order:  \$ 626,644.96	Contract Times with all approved Change Orders: Substantial Completion: 12/14/2023 Ready for final payment: 5/24/2024

**Recommended by Engineer (if required)**

By: Jon Moxey  
 Title: Jon Moxey, PE, Project Manager  
 Date: April 26, 2024

**Authorized by Contractor**

Steve Krohn  
 Steve Krohn, Vice President  
 April 26, 2024

**Authorized by Owner**

By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Approved by Funding Agency (if applicable)**

N/A

City of Saugatuck  
2023 Street Improvements  
Change Order Breakdown

Project No.: 859770  
By: JWM  
Date: 4/23/2024



Item No.	Item Description	Unit	Original Contract			Change Order No. 1		Change Order No. 2		Change Order No. 3		Change Order No. 4		Current Contract	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	General Conditions, Bonds & Insurances, Max 5%	LSUM	1.00	\$ 23,000.00	\$ 23,000.00		\$ -		\$ -		\$ -		\$ -	1.00	\$ 23,000.00
2	Preconstruction Video Survey	LSUM	1.00	\$ 2,000.00	\$ 2,000.00		\$ -		\$ -		\$ -		\$ -	1.00	\$ 2,000.00
3	Exploratory Digging	Hr	10.00	\$ 260.00	\$ 2,600.00	80.00	\$ 20,800.00		\$ -		\$ -		\$ -	90.00	\$ 23,400.00
4	Pavt, Rem	Syd	146.00	\$ 36.00	\$ 5,256.00	21.41	\$ 770.76		\$ -		\$ -		\$ -	167.41	\$ 6,026.76
5	Sidewalk, Rem	Syd	2.00	\$ 250.00	\$ 500.00		\$ -		\$ -		\$ -		\$ -	2.00	\$ 500.00
6	Brick Paver, Rem and Salv	Sft	30.00	\$ 10.00	\$ 300.00	(2.87)	\$ (28.70)		\$ -		\$ -		\$ -	27.13	\$ 271.30
7	Roadway Grading	Sta	2.60	\$ 3,200.00	\$ 8,320.00		\$ (416.00)		\$ -		\$ -		\$ -	2.47	\$ 7,904.00
8	Subgrade Undercutting, Type II	Cyd	500.00	\$ 32.00	\$ 16,000.00	780.75	\$ 24,984.00		\$ -		\$ -		\$ -	1,280.75	\$ 40,984.00
9	Aggregate, 6A	Ton	6.00	\$ 150.00	\$ 900.00	84.00	\$ 12,600.00		\$ -		\$ -		\$ -	90.00	\$ 13,500.00
10	Erosion Control, Inlet Protection, Fabric Drop	Ea	30.00	\$ 80.00	\$ 2,400.00	(2.00)	\$ (160.00)		\$ -		\$ -		\$ -	28.00	\$ 2,240.00
11	Erosion Control, Silt Fence	Ft	500.00	\$ 4.00	\$ 2,000.00	(500.00)	\$ (2,000.00)		\$ -		\$ -		\$ -	0.00	\$ -
12	Subbase, CIP	Cyd	580.00	\$ 23.00	\$ 13,340.00	(33.00)	\$ (759.00)		\$ -		\$ -		\$ -	547.00	\$ 12,581.00
13	Aggregate Base	Ton	500.00	\$ 26.00	\$ 13,000.00	(480.42)	\$ (12,490.92)		\$ -		\$ -		\$ -	19.58	\$ 509.08
14	Aggregate Base, 8 inch	Syd	1,380.00	\$ 11.50	\$ 15,870.00	283.00	\$ 3,254.50		\$ -		\$ -		\$ -	1,663.00	\$ 19,124.50
15	HMA Base Crushing and Shaping	Syd	4,810.00	\$ 5.00	\$ 24,050.00	(142.35)	\$ (711.75)		\$ -		\$ -		\$ -	4,667.65	\$ 23,338.25
16	Aggregate Surface Cse	Ton	15.00	\$ 50.00	\$ 750.00	(15.00)	\$ (750.00)		\$ -		\$ -		\$ -	0.00	\$ -
17	Maintenance Gravel	Ton	20.00	\$ 30.00	\$ 600.00	(20.00)	\$ (600.00)		\$ -		\$ -		\$ -	0.00	\$ -
18	Geotextile, Separator	Syd	700.00	\$ 3.00	\$ 2,100.00	(260.00)	\$ (780.00)		\$ -		\$ -		\$ -	440.00	\$ 1,320.00
19	Geogrid	Syd	570.00	\$ 3.00	\$ 1,710.00	(23.00)	\$ (69.00)		\$ -		\$ -		\$ -	547.00	\$ 1,641.00
20	Storm Sewer, 6 inch	Ft	149.00	\$ 33.00	\$ 4,917.00	37.00	\$ 1,221.00		\$ -		\$ -		\$ -	186.00	\$ 6,138.00
21	Storm Sewer, 8 inch	Ft	1,266.00	\$ 40.00	\$ 50,640.00	18.00	\$ 720.00		\$ -		\$ -		\$ -	1,284.00	\$ 51,360.00
22	Storm Wye, 6 inch x 6 inch	Ea	1.00	\$ 150.00	\$ 150.00	1.00	\$ 150.00		\$ -		\$ -		\$ -	2.00	\$ 300.00
23	Storm Wye, 8 inch x 6 inch	Ea	6.00	\$ 200.00	\$ 1,200.00	1.00	\$ 200.00		\$ -		\$ -		\$ -	7.00	\$ 1,400.00
24	Sewer Tap, 4 inch	Ea	3.00	\$ 150.00	\$ 450.00	3.00	\$ 450.00		\$ -		\$ -		\$ -	6.00	\$ 900.00
25	Sewer Tap, 6 inch	Ea	2.00	\$ 200.00	\$ 400.00	(1.00)	\$ (200.00)		\$ -		\$ -		\$ -	1.00	\$ 200.00
26	Sewer Tap, 8 inch	Ea	1.00	\$ 250.00	\$ 250.00	(1.00)	\$ (250.00)		\$ -		\$ -		\$ -	0.00	\$ -
27	Sewer Tap, 12 inch	Ea	4.00	\$ 400.00	\$ 1,600.00	(1.00)	\$ (400.00)		\$ -		\$ -		\$ -	3.00	\$ 1,200.00
28	Trench Undercutting and Backfill	Cyd	50.00	\$ 35.00	\$ 1,750.00	(12.43)	\$ (435.05)		\$ -		\$ -		\$ -	37.57	\$ 1,314.95
29	Dr Structure Cover, Adj, Case 1	Ea	13.00	\$ 450.00	\$ 5,850.00	(7.00)	\$ (3,150.00)		\$ -		\$ -		\$ -	6.00	\$ 2,700.00
30	Valve Box, Adj, Case 1	Ea	5.00	\$ 350.00	\$ 1,750.00	(4.00)	\$ (1,400.00)		\$ -		\$ -		\$ -	1.00	\$ 350.00
31	Valve Box, Adj, Case 2	Ea	1.00	\$ 250.00	\$ 250.00	(1.00)	\$ (250.00)		\$ -		\$ -		\$ -	0.00	\$ -
32	Dr Structure Cover, Type C	Ea	20.00	\$ 900.00	\$ 18,000.00		\$ -		\$ -		\$ -		\$ -	20.00	\$ 18,000.00
33	Dr Structure Cover, Type Q	Ea	1.00	\$ 700.00	\$ 700.00		\$ -		\$ -		\$ -		\$ -	1.00	\$ 700.00
34	Leach Basin, 48 inch Dia	Ea	20.00	\$ 4,500.00	\$ 90,000.00		\$ -		\$ -		\$ -		\$ -	20.00	\$ 90,000.00
35	Yard Basin, 18 inch	Ea	2.00	\$ 1,800.00	\$ 3,600.00		\$ -		\$ -		\$ -		\$ -	2.00	\$ 3,600.00
36	Dr Structure, Tap, 6 inch	Ea	2.00	\$ 250.00	\$ 500.00	(1.00)	\$ (250.00)		\$ -		\$ -		\$ -	1.00	\$ 250.00
37	Dr Structure, Tap, 8 inch	Ea	1.00	\$ 300.00	\$ 300.00		\$ -		\$ -		\$ -		\$ -	1.00	\$ 300.00
38	Cold Milling HMA Surface	Syd	560.00	\$ 9.00	\$ 5,040.00	(12.78)	\$ (115.02)		\$ -		\$ -		\$ -	547.22	\$ 4,924.98
39	HMA Surface, Rem	Syd	105.00	\$ 40.00	\$ 4,200.00	(18.29)	\$ (731.60)		\$ -		\$ -		\$ -	86.71	\$ 3,468.40
40	HMA, 4EL or 13A	Ton	1,180.00	\$ 96.00	\$ 113,280.00	(29.92)	\$ (2,872.32)		\$ -		\$ -		\$ -	1,150.08	\$ 110,407.68
41	HMA Approach	Ton	8.00	\$ 110.00	\$ 880.00	0.71	\$ 78.10		\$ -		\$ -		\$ -	8.71	\$ 958.10
42	HMA Valley Gutter	Ft	3,224.00	\$ 3.00	\$ 9,672.00	482.00	\$ 1,446.00		\$ -		\$ -		\$ -	3,706.00	\$ 11,118.00
43	HMA Spillway	Ea	4.00	\$ 300.00	\$ 1,200.00	1.00	\$ 300.00		\$ -		\$ -		\$ -	5.00	\$ 1,500.00
44	Driveway, Nonreinf Conc, 6 inch	Syd	146.00	\$ 63.00	\$ 9,198.00	21.41	\$ 1,348.83		\$ -		\$ -		\$ -	167.41	\$ 10,546.83
45	Sidewalk, Conc, 4 inch	Sft	18.00	\$ 20.00	\$ 360.00	6.00	\$ 120.00		\$ -		\$ -		\$ -	24.00	\$ 480.00
46	Brick Paver, Reinstall	Sft	30.00	\$ 25.00	\$ 750.00	(2.87)	\$ (71.75)		\$ -		\$ -		\$ -	27.13	\$ 678.25
47	Post, Mailbox	Ea	26.00	\$ 120.00	\$ 3,120.00	(16.00)	\$ (1,920.00)		\$ -		\$ -		\$ -	10.00	\$ 1,200.00
48	Barricade, Type III, High Intensity, Lighted, Double Sided, Furn	Ea	16.00	\$ 60.00	\$ 960.00		\$ -		\$ -		\$ -		\$ -	16.00	\$ 960.00
49	Barricade, Type III, High Intensity, Lighted, Double Sided, Oper	Ea	16.00	\$ 5.00	\$ 80.00		\$ -		\$ -		\$ -		\$ -	16.00	\$ 80.00
50	Plastic Drum, Fluorescent, Furn	Ea	100.00	\$ 20.00	\$ 2,000.00		\$ -		\$ -		\$ -		\$ -	100.00	\$ 2,000.00
51	Plastic Drum, Fluorescent, Oper	Ea	100.00	\$ 1.00	\$ 100.00		\$ -		\$ -		\$ -		\$ -	100.00	\$ 100.00
52	Sign, Type B, Temp, Prismatic, Furn	Sft	300.00	\$ 2.00	\$ 600.00	(2.00)	\$ (4.00)		\$ -		\$ -		\$ -	298.00	\$ 596.00
53	Sign, Type B, Temp, Prismatic, Oper	Sft	300.00	\$ 1.00	\$ 300.00	(2.00)	\$ (2.00)		\$ -		\$ -		\$ -	298.00	\$ 298.00
54	Sign, Type B, Temp, Prismatic, Spec, Furn	Sft	50.00	\$ 8.00	\$ 400.00	(50.00)	\$ (400.00)		\$ -		\$ -		\$ -	0.00	\$ -
55	Sign, Type B, Temp, Prismatic, Spec, Oper	Sft	50.00	\$ 1.00	\$ 50.00	(50.00)	\$ (50.00)		\$ -		\$ -		\$ -	0.00	\$ -
56	Riprap, Plain	Syd	21.00	\$ 80.00	\$ 1,680.00		\$ -		\$ -		\$ -		\$ -	21.00	\$ 1,680.00
57	Turf Restoration	Syd	2,350.00	\$ 1.50	\$ 3,525.00	(762.75)	\$ (1,144.13)		\$ -		\$ -	1,066.67	\$ 1,600.00	2,653.92	\$ 3,980.88
58	Mulch Blanket	Syd	100.00	\$ 8.00	\$ 800.00	400.00	\$ 3,200.00		\$ -		\$ -		\$ -	500.00	\$ 4,000.00

City of Saugatuck  
2023 Street Improvements  
Change Order Breakdown

Project No.: 859770  
By: JWM  
Date: 4/23/2024



Item No.	Item Description	Unit	Original Contract			Change Order No. 1		Change Order No. 2		Change Order No. 3		Change Order No. 4		Current Contract	
			Quantity	Unit Price	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
E1	Leach Basin Insulation	Ea	0.00	\$ 200.00	\$ -		\$ -		\$ -		\$ -	5.00	\$ 1,000.00	5.00	\$ 1,000.00
E2	N. Park Street - Mobilization & Traffic Control	LSUM	0.00	\$ 3,600.00	\$ -		\$ -	1.00	\$ 3,600.00		\$ -		\$ -	1.00	\$ 3,600.00
E3	N. Park Street - Catch Basin	Ea	0.00	\$ 1,650.00	\$ -		\$ -	1.00	\$ 1,650.00		\$ -		\$ -	1.00	\$ 1,650.00
E4	N. Park Street - Storm Sewer, 12 inch	Ft	0.00	\$ 175.00	\$ -		\$ -	40.00	\$ 7,000.00		\$ -	12.50	\$ 2,187.50	52.50	\$ 9,187.50
E5	N. Park Street - Slope Repairs	Syd	0.00	\$ 20.00	\$ -		\$ -	200.00	\$ 4,000.00		\$ -		\$ -	200.00	\$ 4,000.00
E6	N. Park Street - Landscaping	Syd	0.00	\$ 45.00	\$ -		\$ -	200.00	\$ 9,000.00		\$ -	25.00	\$ 1,125.00	225.00	\$ 10,125.00
E7	N. Park Street - Turf Restoration	Syd	0.00	\$ 25.00	\$ -		\$ -	125.00	\$ 3,125.00		\$ -	35.00	\$ 875.00	160.00	\$ 4,000.00
E8	N. Park Street - Gravel Surfacing	Syd	0.00	\$ 25.00	\$ -		\$ -	25.00	\$ 625.00		\$ -	15.00	\$ 375.00	40.00	\$ 1,000.00
E9	N. Park Street - Riprap	Syd	0.00	\$ 120.00	\$ -		\$ -	15.00	\$ 1,800.00		\$ -		\$ -	15.00	\$ 1,800.00
E10	N. Park Street - HMA Valley Gutter	Ft	0.00	\$ 62.50	\$ -		\$ -	80.00	\$ 5,000.00		\$ -	27.00	\$ 1,687.50	107.00	\$ 6,687.50
E11	S. Bridge Street - Remobilization, Addl Bonding & Insurance	LSUM	0.00	\$ 6,965.00	\$ -		\$ -		\$ -	1.00	\$ 6,965.00		\$ -	1.00	\$ 6,965.00
E11	S. Bridge Street - HMA Crushing & Shaping	Syd	0.00	\$ 5.00	\$ -		\$ -		\$ -	1,800.00	\$ 9,000.00		\$ -	1,800.00	\$ 9,000.00
E12	S. Bridge Street - HMA Paving	Ton	0.00	\$ 126.00	\$ -		\$ -		\$ -	340.00	\$ 42,840.00		\$ -	340.00	\$ 42,840.00
E13	S. Bridge Street - HMA Valley Gutter	Ft	0.00	\$ 4.00	\$ -		\$ -		\$ -	365.00	\$ 1,460.00		\$ -	365.00	\$ 1,460.00
E14	S. Bridge Street - Turf Restoration	Syd	0.00	\$ 11.00	\$ -		\$ -		\$ -	500.00	\$ 5,500.00		\$ -	500.00	\$ 5,500.00
E15	S. Bridge Street - Riprap	Syd	0.00	\$ 90.00	\$ -		\$ -		\$ -	20.00	\$ 1,800.00		\$ -	20.00	\$ 1,800.00
E16	Irrigation Repairs	Dir	0.00	\$ 1.00	\$ -		\$ -		\$ -		\$ -		\$ -	0.00	\$ -
					\$ 475,198.00		\$ 39,231.96		\$ 35,800.00		\$ 67,565.00		\$ 8,850.00		\$ 626,644.96





## City Council Agenda Item Report

**FROM:** Ryan Cummins – Interim City Manager

**MEETING DATE:** 5/13/2024

**SUBJECT:** Sidewalk Seating Request – 132 Mason Street – Charlies Round the Corner Ice Cream Shop

**DESCRIPTION:**

Brian and Lisa Barnhill of Charlies Round the Corner Ice Cream Shop LLC, has submitted a request to place three tables with three chairs and two benches within and on the public street adjoining the property, to be utilized in conjunction with the restaurant. The seating will be on the south side of the building along Mason Street.

Attached is a Revocable License Agreement that would allow for Charlies Round the Corner Ice Cream to have temporary restaurant seating in the public right-of-way until November 1, 2029. It is of note the seating must still be removed seasonally from November 1 to April 1.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

The Planning Commission and Historic District Commission have both reviewed the request and approved.

**LEGAL REVIEW:**

The City Attorney reviewed revocable license agreement language for restaurant seating in the public right of way.

**SAMPLE MOTION:**

Motion to approve the Revocable License Agreement for temporary restaurant seating in the public right-of-way for Charlies Round the Corner Ice Cream Shop LLC.



## REVOCABLE LICENSE AGREEMENT

### FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Charlies Round the Corner Ice Cream Shop LLC (hereinafter “Licensee”).

#### **Recitals**

- A. Licensee has leasehold interest in real property located at 132 Mason Street, in the City of Saugatuck, further described as PP No. 03-57-470-004-00. A restaurant is operated on the property.
- B. Licensee desires to place three tables with three chairs and two benches within and on the public street adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk and street are under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, it is agreed as follows:

#### **Agreement**

- 1. The parties affirm that the recitals set forth above are correct, form an integral part of this Agreement and are incorporated by reference.
- 2. The City grants to the Licensee, and the Licensee accepts from the City, a non-exclusive, revocable license to place and utilize the number of tables and chairs set forth above within and on the public sidewalk and street directly adjacent to the Licensee’s property, in the precise location shown on the attached sketch plan, marked as Exhibit A (the “Licensed Premises”) subject to the terms and conditions of this Agreement. Without limiting the foregoing, the placement and use of the seating and tables shall not obstruct or interfere with a five (5) foot wide path on the improved sidewalk, which path shall be continuously maintained for pedestrian travel.
- 3. The Licensee acknowledges and agrees that Licensee has inspected the Licensed Premises and has determined such premises to be in a satisfactory condition and that the Licensee's entry upon and use of the Licensed Premises constitutes acceptance of the Licensed Premises on an "as is" basis. The City makes no representations or warranties as to the condition of the public right-of-way, the suitability of the use of the Licensed Premises proposed by Licensee, or any physical or other condition. The City will have no liability or responsibility for upkeep, maintenance, or any other action with regard to personal property located on the Licensed Premises or the Licensed Premises as a result of this Agreement. Licensee will comply with all applicable

ordinances, laws, and regulations governing the same and will keep personal property placed thereon in neat and clean condition, reasonable wear and tear excepted.

4. This Agreement is subject, without limitation, to the following general restrictions:
  - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
  - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
  - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2029. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (6407 Palmetto Court, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs, benches, and barriers from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation.
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time

thereafter, with proof acceptable to the City Manager of commercial general liability insurance coverage, naming the City as an additional insured party. Such insurance shall have an initial limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate. Said insurance must contain comprehensive coverage to insure against any and all claims arising out of or attributable to the encroachment of the tables and chairs into the Licensed Premises or other public right-of-way, regardless of whether the Licensee or any of its officers, employees, or agents are negligent in any manner. The certificate of insurance must contain an unqualified guarantee that the City will be provided with 30 days prior written notice of cancellation, termination, non-renewal, or material change in coverage of the insurance policy provided. If the Licensee fails to maintain the required insurance in force, the City may, at its option, obtain such insurance at its own expense and bill the costs of the same to the Licensee, which costs the Licensee agrees to promptly pay.

10. In no event shall the City be responsible for loss or damage to improvements or personal property owned by the Licensee or its invitees or employees and located on the Licensed Premises, which are caused by fire, theft, loss, vandalism or other casualty.
11. The failure of either party to enforce any covenant or condition of this Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this Agreement shall be deemed to have been waived unless such waiver shall be in writing.
12. Licensee acknowledges and agrees that the City is the owner of the Licensed Premises, that the license granted under this Agreement involves the permission to enter and use property which is a public right of way, that the public's rights are paramount, and that the Licensee's use under this license may not interfere with the public's rights to the reasonable use of the Licensed Premises. Licensee further acknowledges that its use of the Licensed Premises does not constitute any title, claim of right, or other interest in the Licensed Premises.
13. Violations of a term of this Agreement by Licensee shall result in the suspension of Licensee's rights hereunder with 24-hour notice to Licensee.
14. This license is personal with the Licensee and does not run with the land. This license shall not be assigned or transferred in any manner by the Licensee to any other person or business entity. The City, in its sole discretion, may authorize the assignment or transfer of this license to a third party by amendment to this Agreement or by a separate license agreement.

In witness whereof, the parties have caused this Agreement to be executed on the date first set forth above.

CITY OF SAUGATUCK, a municipal corporation

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

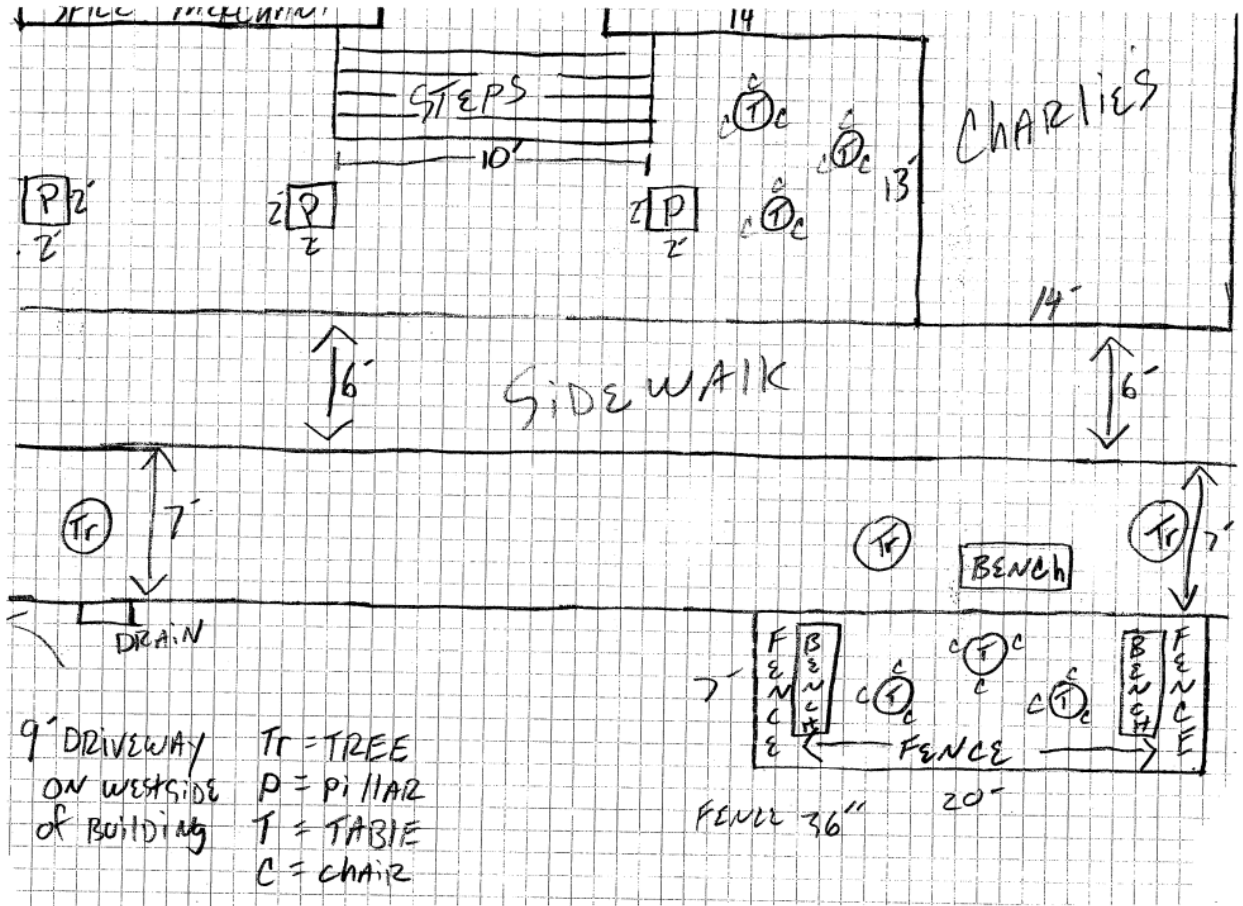
Its: \_\_\_\_\_

\_\_\_\_\_, a \_\_\_\_\_

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

Its: \_\_\_\_\_

EXHIBIT A





## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 13, 2024

**SUBJECT:** Set Fiscal Year 2024/2025 Budget Public Hearing

**DESCRIPTION:**

The proposed budget for 2024-2025 was presented at the April 17 workshop meeting. A copy of the presentation and draft budget is on the City website:

<https://www.saugatuckcity.com/treasurer.html>

Staff is requesting that Council set a public hearing on the budget on June 10.

**LEGAL REVIEW:**

The City Attorney will be available at your meeting to answer any questions you may have.

**SAMPLE MOTIONS:**

Motion to schedule the fiscal year 2024/2025 budget hearing for June 10 at 7p.

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

**National Public Works Week Proclamation**

May 19–25, 2024

“Advancing Quality of Life For All”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Saugatuck; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Saugatuck to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2024 marks the 64<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor Lauren Stanton, do hereby designate the week May 19–25, 2024, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State to be affixed,

DONE at the City of Saugatuck, Michigan this 13<sup>th</sup> day of May 2024.

\_\_\_\_\_  
**Lauren Stanton, Mayor**

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



**City Manager, Planning, Zoning and Project Report**  
May 13, 2024

**Interim City Manager**

**Dredging**

- The Army Corps of Engineers provided the following update:
  - “The contractor slated for Saugatuck is currently dredging in Muskegon. We added some quantity to that contract which pushed them out slightly. The most recent schedule update we have gotten from the contractor has them mobilizing to Saugatuck in mid-late May and competing towards the end of June. I will provide an update to you when we get closer to the contractor demobilizing from Muskegon and we can set up a time to meet at the placement site to go over logistics.”

**Roundabout Construction**

- Construction of the new roundabout at Blue Star/Old Allegan is ongoing. Work is expected to continue until late July.
- The City and Township continue to be responsive to concerns.
- The CVB designed and installed signage to help locals and visitors know that businesses along Blue Star remain open and accessible.
- The Sheriff’s Office has been able to evaluate the first set of radar sign data. The vast majority of vehicles are going at or near the speed limit. The Sheriff’s Office will continue their presence and enforcement efforts in the area.
- Staff is evaluating signage and options to restrict semi-traffic.

**Village Square Playground**

- Staking by a surveyor was requested per the settlement agreement. Coordinated Nederveld staking the previous playground footprint. They previously staked the playground features.
- The community build was held May 6-8 and went fantastic! The volunteers were able to finish their portion ahead of schedule. A huge thank you to each volunteer for their many hours of time and hard work that will serve many for years to come.
- The Historic District Commission (HDC) re-approved the additional features and movement of the canoe. Due to concerns with tree impacts, the spinner feature was removed from the HDC request and is being evaluated further.



- Sinclair Recreation will be working on installing the remaining features and checking for safety.
- DPW will be working to install sand, mulch, restore the lawn, and irrigation. An opening date will be announced when it is ready.

#### Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- Plans for the pallet sign and traffic signal at the Lake/Blue Star intersection were reviewed by Council at the May 8 workshop. A vote on the plans, renderings, and traffic signal grant opportunity is scheduled for May 13.

#### AT&T

- State Historic Preservation Office (SHPO) approvals remain pending. AT&T submitted alternate analysis documentation to SHPO to review.
- The Pokagon Band of Potawatomi Indians provided comments.
- The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recently provided comments as well.
- SHPO has responded with additional questions and comments for AT&T to consider and respond to. I talked with the project manager for AT&T to discuss some of the comments and questions. I will be meeting with AT&T next week to discuss further so their consultants can prepare a response.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

#### Updated Water/Sewer Agreements

- A framework for an updated water agreement has been prepared and sent to KLSWA for consideration. Still awaiting KLSWA to send the draft of the updated water agreement for further review.
- The KLSWA board is planning on a special meeting on May 17 at 10a to discuss.

#### Airport Property and Old Landfill

- At the March 20 workshop, Council discussed a potential donor for airport property improvements and a request for evaluation of cross-country trails at the landfill property.
- Based on Council feedback:
  - Staff met with the donor to discuss expectations they have in making a donation for airport property improvements. Conservation of portions of the property is important to them.
  - Staff met with the Outdoor Discovery Center to discuss conservation easement options. Staff also evaluated the amount of Public Works time and ongoing maintenance costs that may be needed.

- Staff and the Township met to discuss an agreement to conduct due diligence required to install cross country trails at the landfill property. An engineering proposal has been requested from Fleis and Vandenbrink.
- Council discussed the Outdoor Discovery Center proposal further at the May 8 workshop.

#### Budget and Capital Improvements

- The proposed budget for 2024-2025 was presented at the April 17 workshop meeting. A copy of the presentation and draft budget is on the City website: <https://www.saugatuckcity.com/treasurer.html>
- Staff is requesting that Council set a public hearing on the budget on June 10.

#### Miscellaneous

- Met with Saugatuck Township Manager to discuss items of mutual interest.
- Met with the CVB to discuss insurance for July 5 fireworks.
- Attended a networking dinner at Wickwood Inn.
- Attended Phyllis Yff's retirement party. Congratulations to Phyllis!
- Held a Department Head team meeting.

#### Planning and Zoning

- Prepared for and attended Historic District regular and special meetings.
- STR Enforcement Plan Implementation
  - Granicus is making good progress on setting up the address identification and compliance module. Training on the system will take place soon.
  - Created a "Good Neighbor Guide". Attached is a copy.
- Met and talked with several property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- While serving in dual roles, I plan to provide the detailed list of casework on a monthly basis at the first regular meeting of each month.

## Planning and Zoning Casework

560 Mill and 860 Simonson	Enforcement	Enforcement was pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments were approved by Council on January 22. Forwarded amended ordinance, formal policy, and application to both property owners to apply for approval. 860 Simonson applied and Council discussed at May 8 workshop. Corresponded with 560 Mill who is still working on submitting.
665 Spear	Relocate home and addition.	Met with concerned neighbor. Discussed project plans and status. MTS recently did rough in inspections. Allegan County is inspecting monthly for soil and erosion compliance. Forwarded concerns to Allegan County. Asked engineer to inspect site for any stormwater concerns.
640 Water	Inquiry	Met with contractor and HDC Chair to discuss historic and zoning questions as they evaluate options for property.
439 Butler	Enforcement	Sent inquiry to owner to find out status of removing mural. Property manager is waiting on temperatures to stay consistently warmer to avoid brick damage.
1050 Holland	Enforcement	Curb cut still not closed as condition of permit. Talked with owner. Owner is working on obtaining contractor to close.
940 Pleasant	New Home	Met with owner to review updated new home plans. Answered questions.
449 Water	Enforcement	Picnic tables placed on Mary. Condition of special land use approval is that pavers are required. Revocable license agreement for tables in this area still needed as well. E-mailed owner to remove.
415 Lake St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Failed. Reinspection invoice sent and paid. Still pending.
660 Lake	Short Term Rental	STR app. New. Lake Street district. Sent to Fire Department for inspection. Failed. Reinspection invoice sent.
132 Mason	Outdoor Seating	Special land use and historic district app for outdoor dining on private property and the street. PC and HDC approved. Pending Council approval of revocable license agreement.
383 Dunegrass	Water Connection	Water connection application. Sent to Fire Department and engineer to review. Need plans revised based on feedback.
650 Campbell	Land Use Determination	Formal request for land use determination. Reviewed submittal and historical records. Drafted response and sent to legal to review. Working on further updates to the draft.
245 Spear	Short Term Rental	STR license app for ADU. New. Community Residential district. SLU approval already obtained. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. Pending reinspection.
1035 Holland	Short Term Rental	STR license app. Existing STR. Need local agent within 25 miles. Local agent info received. Sent to Fire Department for inspection.
821 Allegan	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.

## Planning and Zoning Casework Cont.

322 Culver	Outdoor Seating	SLU and HDC app for street dining. HDC approved. Scheduled for PC meeting.
582 Campbell	Inquiry	Answered questions regarding PUDs and zoning.
720 Butler #13	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.
868 Holland	Sign	Sign app for attached wall sign. Need frontage and illumination details. Too large. Revised sign plan received and sent to Chair to review.
344 Francis	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.
201 Culver	Outdoor Seating	SLU and HDC app for street dining. HDC approved. Scheduled for PC meeting.
350 Mason	Sign	Sign app for freestanding sign for bed and breakfast. Ordinance requires PC approval as it is now a wall sign. Scheduling for May PC meeting.
421 Water	Short Term Rental	STR license app. Existing STR. Rear unit behind retail. Need fee paid. Paid. Sent to Fire Department for inspection.
408 Mason	Short Term Rental	STR license app. New STR. City Center Transitional Residential district. Sent to Fire Department for inspection.
295 Park St	Short Term Rental	STR license app for STR with expired certificate. Sent to Fire Department for inspection.
336 Park	Short Term Rental	STR license app for STR with expired certificate. Sent to Fire Department for inspection.
340 Park	Short Term Rental	STR license app for STR with expired certificate. Also included accessory building on app. Corresponded with owner. Separate ADU app provided. Will be rented under single contract. Sent to Fire Department for inspection.
807 Lake #10	Short Term Rental	STR license application. New STR. Resort district. Need attestation signed and local agent details clarified. Also need fee.
203 Grand	New Garage/ADU	Zoning app to demolish current garage and build new with living space above. Need full lot coverage, gross floor area of living space, proof of independent cooking and bathing facilities.
403 Water	Enforcement	Complaint of sandwich board sign in ROW, not in front of business. Found no permit. Also found attached sign installed without permit. E-mailed business with regulations and sign app. Business owner expressed displeasure with regulations and not being able to place signs down the street and continued to place signs without application or permit. Issued civil infraction notice. Business also removed no parking signs placed by DPW for community build. Law enforcement made contact with business and addressed.
215 Butler	Exterior Work	HDC app to modify screening and replace front door. Per Chair, scheduled for June HDC meeting.
109 Park	New Deck/Pavilion	Zoning app to construct a lake side pavilion. Need lot area, lot coverage, setbacks shown, and possibly floor area ratio. Portion possibly in floodplain. E-mailed applicant for additional items.

## Planning and Zoning Casework Cont.

109 Butler	Enforcement	New business installed signs without permits. E-mailed owner to apply.
202 Butler	Enforcement	Tables and chairs in right of way without permit. No current revocable license agreement. Sent letters and e-mails advising of regulations last year and this year. E-mailed owner to remove tables and chairs and apply for required permits.
120 Mary	Exterior Work	Historic District and Zoning app for renovations, conversion of accessory building to pool house, installation of pool and hot tub. HDC denied due to work not meeting guidelines.
329-339 Culver	Lift Gate	HDC app for barrier lift gate near entrance to parking lot. Permits issued.
246 Butler	Enforcement/New Doors	Complaint about interior and exterior work without permits. Sent interior concerns to MTS. They had building inspector check site and left note. Sent letter regarding exterior work without historic district permit and to apply. Received HDC app for exterior doors and interior work. Request did not include exterior work noted in letter. Application not signed by owner. Use listed is not allowable on first floor fronting the street. Sent correspondence to applicant with concerns and needed information. Applicant revised application and advised they will keep use retail. Received a second complaint about broken glass on doors. Advised owner and application. Applicant installed a board over broken glass area pending HDC decision regarding doors. HDC approved. Permit issued.
985 Singapore	Inquiry	Questions about regulations for sheds. Provided resources.
149 Griffith	Inquiry	Questions about landscaping. Provided resources.
254 Francis	New Home	HDC app for new home. HDC tabled until January and requested renderings to assist with evaluating siting and massing. Questions about lot coverage. Answered questions. Zoning app also received. Height noted as concern. Revised elevations and renderings received. Height lowered to be compliant. HDC approved with conditions. Zoning permit issued with conditions to protect mature oak tree. Water-Sewer connection and right of way permits also issued with conditions. Received complaint about lack of sidewalk closed signs. Signs now installed.
650 Water	Inquiry	Questions about monitoring well sampling. Engineer reviewed. Engineer no objections. Provided engineer feedback.
245 Spear	New Roof	HDC app for roof replacement. Chair agreed admin approval. Permit issued.
220 Culver	Inquiry	Question about outdoor dining regulations. Provided resources.
15 Park	Inquiry	Met to discuss questions about possible land division and zoning options.
450 Spear	Patio	Zoning app to rebuild and extend patio. Permit issued.
350 Mason	Fencing	Fence permit app for fence in side and rear yard. Permit issued.
111 Park	Inquiry	Question about water-sewer connection locations. Provided engineer feedback.
448 Frederick	Inquiry	Questions about street parking. Answered questions.
311 Water	Inquiry	Inquiry about whether signage is approved. Signage was approved 3/9/18.

## Planning and Zoning Casework Cont.

650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. PC approved with conditions. SLU permit issued with conditions. HDC app received. Approved by HDC with conditions. ZBA app received for setback variances for equipment. ZBA approved variances. HDC approved revised plan and Council approved encroachment. Permits issued.
540 Mason	Enforcement/Deck	Complaint of a rear yard deck being replaced without permits. E-mailed owner. Owner applied. Permit issued.
345 Griffith	New Roof	Question about re-shingle and any permits. Not in historic district. No structure changes, no permit needed.
N/A	Inquiry	Question about pool requirements. Answered question.
594 Campbell	Fencing	Zoning permit app for rear yard fence. Permit issued.
312 St. Joseph	Dumpster	ROW app for dumpster in ROW. Need insurance. Received. Permit issued.
N/A	Inquiry	Accessory dwelling unit questions. Answered questions and provided resources.
295 Park, 340 Park, 336 Park	Short Term Rental	STR certificates expired. Sent owner e-mail to apply for STR licenses.
534 St. Joseph	Short Term Rental	STR certificate expired. Sent owner e-mail to apply for STR license.
140 Van Dalson	Short Term Rental	STR certificate expired. Sent owner e-mail to apply for STR license.
840 Lake	Short Term Rental	STR certificate expired. Sent owner e-mail to apply for STR license. Talked to owner. They are no longer short-term renting. Closed certificate. They understand if they wish to STR in future, a license is required.
727 Butler	New Roof	HDC app to replace shingles on second story. Asked for spec sheets which were provided. Sent to Chair. Chair agreed admin approval. Permit issued.
184 Park	Water Connection	Updated water-sewer connect plan received based on tap locations outside of road being discovered on Vine. Engineer reviewed. Amended permit issued.
320 Mason	Inquiry	Met with STR agent to answer questions.
997 Singapore	Inquiry	Questions about STR regulations. Provided resources.
421 Water	New Roof	HDC app to replace roof over porch with same material. Sent to Chair to review. Chair agreed admin approval. Permit issued.
70 Park	New Single Family Dwelling / Water-Sewer Connections	Zoning app and water-sewer connection app for new single family dwelling. Previous address of 100 Park. Requested revisions to plans based on engineer and planner feedback. Zoning permit issued. Water-Sewer connection and right of way apps reviewed, plans revised, and permits issued.
3388 Blue Star	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
143 Elizabeth	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection. Passed. STR certificate issued.



## Planning and Zoning Casework Cont.

582 Campbell	Short Term Rental	STR app. New. ADU is also on property. Peninsula West district. Asked owner about whether he is apply for ADU to be rented and advised of ADU requirements. Owner isn't currently planning on renting ADU but is considering an application. Sent app for single family dwelling to Fire Department for inspection. Fire Department advised owner cancelled inspection and has not responded to voicemails to reschedule. Application denied. Advised owner of denial and option to apply for STR license if they wish to use home as STR.
831 Holland	Short Term Rental	Two STR apps. Renewing. Asked for clarification from applicant/owner on whether this is for the single family dwelling and ADU and whether the ADU is being rented under a single contract or separately as online listings suggest. Met with owner. Conducted research. Spoke with legal. Sent documents to legal for review. Discussed with legal. Property is not legally non-conforming. Has single family dwelling with ADU above. Sent property owners decision and options. Owner advised they will be renting entire property under single contract. Sent apps to Fire Department for inspection. Owner then submitted special land use application to just rent ADU. PC approved after plans clarified. STR certificate and SLU permit issued.
471 Grand	Short Term Rental	STR app. Renewing. Need fee paid. Paid. Sent to Fire Department for inspection. Passed. STR certificate issued.
Village Square	Complaint	Complaints related to historic district and zoning ordinance violations regarding the playground. Playground was also subject to separate litigation. Legal reviewed and filed a brief with the court indicating there were no violations.
405 Park	Enforcement and Deck	Previous enforcement and civil infraction notices for work without permits. Discovered additional work occurred without permit. Issued second zoning violation civil infraction notice. Owner paid fine. Met with owner. Received zoning app to install decks received. Permit issued.
220 Culver	Sign	Sign app for attached projecting sign. Further details and revised sign rendering received. Chair agreed admin approval. Council approved revocable license agreement. Permit issued.
546 Butler	Inquiry	Questions about property. Provided resources.
1034 State	Inquiry	Fence questions. Provided resources.
237 Butler	Inquiry	Questions about sale of items in alley on Mother's Day weekend. Provided resources.
326 Butler	Inquiry	Various questions about dwellings and retail space. Provided resources.
592 Campbell	Inquiry	Zoning permit for additional rear yard fence replacement. Permit issued.
128 Hoffman	Outdoor Seating	Special land use app for expanded outdoor dining on the street and sidewalk. PC and HDC approved. Permits issued. Council approved revocable license agreement.
120 Butler	Inquiry	Questions about signs. Provided resources and business license link.

## Planning and Zoning Casework Cont.

432 Park	Tree	Tree removal app. One tree from right of way. Sent to DPW Superintendent. Permit denied as it did not meet removal criteria. Advised applicant and advised they can appeal.
Coral Gables Slip	Inquiry	Question about whether a boat is required to have a STR license. Answered question.
790 Lake	Complaint	Complaint of noncompliance with approved plans with grading and site development that is occurring. Grading concerns relate to settlement agreement over stormwater with the neighbor at 816 State. Connection to stormwater permitted under 816 State Street. Engineer and legal reviewed. Legal discussed with complainant's attorney. Sent letter to owners advising of complaint and asking for response. Owner responded. Checked with Allegan County regarding soil and erosion permits. Received fence permit app. Chair reviewed. Agreed admin approval. Permits issued.
N/A	Inquiry	Questions about business, professional office for real estate. Provided resources.
720 Butler #14	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
819 Bridge	Short Term Rental	STR license app. Previous STR. Sent to Fire Department for inspection. Passed. STR license issued.
110 Butler	Short Term Rental	STR license app. Existing STR. Owner advised she lives within distance and will be local agent. Sent to Fire Department for inspection. Passed. STR license issued.
129 Griffith #12	Short Term Rental	STR license app. New owner of existing STR. Sent to Fire Department for inspection. Passed. STR license issued.
990 Ridgeview	Short Term Rental	STR app. New. Maple Street district. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. Passed reinspection. STR certificate issued.
128D Elizabeth St	Short Term Rental	STR License app. Existing STR. Needed proof of ownership, address of local agent, and agent signature. Required info provided. Sent to Fire Department for inspection. Failed. Reinspection fee paid. Passed reinspection. STR license issued.
743 Allegan	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. Passed reinspection. STR certificate issued.
275 North	Addition	Zoning app for addition of garage, screen room, and decks. Asked for clarification on driveway which was provided. Permit issued.
248 Culver	Exterior Work	HDC app for dumpster enclosure, cracking room, and cooling equipment. HDC approved. Permit issued.
568 Mason	Stormwater Connection	ROW app for stormwater connection. Needed fee paid and plan. Fee and plan received. Plan revised based on engineer review. Permit issued. Also received inquiry about project and concerns about sand erosion. Answered questions and passed along erosion concerns to Allegan County. Allegan County recently cited property for violation found.
220 Culver	Enforcement	Tables and chairs in right of way without permit. E-mailed new business that permits needed. Removed from right of way.

**Planning and Zoning Casework Cont.**

237 Butler	Exterior Work	HDC app to repair siding and replace gutters. Sent to Chair. Need fee. Chair agreed admin approval. Fee paid. Permit issued.
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# GOOD NEIGHBOR Guide

## UNWIND AND ENJOY... BUT PLEASE KEEP IT RESPECTFUL

Welcome to the City of Saugatuck! We're glad you are here. We hope you enjoy your visit and request that you keep the following in mind.



### Noise

Respect quiet hours from 11p to 7a. Keep music and gatherings at a reasonable volume throughout the day.



### Occupancy

Please be mindful of the maximum occupancy for this rental unit. Daytime visitors are welcome between 7a-11p, but the total number of people shouldn't exceed 1.5x the occupancy.



### Parking

Utilize off-street parking whenever possible. If street parking is available, please be courteous and park in front of your vacation home. Be mindful not to block sidewalks, mailboxes, or driveways.



### Trash

Dispose of all garbage and recycling in the provided bins. Don't leave anything outside.



### Pets

Keep all pets secured on the property or leashed at all times.



### Fireworks

Fireworks cannot be used during your stay.



**EMERGENCY: 911**

**QUESTIONS/CONCERNS: CONTACT LOCAL AGENT**

**EXPLORE SAUGATUCK: SAUGATUCK.COM**



### **Treasurer Report**

Below is a summary of notable activities carried out by the Treasurer's Office since the last council meeting on 04/22/2024:

- Paid routine bills
- Completed and disseminated bi-weekly payroll
- 2024-2025 Budget discussions
- Property tax training on PRE & School Aid



## Department of Public Works Report

Below is a summary of notable activities carried out by the Department of Public Works since the last council meeting on 04/22/2024:

### **Annual Water Turn-Ons:**

Now that evening temperatures are consistently above the freezing point; water has been turned on at City properties. With water restored, Mt. Baldhead restrooms, Wicks Park restrooms, and Oval Beach restrooms have been cleaned and opened for public use. Additionally, DPW staff has been working continuously to fix and adjust park irrigation systems.

### **Village Square Playground:**

In partnership with Sinclair Recreation, the City hosted a successful playground community build on May 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>. For the next two weeks, Sinclair's playground installation team will work to install the remainder of the playground components. DPW is working to add sand to grade and is working on irrigation adjustments, tree planting, backfilling, lawn restoration, and sidewalk repairs.

### **Tree Planting:**

Early this year, DPW worked with Ed Dowd's Crane Service to remove some of the City's most hazardous trees. With the hazardous trees removed, stumps were grinded, and new trees were planted in the same locations. To demonstrate the City's commitment to maintain its Tree City USA status, an Arbor Day tree planting celebration took place at 447 Buter Street on Friday April 26<sup>th</sup>.

### **Junk Collection:**

Each year, residents can set household junk along the curb for Public Works staff to collect and dispose. This collection took place the week of May 6<sup>th</sup>. DPW collected 5 40-yard dumpsters totaling approximately 200 yards of household junk.

### **Maple Street and Asphalt Patching:**

Since the roundabout construction began at Blue Star Highway and Old Allegan Road, Maple Street has deteriorated at an accelerated rate. In response to this, DPW has performed patch work totaling over 20 tons of hot mix asphalt (HMA). New potholes are forming every week and DPW will continue to do everything that we can to keep the road maintained.

# April 2024 stats

Abandoned vehicle – 1

Alarms – 5

Animal complaints – 2

Assist other agencies – 2

Breaking & Entering – 2

Welfare Check – 2

Conservation – 1

Death Investigation – 1

Disorderly – 1

Fireworks – 1

General Assist – 25

Harassment – 1

Health and Safety – 1

Property inspections – 17

Larceny – 1

MDOP – 2

BOL – 3

DWLS – 1

Missing person – 1

No ops – 1

Warrant arrest – 1

OWI – 1

Parking violation – 3

Suspicious situation – 1

**TOTAL CALLS FOR SERVICE - 76**



Traffic stops – 101

School contacts – 13

## **Updated Maple street stats –**

4/26 – 5/8

Sign was down for a few days over the past weekend with a dead battery I assume. But total amount of stats equaled out to 9 days with just short of 19,000 cars which averages out to just under 2,100 cars a day. Average speed was 24.03 MPH, the 50% speed was 23.82 MPH, and the 85% speed was 27.28 MPH. We will continue traffic enforcement on Maple to ensure these statistics remain in a good spot.

**City of Saugatuck  
Status Report of Engineering Activities  
May 9, 2024**

General Consultation

- Grants Workshop: We are discussing the possibility of having grant experts from F&V put together a workshop for council, staff and other interested parties to review the various programs used in the past, recent applications and brainstorming for new opportunities.
- City-wide parking, safety, signage, etc. review: Prepared a letter reviewing on-street parking vs. sight distance concerns and provided recommendations for signage. We are available to meet with City staff and F&V traffic team to develop a scope for the broader study, if required.
- N. Park Street Slope Erosion: The work is complete.
- Bridge Street Resurfacing: Paving is complete. Shoulder restoration work is anticipated to be completed the week of May 13.
- 2024 Asphalt Repairs: Engineering proposal has been approved. Anticipating design in spring/summer for summer/fall 2024 construction.
- Sea Wall and Miscellaneous Repairs: Met with the DPW to review a number of repair projects along the water's edge and developing a proposal for council's consideration.

Blue Star Highway Bridge Navigation Lighting

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

EGLE Drinking Water State Revolving Fund

- The Intent To Apply was submitted on November 1, 2023 for the 2024 funding round. Minor updates were made to the Project Plan to resubmit in the 2024 round. The updated Project Plan will be presented at the May 13 council meeting to meet the June 1 submittal deadline.

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

- A walkthrough will be conducted with the contractor soon, to review progress on grass re-establishment.

Water System Asset Management Plan

- The draft AMP has been prepared and will be finalized based on input from the financial consultant and comments from EGLE.

### EGLE Technical, Managerial and Financial (TMF) Project

- The City was awarded \$221,600 in funding from EGLE's Community Technical, Managerial, and Financial (TMF) support for lead service line identification (100% grant). This will provide funding to help the City complete its final Distribution System Materials Inventory, which is due in October 16, 2024.
- A kickoff meeting was held on April 18 with City and KLSWA staff.
- We are assembling bid documents for potholing work, which is anticipated to be completed over the summer and early fall.

### Mt. Baldhead Projects

- AT&T Project Assistance
  - The EGLE/USACoE Critical Dunes permitting process has been put on hold for now, pending SHPO approvals.
- Restroom Building Replacement
  - Presented proposal for design, bidding and construction phase services at the May 8 workshop.
  - Anticipating design in spring/summer for fall 2024 construction.
- Observation Platform Replacement
  - Presented proposal for design and bidding phase services at the May 8 workshop.
  - Anticipating design to be completed in 2024, permitting in early 2025 for construction in spring or fall of 2025.

### Maple Street Improvements

- Maple Street (between Blue Star Highway and the work completed in the 2023 Street Improvements project) has been identified as a high priority need for some time. Recent water main breaks and service leaks plus accelerated pavement deterioration from Blue Star Highway traffic have highlighted the need. A planning phase proposal has been prepared to develop the project scope and preliminary layouts, as well as cost sharing discussions with the Saugatuck Township. This project is anticipated to include stormwater management improvements and Olde Mill water service revisions. The project may also include a sidewalk and/or other non-motorized facilities.

### Park Street Improvements

- Park Street between Campbell Road and Mt. Baldhead has no specific non-motorized facility and a number of unique challenges and right-of-way encroachments. The asphalt pavement is deteriorating. A number of development projects have recently been completed or are ongoing, A planning phase proposal has been developed to build on prior study work and develop a scope, concept and cost estimate for improvement of the corridor.

Vendor Name	Description	Amount
1. ALLEGAN COUNTY SHERIFF	DEBT CREW	242.00
2. ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
3. AT&T MOBILITY	CELL PHONES	92.48
4. BS&A SOFTWARE	SOFTWARE UPDATES & ANNUAL SUPPORT	1,183.00
5. CAPITAL ONE	SUPPLIES	1,156.90
6. COMCAST	INTERNET	233.40
7. COMMERCIAL RECORD	PUBLISHING	266.00
8. CONSUMERS ENERGY	ELECTRIC	3,717.04
9. DECKER EQUIPMENT	BICYCLE RACK	859.71
10. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,947.71
11. ETNA SUPPLY	REPAIRS	145.80
12. FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	2,162.50
	VILLAGE SQUARE	2,636.00
	CLERK	100.00
	CITY COUNCIL	3,437.50
	CLERK	1,347.00
	CITY MANAGER	171.00
	DUNE RIDGE	724.80
	ELECTRICAL DUNE RIDGE	24.00
	VILLAGE SQUARE	33,402.50
	TOTAL	44,005.30
13. FIRST BANK CARD	SUPPLIES, REPAIRS& TRAINING	1,210.80
14. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	1,912.59
	EGLWATER LINES	1,590.00
	WATER LINES	381.75
	TOTAL	3,884.34
15. FRONTIER	OVAL BEACH	172.30
	OVAL BEACH	85.48
	DPW GARAGE	291.22
	OVAL BEACH	172.30
	TOTAL	721.30
16. GORDON FOOD SERVICE	OVAL	169.67
17. GRANICUS LLC	SHORT TERM RENTALS	2,992.60
18. GREAT LAKES ORNAMENTALS	PARKWAY TREES	834.00
19. HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	2,047.50
20. KALAMAZOO FLAG COMPANY	OVAL BEACH FLAG POLIE	7,177.00
21. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	1,084.40

Vendor Name	Description	Amount
22. KROHN EXCAVATING LLC	BRIDGE & PARK STREET	43,340.43
23. MACATAWA BANK	ROAD BOND	16,565.50
24. MERCHANTS BANCARD NETWORK	BANK FEES	312.99
25. MERS	RETIREMENT	4,500.00
26. MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	117.96
	DPW GARAGE	195.91
	BUTLER STREET TOILETS	107.74
	CITY HALL	90.68
	TOTAL	512.29
27. OVERISEL LUMBER COMPANY	SUPPLIES	614.76
28. PLUMMER'S ENVIRONMENTAL SERVICES IN	STORM SEWER CLEANING	2,195.30
29. PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
30. RAF ELECTRIC	CITY HALL	1,370.62
31. REPUBLIC SERVICES	TRASH	1,051.78
32. RICOH USA INC	COPIER LEASE	127.97
	COPIER USE	503.90
	TOTAL	631.87
33. SAUGATUCK FIRE	RENTAL INSPECTIONS	1,850.00
34. SHARE CORPORATION	SUPPLIES	1,155.04
35. SHIVER ME TIMBERS LLC	TREE GRINDING STUMPS	836.25
36. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	1,262.80
37. SISTERS IN INK	OVAL BEACH	2,012.92
38. STANDARD INSURANCE COMPANY	INSURANCE	406.59
39. STINGERS PEST CONTROL	PEST CONTROL	65.00
40. STREAMLINE DESIGN.COM LLC	SIGNS	67.50
41. VALLEY CITY LINEN INC	SHOP TOWELS	127.91
42. VORK BROTHERS PAINTING LLC	BRIDGE LIGHT POLES	5,475.00
43. WYOMING ASPHALT PAVING CO	ASPHALT	465.65
	ASPHALT	134.00
	TOTAL	599.65
TOTAL - ALL VENDORS		171,269.49
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		103,938.30
Fund 202 - MAJOR STREETS		36,607.84
Fund 203 - LOCAL STREETS		8,723.35

Vendor Name	Description	Amount
Fund 301 - DEBT SERVICE		16,565.50
Fund 661 - MOTOR POOL FUND		5,438.97

05/06/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2024 - 04/30/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL POOLED CASH				
04/03/2024	DD6637(A)	ANDERSON, HOLLY	BOARDS & COUNCIL PAYROLL	343.58
04/03/2024	DD6638(A)	BAGIEREK, CHRISTOPHER	BOARDS & COUNCIL PAYROLL	79.28
04/03/2024	DD6639(A)	BALDWIN, HELEN	BOARDS & COUNCIL PAYROLL	263.30
04/03/2024	DD6640(A)	BARNA, NICHOLAS	BOARDS & COUNCIL PAYROLL	52.86
04/03/2024	DD6641(A)	BOUCK, JAMES	BOARDS & COUNCIL PAYROLL	79.28
04/03/2024	DD6642(A)	BROEKER, ANN	BOARDS & COUNCIL PAYROLL	78.28
04/03/2024	DD6643(A)	CANNARSA, JOHN	BOARDS & COUNCIL PAYROLL	77.48
04/03/2024	DD6644(A)	CRAWFORD, RICHARD	BOARDS & COUNCIL PAYROLL	78.38
04/03/2024	DD6645(A)	DEAN, SCOTT	BOARDS & COUNCIL PAYROLL	263.30
04/03/2024	DD6646(A)	GARDNER, RUSSELL	BOARDS & COUNCIL PAYROLL	335.78
04/03/2024	DD6647(A)	GAUNT, BOBBIE	BOARDS & COUNCIL PAYROLL	52.86
04/03/2024	DD6648(A)	HUNDRIESER, JAMES	BOARDS & COUNCIL PAYROLL	51.06
04/03/2024	DD6649(A)	KUBASIAK, ROBERT	BOARDS & COUNCIL PAYROLL	52.86
04/03/2024	DD6650(A)	LA CHEY, MARK	BOARDS & COUNCIL PAYROLL	78.28
04/03/2024	DD6651(A)	LEO, NICHOLAS	BOARDS & COUNCIL PAYROLL	52.26
04/03/2024	DD6652(A)	MANNS, STEVEN	BOARDS & COUNCIL PAYROLL	52.86
04/03/2024	DD6653(A)	MC POLIN, KATE	BOARDS & COUNCIL PAYROLL	78.38
04/03/2024	DD6654(A)	MUNCEY, GREGORY	BOARDS & COUNCIL PAYROLL	264.30
04/03/2024	DD6655(A)	PATERSON, KEITH	BOARDS & COUNCIL PAYROLL	79.28
04/03/2024	DD6656(A)	STANTON-SHARAR, LAUREN	BOARDS & COUNCIL PAYROLL	296.34
04/03/2024	DD6657(A)	STRAKER, TIMOTHY	BOARDS & COUNCIL PAYROLL	78.38
04/03/2024	DD6658(A)	WHITE, LOGAN	BOARDS & COUNCIL PAYROLL	262.30
04/03/2024	EFT1801(E)	FEDERAL TAX DEPOSIT	BOARDS & COUNCIL PAYROLL	555.40
04/05/2024	20043	MML UNEMPLOYMENT COMPENSATION	PAYROLL	68.71
04/08/2024	5231(E)	AT&T MOBILITY	CELL PHONES	92.51
04/08/2024	5232(E)	CAPITAL ONE	REPAIRS	106.16
04/08/2024	5233(E)	CONSUMERS ENERGY	ELECTRIC	3,405.38
04/08/2024	5234(E)	FIRST BANK CARD	ELECTION, BOR & TRAINING	3,473.66
04/08/2024	5235(E)	FRONTIER	DPW	291.22
04/08/2024	5236(E)	FRONTIER	OVAL BEACH	85.48
04/08/2024	5237(E)	KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	997.67
04/08/2024	5238(E)	MICHIGAN GAS UTILITIES	DPW GARAGE	247.10
04/08/2024	5239(E)	PRIORITY HEALTH	HEALTH INSURANCE	9,552.84
04/08/2024	5240(E)	VALLEY CITY LINEN INC	SHOP TOWELS	88.97
04/08/2024	5241(A)	ASSESSING SOLUTIONS INC	ASSESSING SERVICES	2,791.50
04/08/2024	5242(A)	CHIPS GROUNDCOVER LLC	SAND VILLAGE SQUARE	3,362.75
04/08/2024	5243(A)	DO IT CORPORATION	OVAL BEACH PASSES	858.00
04/08/2024	5244(A)	DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,878.00
04/08/2024	5245(A)	ETNA SUPPLY	SUPPLIES	4,160.00
04/08/2024	5246(A)	LORRIE PASTOOR	CLEANING SERVICES	420.00
04/08/2024	5247(A)	MC NALLY ELEVATOR COMPANY INC	ELEVATOR CITY HALL	441.75
04/08/2024	5248(A)	R SMITH & SONS INC	ROAD GRAVEL	2,858.50



05/06/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2024 - 04/30/2024				
Check Date	Check	Vendor Name	Description	Amount
04/08/2024	5249(A)	SAUGATUCK FIRE	RENTAL INSPECTIONS	2,825.00
04/08/2024	5250(A)	SHORELINE TECHNOLOGY SOLUTIONS	FOIA SEARCH	1,575.30
04/08/2024	5251(A)	SMART BUSINESS SOURCE LLC	OFFICE	146.91
04/08/2024	5252(A)	STANDARD INSURANCE COMPANY	INSURANCE	406.59
04/08/2024	5253(A)	TAYLOR TRUE VALUE RENTAL	SKID STEER ATTACHMENT RENTAL	322.50
04/08/2024	5254(A)	YOUR MEMBEBERSHIP.COM INC	PUBLISHING	249.00
04/08/2024	20044	GOODMAN FROST PLLC	PAYROLL	346.11
04/08/2024	20045	AERIAL HYDRAULIC REPAIR INC	BUCKET TRUCK INSPECTION	996.08
04/08/2024	20046	ALTA EQUIPMENT LLC	ASPHALT HOT BOX TRAILER	42,439.92
04/08/2024	20047	CITY OF WAYLAND	ELECTION NOTICE	14.00
04/08/2024	20048	DOMINION VOTING	ELECTION	7,635.88
04/08/2024	20049	DON JOLLAY	BOARD OF REVIEW	98.58
04/08/2024	20050	GIL- ROY'S HARDWARE	GRASS SEED	499.45
04/08/2024	20051	MCKELLIPS PLUMBING INC	PLUMBING BUTLER TOILETS	187.00
04/08/2024	20052	MINER SUPPLY CO	SUPPLIES	1,450.12
04/08/2024	20053	OVERISEL LUMBER COMPANY	SUPPLIES	614.91
04/08/2024	20054	SAUGATUCK DOUGLAS ART CLUB	MAYOR'S AWARD	200.00
04/08/2024	20055	WESTENBROEK MOWER INC	REPAIRS	43.99
04/12/2024	DD6659(A)	ARAMENDI, NOAH	PAYROLL	1,519.62
04/12/2024	DD6660(A)	BOUWMAN, CHAD	PAYROLL	1,385.81
04/12/2024	DD6661(A)	CUMMINS, RYAN	PAYROLL	3,319.99
04/12/2024	DD6662(A)	GARCIA, DANIELA	PAYROLL	174.42
04/12/2024	DD6663(A)	HARDY, CODY	PAYROLL	1,204.21
04/12/2024	DD6664(A)	HERBERT, SCOTT	PAYROLL	1,969.15
04/12/2024	DD6665(A)	KERRIDGE, ADAM	PAYROLL	1,669.62
04/12/2024	DD6666(A)	MACK, ELLIS	PAYROLL	1,312.40
04/12/2024	DD6667(A)	MARTIN, DANNY	PAYROLL	1,164.54
04/12/2024	DD6668(A)	STANISLAWSKI, PETER	PAYROLL	1,436.40
04/12/2024	DD6669(A)	VAN HOWE, AINSLEY	PAYROLL	174.42
04/12/2024	DD6670(A)	WILLIAMS, SARA	PAYROLL	1,938.94
04/12/2024	DD6671(A)	WOLTERS, JAMIE	PAYROLL	1,916.84
04/12/2024	EFT1802(E)	ALERUS	PAYROLL	3,583.30
04/12/2024	EFT1803(E)	EXPERT PAY	PAYROLL	139.54
04/12/2024	EFT1804(E)	MERS HYBRID	PAYROLL	1,953.03
04/12/2024	EFT1805(E)	FEDERAL TAX DEPOSIT	PAYROLL	6,949.14
04/22/2024	5255(E)	JOHN DEERE FINANCIAL	PARTS	93.58
04/22/2024	5256(E)	MERCHANTS BANCARD NETWORK	BANK FEES	105.94
04/22/2024	5257(E)	MICHIGAN GAS UTILITIES	CITY HALL	94.65
04/22/2024	5258(E)	NET2PHONE INC	TELEPHONES	215.07
04/22/2024	5259(E)	REPUBLIC SERVICES	TRASH	1,552.21
04/22/2024	5260(E)	RICOH USA INC	COPIER LEASE	127.97
04/22/2024	5261(A)	ALLEGAN COUNTY SHERIFF	SHERIFF CONTRACT	31,826.12
04/22/2024	5262(A)	CHIPS GROUNDCOVER LLC	MULCH	3,664.55
04/22/2024	5263(A)	D & L TRUCK & TRAILER LLC	OVAL BEACH RAKE	7,436.50

05/06/2024 CHECK REGISTER FOR CITY OF SAUGATUCK				
CHECK DATE FROM 04/01/2024 - 04/30/2024				
Check Date	Check	Vendor Name	Description	Amount
04/22/2024	5264(A)	MICHIGAN CAT	PARTS	116.40
04/22/2024	5265(A)	FAHEY SCHULTZ BURZYCH RHODES	LEGAL FEES	48,631.81
04/22/2024	5266(A)	FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	17,328.62
04/22/2024	5267(A)	HORIZON COMMUNITY PLANNER	PLANNING & HISTORIC DISTRICT	4,907.50
04/22/2024	5268(A)	INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES	3,399.70
04/22/2024	5269(A)	RECYCLE AWAY LLC	RECYCLING WASTE BARRELS	6,513.86
04/22/2024	5270(A)	SAUGATUCK FIRE	PROPERTY TAXES	16,999.10
04/22/2024	5271(A)	TAYLOR TRUE VALUE RENTAL	VILLAGE SQUARE	2,340.00
04/22/2024	5272(A)	TOWNSHIP OF SAUGATUCK	CEMETERY AGREEMENT	6,000.00
04/22/2024	20056	ALLEGAN COUNTY HEALTH DEPT	OVAL BEACH CONCESSION	355.00
04/22/2024	20057	C2AE	BLUE STAR TRAIL	5,851.73
04/22/2024	20058	COMMERCIAL RECORD	PUBLISHING	693.00
04/22/2024	20059	GROW ESTATE LLC	ESCROW REFUND	263.50
04/22/2024	20060	IHLE AUTO PARTS	OIL & SUPPLIES	384.18
04/22/2024	20061	SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	1,958.70
04/22/2024	20062	WOLVERINE SEALCOATING CO	SEAL COATING	18,150.00
04/22/2024	20063	WYOMING ASPHALT PAVING CO	ASPHALT	266.66
04/22/2024	20064	ZEIGLER GMC OF HOLLAND	PARTS	373.27
04/26/2024	20065	GOODMAN FROST PLLC	PAYROLL	575.99
04/26/2024	DD6672(A)	ARAMENDI, NOAH	PAYROLL	1,956.66
04/26/2024	DD6673(A)	BOUWMAN, CHAD	PAYROLL	1,425.81
04/26/2024	DD6674(A)	BUTER, HUNTER	PAYROLL	547.52
04/26/2024	DD6675(A)	CUMMINS, RYAN	PAYROLL	3,326.22
04/26/2024	DD6676(A)	HARDY, CODY	PAYROLL	1,192.75
04/26/2024	DD6677(A)	HEISE, RYAN	PAYROLL	174.00
04/26/2024	DD6678(A)	HERBERT, SCOTT	PAYROLL	2,190.31
04/26/2024	DD6679(A)	KERRIDGE, ADAM	PAYROLL	2,102.45
04/26/2024	DD6680(A)	MACK, ELLIS	PAYROLL	1,352.40
04/26/2024	DD6681(A)	MARTIN, DANNY	PAYROLL	1,181.27
04/26/2024	DD6682(A)	STANISLAWSKI, PETER	PAYROLL	1,436.41
04/26/2024	DD6683(A)	WILLIAMS, SARA	PAYROLL	1,754.02
04/26/2024	DD6684(A)	WOLTERS, JAMIE	PAYROLL	1,916.85
04/26/2024	EFT1806(E)	ALERUS	PAYROLL	3,606.83
04/26/2024	EFT1807(E)	EXPERT PAY	PAYROLL	139.54
04/26/2024	EFT1808(E)	MERS HYBRID	PAYROLL	1,963.85
04/26/2024	EFT1809(E)	FEDERAL TAX DEPOSIT	PAYROLL	7,238.05
04/26/2024	EFT1810(E)	MERS	PAYROLL	4,178.92
04/26/2024	EFT1811(E)	MI DEPT OF TREASURY	PAYROLL	2,330.94
04/30/2024	5274(E)	FRONTIER	OVAL BEACH	172.30
04/30/2024	5275(E)	MICHIGAN GAS UTILITIES	BUTLER STREET TOILETS	117.96
Total of 126 Checks:				347,579.66
Less 0 Void Checks:				0.00
Total of 126 Disbursements:				347,579.66



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 13, 2024

**SUBJECT:** Resolution 240513-A - DWSRF Project Plan: Saugatuck Water Systems Improvements

**DESCRIPTION:**

Michigan's Drinking Water State Revolving Fund (DWSRF) program is designed to assist water suppliers in satisfying the requirements of the Safe Drinking Water Act by offering low-interest loans (for 20, 30, or 40-year loans) to eligible water suppliers.

Last year, the City submitted an application for revolving funds but did not receive funding.

The City Engineer has prepared the documents to re-apply for funding. Attached is a presentation the City Engineer will present during the meeting.

**LEGAL REVIEW:**

The City Attorney will be available at your meeting to answer any questions you may have.

**SAMPLE MOTIONS:**

Motion to approve Resolution 240513-A, to adopt a final project planning document for water system improvements and designate an authorized project representative.

# SAUGATUCK WATER SYSTEM IMPROVEMENTS

DWSRF Project Plan  
Public Meeting

May 13, 2024



Jon Moxey, PE | Elaine Venema, PE | Peter Drogosh, PE  
FLEIS & VANDENBRINK

# AGENDA



- Purpose of the Presentation
- Project Background
- Need for Project
- Analysis of Alternatives
- Environmental Review Process
- Projected Impact on User Charges
- Anticipated Project Schedule
- Discussion, Q/A

# PROJECT BACKGROUND



- Michigan Lead & Copper Rule (LCR)
  - » Replace all lead service lines by 2041
- Aging Infrastructure
  - » Many water mains built in early 1900s
  - » Cast iron pipes beyond useful life
- Undersized mains limit firefighting capacity

# POPULATION PROJECTIONS



- KLSWA Water System serves 2,695 customers
  - » 907 (34%) in Saugatuck
- Approx. 865 permanent residents (2020 Census)
  - » Seasonal population is approx. double
- Projection of population at 2.5% growth rate estimates around 916 people by 2044



# NEED FOR THE PROJECT



- Water Quality
  - » Lead service lines known to contaminate water if system is not properly operated or maintained
  - » Can cause serious health problems
  - » Not currently an issue, but potential risk exists
  - » Replace all LSLs to comply with Lead & Copper Rule by 2041
- Aging Infrastructure
  - » Oldest water mains built in early 1900s
  - » Cast iron pipes beyond useful life
  - » Water main breaks more likely to occur – costly to fix
  - » Interrupts service and potentially contaminates water
- Undersized mains limit firefighting capacity
  - » 4” and 6” mains should be upsized to 8”

# NEED FOR THE PROJECT

- Wellhouse #5
  - » Sheet metal structure
  - » Does not fully protect/secure Well #5
  - » Need new building
- Reservoir Overflow
  - » Eroding channel down side of dune
  - » Stabilize soil, potentially restore topography



# OBJECTIVES FOR SRF PROJECT



## Provide

Provide safe and reliable drinking water and firefighting capacity



## Replace

Replace high priority infrastructure



## Comply

Comply with Act 399 and Michigan Lead & Copper Rule



## Minimize

Minimize Cost



## Minimize

Minimize environmental impact

# DEVELOPMENT OF ALTERNATIVES



- Alternative A – No Action
- Alternative B – Optimum Performance of Existing System
- Alternative C – Regionalization
- Alternative D – Water System Improvements

# ALTERNATIVE A – NO ACTION



- No construction project
- Does not replace failing assets
- Does not meet Project Objectives
- Does not comply with Lead & Copper Rule

## ALTERNATIVE B – OPTIMIZATION



- Required to review as part of SRF program
- Does not meet project objectives

## ALTERNATIVE C – REGIONALIZATION



- Required to review as part of SRF program
- Does not meet project objectives
- System is already regionalized



## ALT. D – WATER SYSTEM IMPROVEMENTS



- City-wide replacement of lead service lines
  - » Comply with Lead & Copper Rule
- Replace and upsize various sections of water main
  - » Increase available fire flow
  - » Improve water quality
  - » Improve reliability of system
- Replace Wellhouse #5 building
  - » Improve security
- Modify reservoir overflow
  - » Protect dune from erosion

# RECOMMENDED ALTERNATIVE



- Alternative D
  - » Only alternative that meets the project objectives
- Replace approx. 538 lead service lines
- Replace approx. 2.0 miles of water main
  - » Maple St (Blue Star Hwy to south of North St)
  - » Elizabeth St (Allegan St to Main St)
  - » Lucy St (Water St to Butler St)
  - » Hoffman St (Griffith St to Grand St)
  - » Butler St (Culver St to Lucy St)
  - » Grand St (Mason St to Hoffman St)
  - » Grand St (Francis St to St. Joseph St)
  - » Wellfield loop (Maple St to High School)
  - » River crossing (Park St to Water St)

# RECOMMENDED ALTERNATIVE





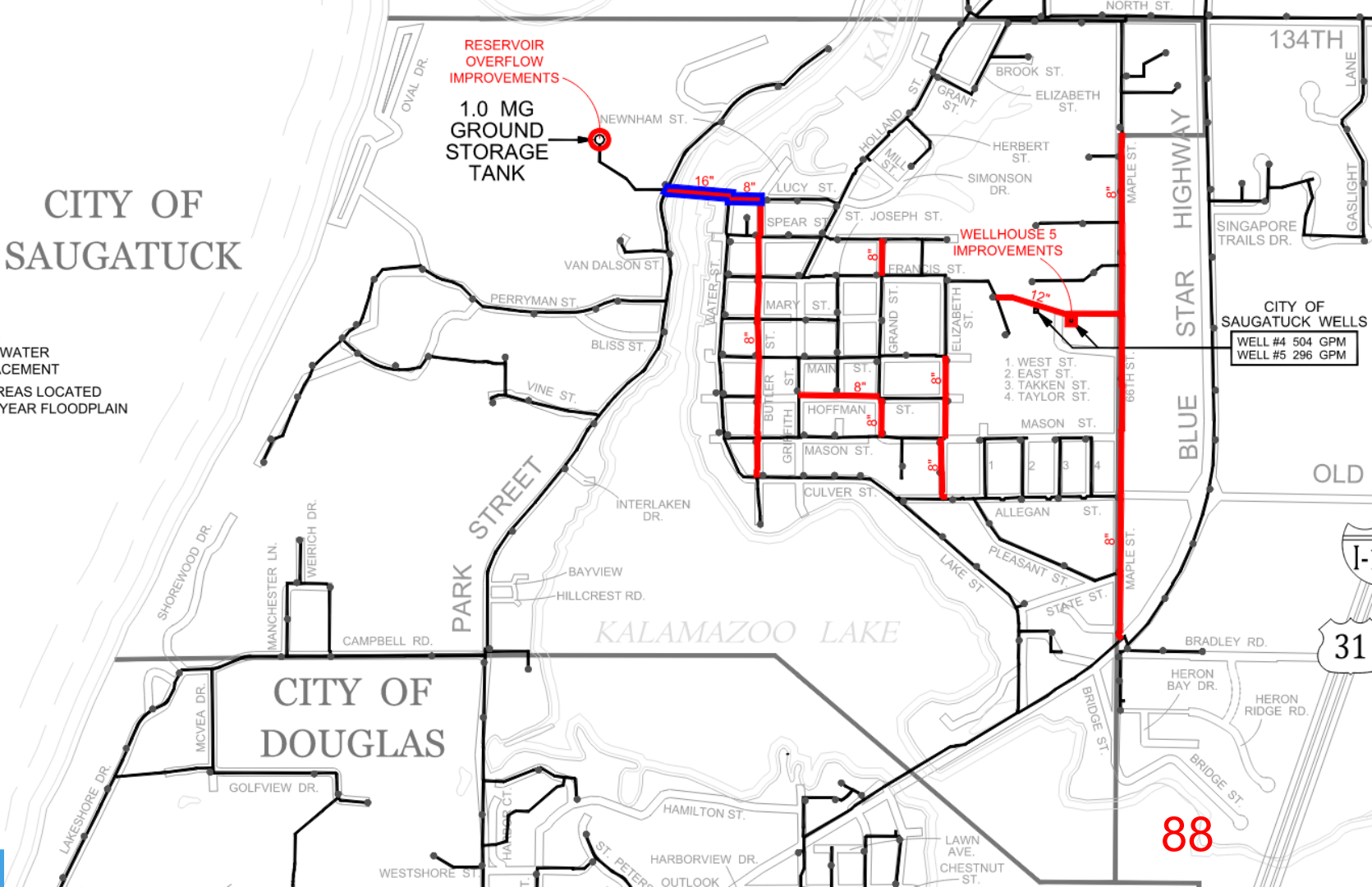
- Wellhouse #5 site improvements
  - » New wellhouse building
  - » Electrical service improvements
- Modify reservoir overflow
  - » Extend overflow pipe, infiltration basin
  - » Riprap
  - » Diffuser
  - » Restore natural topography
  - » Prevent dune erosion
- Total Project Cost: \$16.04 million



# CITY OF SAUGATUCK

## LEGEND

-  PROPOSED WATER MAIN REPLACEMENT
-  PROJECT AREAS LOCATED WITHIN 100-YEAR FLOODPLAIN



- Not anticipating any negative long-term environmental impacts due to the project
- Short term, temporary construction impacts
  - » Dust and noise
  - » Traffic detours
- Beneficial impacts from removing sources of lead in drinking water
- Beneficial impacts to protected critical dunes

# USER CHARGE SUMMARY



- City does not qualify as Overburdened Community
  - » Factors into scoring and the potential for principal forgiveness (grant dollars)
- May still receive low-interest loan compared to market rate
- Final funding package won't be known until Fall 2024

	No Grant	25% Grant	50% Grant	75% Grant
Estimated monthly MEU Base Fee increase	\$47.08	\$35.31	\$23.54	\$11.77

# ANTICIPATED SCHEDULE



Task Description	Milestone Deadline (no later than)
Submit Final SRF Project Plan to EGLE	June 2024
Begin Detailed Design	January 2025
Finalize Design & Submit Permit Applications	March 2025
Bidding	May 2025
SRF Closing	August 2025
Begin Construction	September 2025
Complete Construction	September 2026



# QUESTIONS?

Please state your name and address for the public record.



**A RESOLUTION ADOPTING A FINAL PROJECT PLANNING DOCUMENT  
FOR WATER SYSTEM IMPROVEMENTS  
AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE  
RESOLUTION 240513-A**

**WHEREAS**, the City of Saugatuck recognizes the need to complete water system improvements; and

**WHEREAS**, the City of Saugatuck authorized Fleis & VandenBrink to prepare a Project Planning Document, which recommends replacement of lead and galvanized service lines, watermain replacement, and miscellaneous improvements to the water reservoir and Wellhouse No. 5; and

**WHEREAS**, said Project Planning Document was presented at a Public Meeting held on May 13, 2024, at 7 p.m. and all public comments have been considered and addressed.

**NOW THEREFORE BE IT RESOLVED**, that the City of Saugatuck formally adopts said Project Planning Document and agrees to implement the selected Alternative D, which includes replacement of approximately 538 lead service lines, replacing 2.0 miles of aging or undersized watermain at various locations throughout the City, improvements at Wellhouse No. 5, and improvements to the overflow pipe at the concrete reservoir, pending project funding.

**BE IT FURTHER RESOLVED**, that the City Manager, a position currently held by Ryan Cummins, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Planning Document as the first step in applying to the State of Michigan for a Drinking Water State Revolving Fund Loan to assist in the implementation of the selected alternative.

Yeas (names of Members voting Yes):

Nays (names of Members voting No):

I certify that the above Resolution was adopted by the City of Saugatuck Council on May 13, 2024.

BY: \_\_\_\_\_  
Lauren Stanton Title: Mayor

\_\_\_\_\_  
Signature Date

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

\_\_\_\_\_  
Signature Date



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 8, 2024

**SUBJECT:** Outdoor Discovery Center Proposal for Airport Property

**DESCRIPTION:**

Last year, the Parks and Public Works Committee and City Council prioritized evaluating the “Airport Property” that it owns in Saugatuck Township. This property is approximately 170 acres and is located in the area of 63<sup>rd</sup> St and 134<sup>th</sup> Ave. Work last year included:

- A phase 1 environmental assessment.
- An ecological evaluation
- A sustainability evaluation.
- A trail map overview.
- Planning sessions including strengths, opportunities, aspirations and results.
- Evaluating liability and ADA requirements for rustic trails.
- An initial zoning inquiry.

The Outdoor Discovery Center has since provided a proposal to:

- Develop trails and signage.
- Create a trailhead.
- Create a parking area.
- Combat invasives and restore habitat.
- Potentially place a conservation easement over a portion of the property.

The estimated costs for this proposal are \$130,000. It does not include permitting/environmental/utilities. A donor has approached the City with interest in fully funding the proposal.

At the March 20 City Council workshop, Council asked staff to:

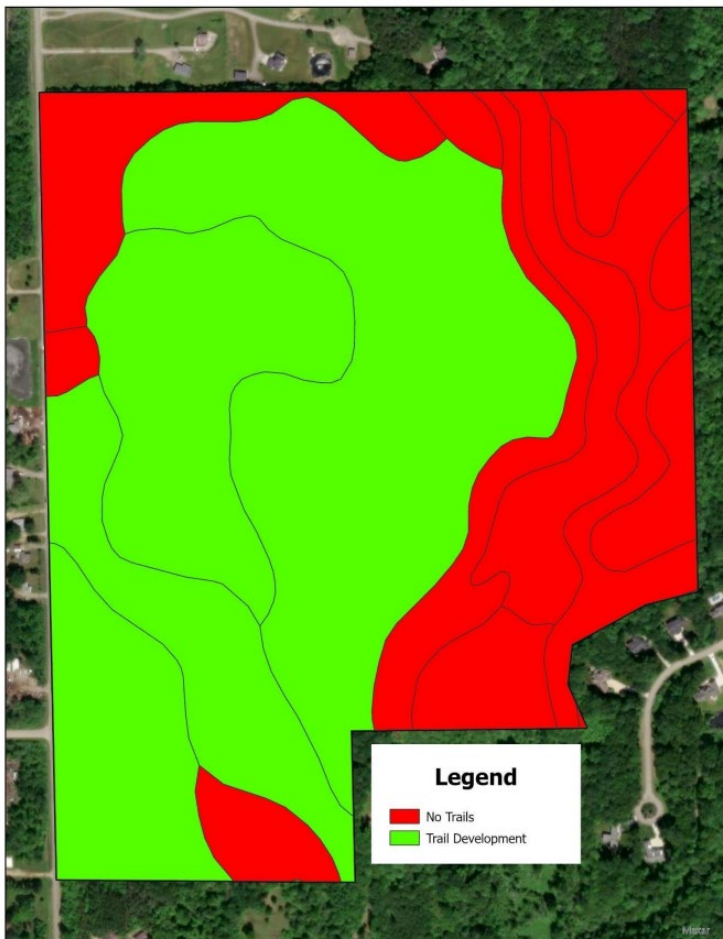
- Meet with the donor to more fully understand expectations they may have.

- Gather further information about conservation easement options.
- Evaluate impacts on DPW operations.

Mayor Stanton and I met with the donors who remain committed to donating to this project. Conservation of portions of the property is important to them and they hope a decision is made soon.

I met with the Outdoor Discovery Center to discuss what portions of the property would be covered under the conservation easement in their proposal. They pointed me to the following map from the ecological evaluation. The areas in red are proposed for a conservation easement. Outdoor Discovery Center described these areas as having steeper grade and would be difficult to develop. The extent of restrictions in the easement would be at the City's discretion.

Appendix C: Recommended Trail Development Areas



The Department of Public Works expects this new trail system will have a similar impact as other trail systems, which require minimal maintenance. There may be times a tree blocks a trail and needs to be cut. Depending on the parking lot material, there may be a need for some

ongoing maintenance. DPW is developing plans to better manage brush/leaf material so invasives won't be as prevalent in the future.

The Outdoor Discovery Center will be at the workshop meeting to discuss the proposal in further detail and answer any remaining questions Council may have.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to approve the proposal from the Outdoor Discovery Center for the Airport Property contingent upon receiving \$130,000 from donors, and to authorize the Interim City Manager to apply for any necessary Saugatuck Township zoning approvals on behalf of the City, and further authorize the Mayor and City Clerk to sign zoning application forms on behalf of the City as the owner.



# City of Saugatuck Former Airport Property



**RESTORING THE LOWER KALAMAZOO  
RIVER WATERSHED AND CONNECTING  
WITH COMMUNITY**



# ABOUT THE ODC NETWORK

The ODC Network is a registered 501(c)(3) non-profit organization that strives to advance outdoor education and conservation in West Michigan. Since 2000, ODC Network has served more than 1.3 million people through hands-on, outdoor learning experiences and conserved thousands of acres of native habitat through restoration and preservation projects. We operate 12 business divisions with the vision to build a better community by connecting people, land and nature.

We are...

- pioneering nature-based education by changing how and where learning happens. The ODC Network provides nature-based education for all ages through early childhood centers, partnerships with local k-12 schools, and community programs.
- protecting natural ecosystems by promoting, preserving, and restoring natural habitats. The ODC Network has conserved thousands of acres of habitat through restoration and preservation projects.
- providing outdoor access through improving our community's connection to the natural world. Our nature preserves are free and open to the public from dawn to dusk 365 days a year.

## KALAMAZOO RIVER GREENWAY

The ODC Network was commissioned in 2018 with a grant from the Michigan Department of Environmental Quality to develop a master plan for a Kalamazoo River Greenway. The Kalamazoo River Greenway aims to connect Allegan county communities via a greenway corridor addressing environmental restoration and conservation and create opportunities for recreation and education. The plan is designed to serve as a guide for the development and upkeep of ecological, recreational, and educational assets along the Kalamazoo River in Allegan County.

ODC Network owns two properties within this area. The first is a 65 acre natural area along the Rabbit River in Hamilton. This ecologically diverse property is home to a variety of native flora and fauna as well as unique natural features. The second is a nearly 300 acre property where the Kalamazoo and Rabbit Rivers intersect. The conservation land management services of the ODC Network protect both properties' rich biodiversity and increase their ecological value.





# FORMER AIRPORT PROPERTY

The City of Saugatuck former airport property consists of nearly 170 acres located along a significant mosaic of greenspace within the Kalamazoo River corridor. The site offers a diverse range of habitats including mature expanses of Mesic Southern Forest, Floodplain Forest, a biodiverse river corridor, and several vernal pools. Habitats such as these face substantial challenges including development pressures and invasive species growth.

The ODC Network would work with the City of Saugatuck, as well as local governing entities, to determine the best design and timeline for the site. We believe that the community can not only preserve this special greenspace, but also increase its accessibility for residents and visitors. To catalyze this process, the ODC proposes to oversee a multifaceted project, including permanent legal conservation, a defined trail system, a scenic overlook, new trailhead with site map and interpretation, and an established parking area with entrance signage.

## PROJECT COMPONENTS



## POSSIBLE TRAIL ROUTE



## BUDGET

Line Item	Cost
Conservation Easement	\$20,000
Trailhead	\$20,000
Parking Area	\$40,000
Trail Development and Signage	\$15,000
Invasives/Habitat Restoration	\$35,000
<b>Total Cost:</b>	<b>\$130,000</b>
<b>Additional Options</b>	
Security Gate	\$15,000
Overlook	\$30,000
<b>Total Cost: (including optional)</b>	<b>\$175,000</b>

Not included:

- Lighting
- Permitting/Environmental/Utilities

*\*Individual budget items subject to change*





To learn more, contact us:

**[david@outdoordiscovery.org](mailto:david@outdoordiscovery.org)**

**4214 56th Street • Holland, MI • 49423**

**(616) 393-9453**





# Ecological Evaluation of “Former Airport Property”



## This report was created for:

City of Saugatuck  
102 Butler St, Saugatuck, MI 49453

## Project Background

The ODC Conservation Services team conducted an ecological evaluation of the City of Saugatuck-owned “Former Airport” property (parcel #'s: 20-002-027-00 and 20-260-002-00). Survey work for the ecological evaluation began on **June 2, 2023** and continued through **July 31, 2023**. The purpose of the ecological evaluation was to assess the current state of ecological health of the existing natural communities and to provide direction for future land-use decisions on the property. The ecological evaluation process involved the identification of distinct natural communities on the site, along with outlining the following criteria for each unit:

- General ecological site description and inventory of natural features
- Description of each natural community including:
  - Landscape context and natural processes
  - General inventory of native plant communities including canopy, understory, and forb/graminoid layer
  - Documentation of high-quality native plant species (coefficient of conservatism rankings between 7-10)
  - Documentation of observed (and potential) wildlife including: state threatened (T), endangered (E), and species of special concern (SC)
  - Documentation of invasive species, pests, and ecological threats
  - Identification of potential ecological restoration and outdoor education opportunities

## Executive Summary

The reviewed property consists of 169.1 total acres located along a significant mosaic of greenspace within the Kalamazoo River corridor. The site offers a diverse range of habitats including mature expanses of Mesic Southern Forest, Floodplain Forest, a biodiverse river corridor, several vernal pools, and multiple non-natural communities facing substantial anthropogenic disturbance. Based on our findings detailed below in this report, we recommend any future development and/or recreational amenities should remain on the western half of the property which is of lower ecological quality. The eastern half of the property consists almost entirely of high-quality habitat that should be preserved to the greatest extent possible. Pockets of invasive species should be prioritized for management throughout the entire property in order to prevent the eventual displacement of these high quality plant communities.

## Site Description

The property under review is situated directly east of the intersection of 63<sup>rd</sup> St and 134<sup>th</sup> Ave in Saugatuck. The property has a long history of anthropogenic disturbance including a brief stint as an airport, a snowmobile club and trail system, as well as a current storage area for DPW lawn waste and other materials. The extensive history of anthropogenic disturbance is most obvious on the western half of the property, where a plethora of invasive and noxious, disturbance-prone species can be found. Despite this concern, the property also harbors several high-quality natural areas as we move east throughout the property including a rich creek corridor, hemlock-dominated slopes leading to the creek, large tracts of mature forest with old growth oaks, multiple vernal pools, and several pockets of high-quality wet woods. Although invasive species are dense on the western half of the property, the presence of this wide range of high-quality habitats warrants a concerted management effort to discourage the spread of invasive species and preserve the integrity of the high-quality natural areas of the property.

## Site Information

*Property Size:*

169.1 acres

*Topography:*

Substantial elevation changes from upland (680') to lower-lying areas of Silver Creek (600') on the east side of the property

*Watershed:*

Kalamazoo

*Corridor Component:*

One of a number of connected recreational areas along Silver Creek

*Historical Land Use:*

Previously owned and operated as a small airport in the 1920's

Former snowmobile/UTV recreation club for a period of time (trails throughout)

Active storage area for DPW on SW corner of the property

*Disturbance Comments:*

Frequent anthropogenic disturbance has led to an increase in invasive and noxious species in the DPW storage area, the old airport runway, and in general on the western half of the property

**Ecological Community Information**

*Pre-settlement Communities:*

Hemlock-Beech-Sugar Maple Forest, Mixed Hardwood Swamp

*Present Communities:*

Mesic Southern Forest, Floodplain Forest, Ruderal Pine Forest, Disturbed Wet Prairie

*Maturity:*

Mature canopy on eastern half of the property with pockets of middle-aged and early successional on the western half

*Total Species Recorded:*

102 in less disturbed areas

88 in heavily disturbed areas

**\*NOTE:** FQI recorded in two separate units due to the high prevalence of non-native species in the disturbed areas on the western half of the property

*Floristic Quality Index (FQI):*

41.4 in less disturbed areas

12.2 in heavily disturbed areas

**\*General scale:** 1-19 = low quality, 20-35 high quality, 35+ = exceptional

*Notable Elements:*

16 plants with a coefficient of conservatism (CC) of 7 or higher

**Ecological Site Description and Natural Features**

**1. Topography**

The property has notable changes in elevation as we move east through the property. The peak elevation is 680' on the NW portion of the unit, with 600' being the low point of Silver Creek. The creek corridor is prone to frequent flooding events due to the presence of the creek, a high-water table, and notable elevation changes.

**2. Hydrology**

Silver Creek flows south through the eastern transect of the property meandering through the pockets of floodplain forest. Several ravines and seepage areas dot the slopes leading down to Silver Creek.

**3. Present Natural Communities (see Appendix A)**

- Mesic Southern Forest
- Floodplain Forest/Hemlock Transitional Zone
- Disturbed & Non-natural Communities:
  - Disturbed Wet Prairie
  - Ruderal Pine Forest
  - Disturbed Storage Lot

#### 4. High Quality Plant Species (\*CC = Coefficient of Conservatism)

- Fox grape (*Vitis labrusca*) \*CC of 7
- Red trillium (*Trillium erectum*) \*CC of 7
- Blackhaw (*Viburnum prunifolium*) \*CC of 7
- Spicebush (*Lindera benzoin*) \*CC of 7
- Yellow birch (*Betula alleghaniensis*) \*CC of 7
- Red baneberry (*Actaea rubra*) \*CC of 7
- Spotted wintergreen (*Chimaphila maculata*) \*CC of 8
- Plaintain-leaf sedge (*Carex plantaginea*) \*CC of 8
- Rue anemone (*Thalictrum thalictroides*) \*CC of 8
- American cancer root (*Orobancha uniflora*) \*CC of 8
- Flowering dogwood (*Cornus florida*) \*CC of 8
- Joe-pye weed (*Eutrochium fistulosum*) \*CC of 8
- Lizard's tail (*Saururus cernuus*) \*CC of 9
- Tulip tree (*Liriodendron tulipifera*) \*CC of 9
- Paw Paw (*Asimina triloba*) \*CC of 9
- Toadshade (*Trillium sessile*) \*CC of 9
- American chestnut (*Castanea dentata*) \*CC of 9

#### 5. Non-native/Invasive Species

- Black locust (*Robinia pseudoacacia*)
- Tree-of-Heaven (*Ailanthus altissima*)
- Multiflora rose (*Rosa multiflora*)
- European privet (*Ligustrum vulgare*)
- Japanese barberry (*Berberis vulgaris*)
- Purple loosestrife (*Lythrum salicaria*)
- Garlic mustard (*Alliaria petiolata*)
- Canada thistle (*Cirsium arvense*)
- Autumn olive (*Elaeagnus umbellata*)
- Spotted knapweed (*Centaurea stoebe*)
- Asian bittersweet (*Celastrus orbiculatus*)
- Japanese knotweed (*Fallopia japonica*)
- Creeping myrtle (*Vinca minor*)
- Honeysuckle (*Lonicera tatarica*)
- Phragmites (*Phragmites australis*)
- Glossy buckthorn (*Frangula alnus*)
- Reed canary grass (*Phalaris arundinacea*)
- Sweet clover (*Melilotus spp.*)
- Dame's rocket (*Hesperis matronalis*)

#### Description of Natural Communities (see Appendix A for map):

##### 1. Mesic Southern Forest

- **Landscape Context/Natural Features:**

Mesic Southern Forest is a beech-maple dominated community that typically occurs on moraine and glacial outwash areas in close proximity to the Great Lakes. Gap phase dynamics from periodic severe weather events is the main process that promotes canopy regeneration in this system. The mosaic of old growth oaks in conjunction with recent recruitment of primarily younger beech and maple saplings supports this history of small-scale weather related disturbance. A matrix of long-lived, middle-aged, and early successional forest is found throughout this system.

- **Native Plant Community:** Mesic-Southern Forest occupies the majority of the property until the terrace/Hemlock transitional zone of the floodplain forest is reached on the eastern

portion. It is situated along on the upland portions of the slopes west of the creek following the areas of more well-drained soil. The canopy layer is quite diverse here with the dominant species observed being American beech (*Fagus grandifolia*) and sugar maple (*Acer saccharum*). Abundant canopy associates include: yellow poplar (*Liriodendron tulipifera*), bitternut hickory (*Carya cordiformis*), white oak (*Quercus alba*), red oak (*Quercus rubra*), blue beech (*Carpinus caroliniana*), and ironwood (*Ostrya virginiana*). Young saplings of beech, maple, elm, and ironwood trees are common. American-cancer root (*Conopholis americana*), and beech-drops (*Epifagus virginiana*) are native, beneficial, parasitic species that are also quite common. The soil is dense with leaf litter and organic matter which harbors a rich network of fungi as well. The shrub layer consists mainly of witch hazel (*Hamamelis virginiana*), spicebush (*Lindera benzoin*), prickly gooseberry (*Ribes cynosbati*), with a few scatterings of both pawpaw (*Asimina triloba*) and flowering dogwood (*Cornus florida*) on the east side. Virginia creeper (*Parthenocissus quinquefolia*), green briar (*Smilax spp.*), and poison ivy (*Toxicodendron radicans*) make up the majority of woody vine species. The ground/forb layer offers several high-value native species and a variety of spring ephemerals including: squirrel corn (*Dicentra canadensis*), Dutchman's breeches (*D. cucullaria*), spring beauty (*Claytonia virginica*), wild geranium (*Geranium maculatum*), yellow trout lily (*E. americanum*), sharp-lobed hepatica (*Hepatica acutiloba*), May apple (*Podophyllum peltatum*), common trillium (*Trillium grandiflorum*), sessile trillium (*Trillium sessile*), bloodroot (*Sanguinaria canadensis*), and Canada Mayflower (*Maianthemum canadense*). Several sedge species (*Carex albursina*, *C. arctata*, *C. blanda*) and fescue/bluegrasses fill in pockets of the understory during summer months. Baneberries (*Actaea pachypoda* and *A. rubra*), wreath goldenrod (*Solidago caesia*), and several fern species are also common later in the growing season. The problematic invasive species that have infiltrated this community are autumn olive (*Elaeagnus umbellata*), Japanese barberry (*Berberis thunbergii*), multiflora rose (*Rosa multiflora*), garlic mustard (*Alliaria petiolata*), and Asian bittersweet (*Celastrus orbiculatus*).

- **High Quality Plant Species:**

- Blackhaw (*Viburnum prunifolium*) \*CC of 7 (state special concern)
- Spicebush (*Lindera benzoin*) \*CC of 7
- Red baneberry (*Actaea rubra*) \*CC of 7
- Spotted wintergreen (*Chimaphila maculata*) \*CC of 8
- Plantain-leaf sedge (*Carex plantaginea*) \*CC of 8
- Rue anemone (*Thalictrum thalictroides*) \*CC of 8
- American cancer root (*Orobancha uniflora*) \*CC of 8
- Flowering dogwood (*Cornus florida*) \*CC of 8
- Tulip tree (*Liriodendron tulipifera*) \*CC of 9
- Toadshade (*Trillium sessile*) \*CC of 9 (state threatened)
- American chestnut (*Castanea dentata*) \*CC of 9 (state endangered)

- **Observed and Potential Wildlife Habitat:**

- This high-quality plant community provides habitat for wood thrush, warblers, tanagers, barred owl, pileated woodpecker, hawks, squirrels, chipmunks, rabbits, white-tailed deer, fox, raccoon, opossum, turkey, as well as diverse array of songbirds. Salamanders, frogs, aquatic invertebrates, and other amphibians seek refuge in the scattered vernal pools.
- Habitat is suitable for a variety of potential rare wildlife including:
  - *Accipiter cooperii* (Cooper's hawk, state special concern)
  - *Accipiter gentilis* (northern goshawk, state special concern)
  - *Ambystoma opacum* (marbled salamander, state threatened)
  - *Ambystoma texanum* (small-mouthed salamander, state endangered)
  - *Buteo lineatus* (red-shouldered hawk, state threatened)
  - *Dendroica cerulea* (cerulean warbler, state special concern)
  - *Elaphe o. obsoleta* (black rat snake, state special concern)
  - *Emydoidea blandingii* (Blanding's turtle, state special concern)



- *Microtus pinetorum* (woodland vole, state special concern)
- *Nicrophorus americanus* (American burying beetle, federal/state endangered)
- *Protonotaria citrea* (prothonotary warbler, state special concern)
- *Seiurus motacilla* (Louisiana waterthrush, state special concern)
- *Terrapene c. carolina* (eastern box turtle, state special concern)
- *Wilsonia citrina* (hooded warbler, state special concern)
- **Potential Invasive Species, Pests, Ecological Threats:**
  - Small pockets of invasive species pose the largest threat that could reduce biodiversity if left unchecked.
  - Management of Japanese barberry and Asian bittersweet.
  - Hemlock Woolly Adelgid (HWA) is imminent and should be prepared for treatment.
- **Outdoor Education Opportunities:**
  - Hiking/biking trails – existing infrastructure footprint could be utilized.
  - Pole barn could be retrofit into a welcome area/parking/restrooms/etc. and would be separate from DPW storage area.
  - Bird watching opportunities.
  - Plant identification/interpretive signage throughout.
  - Connection to other nearby trails.
- **Ecological Restoration Opportunities:**
  - Removal of non-native/invasive plant species to help protect the high-quality Mesic Southern Forest and Floodplain Forest on the east side of the property.
  - Especially Asian bittersweet, considering its ability to spread rapidly and to girdle trees causing eventual mortality.



**Figure 1:** Photo of Mesic Southern Forest community with high-quality ephemeral forb layer consisting of May apple (*Podophyllum peltatum*) and wild geranium (*Geranium maculatum*).



## 2. Floodplain Forest / Hemlock Transitional Zone

- **Landscape Context/Natural Features:** Floodplain forests are a dynamic interface community that bridge the gap between terrestrial and aquatic systems. The lower zone of the floodplain experiences dynamic interactions of over-the-bank flooding, sediment deposition, streambank erosion, and ice scour in the winter months. As expected with moving water and dynamic fluctuations in water level, the plant communities are quite diverse with variable species composition throughout different levels of inundation. Multi-stemmed trees are common due to this process of bank-scouring, deposition, and erosion. Shade from nearby trees and shrubs helps shade the creek from excessive sun exposure during the summer months which creates pockets of water with unique plant and wildlife components.

**Plant Community:** The dominant canopy species of the low-lying, creek adjacent zone of this unit are silver maple (*Acer saccharinum*), basswood (*Tilia americana*), box elder (*Acer negundo*), slippery elm (*Ulmus rubra*), and a few standing-dead green ash (*Fraxinus pennsylvanica*). As we continue the transition away from fluvial landforms and reach soil above the influence of seasonal inundation, the species composition begins to shift. Eastern hemlock (*Tsuga canadensis*) trees dominate a majority of the slope/terrace region. Hemlock trees should be closely monitored for the presence of the invasive tree pest Hemlock Woolly Adelgid (HWA). American beech (*Fagus grandifolia*), ironwood (*Carpinus caroliniana*), and sugar maple (*Acer saccharum*) trees become more common as we continue to increase in elevation up the terrace/slope back into Mesic Southern Forest. The shrub layer is scattered and consists mainly of dogwoods (*Cornus* spp.) and spicebush (*Lindera benzoin*). Several high-quality species, including royal fern (*Osmunda regalis*), wood fern (*Dryopteris* spp.), cut grass (*Leersia oryzoides*), wood reedgrass (*Cinna arundinacea*), jewelweed (*Impatiens capensis*), jumpseed (*Persicaria virginiana*), Virginia waterleaf (*Hydrophyllum virginianum*), and white avens (*Geum canadense*) are all common in the forb layer. Moonseed (*Menispermum canadense*), Virginia creeper (*Parthenocissus quinquefolia*), and poison ivy (*Toxicodendron radicans*) are the most abundant woody vines in this community.

- **High Quality Plant Species:**
  - Blackhaw (*Viburnum prunifolium*) \*CC of 7 (state special concern)
  - Spicebush (*Lindera benzoin*) \*CC of 7
  - Yellow birch (*Betula alleghaniensis*) \*CC of 7
  - Joe-pye weed (*Eutrochium fistulosum*) \*CC of 8
  - Lizard's tail (*Saururus cernuus*) \*CC of 9
  - Toadshade (*Trillium sessile*) \*CC of 9 (state threatened)
  - Paw Paw (*Asimina triloba*) \*CC of 9
- **Observed and Potential Wildlife:**
  - This community provides important habitat for cavity-nesting birds, canopy-dwelling birds, woodpeckers, and migratory birds. Ducks, owls, herons, egrets, songbirds, hawks, bats, squirrels, chipmunks, rabbits, white-tailed deer, and raccoon are also common. Turtles, invertebrates, frogs, snakes, and other reptiles/amphibians are scattered throughout differing levels of inundation. Various species of creek-dwelling fish occupy pools of deeper water throughout the creek.
  - Habitat is suitable for a variety of potential rare wildlife including:
    - *Accipiter cooperii* (Cooper's hawk, state special concern)
    - *Ambystoma opacum* (marbled salamander, state threatened)
    - *Ambystoma texanum* (small-mouthed salamander, state endangered)
    - *Buteo lineatus* (red-shouldered hawk, state threatened)
    - *Clonophis kirtlandii* (Kirtland's snake, state endangered)
    - *Dendroica cerulea* (cerulean warbler, state special concern)
    - *Dendroica dominica* (yellow-throated warbler, state threatened)
    - *Elaphe o. obsoleta* (black rat snake, state special concern)
    - *Emydoidea blandingii* (Blanding's turtle, state special concern)
    - *Glyptemys insculpta* (wood turtle, state special concern)

- *Myotis sodalis* (Indiana bat, federal/state endangered)
- *Nerodia erythrogaster neglecta* (copperbelly watersnake, federal threatened and state endangered)
- *Protonotaria citrea* (prothonotary warbler, state special concern)
- *Seiurus motacilla* (Louisiana waterthrush, state special concern)
- *Sistrurus c. catenatus* (eastern massasauga, federal candidate species and state special concern)
- *Tachopteryx thoreyi* (grey petaltail, state special concern)
- *Terrapene c. carolina* (eastern box turtle, state special concern)
- *Wilsonia citrina* (hooded warbler, state special concern)
- **Potential Invasive Species, Pests, Ecological Threats:**
  - Creek has potential to carry in unwanted aquatic invasive species including reed canary grass, purple loosestrife, and phragmites.
  - Hemlock Woolly Adelgid (HWA) will cause eventual mortality to Eastern Hemlock trees if left untreated.
- **Outdoor Education and Recreational Opportunities:**
  - Hiking trails to observe creek corridor plant community and topography.
    - Plant identification signage.
    - Bird watching opportunities.
    - Recommend minimalist trails in this area and avoiding bike paths here to limit disturbance and protect high quality plant communities.
- **Ecological Restoration Opportunities:**
  - HWA control to prevent eventual loss of slope-stabilizing Eastern Hemlocks.
  - Prioritization of Asian bittersweet control to prevent mortality of mature trees through girdling and displacement of native plant communities.



**Figure 2:** Photo of Floodplain Forest community documenting the shift of the understory plant community at the beginning of the Hemlock transition zone.



### 3. Disturbed Wet Prairie

- **Landscape Context/Natural Features:** The disturbed wet prairie section is a highly disturbed and neglected area that appears to be the remnants of the old runway or possibly the remnants of the large white spruce (*Picea glauca*) and Scotch pine (*Pinus sylvestris*) planting that occurred following the abandoning of the airport. A clay topsoil is covering the area that creates unconventional plant communities; with ruts in the clay being most similar to a wet prairie. The intense microtopography as a result of the rutted clay topsoil has formed a wetland matrix throughout the unit with the majority of the wetland pockets along the treeline to the northeast. Tree species exhibit stunted growth due to the seasonal inundation from the hard clay topsoil.
- **Plant Community:** The plant community throughout the disturbed wet prairie is highly disturbed and impacted by dense populations of invasive species. Native tree species throughout the area are primarily early successional trees including; boxelder (*Acer negundo*), green ash (*Fraxinus pennsylvanica*), and cottonwood (*Populus deltoids*). Encroaching populations of autumn olive (*Elaeagnus umbellata*), red pine (*Pinus resinosa*), and Scotch pine (*Pinus sylvestris*) are a non-native liability on the surrounding landscape and should be controlled if a native, high-quality habitat is the primary goal. Woody vegetation is much more abundant at higher elevations along the southwest edge of the wet prairie plant community. As you go to the northeast and elevation starts to drop, the hard packed clay soil holds onto more water which has prevented a lot of the woody invasive plants from encroaching too much. The forbs throughout this area mirror the same pattern as the woody vegetation, with drier species like black-eyed susan (*Rudbeckia hirta*), blackberry (*Rubus spp.*), and meadow garlic (*Allium canadense*) growing along the southwest line, and wetter species like bulrush (*Scirpoides holoschoenus*), phragmites (*Phragmites australis*), and meadowsweet (*Filipendula ulmaria*) growing at the lower elevations. This wetland spectrum is further complicated by the microtopography throughout the area, which allows wetland species to be located at the higher elevations where pockets of clay allow for water retention.
- **High Quality Plant Species:**
  - Fox grape (*Vitis labrusca*) \*CC of 7
  - Joe-pye weed (*Eutrochium fistulosum*) \*CC of 8
- **Observed and Potential Wildlife:**
  - Suitable habitat for woodpeckers, hawks, squirrels, chipmunks, rabbits, white-tailed deer, raccoon, opossum, turkey, and songbirds. Turtles, snakes and other amphibians are found throughout the scattered wet pockets.
  - Habitat is suitable for a variety of potential rare wildlife including:
    - *Acris crepitans blanchardi* (Blanchard's cricket frog, state special concern)
    - *Ambystoma texanum* (smallmouth salamander, state endangered)
    - *Ammodramus savannarum* (grasshopper sparrow, state special concern)
    - *Asio flammeus* (short-eared owl, state endangered)
    - *Botaurus lentiginosus* (American bittern, state special concern)
    - *Circus cyaneus* (northern harrier, state special concern)
    - *Clemmys guttata* (spotted turtle, state threatened)
    - *Clonophis kirtlandii* (Kirtland's snake, state endangered)
    - *Dorydiella kansana* (leafhopper, state special concern)
    - *Emydoidea blandingii* (Blanding's turtle, state special concern)
    - *Flexamia reflexus* (leafhopper, state special concern)
    - *Meropleon ambifusca* (Newman's brocade, state special concern)
    - *Neoconocephalus lyristes* (bog conehead, state special concern)
    - *Neoconocephalus retusus* (conehead grasshopper, state special concern)
    - *Neonympha m. mitchellii* (Mitchell's satyr, federal/state endangered)
    - *Orchelimum concinnum* (red-faced meadow katydid, state special concern)
    - *Orphulella pelidna* (green desert grasshopper, state special concern)
    - *Papaipema cerina* (golden borer, state special concern)

- *Papaipema maritima* (maritime sunflower borer, state special concern)
- *Papaipema speciosissima* (regal fern borer, state special concern)
- *Paroxya hoosieri* (Hoosier locust, state special concern)
- *Phalaropus tricolor* (Wilson's phalarope, state special concern)
- *Sistrurus c. catenatus* (eastern massasauga, federal candidate species and state special concern)
- *Spartiniphaga inops* (spartina moth, state special concern)
- *Spiza americana* (dickcissel, state special concern)
- *Tyto alba* (barn owl, state endangered)
- **Potential Invasive Species, Pests, Ecological Threats:**
  - Proximity to large populations of autumn olive (*Elaeagnus umbellata*) will continue to encroach into the community over time.
  - Absence of fire has allowed other non-native species like phragmites (*Phragmites australis*), sweet clover (*Melilotus officinalis*), purple loosestrife (*Lythrum salicaria*), and bull thistle (*Cirsium vulgare*) to outcompete native vegetation in pockets.
- **Outdoor Education Opportunities**
  - Wet prairies are incredibly educational because of the dynamic water relationships that exist seasonally within the plant community.
  - A trail should be planned on the outskirts of the community to avoid waterlogged clay soil.
- **Ecological Restoration Opportunities:**
  - Invasive species management should be the top priority in this plant community. Removal of early-successional trees and invasive shrubs will allow for better light penetration and will drastically improve the biodiversity throughout the unit.
  - Reintroduction of fire would also have a massive impact on plant community diversity by removing species that are not adapted to fire like blackberry (*Rubus spp.*), bentgrass (*Agrostis spp.*), phragmites (*Phragmites australis*), and clovers (*Trifolium spp.*).



**Figure 3:** Invasive phragmites (*Phragmites Australis*) pictured invading pockets of disturbed wet prairie.

#### 4. Ruderal Pine Forest

- **Landscape Context/Natural Features:** Monoculture stands of purposefully-planted pine trees are scattered throughout the property and appear to coincide with historic deforestation and replanting in the 1940's. The logging companies would usually plant a monoculture of a fast-growing timber species. In this case, red pines were the majority planted. While a naturally spaced stand of red pines can survive for ~400 years, a reforestation with spacing maximized for commercial lumber production will generally fail after ~80 years. Due to the age of the stand, the red pines are starting to fail. Topographically the areas are uniformly flat with sandy soil. Water retention in these areas is non-existent.
- **Plant Community:** The canopy is dominated by red pines that were obviously planted as part of a large-scale reforestation project. The size of the trees would suggest the trees were planted ~80 years ago. This was a common practice in the mid 20<sup>th</sup> century following large-scale logging projects. A major issue with tightly-spaced red pine stands is their prevention of sunlight from reaching the understory, which leads to poor replacement of trees. The understory is non-existent in the center of these red pine stands. Pre-deforestation, this community would have mimicked the surrounding Mesic Southern plant community, as is evident by the forbs observed within pockets of dappled sunlight. Virginia creeper, wild geranium, Canada Mayflower, spicebush and wood fern are found sporadically throughout this unit. There are large populations of Asian bittersweet along areas with historic disturbance (remnant snowmobile trails). This bittersweet is quickly colonizing the area, girdling red pines, and eventually pulling them down.
- **Observed and Potential Wildlife:**
  - Suitable habitat for spillover of typical inhabitants of the surrounding Mesic Southern Forest including: songbirds, owls, woodpeckers, hawks, squirrels, chipmunks, rabbits, white-tailed deer, raccoon, opossum, turkey, and snakes
  - Habitat is suitable for a variety of potential rare wildlife including:
    - *Accipiter gentilis* (northern goshawk, state special concern)
    - *Falco columbarius* (merlin, state threatened)
    - *Haliaeetus leucocephalus* (bald eagle, state threatened)
    - *Pandion haliaetus* (osprey, state threatened)
    - *Picoides arcticus* (black-backed woodpecker, state special concern)
- **Potential Invasive Species, Pests, Ecological Threats:**
  - Asian bittersweet is a problem as it continues to shade out and smother the small pockets of native species.
  - As Asian bittersweet continues to pull down the dying red pines, exposing the forest floor to sunlight, there is potential for invasive shrub species like honeysuckle, Japanese barberry, autumn olive, and common buckthorn to establish quickly in the vacant space.
  - There is minimal hardwood replacement occurring within the community which will create an ecological void as the red pines continue to die off.
- **Outdoor Education Opportunities**
  - In its current state, there are minimal educational opportunities through this community.
  - Trails connecting access points directly to higher quality areas could potentially run through this area.
    - Special care should be taken along these trails to prevent the spread of invasive species (mainly bittersweet) via the trail system.
- **Ecological Restoration Opportunities:**
  - Focus on invasive species along the trail system to prevent spread - containment should be the first priority.
  - Strategic thinning of the red pines would allow for large-scale reforestation to occur in this unit, returning it to its pre-settlement community type.
  - Broad-scale invasive species management.





**Figure 4:** Photo of Ruderal Pine Forest documenting red pine monoculture with minimal understory.

## 5. Disturbed Storage Lot

- **Landscape Context/Natural Features:** The storage lot area is a highly disturbed community that experiences consistent disturbance and non-native plant material inputs. Decades of municipal yard waste and fill dirt have been placed into an area that likely mirrored the surrounding mesic southern forest. This has created an inhospitable soil structure littered with gravel, large rocks, and partially decayed woody plant material. The soil appears to be consisting of heavy clay which is not consistent with the surrounding landscape or soil maps (which show a much sandier parent material.) The area also appears to be growing outwards towards pockets of wetlands to the east; likely a result of clearing the yard to accommodate more waste material at the end of the growing season.
- **Plant Community:** The plant community found within the storage lot is highly disturbed; consisting of 95% non-native and invasive plants. This is likely the result of dumping yard waste from throughout the city in one common place in conjunction with a high disturbance regime. The usual invasives are found throughout the unit including thistles (*Cirsium spp.*), reed canary grass (*Phalaris arundinacea*), phragmites (*Phragmites australis*), dame's rocket (*Hesperis matronalis*) and yellow rocket (*Barbarea spp.*). There also a few exotic escaped landscaping plants including a mature mimosa tree (*Albizia julibrissin*), chamomile (*Anthemis arvensis*), and bermuda-grass (*Cynodon dactylon*); which are typically found in much warmer climates to the south. Several large colonies of Japanese knotweed (*Fallopia japonica*) are scattered throughout as well which have the potential to spread even further with soil disturbance and/or mowing. The presence of these species is more concerning and would require a faster response than the more common invasive plants to keep with the state strategy of early detection and rapid response. *No high quality plants are found within this unit.*

- **Observed and Potential Wildlife:**
  - Minimal opportunities for wildlife habitat with the exception of the wetland along the eastern edge of the lot as a potential nesting habitat for wood ducks if disturbance and human impact slows dramatically
- **Potential Invasive Species, Pests, Ecological Threats:**
  - Absinthium (*Artemisia absinthium*)
  - Japanese Knotweed (*Fallopia japonica*)
  - Common Mullein (*Verbascum Thapsus*)
  - Moth Mullein (*Verbascum blattaria*)
  - Reed Canary Grass (*Phalaris arundinacea*)
  - Horse Nettle (*Solanum carolinense*)
  - Bermudagrass (*Cynodon dactylon*)
  - Birds Foot Trefoil (*Lotus corniculatus*)
  - Yellow Nutsedge (*Cyperus esculentus*)
  - Canada Thistle (*Cirsium arvense*)
  - Sow Thistle (*Sonchus arvensis*)
  - Bull Thistle (*Cirsium vulgare*)
  - Canada Goldenrod (*Solidago Canadensis*)
  - Velvetleaf (*Abutilon theophrasti*)
  - Phragmites (*Phragmites australis*)
  - Sweet Clover (Yellow) (*Melilotus officinalis*)
  - Sweet Clover (White) (*Melilotus albus*)
  - Miscanthus Grass (*Miscanthus sinensis*)
  - White Mulberry (*Morus alba*)
  - Johnsongrass (*Sorghum halepense*)
  - Bindweed (*Convolvulus arvensis*)
  - Yellow Foxtail (*Setaria pumila*)
  - Jimsonweed (*Datura stramonium*)
  - Yellow Rocket (*Barbarea vulgaris*)
  - Mimosa (*Albizia julibrissin*)
  - Black Locust (*Robinia pseudoacacia*)
  - Dames Rocket (*Hesperis matronalis*)
  - Myrtle (*Vinca minor*)
  - Poison Hemlock (*Conium maculatum*)
  - Asian Bittersweet (*Celastrus orbiculatus*)
- **Outdoor Education Opportunities**
  - Outdoor education is not recommended in this area in its current state due to the presence of several extremely noxious and poisonous plants. These plants include poison hemlock, jimsonweed, poison ivy, and absinthium.
- **Ecological Restoration Opportunities**
  - The most obvious path forward for this unit is to get control of the invasive species by focusing on poisonous and exotic plants first through intensive chemical application
  - The secondary focus would be on perennial invasive plants including Canada thistle, Phragmites, Canada goldenrod, and Asian bittersweet.
  - If disturbance and further plant inputs are minimized there should be a reduction in the annual and biennial non-native plants.
  - Yard waste could be hot composted in a concentrated area to reduce seed spread into surrounding natural communities. This would require a more formal “pad” for yard waste to be deposited and turned to ensure sufficient temperatures to kill seed.
  - Effort should be made to prevent further spread of the yard towards the east to reduce the likelihood of wetland destruction.





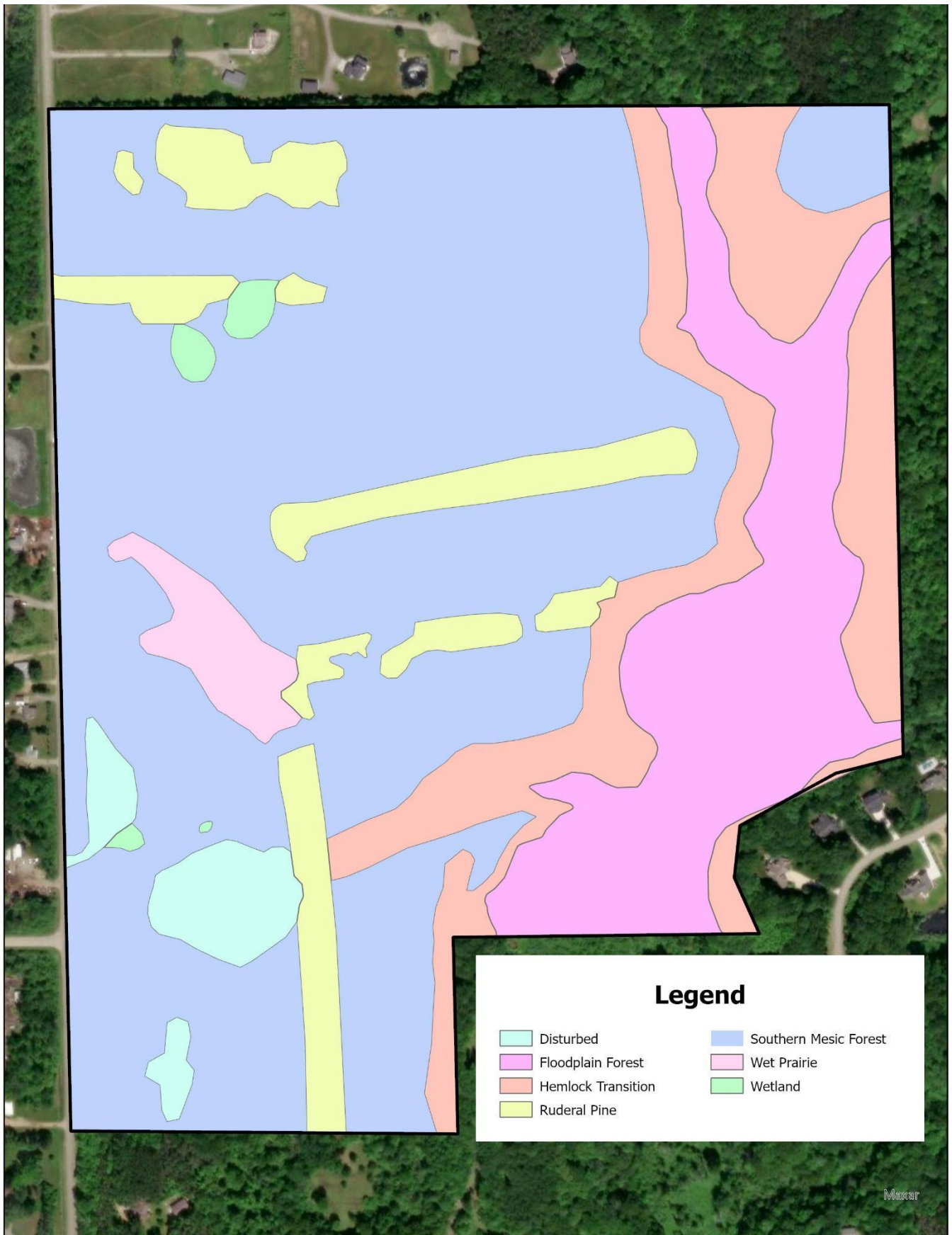
**Figure 5:** *Photo of disturbed storage yard showing frequent soil disturbance and predominantly invasive and noxious plant species.*



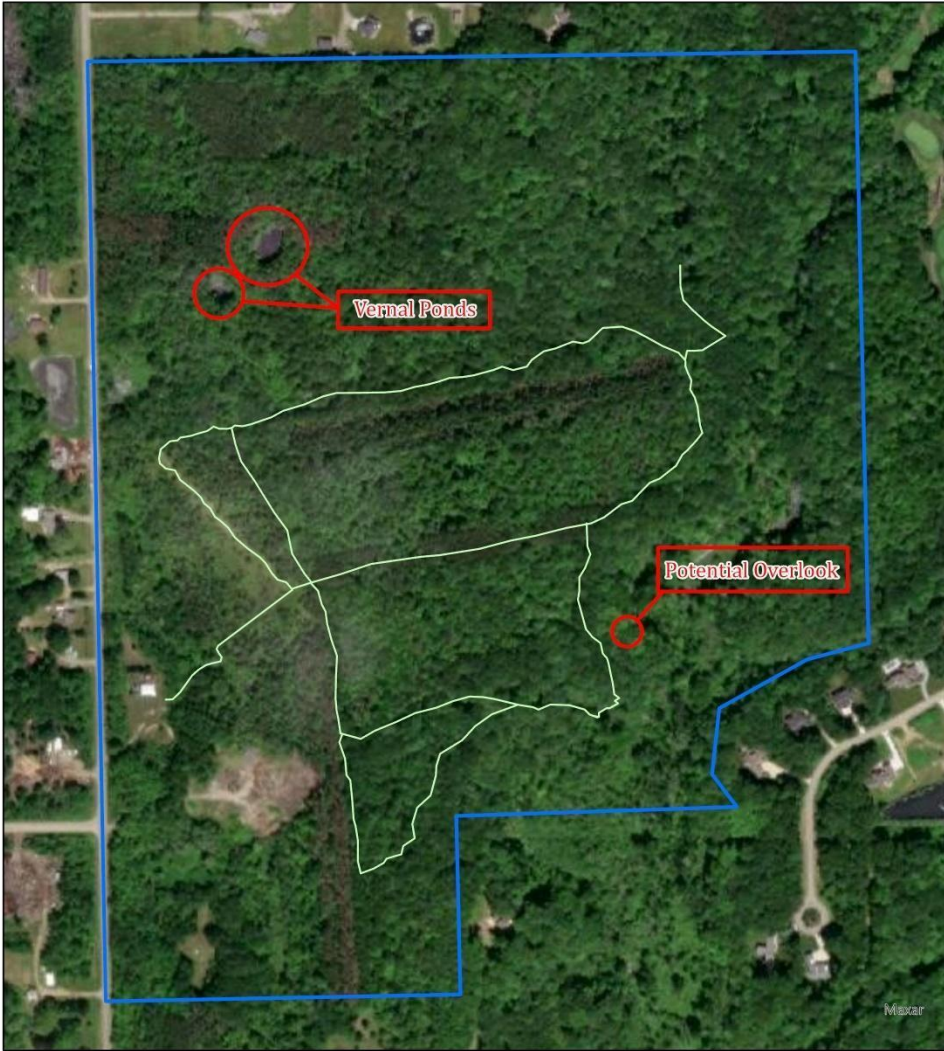
**Figure 6:** *Photo of large invasive Japanese Knotweed (*Fallopia japonica*) colony. Japanese knotweed has already gained a massive foothold in this area and should be prioritized for management in the near future due to its aggressive nature of growth and ability to quickly outcompete native plant communities.*


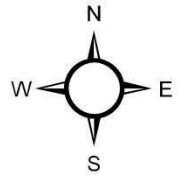
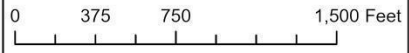


Appendix A: Map of Natural Communities



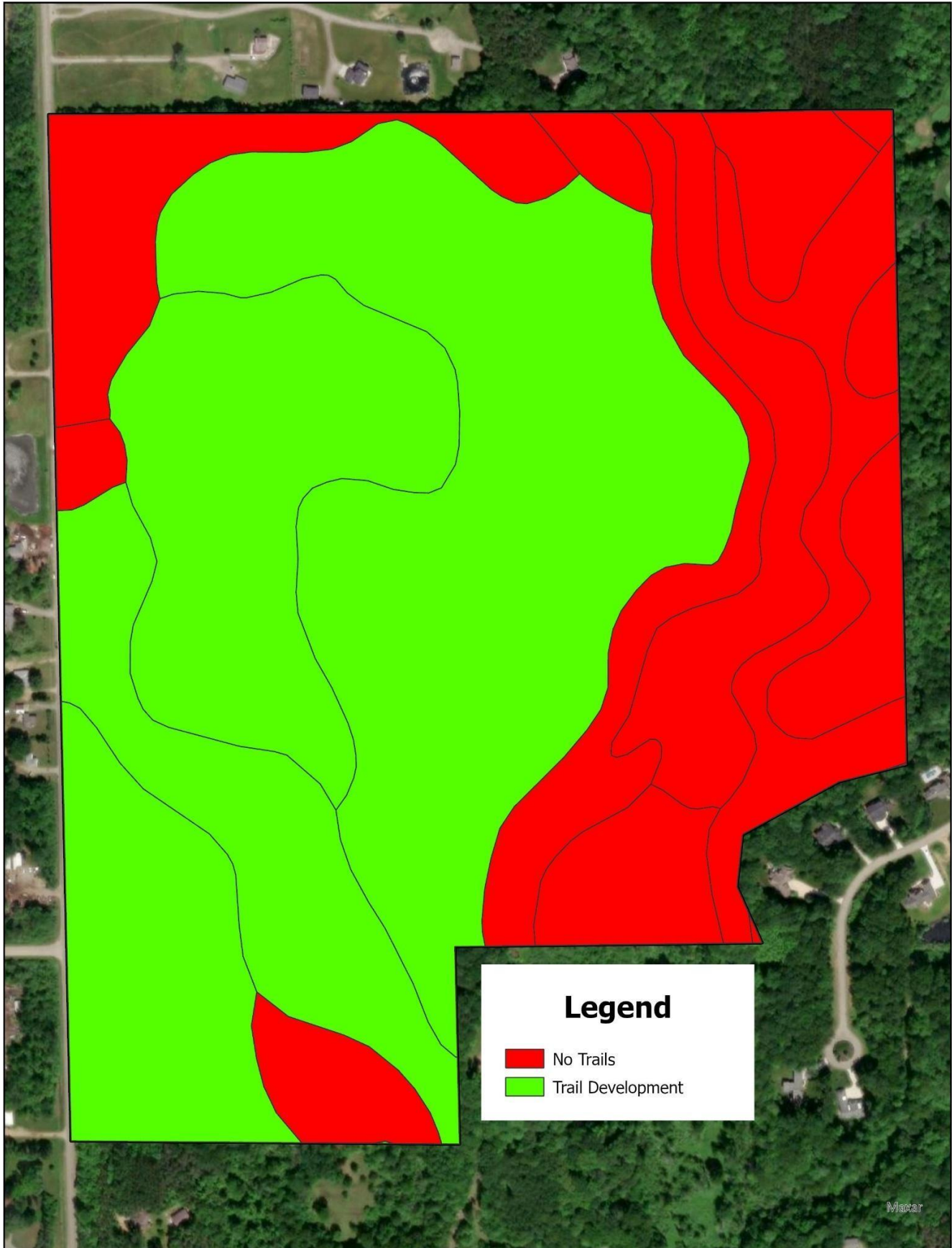
**Appendix B: Existing Trail Footprint**



63rd Street Former Airport Trail Map
ODC Conservation Services Map Created by: Ben Heerspink Map created on: 3/20/23 Trail marked with GPS on: 3/20/23



Property was assessed on March 20, 2023 by ODC Conservation Staff. Remnant trails were mapped utilizing GPS points. The trail as it stands is 2.5 miles long with many opportunities to expand by blazing new trails along the northernmost trail expanding north towards a seasonal pond.



**Appendix C: Recommended Trail Development Areas**



Appendix D: Plant Inventory & Floristic Quality Index Results – Natural Communities (Eastern half):

Former Airport Natural Area								
Practitioner:	ODC Network							
<b>Conservation-Based Metrics:</b>								
Total Mean C:	4.1	Species Richness:						
Native Mean C:	4.7	Total Species:		102				
Total FQI:	41.4	Native Species:		89 87.30%				
Native FQI:	44.3	Non-native Species:		13 12.70%				
Adjusted FQI:	43.9	Species Wetness:						
% C value 0:	13.7	Mean Wetness:		1.4				
% C value 1-3:	24.5	Native Mean Wetness:		1.2				
% C value 4-6:	45.1							
% C value 7-10:	16.7							
Native Tree Mean C:	4.9							
Native Shrub Mean C:	5.7							
Native Herbaceous Mean C:	4.5							
<b>Physiognomy Metrics:</b>								
Tree:	25	24.50%		Duration Metrics:				
Shrub:	10	9.80%		Annual:	3	2.90%		
Vine:	9	8.80%		Perennial:	94	92.20%		
Forb:	46	45.10%		Biennial:	5	4.90%		
Grass:	4	3.90%		Native Annual:	3	2.90%		
Sedge:	4	3.90%		Native Perennial:	85	83.30%		
Rush:	0	0%		Native Biennial:	1	1%		
Fern:	4	3.90%						
Bryophyte:	0	0%						
<b>Species:</b>								
Scientific Name	Family	Acronym	Native?	C	W	Physiognomy	Duration	Common Name
Acer platanoides	Sapindaceae	ACEPLA	non-native	0	5	tree	perennial	norway maple
Acer rubrum	Sapindaceae	ACERUB	native	1	0	tree	perennial	red maple
Acer saccharinum	Sapindaceae	ACESAI	native	2	-3	tree	perennial	silver maple
Acer saccharum	Sapindaceae	ACESAU	native	5	3	tree	perennial	sugar maple
Actaea rubra	Ranunculaceae	ACTRUB	native	7	3	forb	perennial	red baneberry
Adlumia fungosa	Papaveraceae	ADLFUN	native	4	5	vine	biennial	climbing fumitory
Agrimonia parviflora	Rosaceae	AGRPAR	native	4	0	forb	perennial	swamp agrimony
Alisma subcordatum; a. plantago-aquatica	Alismataceae	ALISUB	native	1	-5	forb	perennial	southern water-plantain
Alliaria petiolata	Brassicaceae	ALLPET	non-native	0	3	forb	biennial	garlic mustard
Amphicarpaea bracteata	Fabaceae	AMPBRA	native	5	0	vine	annual	hog-peanut
Anemone virginiana	Ranunculaceae	ANEVIR	native	3	3	forb	perennial	thimbleweed
Apocynum androsaemifolium	Apocynaceae	APOAND	native	3	5	forb	perennial	spreading dogbane
Arctium minus	Asteraceae	ARCMIN	non-native	0	3	forb	biennial	common burdock
Arisaema triphyllum	Araceae	ARITRI	native	5	0	forb	perennial	jack-in-the-pulpit
Asimina triloba	Annonaceae	ASITRI	native	9	0	tree	perennial	pawpaw
Atropa belladonna	Solanaceae	ATRBEL	non-native	0	5	forb	perennial	deadly nightshade
Berberis thunbergii	Berberidaceae	BERTHU	non-native	0	3	shrub	perennial	japanese barberry
Betula alleghaniensis	Betulaceae	BETALL	native	7	0	tree	perennial	yellow birch
Betula papyrifera	Betulaceae	BETPAP	native	2	3	tree	perennial	paper birch
Carex intumescens	Cyperaceae	CXINTU	native	3	-3	sedge	perennial	sedge
Carex pallescens	Cyperaceae	CXPALL	native	5	0	sedge	perennial	pale sedge
Carex plantaginea	Cyperaceae	CXPLAN	native	8	5	sedge	perennial	sedge
Carex radiata; c. rosea	Cyperaceae	CXRADI	native	2	0	sedge	perennial	straight-styled wood sedge
Carya glabra	Juglandaceae	CARGLA	native	5	3	tree	perennial	hickory
Carya ovata	Juglandaceae	CAROVA	native	5	3	tree	perennial	shagbark hickory
Castanea dentata	Fagaceae	CASDEN	native	9	5	tree	perennial	american chestnut
Celastrus orbiculatus	Celastraceae	CELORB	non-native	0	5	vine	perennial	oriental bittersweet
Centaurea stoebe; c. maculosa	Asteraceae	CENSTO	non-native	0	5	forb	biennial	spotted knapweed
Chimaphila maculata	Ericaceae	CHIMAC	native	8	5	shrub	perennial	spotted wintergreen
Circaea canadensis; c. lutetiana	Onagraceae	CIRCAN	native	2	3	forb	perennial	enchanters-nightshade
Conium maculatum	Apiaceae	CONMAC	non-native	0	-3	forb	biennial	poison-hemlock
Cornus florida	Cornaceae	CORFLO	native	8	3	tree	perennial	flowering dogwood
Dichanthelium clandestinum; panicum c.	Poaceae	DICCLA	native	3	-3	grass	perennial	panic grass
Diplazium complanatum; lycopodium c.	Lycopodiaceae	DIPCOM	native	5	3	fern	perennial	ground-cedar
Dryopteris intermedia	Dryopteridaceae	DRYINT	native	5	0	fern	perennial	evergreen woodfern
Elaeagnus umbellata	Elaeagnaceae	ELAUMB	non-native	0	3	shrub	perennial	autumn-olive
Elymus hystrix; hystrix patula	Poaceae	ELYHYS	native	5	3	grass	perennial	bottlebrush grass
Eurybia macrophylla; aster m.	Asteraceae	EURMAC	native	4	5	forb	perennial	big-leaved aster
Eutrochium fistulosum; eupatorium f.	Asteraceae	EUTFIS	native	8	-3	forb	perennial	hollow-stemmed joe-pye-weed
Eutrochium maculatum; eupatorium m.	Asteraceae	EUTMAC	native	4	-5	forb	perennial	joe-pye-weed
Fagus grandifolia	Fagaceae	FAGGRA	native	6	3	tree	perennial	american beech
Fraxinus americana	Oleaceae	FRAAME	native	5	3	tree	perennial	white ash
Fraxinus pennsylvanica	Oleaceae	FRAPEN	native	2	-3	tree	perennial	red ash
Galium circaezans	Rubiaceae	GALCIR	native	4	3	forb	perennial	white wild licorice
Geranium maculatum	Geraniaceae	GERMAC	native	4	3	forb	perennial	wild geranium
Geum canadense	Rosaceae	GEUCAN	native	1	0	forb	perennial	white avens
Geum virginianum	Rosaceae	GEUVIR	native	6	3	forb	perennial	pale avens
Hamamelis virginiana	Hamamelidaceae	HAMVIR	native	5	3	shrub	perennial	witch-hazel
Laportea canadensis	Urticaceae	LAPCAN	native	4	-3	forb	perennial	wood nettle
Leersia oryzoides	Poaceae	LEECRY	native	3	-5	grass	perennial	cut grass
Ligustrum vulgare	Oleaceae	LIGVUL	non-native	0	3	shrub	perennial	common privet
Lindera benzoin	Lauraceae	LINBEN	native	7	-3	shrub	perennial	spicebush
Liriodendron tulipifera	Magnoliaceae	LIRTUL	native	9	3	tree	perennial	tulip tree
Maianthemum canadense	Convallariaceae	MAICAN	native	4	3	forb	perennial	canada mayflower
Maianthemum racemosum; smilacina r.	Convallariaceae	MAIRAC	native	5	3	forb	perennial	false spikenard
Menispermum canadense	Menispermaceae	MENCAE	native	5	0	vine	perennial	moonseed
Mimulus ringens	Phrymaceae	MIMRIN	native	5	-5	forb	perennial	monkey-flower
Mitchella repens	Rubiaceae	MITREP	native	5	3	forb	perennial	partridge-berry
Monotropa uniflora	Ericaceae	MONOUN	native	5	3	forb	perennial	indian-pipe
Onoclea sensibilis	Onocleaceae	ONOSEN	native	2	-3	fern	perennial	sensitive fern
Orobanche uniflora	Orobanchaceae	OROUNI	native	8	5	forb	perennial	cancer root
Osmorhiza berteroi; o. chilensis	Apiaceae	OSMBER	native	5	3	forb	perennial	sweet-cicely
Parthenocissus quinquefolia	Vitaceae	PARQUI	native	5	3	vine	perennial	virginia creeper
Persicaria punctata; polygonum p.	Polygonaceae	PERPUN	native	5	-5	forb	annual	smartweed
Persicaria virginiana; polygonum v.	Polygonaceae	PERVIR	native	4	0	forb	perennial	jumpseed
Phalaris arundinacea	Poaceae	PHAARU	native	0	-3	grass	perennial	reed canary grass

<i>Phryma leptostachya</i>	Phrymaceae	PHRLEP	native	4	3	forb	perennial	lopseed
<i>Phytolacca americana</i>	Phytolaccaceae	PHYAME	native	2	3	forb	perennial	pokeweed
<i>Pilea pumila</i>	Urticaceae	PILPUM	native	5	-3	forb	annual	clearweed
<i>Pinus resinosa</i>	Pinaceae	PINRES	native	6	3	tree	perennial	red pine
<i>Pinus strobus</i>	Pinaceae	PINSTR	native	3	3	tree	perennial	white pine
<i>Podophyllum peltatum</i>	Berberidaceae	PODPEL	native	3	3	forb	perennial	may-apple
<i>Polystichum acrostichoides</i>	Dryopteridaceae	POLACR	native	6	3	fern	perennial	christmas fern
<i>Prunus serotina</i>	Rosaceae	PRUSER	native	2	3	tree	perennial	wild black cherry
<i>Quercus alba</i>	Fagaceae	QUEALB	native	5	3	tree	perennial	white oak
<i>Quercus rubra</i>	Fagaceae	QUERUB	native	5	3	tree	perennial	red oak
<i>Quercus velutina</i>	Fagaceae	QUEVEL	native	6	5	tree	perennial	black oak
<i>Rosa multiflora</i>	Rosaceae	ROSMUL	non-native	0	3	shrub	perennial	multiflora rose
<i>Rubus allegheniensis</i>	Rosaceae	RUBALL	native	1	3	shrub	perennial	common blackberry
<i>Saponaria officinalis</i>	Caryophyllaceae	SAPOFF	non-native	0	3	forb	perennial	bouncing bet
<i>Sassafras albidum</i>	Lauraceae	SASALB	native	5	3	tree	perennial	sassafras
<i>Saururus cernuus</i>	Saururaceae	SAUCER	native	9	-5	forb	perennial	lizards-tail
<i>Smilax rotundifolia</i>	Smilacaceae	SMIROT	native	6	0	vine	perennial	common greenbrier
<i>Solanum dulcamara</i>	Solanaceae	SOLDUL	non-native	0	0	vine	perennial	bittersweet nightshade
<i>Solidago canadensis</i>	Asteraceae	SOLCAN	native	1	3	forb	perennial	canada goldenrod
<i>Solidago flexicaulis</i>	Asteraceae	SOLFLE	native	6	3	forb	perennial	zigzag goldenrod
<i>Solidago gigantea</i>	Asteraceae	SOLGIG	native	3	-3	forb	perennial	late goldenrod
<i>Solidago rugosa</i>	Asteraceae	SOLRUG	native	3	0	forb	perennial	rough-leaved goldenrod
<i>Symplocarpus foetidus</i>	Araceae	SYMFOE	native	6	-5	forb	perennial	skunk-cabbage
<i>Thalictrum thalictroides; anemone l.</i>	Ranunculaceae	THATHA	native	8	3	forb	perennial	rue-anemone
<i>Tilia americana</i>	Malvaceae	TILAME	native	5	3	tree	perennial	basswood
<i>Toxicodendron radicans</i>	Anacardiaceae	TOXRAD	native	2	0	vine	perennial	poison-ivy
<i>Trientalis borealis</i>	Myrsinaceae	TRIBOR	native	5	0	forb	perennial	star-flower
<i>Trillium erectum</i>	Trilliaceae	TRIERE	native	7	3	forb	perennial	stinking benjamin; red trillium
<i>Trillium grandiflorum</i>	Trilliaceae	TRIGRA	native	5	3	forb	perennial	common trillium
<i>Trillium sessile</i>	Trilliaceae	TRISES	native	9	3	forb	perennial	toadshade
<i>Tsuga canadensis</i>	Pinaceae	TSUCAN	native	5	3	tree	perennial	hemlock
<i>Ulmus americana</i>	Ulmaceae	ULMAME	native	1	-3	tree	perennial	american elm
<i>Viburnum acerifolium</i>	Adoxaceae	VIBACE	native	6	5	shrub	perennial	maple-leaved viburnum
<i>Viburnum prunifolium</i>	Adoxaceae	VIBPRU	native	7	3	shrub	perennial	black-haw
<i>Viola sororia</i>	Violaceae	VIOSOR	native	1	0	forb	perennial	common blue violet
<i>Vitis labrusca</i>	Vitaceae	VITLAB	native	7	3	vine	perennial	fox grape



Disturbed Communities (Western half of the property):

Disturbed Former Airport								
Practitioner:	ODC Network							
<b>Conservation-Based Metrics:</b>			<b>Species Richness:</b>					
Total Mean C:	1.3	Total Species:	88					
Native Mean C:	2.8	Native Species:	39	44.30%				
Total FQI:	12.2	Non-native Species:	49	55.70%				
Native FQI:	17.5	<b>Species Wetness:</b>						
Adjusted FQI:	18.6	Mean Wetness:	2.2					
% C value 0:	60.2	Native Mean Wetness:	1					
% C value 1-3:	23.9							
% C value 4-6:	15.9							
% C value 7-10:	0							
Native Tree Mean C:	3.7							
Native Shrub Mean C:	3							
Native Herbaceous Mean C:	2.4							
<b>Physiognomy Metrics:</b>			<b>Duration Metrics:</b>					
Tree:	18	20.50%	Annual:	9	10.20%			
Shrub:	8	9.10%	Perennial:	71	80.70%			
Vine:	6	6.80%	Biennial:	8	9.10%			
Forb:	49	55.70%	Native Annual:	3	3.40%			
Grass:	3	3.40%	Native Perennial:	36	40.90%			
Sedge:	3	3.40%	Native Biennial:	0	0%			
Rush:	1	1.10%						
Fern:	0	0%						
Bryophyte:	0	0%						
<b>Species:</b>								
Scientific Name	Family	Acronym	Native?	C	W	Physiognomy	Duration	Common Name
<i>Abutilon theophrasti</i>	Malvaceae	ABUTHE	non-native	0	3	forb	annual	velvet-leaf
<i>Acer negundo</i>	Sapindaceae	ACENEG	native	0	0	tree	perennial	box-elder
<i>Acer nigrum; a. saccharum</i>	Sapindaceae	ACENIG	native	4	3	tree	perennial	black maple
<i>Acer glabroides</i>	Sapindaceae	ACEPLA	non-native	0	5	tree	perennial	norway maple
<i>Acer saccharum</i>	Sapindaceae	ACESAU	native	5	3	tree	perennial	sugar maple
<i>Achillea millefolium</i>	Asteraceae	ACHMIL	native	1	3	forb	perennial	yarrow
<i>Alliaria petiolata</i>	Brassicaceae	ALLPET	non-native	0	3	forb	biennial	garlic mustard
<i>Allium canadense</i>	Alliaceae	ALLCAN	native	4	3	forb	perennial	wild garlic
<i>Ambrosia artemisiifolia</i>	Asteraceae	AMBART	native	0	3	forb	annual	common ragweed
<i>Ambrosia trifida</i>	Asteraceae	AMBTRI	native	0	0	forb	annual	giant ragweed
<i>Apios americana</i>	Fabaceae	APIAME	native	3	-3	vine	perennial	groundnut
<i>Artemisia absinthium</i>	Asteraceae	ARTABS	non-native	0	5	forb	perennial	absinth wormwood
<i>Asclepias syriaca</i>	Apocynaceae	ASCSYR	native	1	5	forb	perennial	common milkweed
<i>Atropa belladonna</i>	Solanaceae	ATRBEL	non-native	0	5	forb	perennial	deadly nightshade
<i>Barbarea vulgaris</i>	Brassicaceae	BARVUL	non-native	0	0	forb	biennial	yellow rocket
<i>Campsis radicans</i>	Bignoniaceae	CAMRAD	non-native	0	0	vine	perennial	trumpet-vine
<i>Carex palleascens</i>	Cyperaceae	CXPALL	native	5	0	sedge	perennial	pale sedge
<i>Carex vulpinoidea</i>	Cyperaceae	CVXVUL	native	1	-5	sedge	perennial	sedge
<i>Celastrus orbiculatus</i>	Celastraceae	CELORB	non-native	0	5	vine	perennial	oriental bittersweet
<i>Centaurea stoebe; c. maculosa</i>	Asteraceae	CENSTO	non-native	0	5	forb	biennial	spotted knapweed
<i>Chenopodium album</i>	Amaranthaceae	CHEALB	non-native	0	3	forb	annual	lambs-quarters
<i>Cichorium intybus</i>	Asteraceae	CICINT	non-native	0	3	forb	perennial	chicory
<i>Cirsium arvense</i>	Asteraceae	CIRARV	non-native	0	3	forb	perennial	canada thistle
<i>Cirsium vulgare</i>	Asteraceae	CIRVUL	non-native	0	3	forb	biennial	bull thistle
<i>Convolvulus arvensis</i>	Convolvulaceae	CONARV	non-native	0	5	vine	perennial	field bindweed
<i>Crataegus phaenopyrum</i>	Rosaceae	CRAPHA	non-native	0	0	tree	perennial	washington thorn
<i>Cynodon dactylon</i>	Poaceae	CYNDAC	non-native	0	3	grass	perennial	bermuda grass
<i>Cyperus esculentus</i>	Cyperaceae	CYPESC	native	1	-3	sedge	perennial	yellow nutsedge
<i>Datura stramonium</i>	Solanaceae	DATSTR	non-native	0	5	forb	annual	jimson-weed
<i>Daucus carota</i>	Apiaceae	DAUCAR	non-native	0	5	forb	biennial	queen-anne's-lace
<i>Dianthus armeria</i>	Caryophyllaceae	DIAARM	non-native	0	5	forb	annual	deptford pink
<i>Elaeagnus umbellata</i>	Elaeagnaceae	ELAUMB	non-native	0	3	shrub	perennial	autumn-olive
<i>Erechtites hieracifolius</i>	Asteraceae	EREHIE	native	2	3	forb	annual	fireweed
<i>Eupatorium perfoliatum</i>	Asteraceae	EUPPER	native	4	-3	forb	perennial	boneset
<i>Euthamia graminifolia</i>	Asteraceae	EUTGRA	native	3	0	forb	perennial	grass-leaved goldenrod
<i>Filipendula ulmaria</i>	Rosaceae	FILULM	non-native	0	0	forb	perennial	queen-of-the-meadow
<i>Fragaria virginiana</i>	Rosaceae	FRAVIR	native	2	3	forb	perennial	wild strawberry
<i>Fraxinus pennsylvanica</i>	Oleaceae	FRAPEN	native	2	-3	tree	perennial	red ash
<i>Geum urbanum</i>	Rosaceae	GELURB	non-native	0	5	forb	perennial	avens
<i>Glechoma hederacea</i>	Lamiaceae	GLEHED	non-native	0	3	forb	perennial	ground-ivy
<i>Hesperis matronalis</i>	Brassicaceae	HESMAT	non-native	0	3	forb	perennial	dames rocket
<i>Hypericum perforatum</i>	Hypericaceae	HYPPER	non-native	0	5	forb	perennial	common st. johns-wort
<i>Juncus articulatus</i>	Juncaceae	JUNART	native	3	-5	rush	perennial	jointed rush
<i>Juniperus virginiana</i>	Cupressaceae	JUNVIR	native	3	3	tree	perennial	red-cedar
<i>Leucanthemum vulgare; chrysanthemum leucanthemum</i>	Asteraceae	LEUVUL	non-native	0	5	forb	perennial	ox-eye daisy
<i>Ligustrum vulgare</i>	Oleaceae	LIGVUL	non-native	0	3	shrub	perennial	common privet
<i>Lonicera maackii</i>	Caprifoliaceae	LONMAA	non-native	0	5	shrub	perennial	amur honeysuckle
<i>Lotus corniculatus</i>	Fabaceae	LOTCOR	non-native	0	3	forb	perennial	birdfoot trefoil
<i>Lythrum salicaria</i>	Lythraceae	LYTSAL	non-native	0	-5	forb	perennial	purple loosestrife
<i>Maianthemum racemosum; smilacina r.</i>	Comvalliaceae	MAIRAC	native	5	3	forb	perennial	false spikenard
<i>Marrubium vulgare</i>	Lamiaceae	MARVUL	non-native	0	3	forb	perennial	horehound
<i>Matricaria chamomilla; m. recutita</i>	Asteraceae	MATCHA	non-native	0	5	forb	annual	false chamomile
<i>Mellilotus albus</i>	Fabaceae	MELALB	non-native	0	3	forb	biennial	white sweet-clover
<i>Mellilotus officinalis</i>	Fabaceae	MELLOF	non-native	0	3	forb	biennial	yellow sweet-clover
<i>Morus alba</i>	Moraceae	MORALB	non-native	0	3	tree	perennial	white mulberry
<i>Parthenocissus quinquefolia</i>	Vitaceae	PARQUI	native	5	3	vine	perennial	virginia creeper
<i>Phragmites australis var. americanus</i>	Poaceae	PHRAUM	native	5	-3	grass	perennial	reed
<i>Phytolacca americana</i>	Phytolaccaceae	PHYAME	native	2	3	forb	perennial	pokeweed
<i>Pinus resinosa</i>	Pinaceae	PINRES	native	6	3	tree	perennial	red pine
<i>Pinus sylvestris</i>	Pinaceae	PINSYL	non-native	0	3	tree	perennial	scotch pine
<i>Plantago lanceolata</i>	Plantaginaceae	PLALAN	non-native	0	3	forb	perennial	english plantain
<i>Populus deltoides</i>	Salicaceae	POPDEL	native	1	0	tree	perennial	cottonwood
<i>Prunella vulgaris</i>	Lamiaceae	PRUVUL	native	0	0	forb	perennial	self-heal
<i>Prunus serotina</i>	Rosaceae	PRUSER	native	2	3	tree	perennial	wild black cherry
<i>Quercus rubra</i>	Fagaceae	QUERUB	native	5	3	tree	perennial	red oak
<i>Quercus velutina</i>	Fagaceae	QUEVEL	native	6	5	tree	perennial	black oak

<i>Rhamnus cathartica</i>	Rhamnaceae	RHACAT	non-native	0	0	tree	perennial	common buckthorn
<i>Rhus typhina</i>	Anacardiaceae	RHUTYP	native	2	3	shrub	perennial	staghorn sumac
<i>Robinia pseudoacacia</i>	Fabaceae	ROBPSE	non-native	0	3	tree	perennial	black locust
<i>Rosa multiflora</i>	Rosaceae	ROSMUL	non-native	0	3	shrub	perennial	multiflora rose
<i>Rudbeckia hirta</i>	Asteraceae	RUDHIR	native	1	3	forb	perennial	black-eyed susan
<i>Rumex crispus</i>	Polygonaceae	RUMCRI	non-native	0	0	forb	perennial	curly dock
<i>Salix discolor</i>	Salicaceae	SALDIS	native	1	-3	shrub	perennial	pussy willow
<i>Salix nigra</i>	Salicaceae	SALNIG	native	5	-5	tree	perennial	black willow
<i>Sassafras albidum</i>	Lauraceae	SASALB	native	5	3	tree	perennial	sassafras
<i>Solanum carolinense</i>	Solanaceae	SOLCAR	non-native	0	3	forb	perennial	horse-nettle
<i>Solidago canadensis</i>	Asteraceae	SOLCAN	native	1	3	forb	perennial	canada goldenrod
<i>Solidago gigantea</i>	Asteraceae	SOLGIG	native	3	-3	forb	perennial	late goldenrod
<i>Solidago juncea</i>	Asteraceae	SOLJUN	native	3	5	forb	perennial	early goldenrod
<i>Sonchus oleraceus</i>	Asteraceae	SONOLE	non-native	0	3	forb	annual	common sow-thistle
<i>Sorghum halepense</i>	Poaceae	SORHAL	non-native	0	3	grass	perennial	johnson grass
<i>Taraxacum officinale</i>	Asteraceae	TAROFF	non-native	0	3	forb	perennial	common dandelion
<i>Toxicodendron radicans</i>	Anacardiaceae	TOXRAD	native	2	0	vine	perennial	poison-ivy
<i>Trifolium pratense</i>	Fabaceae	TRIPRA	non-native	0	3	forb	perennial	red clover
<i>Trifolium repens</i>	Fabaceae	TRIREP	non-native	0	3	forb	perennial	white clover
<i>Verbascum thapsus</i>	Scrophulariaceae	VERTHA	non-native	0	5	forb	biennial	common mullein
<i>Viburnum acerifolium</i>	Adoxaceae	VIBACE	native	6	5	shrub	perennial	maple-leaved viburnum
<i>Vinca minor</i>	Apocynaceae	VIMMIN	non-native	0	5	shrub	perennial	periwinkle

# Sustainability Evaluation of “Former Airport Property”



## This report was created for:

City of Saugatuck  
102 Butler St, Saugatuck, MI 49453

## Sustainability Evaluation

ODC Network sustainability staff evaluated the sustainability performance of the City of Saugatuck-owned “Former Airport” property (parcel #'s: 20-002-027-00 and 20-260-002-00), both in its current state and potential future uses. This assessment involved an examination of carbon sequestration and mitigation potential, air pollution, hydrological benefits, EV charging feasibility, and solar development opportunity. The primary purpose of this work was to identify opportunities for improving sustainability performance and strategies to balance and support social, environmental, and economic needs of the community.

## Executive Summary

The forest cover of this site represents the bulk of its value as a sustainability asset to the community. The ecological services provided by the large areas of mature, biodiverse, and healthy forests should be preserved and emphasized in any future use plans for the property. In addition to its intrinsic value as high-quality habitat and natural area, the property has a measurable impact on factors directly associated with human health, wellness, and prosperity. Unless significant redevelopment of the parcel and surrounding area were to occur, opportunities to leverage the property for electric vehicle charging and/or solar development are non-existent.

## Valuation of Existing Canopy

The data presented here provided a quantitative assessment of the properties role in combating climate change, enhancing air quality, and sustaining the water balance within the region.

### Sequestration Value of Existing Canopy

Healthy forests capture and store large quantities of CO<sub>2</sub>, the primary greenhouse gas associated with human-caused emissions and climate change. This relatively large tract of forest acts as a significant carbon sink in the community. At the time of this report, the tree cover alone stores over 5,000 metric tonnes of carbon or the equivalent to approximately 20,000 metric tonnes of CO<sub>2</sub>. The US Forest Service estimates the social cost of this quantity of carbon to be upwards of \$900,000. Each year, the property is projected to sequester an additional 200+ metric tons of carbon, the equivalent to 100 homes’ energy use for one year (**Appendix B**)

Description	Carbon (T)	±SE	CO <sub>2</sub> Equiv. (T)	±SE	Value (USD)	±SE
Sequestered Annually in Canopy	217.94	±3.98	799.11	±14.58	\$37,169	±678
Stored in Trees (Not Annual)	5,473.24	±99.85	20,068.55	±366.13	\$933,465	±17,030

Soil-based carbon sequestration values were not included in this report (standard measurement practices and tools are still in development), however, it is highly likely that this represents an additional carbon sink and ecosystem service provided by the property in its current state.

### Air Pollution Value of Existing Canopy

In addition to carbon sequestration, healthy forests also play a critical role in the moderation of air quality and air pollution. At the time of this report, the existing canopy of this property has the potential to remove over 12,000 lbs. of air pollution each year. Notably, this includes particulate matter (PM2.5 and PM10), one of the primary concerns associated with the increased presence of wildfire smoke in West Michigan.



Abbr.	Description	Annual Removal (lbs.)	±SE	Value (USD)	±SE
CO	Carbon Monoxide	142.56	±2.60	\$2	±0
NO2	Nitrogen Dioxide	776.85	±14.75	\$3	±0
O3	Ozone	7,822.81	±142.72	\$185	±3
SO2	Sulfur Dioxide	494.87	±9.03	\$1	±0
PM2.5	Particulate Matter <2.5 Microns	379.38	±6.92	\$373	±7
PM10	Particulate Matter <10 Microns	2,635.50	±48.08	\$150	±3
<b>Total</b>		<b>12,251.98</b>	<b>±223.52</b>	<b>\$714</b>	<b>±13</b>

### Hydrological Value of Existing Canopy

Forests are also a key component of the water cycle and healthy watersheds. The trees alone on this property help to filter and manage over 20,000 gallons of water (the size of an average swimming pool in the United States) each year.

Abbr.	Benefit	Amount (gal)	±SE
AVRO	Avoided Runoff	34.83	±0.64
E	Evaporation	5,935.62	±108.29
I	Interception	5,967.80	±108.88
T	Transpiration	8,496.19	±155.00
<b>Total</b>		<b>20,434.44</b>	<b>±372.81</b>

*Data calculated using I-Tree software, A product produced through the collaboration of the US Forest Service, Davey, Arbor Day Foundation, Society of Municipal Arborists, Casey Trees, International Society of Arboriculture. See **Appendix A** for more information.*

### EV Charging Evaluation

Public entities including parks, beaches, and nature preserves represent increasingly popular locations for EV chargers as demand rises for charging options that provide entertainment and recreation opportunities while drivers and passengers refuel (Appendix C). At the time of this report, the charging infrastructure of the Saugatuck is considered underdeveloped and ripe with opportunity for additional public charging facilities. The portion of Interstate 196 passing through the Saugatuck area does not yet meet the US Department of Energy's minimum distance or fuel-specific station requirements to qualify as an electric-vehicle ready corridor.

Although demand at this property could increase depending on future-use plans and public accessibility, investment in publicly available EV charging facilities should be prioritized elsewhere in the community before focusing on this area. The property is ineligible for the Department of Environment Great Lakes and Energy's Charge Up Michigan program and will likely be ineligible for other funding sources due to its distance from local thoroughfares and population centers. (The current driveway is 1.59 miles from exit 41, 4.58 miles from exit 36)

### Solar Evaluation

As it stands, the property does not lend itself to solar development satisfying only one of four priorities typically considered in site selection:

- **Three-phase power:** Close proximity (less than 1 mile) to 3-phase power is a minimum requirement for solar development, which is conveniently present along 63<sup>rd</sup> street.
- **Substation:** Close proximity (less than 3 miles) to an electrical substation is commonly preferred for solar development. The nearest substations are located 6.89 miles and 8.15 miles away.
- **Ecological loss:** Current solar developments prioritize land that has already been cleared and leveled. In addition to the logistical issue of clearing the land, the social and environmental cost of site preparations for a ground-mount solar array (minimum of 20 acres) would likely outweigh the potential returns (Annual lease rates currently hover between \$600 - \$1,500 per acre).

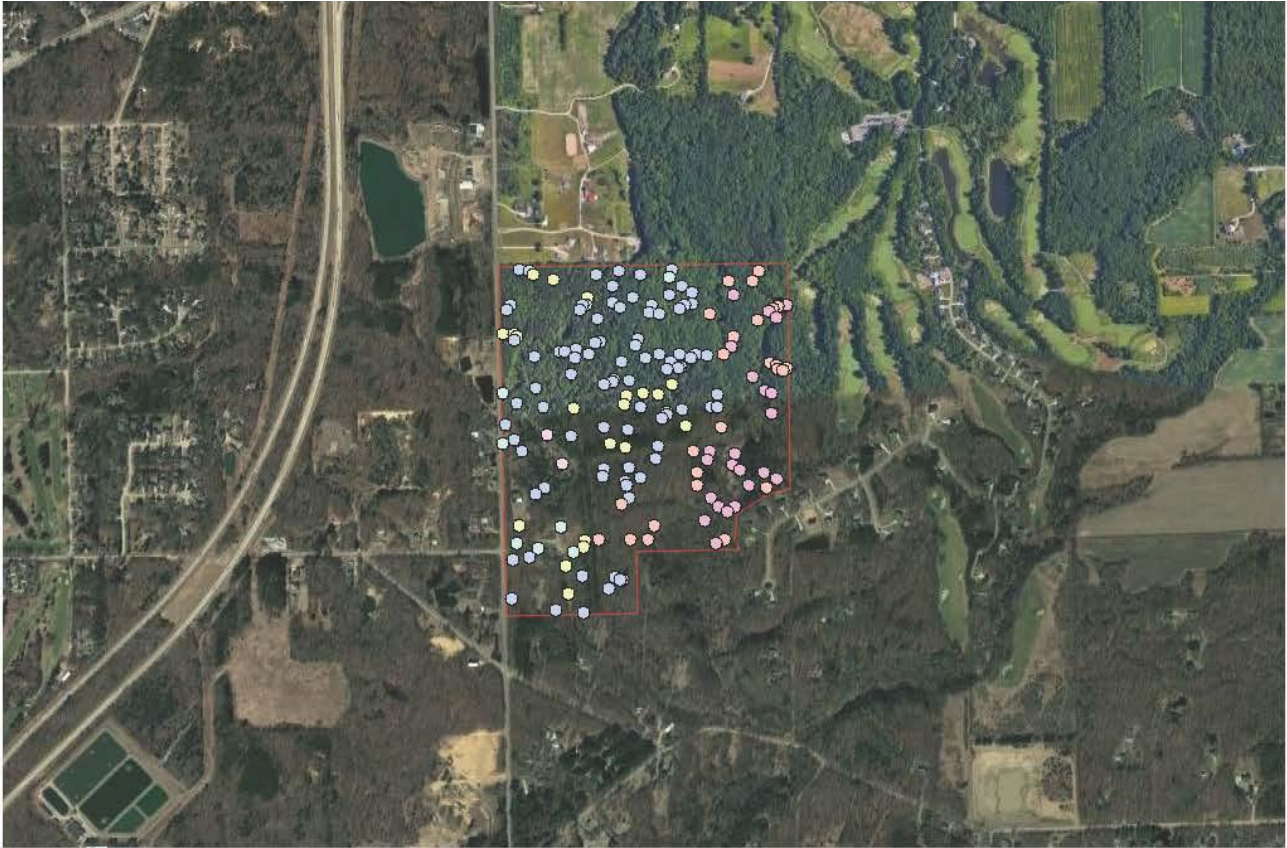
- **Competitive Alternatives:** The presence of numerous alternative sites in the region with a lower opportunity cost for solar development (parking lots, rooftops, vacant property, agricultural land) pose significant competition making this property an unlikely candidate.

### **Composting/Yard Waste Material Management**

The disturbed area of property currently used to manage DPW lawn waste appears compliant with Section 11521(4)(b)(i) and (ii), of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451 requirement for use as a Commercial Composting facility. If demand for a larger local composting facility to serve residential needs exists, many aspects of this location make it a good candidate for consideration. The western half of the property is well-buffered from required setbacks and is visually isolated from major residential and commercial areas. The eastern half of the property could serve as an olfactory buffer to any neighbors downwind of the operation. If this opportunity were pursued, caution should be taken to avoid the introduction of invasive species to the surrounding natural areas through the translocation of yard and lawn waste. If co-developed with a trail system and other recreational opportunities, careful planning would be necessary to isolate operations from public-use areas.

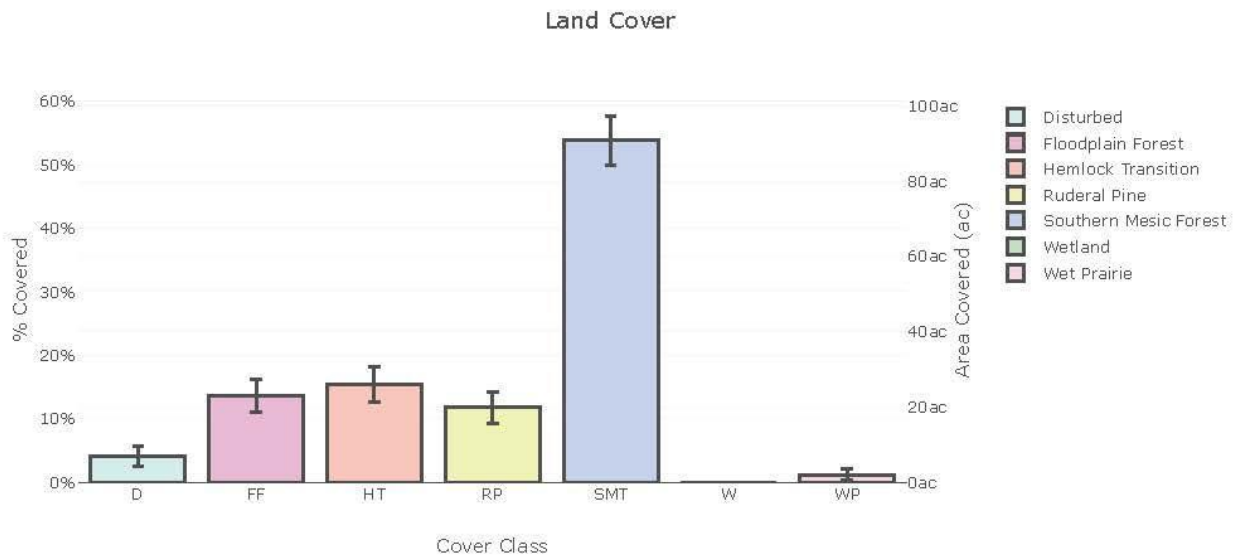
## Appendix A: Canopy Valuation Results

Data calculated using I-Tree software. A product produced through the collaboration of the US Forest Service, Davey, Arbor Day Foundation, Society of Municipal Arborists, Casey Trees, International Society of Arboriculture.



Google

Imagery ©2023, CNES / Airbus, Maxar Technologies, NOAA, USDA/FPAC/Geo Report a map error




## Appendix B: Canopy Sequestration Equivalencies


Calculated using EPA [Greenhouse Gas Equivalencies Calculator](#)

799 Metric Tons of Carbon Dioxide (CO<sub>2</sub>) equivalent

This is equivalent to greenhouse gas emissions from:

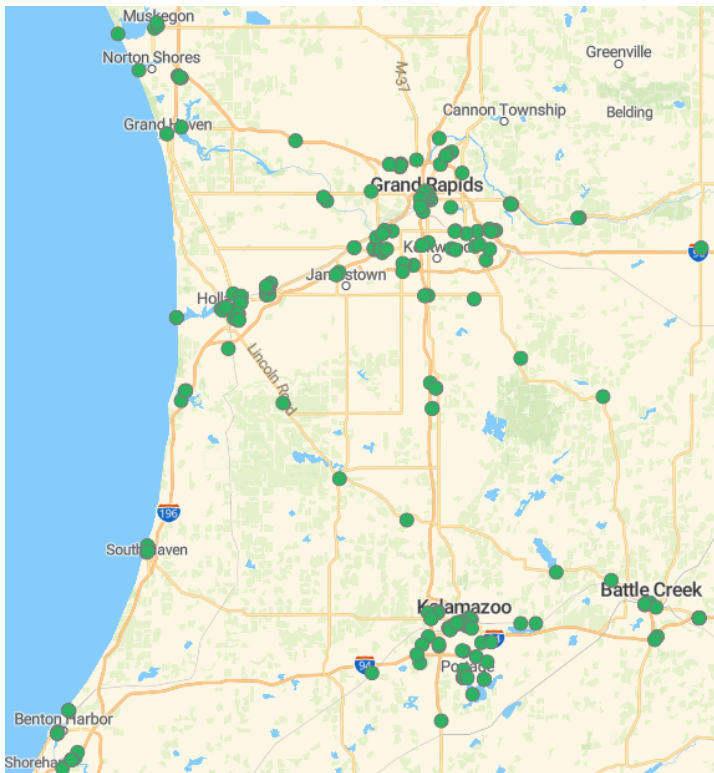
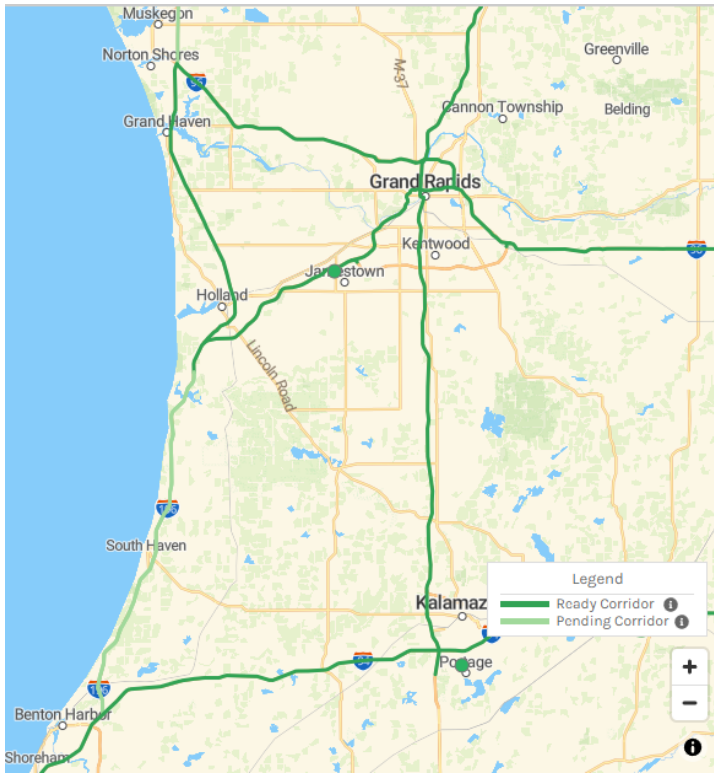
178 gasoline-powered passenger vehicles driven for one year 	2,048,557 miles driven by an average gasoline-powered passenger vehicle 
---	---

This is equivalent to CO<sub>2</sub> emissions from:

89,919 gallons of gasoline consumed 	78,498 gallons of diesel consumed 
895,126 pounds of coal burned 	10.6 tanker trucks' worth of gasoline 
101 homes' energy use for one year 	155 homes' electricity use for one year 
4.4 railcars' worth of coal burned 	1,848 barrels of oil consumed 
36,710 propane cylinders used for home barbeques 	0.0002 coal-fired power plants in one year 
0.002 natural gas-fired power plants in one year 	97,205,855 number of smartphones charged 

# Appendix C: EV Charging Supporting Data

Source: U.S. Department of Energy Alternative Fuels Data Center



## Appendix D: Commercial Composting Regulatory Requirements

[Department of Environment, Great Lakes, and Energy Commercial Composting](#)

### Yard Waste Composting Isolation Distances (feet)

According to Section 11521(4)(b)(i) and (ii), of Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, registered composting sites must maintain certain isolation distances to property lines, residences, surface water, wells, and sensitive receptors. The following table contains these requirements.

	Facility in operation before December 1, 2007	Facility in operation after December 1, 2007
Property line	50	50
Residence	200	200
Surface water	100	100
Type I or IIA water supply well	NA	2,000
Type IIB or III water supply well	NA	800
Sensitive receptor	NA	500
Groundwater	NA	4



# SOAR Analysis of “Former Airport Property”



## This report was created for:

City of Saugatuck  
102 Butler St, Saugatuck, MI 49453

The following is the written account of the third part of a strategic analysis for the former airport site. The previous components included both an ecological evaluation and sustainability evaluation completed by the ODC Network in August of 2023.

On October 20, 2023, from 3-4:15pm, Dave Nyitray and Sarah Irvin of the ODC Network conducted a SOAR Analysis to gather public comment about future plans for the City of Saugatuck-owned “Former Airport” property. This meeting took place at Saugatuck City Hall with 14 participants. A zoom recording of the meeting is on record at the City of Saugatuck, and [available on YouTube](#).

## Goal: Use the SOAR Model to analyze the Former Airport property site

- Expectations for the activity:
  - This activity will not result in a list of concrete tasks to move forward with, but 1.) starts the conversation to make sure multiple perspectives are considered and 2.) shows City Council what the predominant wishes, priorities, and interests from the attending group are that should be considered throughout this planning process.
- The analysis:
  - Following the SOAR model, questions were posed to the group that prompted the submission of answers via sticky notes. Sticky notes were gathered, sorted, and emerging themes were voted on to measure overall priority/ interest, (regardless of the number of sticky notes that contributed to the creation of each individual theme). After the meeting, the ODC compiled notes and feedback discussed, and synthesized with existing Ecological and Sustainability reports for City review to inform their decision-making process.
- Conclusions:
  - Top Strength: The natural state of the park: the existing trees, and the past and present value to humans as a carbon sink, and to organisms as habitat.
  - Top Opportunity: Creating connectivity within the trails and community for the purpose of low-impact recreational use. While inherently beneficial, this option balances the preservation of the area for habitat and future generations with granting residents and tourists sustainable access to a large, continuous natural space.
  - Top Aspiration: Connecting nearby organizations and natural properties: many people care about and would use this land so relevant groups should be included in the planning process. In addition, as wonderful as this continuous property is, it could be made larger by connecting trails with surrounding natural properties.
  - Top Result: Activating the property + Build out/ Define trails: In the immediate future, make the property safe and alluring to visit by building out trails/ infrastructure, offering educational opportunities, and letting residents and visitors know that it’s available as a low-impact recreational space.
- Follow-up needed:
  - Complete an analysis on the monetary value of keeping compost and yard waste drop-off/ storage active here, even if the logistics/ rules must change slightly to better protect the

environment, with the purpose of comparing that value to what it would cost to haul the material elsewhere.

- Engage with the following groups for additional input and/or collaboration:
  - Tri-Communities
  - Surrounding school districts
  - Township (not limited to, but at least to discuss whether the new trail system could connect to neighboring Trails n Trails routes to create longer continuous trails)

Note: Anything in italics below is a direct quote from a sticky note submitted by a participant.

## **Strengths**

### **Answering the questions:**

- What do we build on?
- What do we excel at / are most proud of?
- What makes the property unique?
- What are our values?

## **Emerging Themes**

- Ranked by priority of participants ([Votes/Total Participants](#))
- 1. Existing Forest as habitat ([7/14](#))
  - a. *Huge carbon sink*
  - b. *Mature forest*
  - c. *Value of existing canopy to: 1.) combat climate change and 2.) enhance air quality*
  - d. *Keep it natural*
  - e. *Save habitat for animals*
  - f. *Protect from trash, etc*
  - g. *Preserve rustic nature*
- 2. Size/Location/ physical attributes of the property as they pertain to people ([3/14](#))
  - a. *Last existing continuous parcel that's undeveloped in that area*
  - b. *Large portion of undeveloped environment*
  - c. *Large parcel for animals and plants to co-exist*
  - d. *Large piece of natural, undeveloped land*
  - e. *Minimize trails to keep wild*
  - f. *Size*
  - g. *Location*
  - h. *Out of the way*
- 3. Existing Trails ([2/14](#))
  - a. *Existing foot trails*
  - b. *Trails*
  - c. *Existing building & utilities*
- 4. Partnership + Connecting/ Tri-Communities Plan ([2/14](#))
  - a. *Current interest in sustainability*
  - b. *PPW commission to move ideas forward*
  - c. *Parks Committees in Saugatuck & Township working together*
  - d. *Helps link City to Township + our trails*
  - e. *Need for expansion of park system for S'tuck & Township & Douglas*
  - f. *Tri-Community Master Plan supports environmental stewardship and park development*

- g. *Hiking communities in Tri-Community area*
  - h. *Can partner with Township Park to create an amazing outdoor area*
  - i. *Cross country ski & run trail*
  - j. *Connect to other parks*
  - k. *Property available for park development*
  - l. *Maybe consider joint venture with nearby Tails n Trails area (although dogs may not be good for species of concern)*
  - m. *Current interest in connecting trails*
  - n. *Education value*
5. Natural Beauty (0/14)
- a. *Property is stunningly beautiful!*
  - b. *Supports the natural beauty that's integral to what makes Tri-Communities unique and beautiful*
  - c. *Residents and visitors are here because of the natural beauty of this area*
  - d. *Beautiful natural site...a shame no one much goes there*
6. Existing Compost/ Yard Waste (0/14)
- a. *Composting*

## **Opportunities**

### **Answering the questions:**

- What's happening around us?
- What changes and gaps in the community align with identified strengths?
- What threats do we see that we could reframe as opportunities?
- What needs and wants are we currently not fulfilling for our residents?
- What partnerships would lead to greater success?

### **Emerging Themes**

- Ranked by priority of participants ([Votes/Total Participants](#))
1. Connectivity of the trails for the purpose of low-impact recreational use by people (connecting trails/ Tri-Community Plan/ Hiking) (10/14)
- a. *Partnership with Township in trails*
  - b. *Tri-Community environmental projects*
  - c. *Build on tri-community planning and connections*
  - d. *Meet growing demand for green spaces/ parks that provide a variety of experiences*
  - e. *Healthy lifestyle for residents*
  - f. *Open hiking trails for health and recreation*
  - g. *63rd is relatively quiet (traffic-wise) for access to property via bicycle*
  - h. *Working to connect all our trails*
  - i. *Relieve pressure from Saugatuck Dunes St. Park & Mt. Baldhead Park PLUS create variety for hikers to enjoy*
  - j. *More local trails*
  - k. *Connect trails*
  - l. *Tri-Community interest in trails*
  - m. *Supporting the schools through education*
  - n. *Tree & wildlife education*

2. Prioritizing the Protection/ Restoration of the property for the purpose of protecting habitat for wildlife (Plants/Animals/Old forest) (3/14)
    - a. *Control invasive species from choking out canopy, etc*
    - b. *Protecting environment*
    - c. *Interest in preserving natural habitat*
    - d. *Protecting forest and habitat*
    - e. *Protecting habitat*
    - f. *Protect plant life from insects etc - ex: Hemlocks*
    - g. *Keep sky dark at night*
    - h. *Protect natural land from development*
    - i. *Protect space for animals*
    - j. *Preserving old forest*
    - k. *Create a large chunk of undeveloped (or minimally developed) green space for native plants and animals (who don't get to vote)*
    - l. *Preserve such a large piece of land*
    - m. *Once it's gone we won't ever have that much land again*
  3. Use designed for medium-high impact recreation (biking/ tourism) (0/14)
    - a. *Use as marketing for tourism*
    - b. *Winter sports lacking - could help with that*
    - c. *Create natural space to attract people to the area (trails, etc)*
  4. Art (0/14)
    - a. *Art and Nature meet*
    - b. *Sculpture Trail*
  5. Else (Not easily sorted into an above category, not voted on)
    - a. *Create a place for people (residents) to collect composted humus for their landscape to hold rainwater*
    - b. *Composting revenue*
    - c. *A nature-sensitive site for affordable housing*
- 

## **Aspirations**

### **Answering the questions:**

- What does the future look like?
- What is our vision for the future, what do we want to achieve?
- How can we make a difference?
- What are we passionate about?

## **Emerging Themes**

- Ranked by priority of participants ([Votes/Total Participants](#))
1. Connecting existing organizations/ nearby natural properties (6/11)
    - a. *Restore trails to connect communities*
    - b. *Positive intra community connection*
    - c. *Accessibility for all- universal trail access*
    - d. *Connect to Blue Star non-motorized trails*
    - e. *Tails linked to Tails n Trails property*
    - f. *Connect to landfill property for trails and sports*
    - g. *Community gardens for part of land*

- h. *Start land match gesture to neighbors*
  - 2. Create year-round recreation (3/11)
    - a. *Sports fields in disturbed areas*
    - b. *Winter sports haven to make Saugatuck a 4 season destination*
    - c. *Cross Country running*
    - d. *Cross country skiing*
    - e. *Cross-country, snowshoeing in winter*
  - 3. Preserving/ conservation (3/11)
    - a. *Safely preserved - no threat of development in the future*
    - b. *Nature preserved*
    - c. *Maintain the last piece of untouched land. Light Activity?*
    - d. *Promote protection of nearby parcels*
    - e. *Encourage more conservation*
    - f. *Awed by nature*
  - 4. Benefit people (0/11)
    - a. *A place for families to spend time in nature*
    - b. *Area known Art Coast & nature destination*
    - c. *Compost facility for our residents*
    - d. *A use that benefits the greatest number of Saugatuck citizens while maintaining the natural beauty*
    - e. *A local attraction used daily by Tri-Community residents*
    - f. *Trail signage to educate about plants, animal habitat, forest, birds, etc*
    - g. *Awesome trails!!*
    - h. *Love the ODC buildout @ RidgePt- trails like that would be amazing here*
    - i. *Shelter with picnic tables, grills*
- 

## **Results**

-Note: Tackled this from the perspective of, "What can we focus on in the immediate future?"

### **Answering the questions:**

- How do we know what success looks like?
- What measures will tell us we are on track to achieve success?
- How do we know when we've achieved our goals?
- How do we measure impact, change or improvement?

### **Emerging Themes**

- Ranked by priority of participants ([Votes/Total Participants](#))
- 1. Activating the property + Build out/ Define trails: Make the property safe and alluring to visit by building out trails/ infrastructure and offering educational opportunities (8/11)
  - a. *Work with township to develop plan for trails that could [be] more easily connected*
  - b. *Plan to groom existing trails, and potentially expand where it is easy*
  - c. *More trails*
  - d. *Clear/ mark distinct trails*
  - e. *Open trails for hiking - minimal impact on nature*
  - f. *Let residents know they may hike there - at their own risk*

- g. Guided walks/ hikes*
  - h. Restore trails with educational markers*
  - i. Open park*
  - j. Clear trails*
  - k. Gravel parking lot*
  - l. Porti pottys*
  - m. Open to the public*
  - n. Create parking area*
  - o. Legitimize the existing trails*
  - p. Communicate about the property & trails*
  - q. Connect to township park for cross-country team to practice and host meets*
2. Do more homework: Continue the conversation with other groups of people (3/11)
    - a. A broad range of community members participating in envisioning the future for the land, including those who might prefer options this group wouldn't suggest*
  3. Conserve land: Set aside land to be conserved solely for the protection of the plants and animals that live there (0/11)
    - a. Buy and conserve surrounding land*
    - b. Cost estimate to deal with invasive species*
    - c. Conserve large portions*
    - d. Identify areas to keep conserved NOW based on ODC report and restrict access*
- 

**Final question:** What haven't we captured that should be considered throughout this process?

- Mid/Long Term
  - Compost Study/ Act: Could we have a cost analysis done on the value of keeping compost and yard waste in part of this property as opposed to shipping that material elsewhere?
- Engage Tri-Community
- Look at other models
  - ODC Network's Nature Preserve was cited as an example of what the management and conservation of a natural property with access for low-impact recreation and self-guided education/ exploration could look like
- School District Engagement
  - Already communicate for sports, could also communicate here

**Verbally communicated from the participants:**

- Thankfully these discussions are going to preserve the land regardless of whether it is for use by people or habitat conservation—developing it into something other than a natural space is not even on the table
- These suggestions are intended to be the lasting impact that a room full of older folks can contribute both to the environment itself, as well as subsequent generations





## City Council Agenda Item Report

**FROM:** Ryan Cummins – Interim City Manager

**MEETING DATE:** May 8, 2024

**SUBJECT:** Intersection Improvements at Lake/Blue Star for Multi-Modal Trail

**DESCRIPTION:**

In December, City Council approved a general services agreement with C2AE for improved streetscape design at the intersection of Lake Street and Blue Star Highway. The improvements are for the pending Blue Star Trail project.

The design services have included pallet sign improvements and a traffic signal. After review by the Department of Public Works, City’s engineer, and several meetings with the Parks and Public Works Committee, the attached plan is being recommended.

The proposed intersection improvements include:

- Shifting the pallet sign 4.8 feet to make room for the new trail.
- New landscaping around the pallet that incorporates native materials including:
  - Dune Grass
  - Mixed perennials
  - Cedar trees
  - Crabapple tree
  - Drystack stone planter
- A new traffic signal consistent with a previous rendering by Fleis and Vandenbrink.
  - Two previous engineering studies reviewed a traffic signal for this intersection which considered the new trail being constructed:
    - 2019 Fleis and Vandenbrink Recommendation: “The trail crosses Lake Street similar to a traditional crosswalk at a controlled intersection. The intersection could either remain stop-controlled or be upgraded to signal control, depending on City and Fire Department operational preference.”
    - 2021 Hubbel, Roth & Clark (HRC) Recommendation to Road Commission: “Given that Lake Street meets multiple signal warrants, HRC recommends installing a traffic signal at this intersection. Volumes are sufficiently high at this intersection, and the signal could provide

additional safety for bicyclists and pedestrians once multi-modal connections are completed.”

C2AE has advised that, with the exception of the proposed traffic signal, the improvements are eligible to be covered under the existing grants. Currently, the traffic signal is estimated to cost \$200,000. Staff has included these funds in next year’s proposed budget. A new MDOT Shared Streets and Spaces grant opportunity has surfaced that staff and C2AE believe is a good opportunity to fund the new signal. Staff is seeking approval to use the unused contingency in the general services agreement for C2AE to prepare the grant application package.

To keep the trail project on schedule, staff is seeking City Council approval to move forward with the recommended plans. If the Council approves, Historic District Commission approval will also be sought.

**LEGAL REVIEW:**

N/A.

**SAMPLE MOTION:**

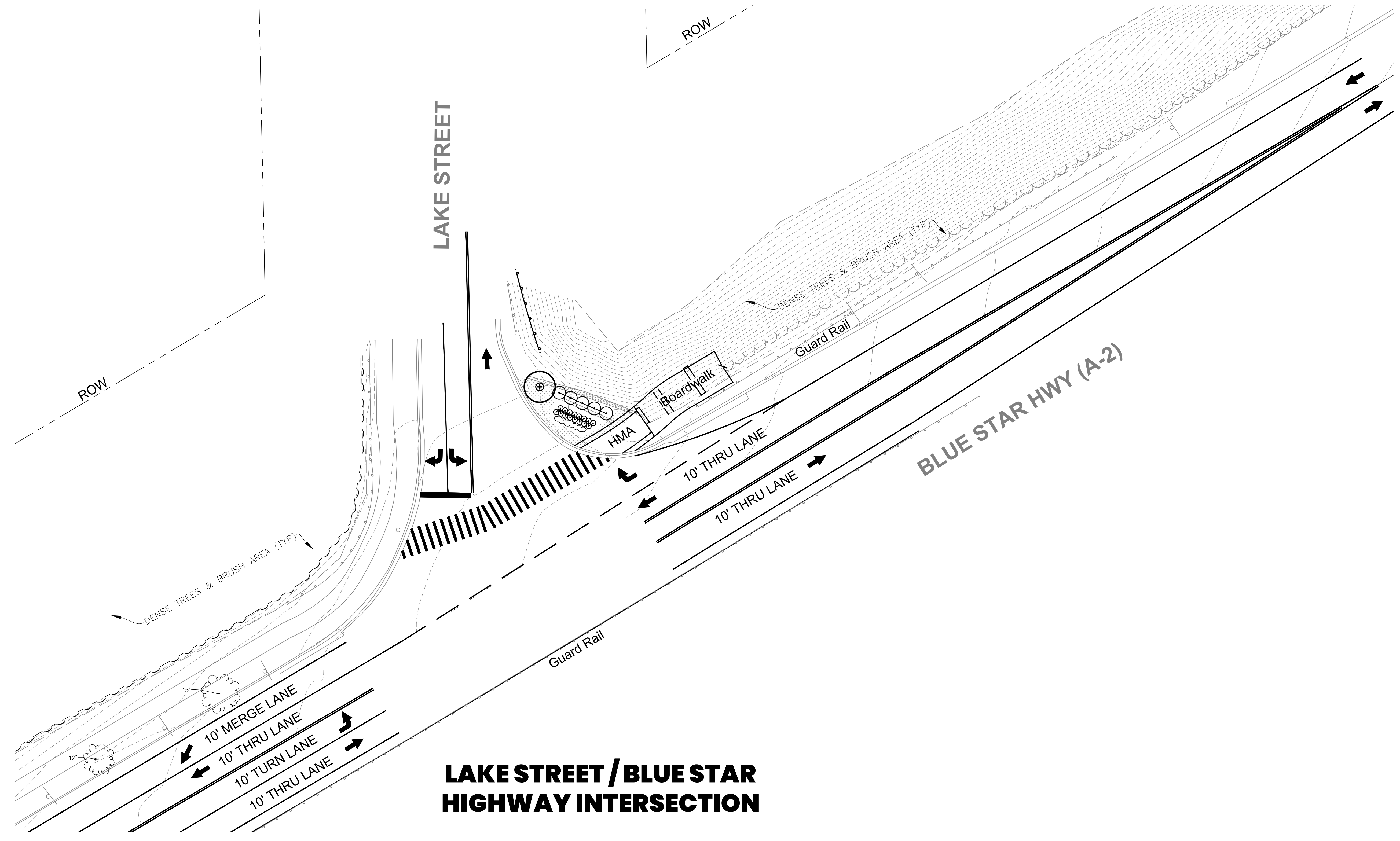
Motion to approve the Lake/Blue Star intersection improvement plans including pallet sign movement and landscaping consistent with the designs, installation of a traffic signal consistent with the renderings, the use of up to \$5,000 in contingency funds in the C2AE general services agreement to apply for grants to fund the traffic signal installation, and to authorize the Interim City Manager to apply on behalf of the City to the Historic District Commission for the improvements and further authorize the Mayor and City Clerk to sign the application form on behalf of the City as the owner.

THE BAR BELOW SHOWS  
PRIMARY COLORS

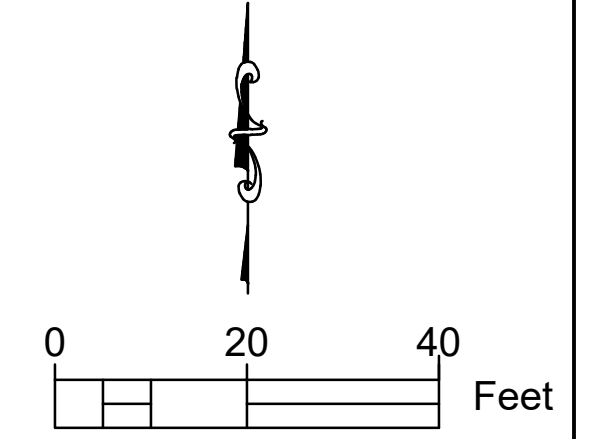
THE BAR BELOW SHOWS  
GRAYSCALE FROM WHITE TO SOLID  
BLACK

WE RECYCLE

4/18/2024 1:16 PM  
C:\2023\230038\_Saugatuck\_BlueStar\_T1\Drawings\DS\_230038\_Saugatuck\_BlueStar\_Trail\Sheet\230038\_Lake\_Intersection.dwg - GENERAL LAYOUT  
DESIGNED BY: ADAMS, MARK  
CHECKED BY: -  
APPROVED BY: -



**LAKE STREET / BLUE STAR  
HIGHWAY INTERSECTION**



(866) 454-3923 | WWW.C2AE.COM

**INTERSECTION GENERAL PLAN**

SAUGATUCK PALETTE SIGN  
ALLEGAN COUNTY, MI

**PHASE**

SCHEMATIC DESIGN

**ISSUANCES**

#	DESCRIPTION	DATE
0	SCHEMATIC DESIGN	18JAN2024

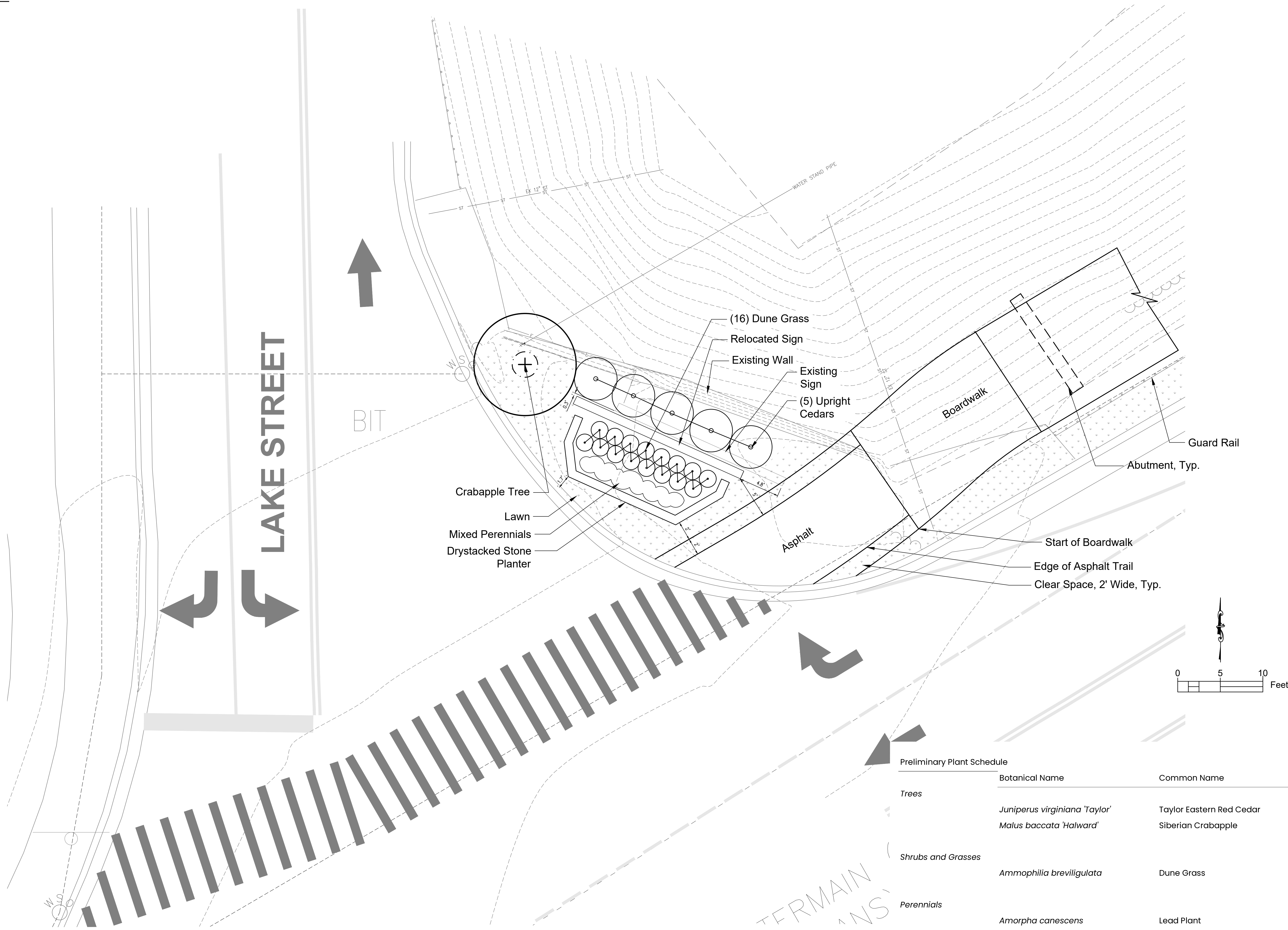
PROJ. #: 230038  
COPYRIGHT © C2AE  
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4/19/2024 8:49 AM  
 O:\2023\230038\_Saugatuck\_Bluestar\_T1\Drawings\DS\_230038\_Saugatuck\_Bluestar\_Trail\Sheets\230038\_Lnd.dwg - CONCEPT LAND  
 DESIGNED BY: SPENCER\_JESS  
 CHECKED BY: APPROVED BY:



(866) 454-3923 | WWW.C2AE.COM

**LANDSCAPE PLAN**  
 SAUGATUCK PALETTE SIGN  
 ALLEGAN COUNTY, MI

**PHASE**  
 SCHEMATIC DESIGN

**ISSUANCES**

#	DESCRIPTION	DATE
0	SCHEMATIC DESIGN	18JAN2024
1	FINAL SCHEMATIC	19MAR2024
2	REVISIONS	18APR2024

PROJ. #: 230038  
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**Preliminary Plant Schedule**

	Botanical Name	Common Name
Trees	<i>Juniperus virginiana</i> 'Taylor'	Taylor Eastern Red Cedar
	<i>Malus baccata</i> 'Halward'	Siberian Crabapple
Shrubs and Grasses	<i>Ammophila breviligulata</i>	Dune Grass
Perennials	<i>Amorpha canescens</i>	Lead Plant
	<i>Arctostaphylos uva-ursi</i>	Kinnickinnick
	<i>Echinacea purpurea</i> 'Kim's Knee High'	Dwarf Purple Coneflower





**LANDSCAPE PLAN**

SAUGATUCK PALETTE SIGN

ALLEGAN COUNTY, MI

**PHASE**

SCHEMATIC DESIGN

**ISSUANCES**

#	DESCRIPTION	DATE
0	SCHEMATIC DESIGN	04MAR2024
	FINAL SCHEMATIC	19MAR2024

PROJ. #: 230439

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**LANDSCAPE PLAN**

SAUGATUCK PALETTE SIGN  
ALLEGAN COUNTY, MI

**PHASE**

SCHEMATIC DESIGN

**ISSUANCES**

#	DESCRIPTION	DATE
0	SCHEMATIC DESIGN	04MAR2024
	FINAL SCHEMATIC	19MAR2024

PROJ. #:

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**Previously Developed Traffic Signal Rendering**



BLUE STAR TRAIL - SAUGATUCK, MI

CONSTRUCTION COST ESTIMATES	ORIGINAL 10/12/21	REVISED 2/25/24	w/ ALT. ADD. OPTION 3	FINAL
SECTION 01 WASHINGTON ST. TO LAKE ST.	\$165,400	\$214,928		
SECTION 02 LAKE ST. TO MAPLE ST.	\$777,300	\$702,376		
SECTION 03 MAPLE ST. TO OLD ALLEGAN RD.	\$483,600	\$274,456		
SECTION 04 NORTH ST. TO HOLLAND ST.	\$398,700	\$585,371		
SECTION 01 *ADD* PALETTE SIGN IMPROVEMENTS		\$60,000	\$270,000	
SECTION 04 *ADD* CEMETERY/66TH ST. FIRE ACCESS TURNAROUND		\$75,000		
TOTAL COST ESTIMATE	\$1,825,000	\$1,912,131.00	\$2,122,131	

ENGINEERING FEES	JTD 3/1	%	REMAINING	BUDGET
23-0038 C2AE BLUE STAR TRAIL DESIGN & CONSTRUCTION				
PRELIMINARY DESIGN (T/M, NTE)	\$44,109	90%	\$4,901	\$49,010
CONSTRUCTION ENGINEERING* (T/M, ESTIMATE)	\$0	0%	\$89,896	\$89,896
TOPOGRAPHIC SURVEY (LS)	\$17,500	130%	(\$4,000)	\$13,500
ARCHAEOLOGICAL SURVEY (LS)	\$11,200	90%	\$1,244	\$12,444
TOTAL ENGINEERING FEES	\$72,809	44%	\$92,041	\$164,850

\*INCLUDES SOIL BORINGS

FUNDING	GRANT	MATCH CONTRIBUTION	TOTAL
1. MDOT TAP GRANT - CITY OF SAUGATUCK	\$1,344,000		\$1,344,000
2. MNRTF GRANT - CITY OF SAUGATUCK	\$300,000		\$300,000
3. MNRTF GRANT - SAUGATUCK TOWNSHIP	\$300,000		\$300,000
4. MATCHING FUNDS - FRIENDS OF BLUE STAR TRAIL		\$205,000.00	\$205,000
5. MATCHING FUNDS - CITY OF SAUGATUCK		\$50,000.00	\$50,000
6. MATCHING FUNDS - SAUGATUCK TOWNSHIP		\$10,000.00	\$10,000
7. MATCHING FUNDS - CITY OF DOUGLAS			
TOTAL FUNDING	\$1,944,000	\$265,000.00	\$2,209,000

CITY OF SAUGATUCK GENERAL SERVICES

PRELIMINARY COST OPINION	OPTION 1	OPTION 2	OPTION 3	FINAL
ROADWAY CONSTRUCTION	\$69,000	\$71,000	\$130,000	
TRAFFIC SIGNAL INSTALLATION	\$200,000	\$200,000	\$200,000	
MISC./SOFT COSTS	\$47,000	\$47,000	\$73,000	
TOTAL COST OPINION	\$316,000	\$318,000	\$403,000	

ENGINEERING FEES	JTD 3/1	%	REMAINING	BUDGET
23-0439 CITY OF SAUGATUCK GENERAL SERVICES 2024				
DESIGN	\$22,045	62%	\$13,255	\$35,300
BIDDING	\$0	0%	\$5,000	\$5,000
MEETINGS/SITE VISITS	\$0	0%	\$2,900	\$2,900
SUBCONSULTANTS	\$1,500	12%	\$11,100	\$12,600
DESIGN CONTINGENCY	\$0	0%	\$5,000	\$5,000
TOTAL ENGINEERING FEES	\$23,545	42%	\$32,255	\$55,800

November 2, 2021

Allegan County Road Commission  
1308 Lincoln Road  
Allegan, MI 49010

Attn: Mr. Craig Atwood, P.E.

Re: Traffic Analysis  
Blue Star Highway at Old Allegan Road and Lake Street

HRC Job No. 20210784

Dear Mr. Atwood:

At your request, Hubbell, Roth & Clark, Inc. (HRC) has prepared a Traffic Analysis for two intersections on Blue Star Highway. The intersections are in the City of Saugatuck and Saugatuck Township, Allegan County.

The Study Intersections include:

- ≡ Blue Star Highway at Lake Street (City of Saugatuck)
- ≡ Blue Star Highway at Old Allegan Road (Saugatuck Township)

As part of the study, HRC has completed the following tasks for each intersection:

- ≡ Collected 24-hour turning movements counts at the study intersections and reviewed traffic volumes
  - HRC reviewed traffic volumes to determine if Blue Star Highway volumes were higher due to active construction on I-196, per the RFP.
- ≡ Conducted a Signal Warrant Analysis
- ≡ Conducted a crash analysis over a 5-year period
- ≡ Analyzed intersections for multi-modal traffic uses
- ≡ Summarized analysis in letter report to provide recommendations

## Study Area

The study area includes two intersections: Blue Star Highway at Lake Street and Blue Star Highway at Old Allegan Road.

### Blue Star Highway

- ≡ Allegan County Road (A-2)
- ≡ Classified as a minor arterial
- ≡ 2-lane undivided highway with auxiliary left turn lanes
- ≡ Speed limit:
  - Signed at 35 mph at Lake Street
  - Signed at 50 mph at Old Allegan Road

### Lake Street

- ≡ Classified as a local road
- ≡ Signed at 25 mph.
- ≡ One right turn lane, one left turn lane, and one receiving lane
- ≡ Stop controlled on SB approach to Blue Star Highway

**Bloomfield Hills**  
555 Hulet Drive  
Bloomfield Hills,  
MI 48302  
248-454-6300

**Delhi Township**  
2101 Aurelius Rd.  
Ste. 2A  
Holt, MI 48842  
517-694-7760

**Detroit**  
535 Griswold Street  
Buhl Building  
Suite 1650  
Detroit, MI 48226-3698

**Howell**  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

**Jackson**  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

**Kalamazoo**  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

**Lansing**  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

### Old Allegan Road

- ≡ Classified as a local road west of Blue Star Highway, minor collector east of Blue Star Highway
- ≡ Speed limit:
  - Signed at 25 mph west of Blue Star Highway
  - Signed at 45 east of Blue Star Highway
- ≡ Both approaches to intersection have one left, thru, right lane, and one receiving lane
- ≡ Stop controlled on the EB and WB approaches to Blue Star Highway

The two study intersections are shown within a map of the study area in **Figure 1**.



*Figure 1. Map of Study Area*

## Non-motorized Traffic Characteristics

### Blue Star Highway at Lake Street

Non-motorized facilities at this intersection are characterized by facilities for bicyclists and pedestrians. A sidewalk exists on the north side of the west leg of Blue Star Highway leading to the west side of Lake Street. This path provides a connection between the cities of Douglas and Saugatuck. There is no pedestrian facility to facilitate travel along Blue Star Highway east of this intersection.

A westbound conventional bike lane is signed to begin on the east leg of this intersection. The eastbound conventional bike lane is signed to end on the east leg of the intersection, as the shoulder tapers to an inadequate width. The EB and WB bike lanes continue along Blue Star Hwy west of the intersection across the bridge over the Kalamazoo River. Ultimately, both bike lanes converge to a two-way separated bike lane as part of the Blue Star Trail.

### Blue Star Highway at Old Allegan Road

There are facilities for non-motorized users at this intersection. A sidewalk exists on the north side of the west leg of Old Allegan Road. The sidewalk terminates approx. 65 ft. west of the intersection at a shared used path heading north along the west side of the north leg of Blue Star Highway, part of the Blue Star Trail. There are no pedestrian facilities at other legs of this intersection. There is an existing concrete sidewalk ramp and concrete pad across Old Allegan Road from the terminus of the sidewalk/shared use path. This may be employed for a future extension of the Blue Star Trail. There are no dedicated bicycle facilities, however, the shoulders are 8-10 ft. wide in this location.



## US Bike Route 35 and Blue Star Trail

Currently, two designated non-motorized facilities exist along Blue Star Highway near or within the study intersections. US Bike Route (BR) 35 is routed through Douglas and Saugatuck as it travels from New Buffalo to Sault Ste. Marie. BR 35 travels along Blue Star Highway then turns north to Lake Street. Ultimately, BR 35 rejoins Blue Star Highway north of Old Allegan Road at Washington Road.

The Blue Star Trail is part of a plan to connect communities in Allegan County and surrounding counties using non-motorized facilities. The shared-use path on the north side of Old Allegan Road and Blue Star Highway, along with the two-way bike lane and shared use path south of the bridge over the Kalamazoo River are portions of the currently built Blue Star Trail. Friends of the Blue Star Trail indicate FY 2021 plans to connect the two previously described sections. Additionally, FY 2020 plans indicate a trail connection for the Old Allegan shared use path to BR 35 on the north side of the city of Saugatuck. Friends of the Blue Star Trail indicate that delays due to the pandemic pushed construction of the FY 2020 and FY 2021 Blue Star Trail extensions to 2023.

## Existing Traffic Volumes

Turning movement counts were collected on September 8, 2021 at the two study intersections. Summaries of existing traffic volumes are provided in **Tables 1 and 2**. Turning movement counts are provided in **Attachment A**.

*Table 1. Blue Star Highway at Lake St Existing Volumes (9/8/2021)*

Time	Southbound	Eastbound	Westbound
	Lake St	Blue Star Hwy	Blue Star Hwy
12:00 AM	5	6	5
1:00 AM	0	8	4
2:00 AM	2	5	1
3:00 AM	1	4	1
4:00 AM	2	13	6
5:00 AM	5	43	12
6:00 AM	16	104	75
7:00 AM	40	306	297
8:00 AM	125	404	276
9:00 AM	100	358	348
10:00 AM	128	483	323
11:00 AM	174	490	352
12:00 PM	191	579	393
1:00 PM	208	530	402
2:00 PM	179	539	438
3:00 PM	241	691	411
4:00 PM	176	564	428
5:00 PM	171	584	414
6:00 PM	164	407	315
7:00 PM	186	304	247
8:00 PM	116	280	126
9:00 PM	85	133	66
10:00 PM	40	64	53
11:00 PM	5	8	9

**Table 2. Blue Star Highway at Old Allegan Rd Existing Volumes (9/8/2021)**

Time	Northbound	Southbound	Eastbound	Westbound
	Blue Star Hwy	Blue Star Hwy	Old Allegan Rd	Old Allegan Rd
12:00 AM	4	6	1	0
1:00 AM	6	4	2	1
2:00 AM	4	1	0	0
3:00 AM	4	1	1	0
4:00 AM	10	4	1	1
5:00 AM	45	10	1	2
6:00 AM	91	63	6	15
7:00 AM	213	273	25	76
8:00 AM	283	295	56	91
9:00 AM	281	316	33	77
10:00 AM	328	319	30	59
11:00 AM	329	343	41	72
12:00 PM	395	412	44	85
1:00 PM	362	370	63	70
2:00 PM	359	423	47	76
3:00 PM	488	378	102	83
4:00 PM	429	416	69	78
5:00 PM	396	417	67	68
6:00 PM	275	311	42	58
7:00 PM	213	232	53	45
8:00 PM	208	129	25	27
9:00 PM	100	71	54	10
10:00 PM	56	56	31	5
11:00 PM	8	12	5	1

A comparison was made using 2015 volumes taken at Blue Star Highway west of the Lake Street intersection. The 2015 volumes were collected from MDOT Transportation Data Management System and grown using a 1% growth rate to 2021 volumes.

$$\text{Growth Rate} = (1 + r)^n = 1.062$$

$r$  = Annual Growth Rate (i.e. 1%)

$n$  = Number of years (i.e. 6)

Using the growth rate of 1.062, the grown 2021 volumes were compared to actual 2021 volumes, and it was found that actual count volumes were, on average, 20% higher.

HRC received additional turning movement counts from Allegan County at Blue Star Highway and Wiley Road in Douglas in 2019. These counts were 3% higher than Old Allegan Road and 12% lower than Lake Street, respectively.

These percentages were utilized in signal warrant analysis to determine whether warrants were influenced by I-196 construction traffic. Given this information, HRC has determined that traffic volumes are higher than normal due to construction on I-196. Impacts of higher traffic volumes on signal warrant analysis is discussed in sections below.

## Blue Star Highway Crash Analysis

HRC has reviewed the crashes at the two project intersections along Blue Star Highway. Crash data used for the five-year period was compiled using the Traffic Improvement Association Traffic Crash Analysis Tool (TCAT) website. For all intersection analyses, any crash within 250 ft. the intersection is considered an intersection crash.

### Blue Star Highway at Lake Street

A summary of the crash characteristics for the intersection is shown in **Table 3**. A total of 15 crashes occurred in the five-year study period. All crashes were minor injury or property damage only.

*Table 3. Blue Star Highway at Lake Street Crash Summary (2016-2020)*

Crash Characteristic		2016	2017	2018	2019	2020	Total	%
Crash Severity	PDO	0	0	1	0	0	1	7%
	Injury C	0	0	3	6	5	14	93%
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>15</b>	<b>100%</b>
Crash Type	Rear End	0	0	4	3	1	8	53%
	Rear End - Right Turn	0	0	0	1	3	4	27%
	Single Motor Vehicle	0	0	0	1	1	2	13%
	Other	0	0	0	1	0	1	7%
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>15</b>	<b>100%</b>
Pavement Condition	Dry	0	0	3	5	5	13	87%
	Wet	0	0	1	1	0	2	13%
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>15</b>	<b>100%</b>
Lighting Condition	Dark - Lighted	0	0	0	1	0	1	7%
	Dark - Unlighted	0	0	0	0	1	1	7%
	Daylight	0	0	4	5	4	13	87%
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>15</b>	<b>100%</b>

The most frequent crash types were Rear End and Rear End - Right Turn, comprising 80% of crashes at the intersection. The next most frequent crash type was Single Motor Vehicle, representing 13% of the total. It is important to note that 10 of the 12 Rear End collisions (83%) occurred on the stop-controlled Lake Street approach at the intersection. MDOT indicates that installation of a Rural Box Span Signal is associated with up to a 40% reduction in all collision types other than Angle.

### Blue Star Highway at Old Allegan Road

A summary of the crash characteristics for the intersection is shown in **Table 4**. A total of 12 crashes occurred in the five-year study period. The majority of crashes were minor injury or property damage only (75%). However, in the five-year period there were two (2) Level B Injury crashes and one (1) Level A Injury crash.

#### Level A Injury Crash:

- ≡ The Level A Injury crash occurred December 2018. A vehicle traveling WB on Old Allegan Road disregarded the stop sign at the intersection. The WB Vehicle then struck a vehicle traveling SB on Blue Star Highway. The driver of the SB vehicle was transported to the hospital for Level A injuries and stated they could not avoid the collision. The driver of the SB vehicle also stated they were impaired by medical marihuana prior to the collision. The WB driver was cited for disregarding a stop sign. The crash occurred under Dark – Lighted and Dry pavement conditions.

#### Level B Injury Crashes:

- ≡ The first Level B crash occurred July 2017. A vehicle traveling WB on Old Allegan Road did not stop at the stop sign and struck a vehicle heading NB on Blue Star Highway. The NB vehicle spun and flipped into the NW quadrant of the intersection. The driver of the WB vehicle stated they were looking at a phone for directions and did not react in time to stop and avoid the collision. The driver of the NB vehicle was transported to the hospital for Level B injuries. The crash occurred in the Daylight and under Dry pavement conditions.
- ≡ The second Level B crash occurred September 2020. A vehicle heading WB on Old Allegan Road disregarded

the stop sign and entered the intersection. The NB vehicle ultimately struck the WB vehicle on the left side as it crossed the intersection. The driver of the NB vehicle was transported to the hospital for Level B injuries. The crash occurred in the Daylight and under Dry pavement conditions.

*Table 4. Blue Star Highway at Old Allegan Road Crash Summary (2016-2020)*

Crash Characteristic		2016	2017	2018	2019	2020	Total	%
Crash Severity	PDO	1	0	3	3	1	8	67%
	Injury C	1	0	0	0	0	1	8%
	Injury B	0	1	0	0	1	2	17%
	Injury A	0	0	1	0	0	1	8%
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>100%</b>
Crash Type	Angle	1	1	2	1	1	6	50%
	Backing	0	0	1	0	0	1	8%
	Rear End	1	0	1	2	1	5	42%
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>100%</b>
Pavement Condition	Dry	1	1	4	2	2	10	83%
	Snow	0	0	0	1	0	1	8%
	Wet	1	0	0	0	0	1	8%
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>100%</b>
Lighting Condition	Dark - Lighted	0	0	1	0	0	1	8%
	Dawn	0	0	0	1	0	1	8%
	Daylight	2	1	3	2	2	10	83%
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>12</b>	<b>100%</b>

The most frequent crash type was Angle, comprising 50% of the total. The next most frequent crash type was Rear End, entailing 42% of all crashes in the study period. MDOT has noted that installation of a Rural Box Span Signal is associated with a 75% reduction in Angle crashes and a 40% reduction in all other crash types. Additional reductions in Angle and Rear End crashes of up to 30% can be realized through upgrades to signing and pavement markings.

## Traffic Signal Warrant Analysis

Signal warrants for both intersections were considered to be in isolated communities of 10,000 population or less. Combining the populations of the City of Saugatuck, Village of Douglas, and Saugatuck Township equals approx. 5,500. Results of traffic signal warrants are provided in **Attachment C** as spreadsheets.

## Blue Star Highway at Lake Street

HRC performed a signal warrant analysis for Blue Star Highway at Lake Street. Based on existing traffic volumes at the intersection, provided in **Table 1**, HRC found the intersection meets the requirements for various signal warrants.

A summary of the traffic warrant analysis is shown in **Table 5**. Note Warrant 9 related to rail crossings is not applicable.

**Table 5. Blue Star Highway at Lake Street Signal Warrant Analysis**

Traffic Signal Warrants		Met?
Warrant 1: Eight-Hour Vehicular Volume	Condition A	YES*
	Condition B	YES*
	Combination of A & B	N/A
Warrant 2: Four-Hour Vehicular Volume		YES*
Warrant 3: Peak Hour		YES*
Warrant 4: Pedestrian Volume		No
Warrant 5: School Crossing		No
Warrant 6: Coordinated Signal System		No
Warrant 7: Crash Experience		No
Warrant 8: Roadway Network		No
Warrant 9: Intersection Near a Grade Crossing		N/A

\* Indicates that warrant would also be met considering grown 2015 volumes and adjusted 2019 volumes on Blue Star Hwy

The Blue Star Highway at Lake Street Intersection met the warrants for Warrant 1 (Condition A and B): Eight-Hour Vehicular Volume, Warrant 2: Four-Hour Vehicular Volume, and Warrant 3: Peak Hour Volume. There were not enough crashes susceptible to correction by signalization to meet Warrant 7, as a majority were Rear End type.

#### Left-Turn Analysis

HRC performed a left-turn phasing analysis and determined that a permissive-protected left turn phase is warranted for EB Blue Star Highway. Included in implementing the left turn phasing is installing a flashing yellow arrow signal and installing a doghouse signal for Lake St. The doghouse signal allows for a protected right turn phase on SB Lake Street while the EB protected left turn phase is active. Results are provided in **Attachment B**.

#### Blue Star Highway at Old Allegan Road

HRC conducted a signal warrant analysis for Blue Star Highway at Old Allegan Road. Based on existing traffic volumes, provided in **Table 2**, HRC found the intersection meets the requirements for various signal warrants.

A summary of the traffic warrant analysis is shown in **Table 6**. Note Warrant 9 related to rail crossings is not applicable.

**Table 6. Blue Star Highway at Old Allegan Road Signal Warrant Analysis**

Traffic Signal Warrants		Met?
Warrant 1: Eight-Hour Vehicular Volume	Condition A	No
	Condition B	YES*
	Combination of A & B	N/A
Warrant 2: Four-Hour Vehicular Volume		YES*
Warrant 3: Peak Hour		No*
Warrant 4: Pedestrian Volume		No
Warrant 5: School Crossing		No
Warrant 6: Coordinated Signal System		No
Warrant 7: Crash Experience		No
Warrant 8: Roadway Network		No
Warrant 9: Intersection Near a Grade Crossing		N/A

\* Indicates that warrant would also be met considering grown 2015 volumes and adjusted 2019 volumes on Blue Star Hwy.



The Blue Star Hwy at Old Allegan Rd intersection met the warrants for Warrant 1 (Condition B): Eight-Hour Vehicular Volume and Warrant 2: Four-Hour Vehicular Volume. The results of the crash analysis from 2016-2020 found a total of 12 crashes. Over the five-year period, six (6) crashes, Angle, are correctable by signalization. However, a minimum of five (5) must occur in a 12-month period to meet Warrant 7.

#### Left-Turn Analysis

HRC performed a left-turn phasing analysis and determined left-turn phasing is not warranted. Results are provided in **Attachment B**. Note that there is currently a left turn lane on NB Blue Star Highway only. The left-turn phasing analysis did not indicate warranting on the other three intersection approaches.

### Construction Impacts on Signal Warrants

As previously mentioned, the construction on I-196 has significantly increased traffic on Blue Star Highway. The signal warrant analyses were conducted considering three traffic volume frameworks:

- ≡ Actual 2021 counts
- ≡ 2015 MDOT counts grown to 2021 volumes
- ≡ 2021 counts adjusted proportionally by Allegan County 2019 counts

In all three scenarios, the warrants met by the actual 2021 counts are still met when traffic is adjusted to levels not impacted by construction. This provides evidence as to the accuracy of the signal warrants met by actual 2021 counts.

### Conclusions and Recommendations

Results of the crash analysis indicate that the frequency and severity of crashes are low at the two study intersections. The majority of crashes at the Lake Street intersection were Rear End type and the majority at Old Allegan Rd were Angle.

HRC recommends that Allegan County Road Commission consider the upcoming Blue Star Trail extension when considering installation of signals. Increases to pedestrian and bicycle traffic at the study intersections could present new opportunities for signalization to improve multi-modal road user safety.

#### Blue Star Highway at Lake Street

Given that Lake Street meets multiple signal warrants, HRC recommends installing a traffic signal at this intersection. Volumes are sufficiently high at this intersection, and the signal could provide additional safety for bicyclists and pedestrians once multi-modal connections are completed. HRC recommends implementing the left-turn phasing and associate signals. HRC also recommends installing pedestrian signals on the north leg of the intersection, given upcoming extension of the multimodal trail. Non-motorized signals should be revisited after the trail extension is completed.

#### Multi-Modal Recommendations

- ≡ Upgrade pavement markings and install 24" stop bars
- ≡ Install high emphasis crosswalk marking to improve pedestrian safety
- ≡ Investigate continuing bike lanes where they terminate north of bridge
- ≡ Install green bicycle conflict pavement markings
- ≡ Install green bike boxes to allow opportunities for safe wayfinding to existing and future bicycle routes

#### Blue Star Highway at Old Allegan Road

Old Allegan Rd met two of the warrants for vehicular volume. The most common crash type at this intersection was Angle, noted by MDOT to experience a 75% reduction after signalization. The most severe crashes (Injury A and B) were all Angle type crashes. However, there were not enough crashes susceptible to correction to meet Warrant 7. As vehicular and multimodal volumes increase, there is a potential for greater frequency of crashes. The signal would provide an additional safety measure for all road users. Given these factors, HRC recommends installing a traffic signal at this intersection. HRC

also recommends installing pedestrian signals on the west leg of the intersection, located dependent on alignment of upcoming extension of the multimodal trail. Non-motorized signals should be revisited after the trail extension is completed.

### Multi-Modal Recommendations

- ≡ Upgrade pavement markings and install 24" stop bars
- ≡ Install high emphasis crosswalk marking to improve pedestrian safety
- ≡ Install green bicycle conflict pavement markings
- ≡ Install green bike boxes to allow opportunities for safe wayfinding to existing and future bicycle routes

### Alternative Recommendations

Should the county choose to not pursue installation of signals, HRC presents the following alternative recommendations for the intersections:

- ≡ Install dual 36" Stop (R1-1) signs
  - Install Cross Traffic Does Not Stop Plaques (W4-4) under 36" signs
  - Install Stop Ahead (W3-1) signs in appropriate locations
- ≡ Consider overhead flasher if crashes continue and/or increase, and with consideration of potential increasing bicycle volumes

HRC notes that a roundabout is recommended as a viable alternative at the intersection of Blue Star Highway and Old Allegan Road. Roundabouts are noted as a Proven Safety Countermeasure by the Federal Highway Administration (FHWA). The FHWA notes roundabouts lower speeds and reduce conflict points, thus reducing severe crashes. The configuration of a roundabout provides multiple opportunities to provide crossing locations for non-motorized traffic. Reducing speeds, lowering conflict points, and creating additional crossing locations benefits the safety of all road users. There is forest and little development surrounding this intersection, reducing the likelihood of major right-of-way conflicts from man-made obstruction or difficulty in potential acquisition. The geography of the intersection surroundings may create challenges to constructing a roundabout. The road surface of Blue Star Highway is elevated from ground level, with relatively steep foreslopes and guardrail. In addition, the alignment of this section of Blue Star Highway is on a high-speed horizontal curve. As mentioned above, the lack of development could allow ample opportunity to reconfigure the intersection. With the necessary reduction of speeds for a potential roundabout, the horizontal curve may be re-designed for a lower design speed. This may allow the county to take advantage of existing grades when building the new facility.

### Multi-Modal Recommendations

- ≡ Upgrade pavement markings and install 24" stop bars
- ≡ Install high emphasis crosswalk marking to improve pedestrian safety
- ≡ Install green bicycle conflict pavement markings

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Cole G. Villalobos, P.E., PTOE  
Staff Engineer – Transportation Department

CGV/jdh

Attachments:

- A- Turning Movement Counts
- B- Left Turn Warrants Graphs
- C- Traffic Signal Warrants Spreadsheets

Enclosure

pc: HRC; File, Lia Michaels, Larry Hummel, Jordan Hankin

**Attachment A: 24-Hour Turning Movement Counts**

Lake Street and Blue Star HWY - TMC

Wed Sep 8, 2021

Full Length (11:30 PM-11:30 PM (+1))

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US

Leg Direction	Lake St Southbound					Blue Star HWY Westbound					Blue Star HWY Eastbound					Int
	R	L	U	App	Ped*	R	T	U	App	Ped*	T	L	U	App	Ped*	
2021-09-08 11:00PM	1	0	0	1	0	2	7	0	9	0	2	1	0	3	0	13
2021-09-09 12:00AM	5	0	0	5	0	0	5	0	5	0	4	2	0	6	0	16
1:00AM	0	0	0	0	0	0	4	0	4	0	7	1	0	8	0	12
2:00AM	2	0	0	2	0	0	1	0	1	0	4	1	0	5	0	8
3:00AM	1	0	0	1	0	0	1	0	1	0	4	0	0	4	0	6
4:00AM	2	0	0	2	0	0	6	0	6	0	11	2	0	13	0	21
5:00AM	4	1	0	5	1	1	11	0	12	0	41	2	0	43	1	60
6:00AM	14	2	0	16	2	2	73	0	75	0	90	14	0	104	0	195
7:00AM	37	3	0	40	1	5	292	0	297	0	243	63	0	306	0	643
8:00AM	116	9	0	125	0	11	265	0	276	0	299	105	0	404	0	805
9:00AM	89	11	0	100	1	17	331	0	348	0	266	91	1	358	0	806
10:00AM	112	16	0	128	0	21	302	0	323	0	334	149	0	483	0	934
11:00AM	149	24	1	174	0	18	334	0	352	0	315	175	0	490	0	1016
12:00PM	178	13	0	191	0	28	365	0	393	0	404	175	0	579	0	1163
1:00PM	182	26	0	208	0	22	380	0	402	0	353	177	0	530	0	1140
2:00PM	166	13	0	179	0	27	411	0	438	0	372	167	0	539	0	1156
3:00PM	216	25	0	241	0	22	389	0	411	0	496	195	0	691	0	1343
4:00PM	161	15	0	176	1	25	403	0	428	0	410	154	0	564	0	1168
5:00PM	159	12	0	171	0	26	388	0	414	0	407	177	0	584	0	1169
6:00PM	144	20	0	164	1	14	301	0	315	0	272	135	0	407	0	886
7:00PM	167	19	0	186	0	13	234	0	247	0	208	96	0	304	0	737
8:00PM	102	14	0	116	0	8	118	0	126	0	212	68	0	280	0	522
9:00PM	73	12	0	85	0	5	61	0	66	0	105	27	1	133	0	284
10:00PM	35	5	0	40	0	4	49	0	53	0	53	11	0	64	0	157
11:00PM	4	1	0	5	1	0	9	0	9	0	5	3	0	8	0	22
<b>Total</b>	2119	241	1	2361	8	271	4740	0	5011	0	4917	1991	2	6910	1	14282
<b>% Approach</b>	89.8%	10.2%	0%	-	-	5.4%	94.6%	0%	-	-	71.2%	28.8%	0%	-	-	-
<b>% Total</b>	14.8%	1.7%	0%	16.5%	-	1.9%	33.2%	0%	35.1%	-	34.4%	13.9%	0%	48.4%	-	-
<b>Motorcycles</b>	21	0	0	21	-	1	27	0	28	-	42	16	0	58	-	107
<b>% Motorcycles</b>	1.0%	0%	0%	0.9%	-	0.4%	0.6%	0%	0.6%	-	0.9%	0.8%	0%	0.8%	-	0.7%
<b>Lights</b>	2045	239	1	2285	-	266	4572	0	4838	-	4737	1920	2	6659	-	13782
<b>% Lights</b>	96.5%	99.2%	100%	96.8%	-	98.2%	96.5%	0%	96.5%	-	96.3%	96.4%	100%	96.4%	-	96.5%
<b>Single-Unit Trucks</b>	14	2	0	16	-	3	73	0	76	-	76	20	0	96	-	188
<b>% Single-Unit Trucks</b>	0.7%	0.8%	0%	0.7%	-	1.1%	1.5%	0%	1.5%	-	1.5%	1.0%	0%	1.4%	-	1.3%
<b>Articulated Trucks</b>	6	0	0	6	-	0	25	0	25	-	30	3	0	33	-	64
<b>% Articulated Trucks</b>	0.3%	0%	0%	0.3%	-	0%	0.5%	0%	0.5%	-	0.6%	0.2%	0%	0.5%	-	0.4%
<b>Buses</b>	15	0	0	15	-	0	31	0	31	-	21	17	0	38	-	84
<b>% Buses</b>	0.7%	0%	0%	0.6%	-	0%	0.7%	0%	0.6%	-	0.4%	0.9%	0%	0.5%	-	0.6%
<b>Bicycles on Road</b>	18	0	0	18	-	1	12	0	13	-	11	15	0	26	-	57
<b>% Bicycles on Road</b>	0.8%	0%	0%	0.8%	-	0.4%	0.3%	0%	0.3%	-	0.2%	0.8%	0%	0.4%	-	0.4%
<b>Pedestrians</b>	-	-	-	-	5	-	-	-	-	0	-	-	-	-	1	-
<b>% Pedestrians</b>	-	-	-	-	62.5%	-	-	-	-	-	-	-	-	-	100%	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	3	-	-	-	-	0	-	-	-	-	0	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	37.5%	-	-	-	-	-	-	-	-	-	0%	-

\*Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn



**Lake Street and Blue Star HWY - TMC**

Wed Sep 8, 2021

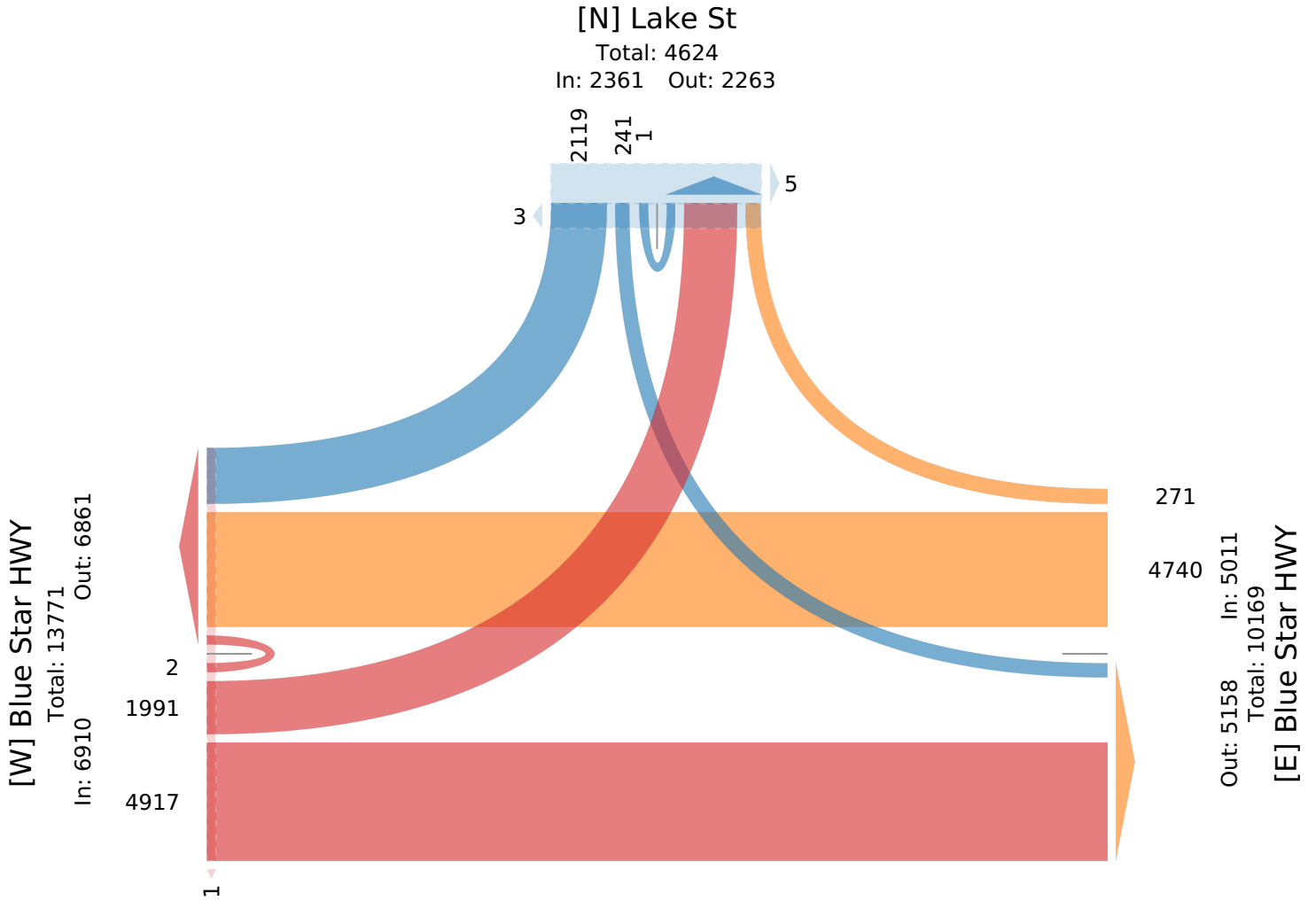
Full Length (11:30 PM-11:30 PM (+1))

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Lake Street and Blue Star HWY - TMC

Thu Sep 9, 2021

AM Peak (Sep 09 2021 7:30AM - 8:30 AM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US

Leg Direction	Lake St Southbound					Blue Star HWY Westbound					Blue Star HWY Eastbound					Int
	R	L	U	App	Ped*	R	T	U	App	Ped*	T	L	U	App	Ped*	
Time																
2021-09-09 7:30AM	14	0	0	14	1	1	97	0	98	0	63	12	0	75	0	187
7:45AM	10	2	0	12	0	3	112	0	115	0	119	30	0	149	0	276
8:00AM	22	2	0	24	0	1	75	0	76	0	117	35	0	152	0	252
8:15AM	42	3	0	45	0	6	73	0	79	0	79	32	0	111	0	235
<b>Total</b>	88	7	0	95	1	11	357	0	368	0	378	109	0	487	0	950
<b>% Approach</b>	92.6%	7.4%	0%	-	-	3.0%	97.0%	0%	-	-	77.6%	22.4%	0%	-	-	-
<b>% Total</b>	9.3%	0.7%	0%	10.0%	-	1.2%	37.6%	0%	38.7%	-	39.8%	11.5%	0%	51.3%	-	-
<b>PHF</b>	0.530	0.583	-	0.534	-	0.458	0.797	-	0.800	-	0.799	0.771	-	0.798	-	0.861
<b>Motorcycles</b>	0	0	0	0	-	0	0	0	0	-	0	2	0	2	-	2
<b>% Motorcycles</b>	0%	0%	0%	0%	-	0%	0%	0%	0%	-	0%	1.8%	0%	0.4%	-	0.2%
<b>Lights</b>	82	7	0	89	-	11	339	0	350	-	360	104	0	464	-	903
<b>% Lights</b>	93.2%	100%	0%	93.7%	-	100%	95.0%	0%	95.1%	-	95.2%	95.4%	0%	95.3%	-	95.1%
<b>Single-Unit Trucks</b>	0	0	0	0	-	0	9	0	9	-	9	0	0	9	-	18
<b>% Single-Unit Trucks</b>	0%	0%	0%	0%	-	0%	2.5%	0%	2.4%	-	2.4%	0%	0%	1.8%	-	1.9%
<b>Articulated Trucks</b>	2	0	0	2	-	0	3	0	3	-	3	1	0	4	-	9
<b>% Articulated Trucks</b>	2.3%	0%	0%	2.1%	-	0%	0.8%	0%	0.8%	-	0.8%	0.9%	0%	0.8%	-	0.9%
<b>Buses</b>	3	0	0	3	-	0	6	0	6	-	5	1	0	6	-	15
<b>% Buses</b>	3.4%	0%	0%	3.2%	-	0%	1.7%	0%	1.6%	-	1.3%	0.9%	0%	1.2%	-	1.6%
<b>Bicycles on Road</b>	1	0	0	1	-	0	0	0	0	-	1	1	0	2	-	3
<b>% Bicycles on Road</b>	1.1%	0%	0%	1.1%	-	0%	0%	0%	0%	-	0.3%	0.9%	0%	0.4%	-	0.3%
<b>Pedestrians</b>	-	-	-	-	1	-	-	-	-	0	-	-	-	-	0	-
<b>% Pedestrians</b>	-	-	-	-	100%	-	-	-	-	-	-	-	-	-	-	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	0%	-	-	-	-	-	-	-	-	-	-	-

\* Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn

**Lake Street and Blue Star HWY - TMC**

Thu Sep 9, 2021

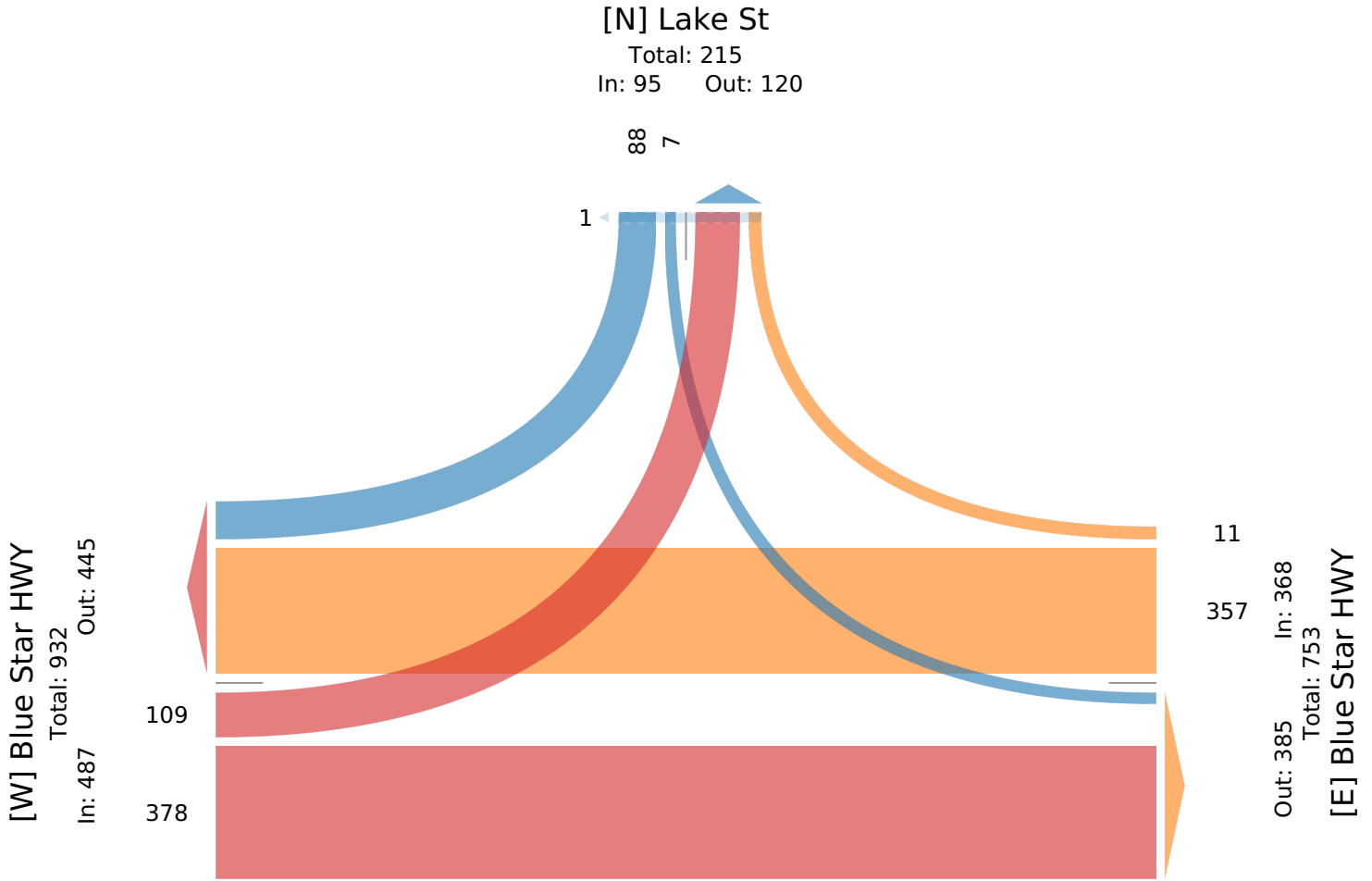
AM Peak (Sep 09 2021 7:30AM - 8:30 AM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Lake Street and Blue Star HWY - TMC

Thu Sep 9, 2021

Midday Peak (Sep 09 2021 11:45AM - 12:45 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US

Leg Direction	Lake St Southbound					Blue Star HWY Westbound					Blue Star HWY Eastbound					Int
	R	L	U	App	Ped*	R	T	U	App	Ped*	T	L	U	App	Ped*	
Time																
2021-09-09 11:45AM	45	7	0	52	0	6	99	0	105	0	81	48	0	129	0	286
12:00PM	31	4	0	35	0	8	104	0	112	0	101	38	0	139	0	286
12:15PM	53	1	0	54	0	4	90	0	94	0	97	51	0	148	0	296
12:30PM	46	2	0	48	0	9	89	0	98	0	113	47	0	160	0	306
<b>Total</b>	175	14	0	189	0	27	382	0	409	0	392	184	0	576	0	1174
<b>% Approach</b>	92.6%	7.4%	0%	-	-	6.6%	93.4%	0%	-	-	68.1%	31.9%	0%	-	-	-
<b>% Total</b>	14.9%	1.2%	0%	16.1%	-	2.3%	32.5%	0%	34.8%	-	33.4%	15.7%	0%	49.1%	-	-
<b>PHF</b>	0.821	0.500	-	0.870	-	0.750	0.918	-	0.913	-	0.873	0.897	-	0.903	-	0.963
<b>Motorcycles</b>	6	0	0	6	-	0	0	0	0	-	1	4	0	5	-	11
<b>% Motorcycles</b>	3.4%	0%	0%	3.2%	-	0%	0%	0%	0%	-	0.3%	2.2%	0%	0.9%	-	0.9%
<b>Lights</b>	166	13	0	179	-	27	367	0	394	-	383	174	0	557	-	1130
<b>% Lights</b>	94.9%	92.9%	0%	94.7%	-	100%	96.1%	0%	96.3%	-	97.7%	94.6%	0%	96.7%	-	96.3%
<b>Single-Unit Trucks</b>	1	1	0	2	-	0	8	0	8	-	7	4	0	11	-	21
<b>% Single-Unit Trucks</b>	0.6%	7.1%	0%	1.1%	-	0%	2.1%	0%	2.0%	-	1.8%	2.2%	0%	1.9%	-	1.8%
<b>Articulated Trucks</b>	1	0	0	1	-	0	7	0	7	-	0	1	0	1	-	9
<b>% Articulated Trucks</b>	0.6%	0%	0%	0.5%	-	0%	1.8%	0%	1.7%	-	0%	0.5%	0%	0.2%	-	0.8%
<b>Buses</b>	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0
<b>% Buses</b>	0%	0%	0%	0%	-	0%	0%	0%	0%	-	0%	0%	0%	0%	-	0%
<b>Bicycles on Road</b>	1	0	0	1	-	0	0	0	0	-	1	1	0	2	-	3
<b>% Bicycles on Road</b>	0.6%	0%	0%	0.5%	-	0%	0%	0%	0%	-	0.3%	0.5%	0%	0.3%	-	0.3%
<b>Pedestrians</b>	-	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
<b>% Pedestrians</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\* Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn



Lake Street and Blue Star HWY - TMC

Thu Sep 9, 2021

Midday Peak (Sep 09 2021 11:45AM - 12:45 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

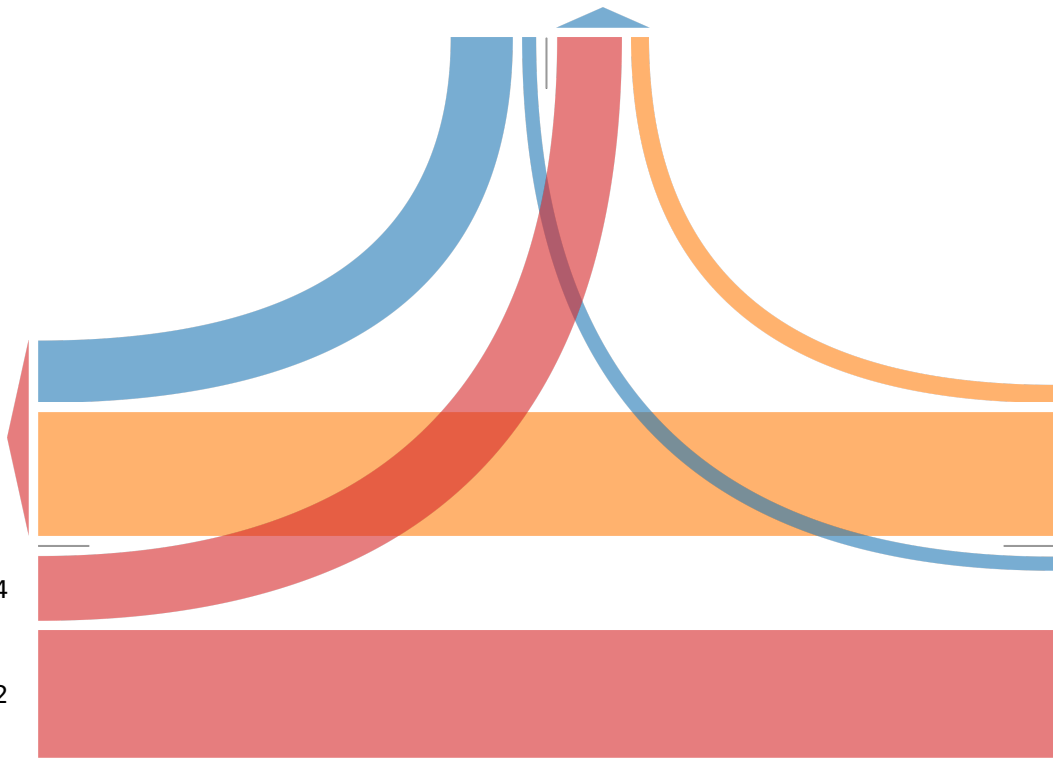
Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US

[N] Lake St  
Total: 400  
In: 189 Out: 211

175 14

[W] Blue Star HWY  
Total: 1133  
In: 576 Out: 557

184  
392



27  
382  
Out: 406 In: 409  
Total: 815  
[E] Blue Star HWY

Lake Street and Blue Star HWY - TMC

Thu Sep 9, 2021

PM Peak (Sep 09 2021 2:45PM - 3:45 PM) - Overall Peak Hour

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US

Leg Direction	Lake St Southbound					Blue Star HWY Westbound					Blue Star HWY Eastbound					Int
	R	L	U	App	Ped*	R	T	U	App	Ped*	T	L	U	App	Ped*	
2021-09-09 2:45PM	49	2	0	51	0	6	126	0	132	0	85	43	0	128	0	311
3:00PM	47	4	0	51	0	5	97	0	102	0	160	56	0	216	0	369
3:15PM	66	5	0	71	0	7	106	0	113	0	148	50	0	198	0	382
3:30PM	61	8	0	69	0	6	91	0	97	0	104	41	0	145	0	311
<b>Total</b>	223	19	0	242	0	24	420	0	444	0	497	190	0	687	0	1373
<b>% Approach</b>	92.1%	7.9%	0%	-	-	5.4%	94.6%	0%	-	-	72.3%	27.7%	0%	-	-	-
<b>% Total</b>	16.2%	1.4%	0%	17.6%	-	1.7%	30.6%	0%	32.3%	-	36.2%	13.8%	0%	50.0%	-	-
<b>PHF</b>	0.845	0.594	-	0.852	-	0.857	0.848	-	0.855	-	0.775	0.848	-	0.794	-	0.896
<b>Motorcycles</b>	4	0	0	4	-	0	3	0	3	-	7	1	0	8	-	15
<b>% Motorcycles</b>	1.8%	0%	0%	1.7%	-	0%	0.7%	0%	0.7%	-	1.4%	0.5%	0%	1.2%	-	1.1%
<b>Lights</b>	216	19	0	235	-	23	406	0	429	-	474	185	0	659	-	1323
<b>% Lights</b>	96.9%	100%	0%	97.1%	-	95.8%	96.7%	0%	96.6%	-	95.4%	97.4%	0%	95.9%	-	96.4%
<b>Single-Unit Trucks</b>	1	0	0	1	-	1	7	0	8	-	7	2	0	9	-	18
<b>% Single-Unit Trucks</b>	0.4%	0%	0%	0.4%	-	4.2%	1.7%	0%	1.8%	-	1.4%	1.1%	0%	1.3%	-	1.3%
<b>Articulated Trucks</b>	0	0	0	0	-	0	0	0	0	-	6	0	0	6	-	6
<b>% Articulated Trucks</b>	0%	0%	0%	0%	-	0%	0%	0%	0%	-	1.2%	0%	0%	0.9%	-	0.4%
<b>Buses</b>	2	0	0	2	-	0	1	0	1	-	2	2	0	4	-	7
<b>% Buses</b>	0.9%	0%	0%	0.8%	-	0%	0.2%	0%	0.2%	-	0.4%	1.1%	0%	0.6%	-	0.5%
<b>Bicycles on Road</b>	0	0	0	0	-	0	3	0	3	-	1	0	0	1	-	4
<b>% Bicycles on Road</b>	0%	0%	0%	0%	-	0%	0.7%	0%	0.7%	-	0.2%	0%	0%	0.1%	-	0.3%
<b>Pedestrians</b>	-	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
<b>% Pedestrians</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	0	-	-	-	-	0	-	-	-	-	0	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\* Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn

**Lake Street and Blue Star HWY - TMC**

Thu Sep 9, 2021

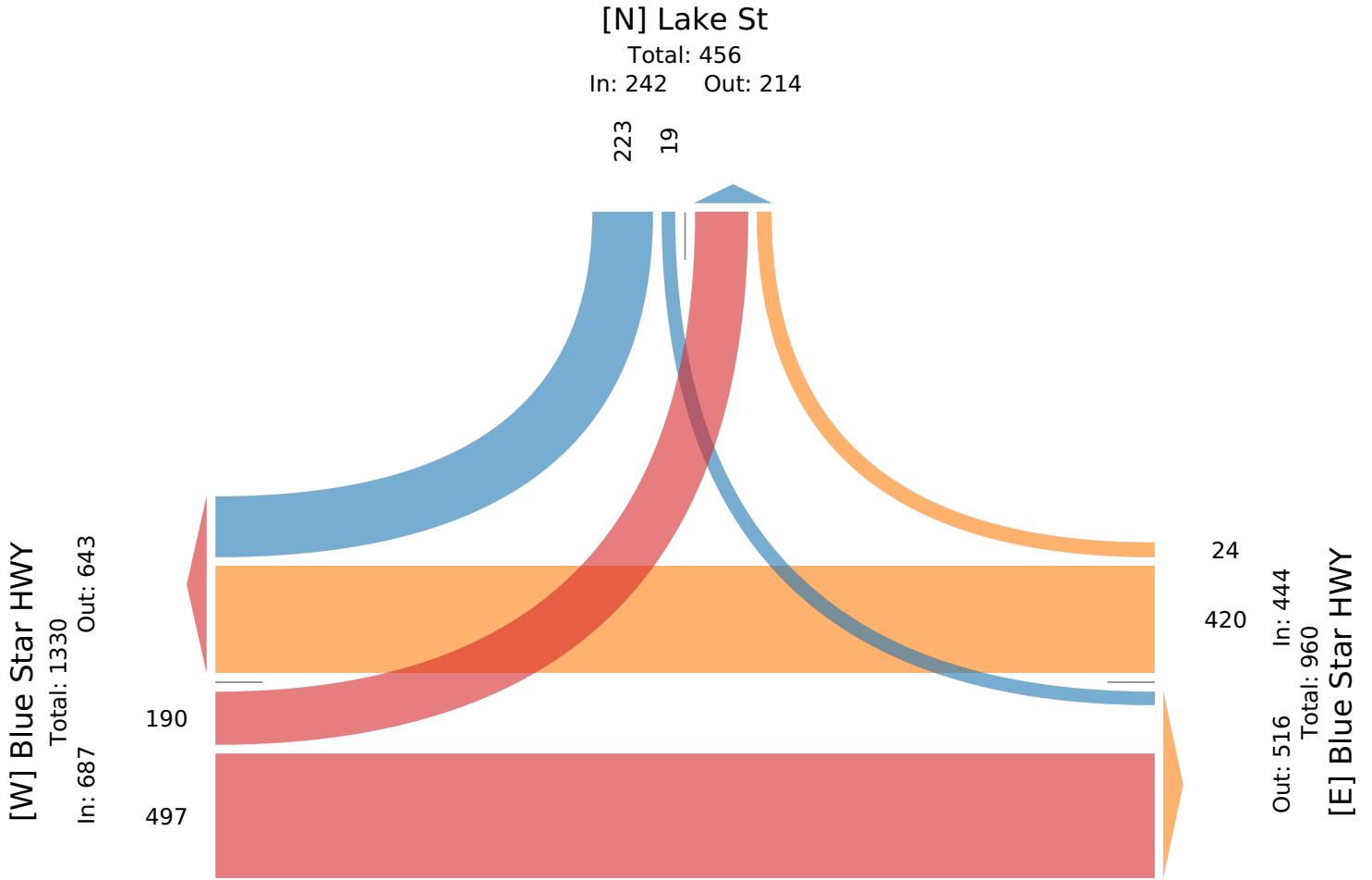
PM Peak (Sep 09 2021 2:45PM - 3:45 PM) - Overall Peak Hour

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871046, Location: 42.649657, -86.195827

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Old Allegan Street and Blue Star HWY - TMC

Wed Sep 8, 2021

Full Length (11:30 PM-11:30 PM (+1))

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.

555 Hulet Drive, Bloomfield Hills, MI, 48302, US

Leg Direction	Blue Star HWY Southbound						Old Allegan St Westbound						Blue Star HWY Northbound						Old Allegan St Eastbound						Int
	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	
2021-09-08 11:00PM	0	6	0	0	6	0	0	0	1	0	1	0	0	2	0	0	2	0	0	0	0	0	0	0	9
2021-09-09 12:00AM	1	5	0	0	6	0	0	0	0	0	0	0	1	3	0	0	4	0	0	0	1	0	1	0	11
1:00AM	0	4	0	0	4	0	0	0	1	0	1	0	0	6	0	0	6	0	0	1	1	0	2	0	13
2:00AM	0	1	0	0	1	0	0	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	0	0	5
3:00AM	1	0	0	0	1	0	0	0	0	0	0	0	0	4	0	0	4	0	0	1	0	0	1	0	6
4:00AM	0	4	0	0	4	0	1	0	0	0	1	0	1	9	0	0	10	0	0	0	1	0	1	0	16
5:00AM	0	10	0	0	10	0	0	2	0	0	2	0	0	44	0	1	45	0	0	0	1	0	1	0	58
6:00AM	0	59	4	0	63	0	3	3	9	0	15	0	6	85	0	0	91	0	1	5	0	0	6	0	175
7:00AM	25	237	11	0	273	0	8	19	49	0	76	0	18	180	15	0	213	0	5	10	10	0	25	0	587
8:00AM	58	225	12	0	295	0	12	50	29	0	91	2	25	236	22	0	283	1	8	25	23	0	56	0	725
9:00AM	20	281	15	0	316	1	17	18	42	0	77	0	29	244	8	0	281	2	7	7	19	0	33	1	707
10:00AM	32	278	9	0	319	0	17	12	30	0	59	0	29	292	7	0	328	0	7	9	14	0	30	0	736
11:00AM	26	302	15	0	343	0	20	21	31	0	72	0	29	291	9	0	329	0	8	15	18	0	41	0	785
12:00PM	35	358	19	0	412	0	19	25	41	0	85	0	30	360	5	0	395	0	6	15	23	0	44	0	936
1:00PM	24	336	10	0	370	0	20	21	29	0	70	0	37	315	10	0	362	0	15	18	30	0	63	0	865
2:00PM	39	374	10	0	423	0	11	30	35	0	76	0	31	325	3	0	359	0	14	11	22	0	47	0	905
3:00PM	35	323	20	0	378	0	17	33	33	0	83	0	49	414	24	1	488	0	21	45	36	0	102	0	1051
4:00PM	36	359	21	0	416	0	22	26	30	0	78	0	33	389	7	0	429	0	7	24	38	0	69	0	992
5:00PM	42	358	17	0	417	0	9	26	33	0	68	0	42	344	10	0	396	0	9	31	27	0	67	0	948
6:00PM	27	269	15	0	311	0	10	21	27	0	58	0	27	239	9	0	275	0	7	18	17	0	42	0	686
7:00PM	12	203	17	0	232	0	12	17	16	0	45	0	20	188	5	0	213	0	11	22	20	0	53	1	543
8:00PM	13	107	9	0	129	0	10	8	9	0	27	0	26	180	2	0	208	0	1	14	10	0	25	0	389
9:00PM	9	59	3	0	71	0	1	6	3	0	10	0	13	85	2	0	100	0	2	30	22	0	54	0	235
10:00PM	6	48	2	0	56	0	0	2	3	0	5	0	3	52	1	0	56	0	2	11	18	0	31	0	148
11:00PM	1	10	1	0	12	0	1	0	0	0	1	0	1	6	1	0	8	0	0	3	2	0	5	0	26
<b>Total</b>	442	4216	210	0	4868	1	210	340	451	0	1001	2	450	4297	140	2	4889	3	131	315	353	0	799	2	11557
<b>% Approach</b>	9.1%	86.6%	4.3%	0%	-	-	21.0%	34.0%	45.1%	0%	-	-	9.2%	87.9%	2.9%	0%	-	-	16.4%	39.4%	44.2%	0%	-	-	-
<b>% Total</b>	3.8%	36.5%	1.8%	0%	42.1%	-	1.8%	2.9%	3.9%	0%	8.7%	-	3.9%	37.2%	1.2%	0%	42.3%	-	1.1%	2.7%	3.1%	0%	6.9%	-	-
<b>Motorcycles</b>	3	22	0	0	25	-	0	1	0	0	1	-	2	35	0	0	37	-	0	2	2	0	4	-	67
<b>% Motorcycles</b>	0.7%	0.5%	0%	0%	0.5%	-	0%	0.3%	0%	0%	0.1%	-	0.4%	0.8%	0%	0%	0.8%	-	0%	0.6%	0.6%	0%	0.5%	-	0.6%
<b>Lights</b>	425	4101	197	0	4723	-	206	328	429	0	963	-	429	4144	133	2	4708	-	119	306	339	0	764	-	11158
<b>% Lights</b>	96.2%	97.3%	93.8%	0%	97.0%	-	98.1%	96.5%	95.1%	0%	96.2%	-	95.3%	96.4%	95.0%	100%	96.3%	-	90.8%	97.1%	96.0%	0%	95.6%	-	96.5%
<b>Single-Unit Trucks</b>	8	58	2	0	68	-	1	8	10	0	19	-	9	75	2	0	86	-	4	4	8	0	16	-	189
<b>% Single-Unit Trucks</b>	1.8%	1.4%	1.0%	0%	1.4%	-	0.5%	2.4%	2.2%	0%	1.9%	-	2.0%	1.7%	1.4%	0%	1.8%	-	3.1%	1.3%	2.3%	0%	2.0%	-	1.6%
<b>Articulated Trucks</b>	3	22	2	0	27	-	1	1	1	0	3	-	2	23	0	0	25	-	0	0	1	0	1	-	56
<b>% Articulated Trucks</b>	0.7%	0.5%	1.0%	0%	0.6%	-	0.5%	0.3%	0.2%	0%	0.3%	-	0.4%	0.5%	0%	0%	0.5%	-	0%	0%	0.3%	0%	0.1%	-	0.5%
<b>Buses</b>	3	10	1	0	14	-	2	2	8	0	12	-	4	13	3	0	20	-	5	3	3	0	11	-	57
<b>% Buses</b>	0.7%	0.2%	0.5%	0%	0.3%	-	1.0%	0.6%	1.8%	0%	1.2%	-	0.9%	0.3%	2.1%	0%	0.4%	-	3.8%	1.0%	0.8%	0%	1.4%	-	0.5%
<b>Bicycles on Road</b>	0	3	8	0	11	-	0	0	3	0	3	-	4	7	2	0	13	-	3	0	0	0	3	-	30
<b>% Bicycles on Road</b>	0%	0.1%	3.8%	0%	0.2%	-	0%	0%	0.7%	0%	0.3%	-	0.9%	0.2%	1.4%	0%	0.3%	-	2.3%	0%	0%	0%	0.4%	-	0.3%
<b>Pedestrians</b>	-	-	-	-	-	0	-	-	-	-	-	1	-	-	-	-	-	3	-	-	-	-	-	2	
<b>% Pedestrians</b>	-	-	-	-	-	0%	-	-	-	-	-	50.0%	-	-	-	-	-	100%	-	-	-	-	-	100%	
<b>Bicycles on Crosswalk</b>	-	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	0	-	-	-	-	-	0	
<b>% Bicycles on Crosswalk</b>	-	-	-	-	-	100%	-	-	-	-	-	50.0%	-	-	-	-	-	0%	-	-	-	-	-	0%	

\*Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn



**Old Allegan Street and Blue Star HWY - TMC**

Wed Sep 8, 2021

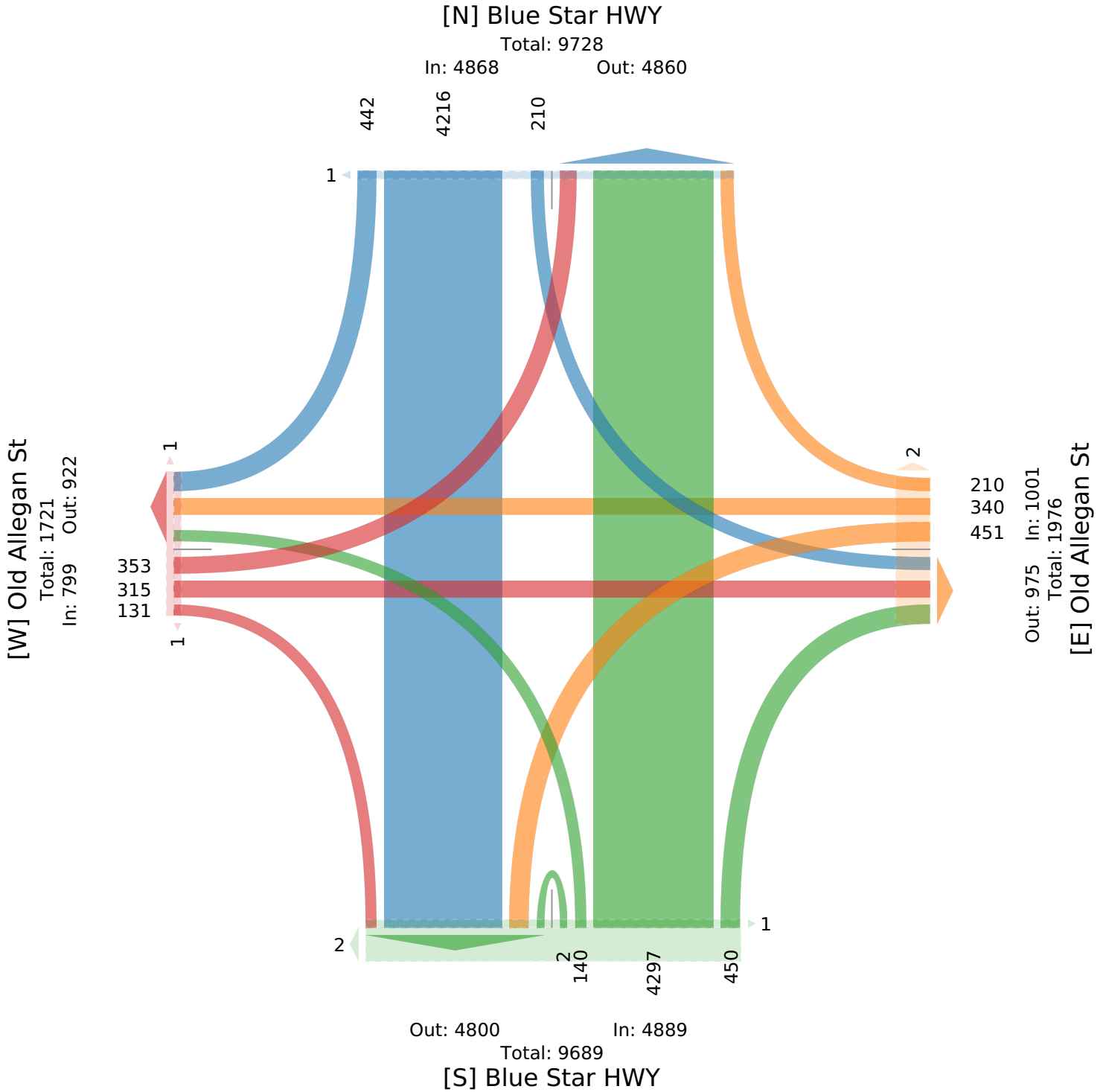
Full Length (11:30 PM-11:30 PM (+1))

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Old Allegan Street and Blue Star HWY - TMC

Thu Sep 9, 2021

AM Peak (Sep 09 2021 7:30AM - 8:30 AM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.

555 Hulet Drive, Bloomfield Hills, MI, 48302, US

Leg Direction	Blue Star HWY Southbound					Old Allegan St Westbound					Blue Star HWY Northbound					Old Allegan St Eastbound									
Time	R	T	L	U	App Ped*	R	T	L	U	App Ped*	R	T	L	U	App Ped*	R	T	L	U	App Ped*	Int				
2021-09-09 7:30AM	7	78	2	0	87	0	2	3	18	0	23	0	4	44	2	0	50	0	0	2	0	4	0	164	
7:45AM	11	88	4	0	103	0	5	9	17	0	31	0	10	85	9	0	104	0	3	4	1	0	8	0	246
8:00AM	15	60	4	0	79	0	2	16	9	0	27	0	15	75	12	0	102	0	3	9	8	0	20	0	228
8:15AM	26	60	0	0	86	0	5	28	9	0	42	0	4	63	6	0	73	0	4	9	8	0	21	0	222
<b>Total</b>	59	286	10	0	355	0	14	56	53	0	123	0	33	267	29	0	329	0	10	24	19	0	53	0	860
<b>% Approach</b>	16.6%	80.6%	2.8%	0%	-	-	11.4%	45.5%	43.1%	0%	-	-	10.0%	81.2%	8.8%	0%	-	-	18.9%	45.3%	35.8%	0%	-	-	-
<b>% Total</b>	6.9%	33.3%	1.2%	0%	41.3%	-	1.6%	6.5%	6.2%	0%	14.3%	-	3.8%	31.0%	3.4%	0%	38.3%	-	1.2%	2.8%	2.2%	0%	6.2%	-	-
<b>PHF</b>	0.567	0.813	0.625	-	0.862	-	0.700	0.500	0.736	-	0.732	-	0.550	0.782	0.604	-	0.788	-	0.625	0.667	0.594	-	0.631	-	0.873
<b>Motorcycles</b>	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0
<b>% Motorcycles</b>	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%
<b>Lights</b>	58	274	9	0	341	-	12	55	51	0	118	-	30	257	28	0	315	-	10	23	18	0	51	-	825
<b>% Lights</b>	98.3%	95.8%	90.0%	0%	96.1%	-	85.7%	98.2%	96.2%	0%	95.9%	-	90.9%	96.3%	96.6%	0%	95.7%	-	100%	95.8%	94.7%	0%	96.2%	-	95.9%
<b>Single-Unit Trucks</b>	0	8	0	0	8	-	0	0	0	0	0	-	1	7	0	0	8	-	0	0	1	0	1	-	17
<b>% Single-Unit Trucks</b>	0%	2.8%	0%	0%	2.3%	-	0%	0%	0%	0%	0%	-	3.0%	2.6%	0%	0%	2.4%	-	0%	0%	5.3%	0%	1.9%	-	2.0%
<b>Articulated Trucks</b>	1	3	1	0	5	-	1	0	0	0	1	-	1	0	0	0	1	-	0	0	0	0	0	-	7
<b>% Articulated Trucks</b>	1.7%	1.0%	10.0%	0%	1.4%	-	7.1%	0%	0%	0%	0.8%	-	3.0%	0%	0%	0%	0.3%	-	0%	0%	0%	0%	0%	-	0.8%
<b>Buses</b>	0	1	0	0	1	-	1	1	2	0	4	-	1	2	1	0	4	-	0	1	0	0	1	-	10
<b>% Buses</b>	0%	0.3%	0%	0%	0.3%	-	7.1%	1.8%	3.8%	0%	3.3%	-	3.0%	0.7%	3.4%	0%	1.2%	-	0%	4.2%	0%	0%	1.9%	-	1.2%
<b>Bicycles on Road</b>	0	0	0	0	0	-	0	0	0	0	0	-	0	1	0	0	1	-	0	0	0	0	0	-	1
<b>% Bicycles on Road</b>	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0.4%	0%	0%	0.3%	-	0%	0%	0%	0%	0%	-	0.1%
<b>Pedestrians</b>	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-
<b>% Pedestrians</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\*Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn

**Old Allegan Street and Blue Star HWY - TMC**

Thu Sep 9, 2021

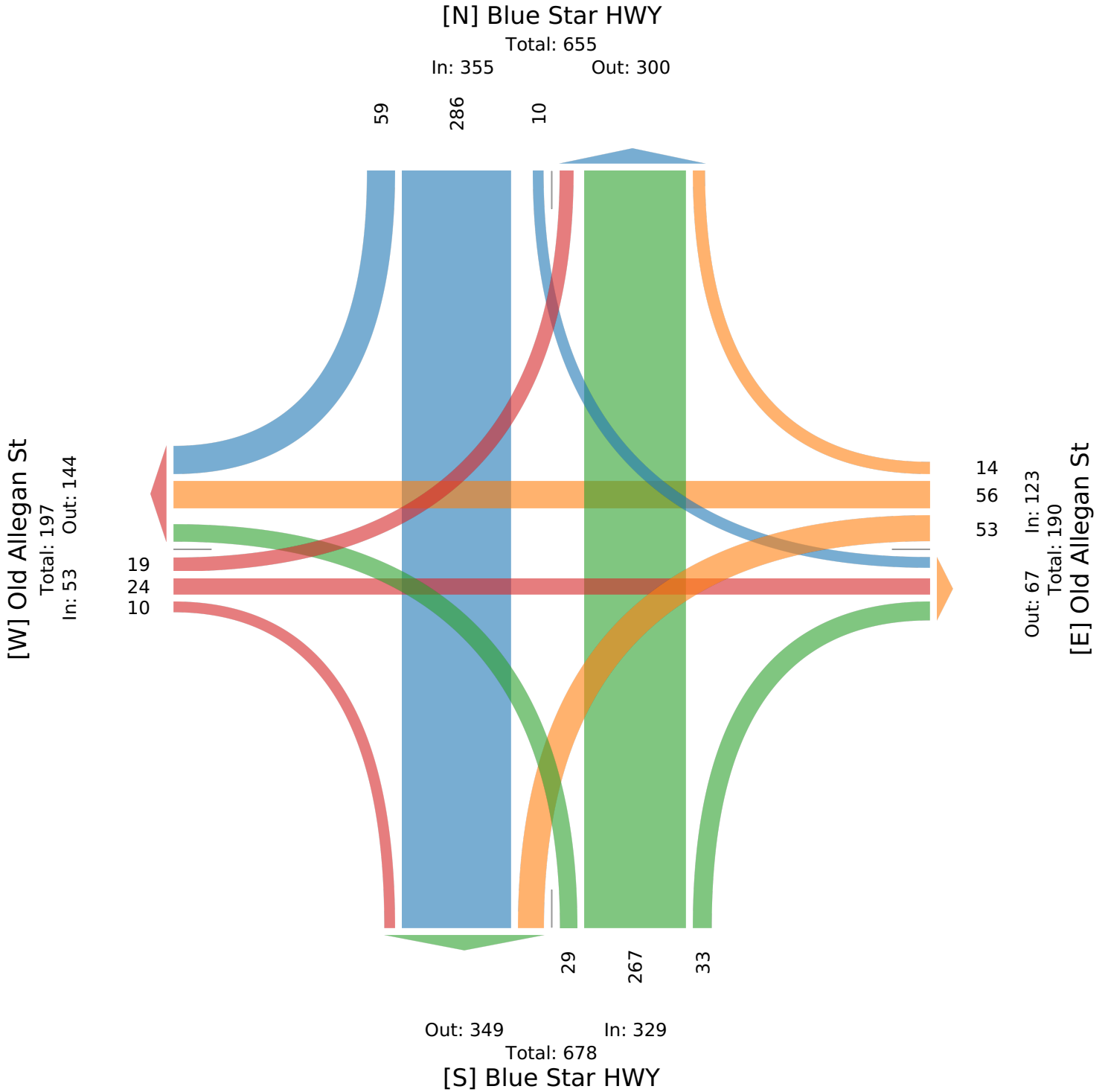
AM Peak (Sep 09 2021 7:30AM - 8:30 AM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Old Allegan Street and Blue Star HWY - TMC

Thu Sep 9, 2021

Midday Peak (Sep 09 2021 12PM - 1 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark,

Inc.

555 Hulet Drive,

Bloomfield Hills, MI, 48302, US

Leg Direction	Blue Star HWY Southbound					Old Allegan St Westbound					Blue Star HWY Northbound					Old Allegan St Eastbound									
Time	R	T	L	U	App Ped*	R	T	L	U	App Ped*	R	T	L	U	App Ped*	R	T	L	U	App Ped*	Int				
2021-09-09 12:00PM	5	95	5	0	105	0	3	3	12	0	18	0	10	91	3	0	104	0	1	4	4	0	9	0	236
12:15PM	11	89	4	0	104	0	3	5	10	0	18	0	8	86	2	0	96	0	0	7	7	0	14	0	232
12:30PM	6	92	4	0	102	0	9	8	8	0	25	0	4	92	0	0	96	0	4	3	5	0	12	0	235
12:45PM	13	82	6	0	101	0	4	9	11	0	24	0	8	91	0	0	99	0	1	1	7	0	9	0	233
<b>Total</b>	35	358	19	0	412	0	19	25	41	0	85	0	30	360	5	0	395	0	6	15	23	0	44	0	936
<b>% Approach</b>	8.5%	86.9%	4.6%	0%	-	-	22.4%	29.4%	48.2%	0%	-	-	7.6%	91.1%	1.3%	0%	-	-	13.6%	34.1%	52.3%	0%	-	-	-
<b>% Total</b>	3.7%	38.2%	2.0%	0%	44.0%	-	2.0%	2.7%	4.4%	0%	9.1%	-	3.2%	38.5%	0.5%	0%	42.2%	-	0.6%	1.6%	2.5%	0%	4.7%	-	-
<b>PHF</b>	0.673	0.942	0.792	-	0.981	-	0.528	0.694	0.854	-	0.850	-	0.750	0.973	0.417	-	0.945	-	0.313	0.536	0.821	-	0.768	-	0.993
<b>Motorcycles</b>	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	0	0
<b>% Motorcycles</b>	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	0%	0%
<b>Lights</b>	35	346	18	0	399	-	19	24	38	0	81	-	29	346	5	0	380	-	5	15	21	0	41	-	901
<b>% Lights</b>	100%	96.6%	94.7%	0%	96.8%	-	100%	96.0%	92.7%	0%	95.3%	-	96.7%	96.1%	100%	0%	96.2%	-	83.3%	100%	91.3%	0%	93.2%	-	96.3%
<b>Single-Unit Trucks</b>	0	9	1	0	10	-	0	1	1	0	2	-	0	9	0	0	9	-	0	0	2	0	2	-	23
<b>% Single-Unit Trucks</b>	0%	2.5%	5.3%	0%	2.4%	-	0%	4.0%	2.4%	0%	2.4%	-	0%	2.5%	0%	0%	2.3%	-	0%	0%	8.7%	0%	4.5%	-	2.5%
<b>Articulated Trucks</b>	0	2	0	0	2	-	0	0	1	0	1	-	0	2	0	0	2	-	0	0	0	0	0	-	5
<b>% Articulated Trucks</b>	0%	0.6%	0%	0%	0.5%	-	0%	0%	2.4%	0%	1.2%	-	0%	0.6%	0%	0%	0.5%	-	0%	0%	0%	0%	0%	-	0.5%
<b>Buses</b>	0	1	0	0	1	-	0	0	1	0	1	-	1	1	0	0	2	-	0	0	0	0	0	-	4
<b>% Buses</b>	0%	0.3%	0%	0%	0.2%	-	0%	0%	2.4%	0%	1.2%	-	3.3%	0.3%	0%	0%	0.5%	-	0%	0%	0%	0%	0%	-	0.4%
<b>Bicycles on Road</b>	0	0	0	0	0	-	0	0	0	0	0	-	0	2	0	0	2	-	1	0	0	0	1	-	3
<b>% Bicycles on Road</b>	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0.6%	0%	0%	0.5%	-	16.7%	0%	0%	0%	2.3%	-	0.3%
Pedestrians	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-
% Pedestrians	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bicycles on Crosswalk	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-
% Bicycles on Crosswalk	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\*Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn



**Old Allegan Street and Blue Star HWY - TMC**

Thu Sep 9, 2021

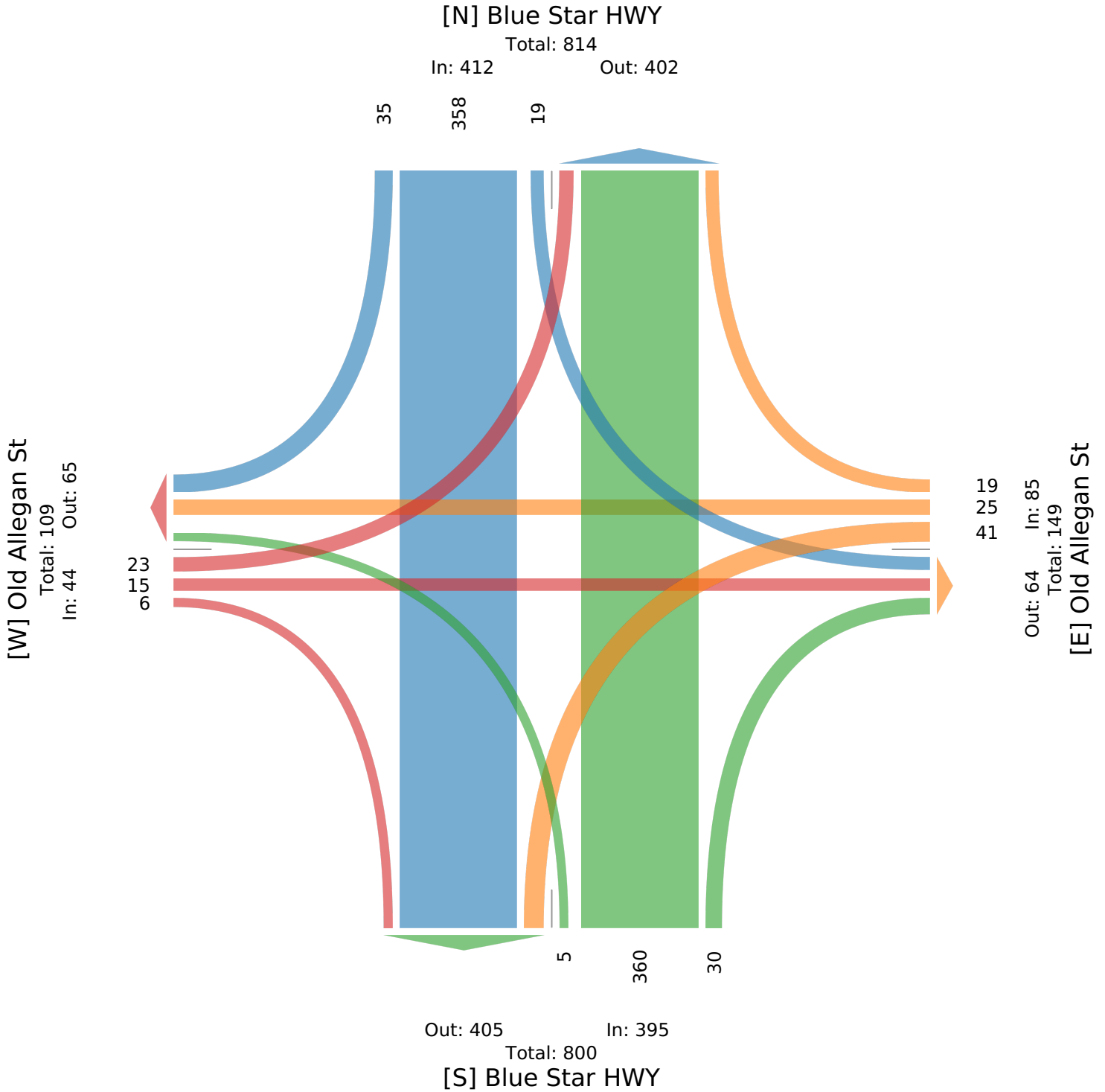
Midday Peak (Sep 09 2021 12PM - 1 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



Old Allegan Street and Blue Start HWY - TMC

Thu Sep 9, 2021

PM Peak (Sep 09 2021 2:45PM - 3:45 PM) - Overall Peak Hour

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.

555 Hulet Drive, Bloomfield Hills, MI, 48302, US

Leg Direction	Blue Star HWY Southbound						Old Allegan St Westbound						Blue Star HWY Northbound						Old Allegan St Eastbound						
Time	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	R	T	L	U	App	Ped*	Int
2021-09-09 2:45PM	13	110	5	0	128	0	3	8	14	0	25	0	8	64	1	0	73	0	5	2	7	0	14	0	240
3:00PM	11	90	4	0	105	0	4	8	5	0	17	0	14	103	15	1	133	0	3	7	5	0	15	0	270
3:15PM	8	88	2	0	98	0	6	9	6	0	21	0	15	124	8	0	147	0	8	23	14	0	45	0	311
3:30PM	5	68	9	0	82	0	3	5	11	0	19	0	12	100	1	0	113	0	8	11	8	0	27	0	241
<b>Total</b>	37	356	20	0	413	0	16	30	36	0	82	0	49	391	25	1	466	0	24	43	34	0	101	0	1062
<b>% Approach</b>	9.0%	86.2%	4.8%	0%	-	-	19.5%	36.6%	43.9%	0%	-	-	10.5%	83.9%	5.4%	0.2%	-	-	23.8%	42.6%	33.7%	0%	-	-	-
<b>% Total</b>	3.5%	33.5%	1.9%	0%	38.9%	-	1.5%	2.8%	3.4%	0%	7.7%	-	4.6%	36.8%	2.4%	0.1%	43.9%	-	2.3%	4.0%	3.2%	0%	9.5%	-	-
<b>PHF</b>	0.712	0.814	0.528	-	0.815	-	0.667	0.833	0.708	-	0.870	-	0.817	0.786	0.400	0.250	0.795	-	0.750	0.467	0.607	-	0.561	-	0.852
<b>Motorcycles</b>	0	2	0	0	2	-	0	0	0	0	0	-	0	4	0	0	4	-	0	1	0	0	1	-	7
<b>% Motorcycles</b>	0%	0.6%	0%	0%	0.5%	-	0%	0%	0%	0%	0%	-	0%	1.0%	0%	0%	0.9%	-	0%	2.3%	0%	0%	1.0%	-	0.7%
<b>Lights</b>	36	346	18	0	400	-	16	29	34	0	79	-	46	377	24	1	448	-	24	39	34	0	97	-	1024
<b>% Lights</b>	97.3%	97.2%	90.0%	0%	96.9%	-	100%	96.7%	94.4%	0%	96.3%	-	93.9%	96.4%	96.0%	100%	96.1%	-	100%	90.7%	100%	0%	96.0%	-	96.4%
<b>Single-Unit Trucks</b>	1	5	1	0	7	-	0	1	0	0	1	-	2	6	0	0	8	-	0	2	0	0	2	-	18
<b>% Single-Unit Trucks</b>	2.7%	1.4%	5.0%	0%	1.7%	-	0%	3.3%	0%	0%	1.2%	-	4.1%	1.5%	0%	0%	1.7%	-	0%	4.7%	0%	0%	2.0%	-	1.7%
<b>Articulated Trucks</b>	0	2	0	0	2	-	0	0	0	0	0	-	1	3	0	0	4	-	0	0	0	0	0	-	6
<b>% Articulated Trucks</b>	0%	0.6%	0%	0%	0.5%	-	0%	0%	0%	0%	0%	-	2.0%	0.8%	0%	0%	0.9%	-	0%	0%	0%	0%	0%	-	0.6%
<b>Buses</b>	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	1	0	0	1	-	1
<b>% Buses</b>	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	0%	0%	0%	0%	-	0%	2.3%	0%	0%	1.0%	-	0.1%
<b>Bicycles on Road</b>	0	1	1	0	2	-	0	0	2	0	2	-	0	1	1	0	2	-	0	0	0	0	0	-	6
<b>% Bicycles on Road</b>	0%	0.3%	5.0%	0%	0.5%	-	0%	0%	5.6%	0%	2.4%	-	0%	0.3%	4.0%	0%	0.4%	-	0%	0%	0%	0%	0%	-	0.6%
<b>Pedestrians</b>	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
<b>% Pedestrians</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Bicycles on Crosswalk</b>	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
<b>% Bicycles on Crosswalk</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\*Pedestrians and Bicycles on Crosswalk. L: Left, R: Right, T: Thru, U: U-Turn

**Old Allegan Street and Blue Star HWY - TMC**

Thu Sep 9, 2021

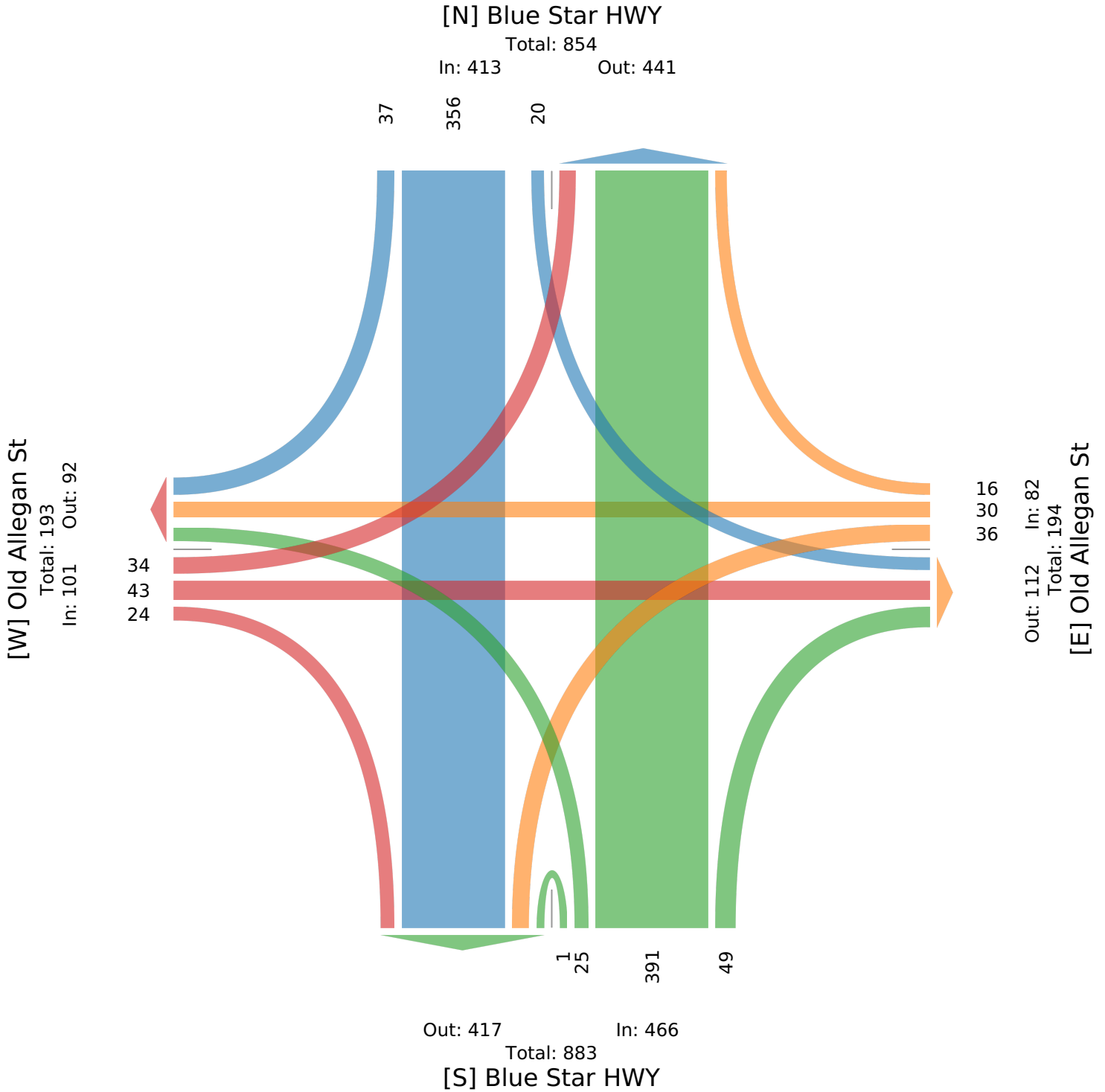
PM Peak (Sep 09 2021 2:45PM - 3:45 PM) - Overall Peak Hour

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 871058, Location: 42.654775, -86.190445

Provided by: Hubbell, Roth & Clark, Inc.  
555 Hulet Drive,  
Bloomfield Hills, MI, 48302, US



**Attachment B: Left Turn Warrant Charts**



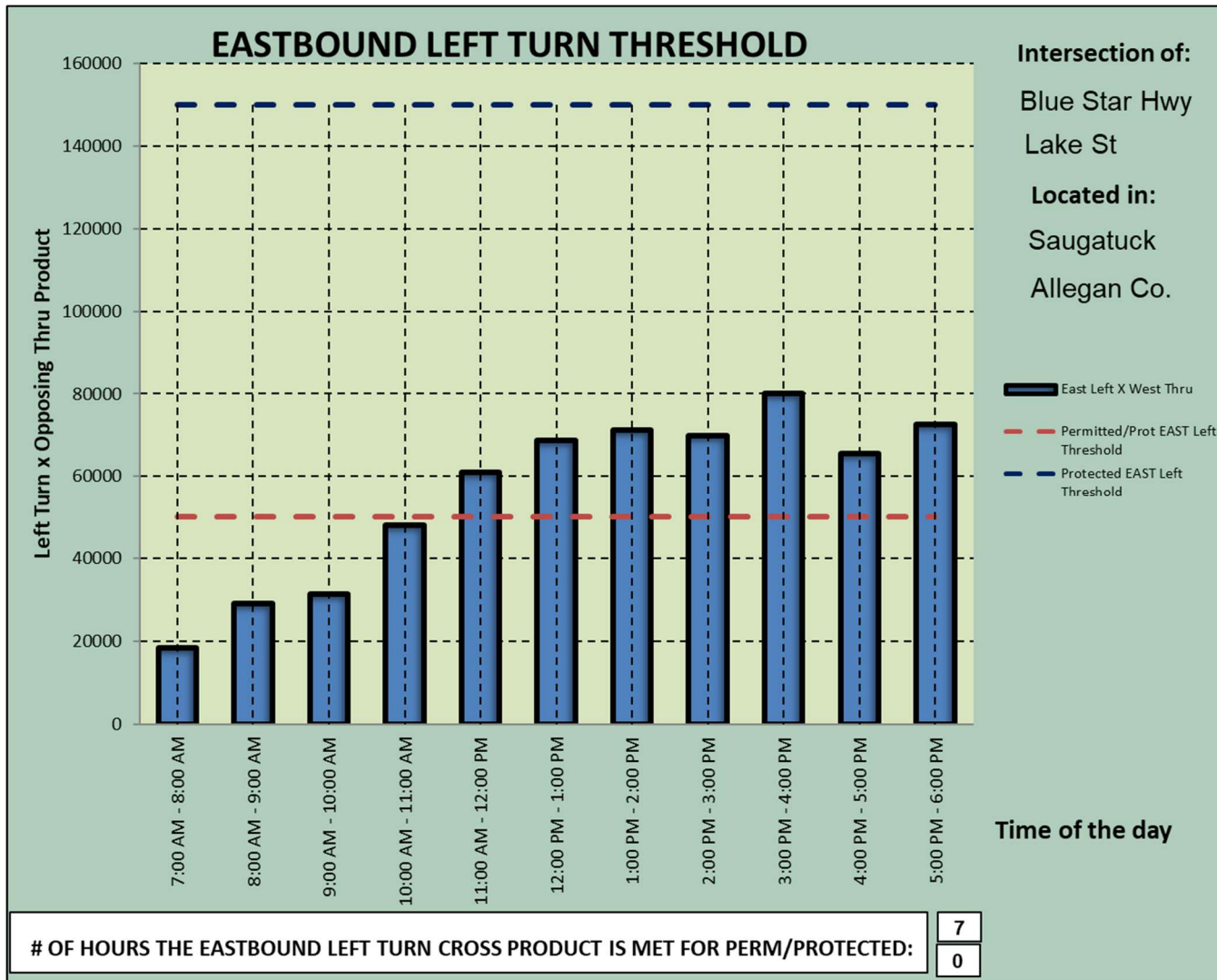


Figure C-1. Left Turn Threshold Graph for Eastbound Blue Star Highway at Lake Street

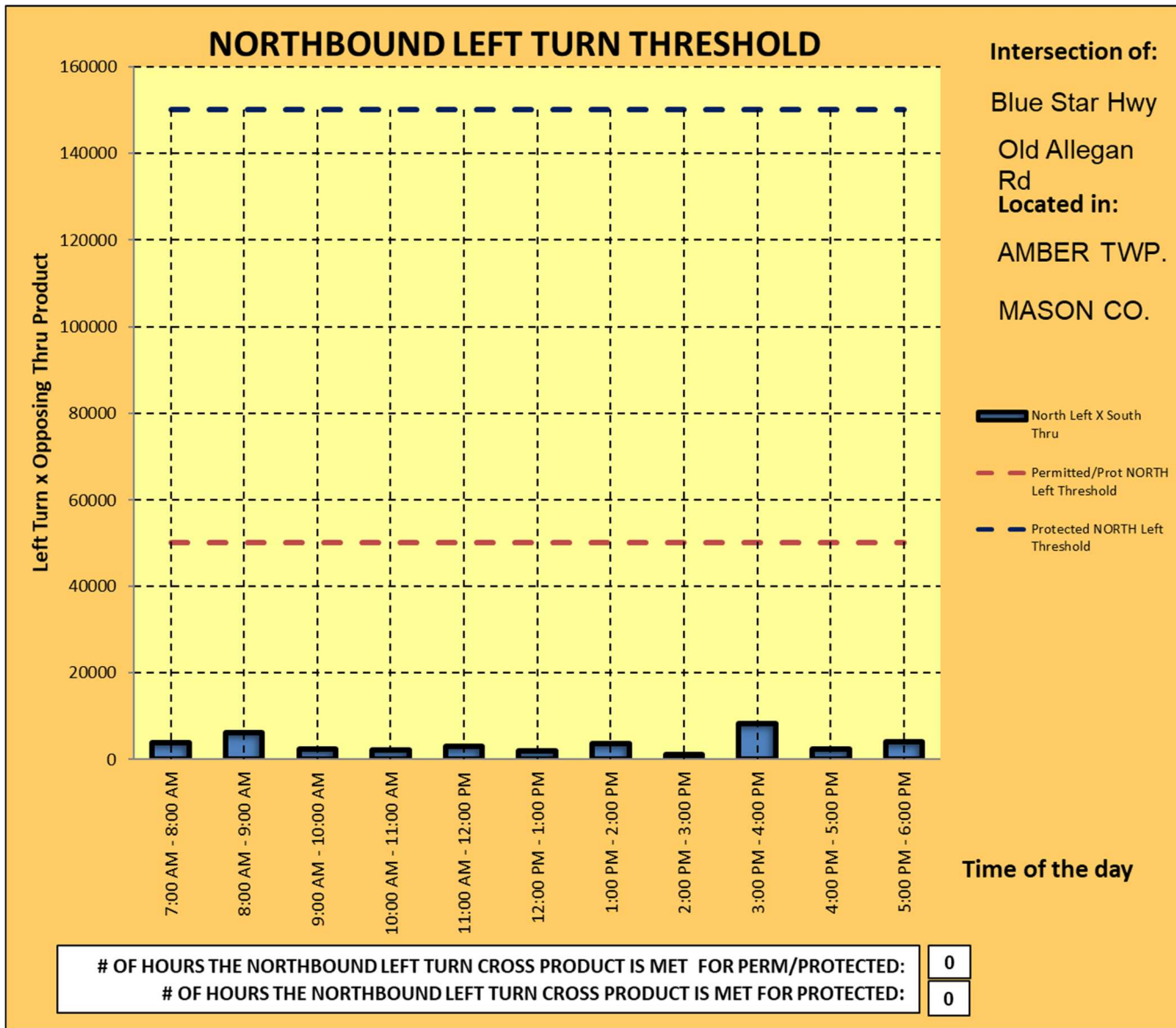


Figure C-2. Left Turn Threshold Graph for Eastbound Blue Star Highway at Lake Street

**Attachment C: Signal Warrant Analysis Spreadsheets**

Attached separately as Excel spreadsheets

November 13, 2019

Mr. John Adams, President  
Friends of the Blue Star Trail  
[jaquincy48@gmail.com](mailto:jaquincy48@gmail.com)

**RE: Blue Star Trail – Status of Current Options**

Dear John,

As requested, below is a summary of the Blue Star Trail options that were presented to Saugatuck City council on July 18, 2019. These are the last options that were developed prior to the City meeting with representatives from Douglas and Saugatuck Township to lay out plans for an agency-led project. Following the two options presented in July is a summary of ideas that have been discussed since July 18 in response to concerns raised by the Fire Department.

**Option 1D (aka “the sidewalk/road option”)**

Part 1 (Washington Street to Kalamazoo River Bridge): The concept used in Douglas south of Washington Street would be extended approximately 200 feet, using a raised curb to place the trail within the existing roadway while maintaining the left turn lane onto Main Street. At the end of the left turn lane taper, the raised curb is replaced with a 5-foot buffer area, producing a 2-lane cross section with a wide northbound shoulder, southbound shoulder/buffer and the non-motorized trail within the curb-to-curb width. We note the following advantages and disadvantages:

- The transition between the new trail and the existing one in Douglas would be a relatively simple one. Southbound Blue Star Highway (BSH) driver confusion should be reduced.
- The existing island would be removed. This could increase driver confusion for vehicles turning south on BSH from Washington Street. This would be mitigated with pavement markings and enhanced signage.
- Using a combination curb and buffer preserves a width for vehicular traffic equivalent to 3 lanes. However, unlike the current layout, emergency responders would require motorists to utilize the shoulders and clear the center turn lane to navigate this portion of the corridor.
- There are no physical barriers between motorized and non-motorized traffic north of the raised curb. This could be mitigated with rumble strips, pavement markings and signage. A series of movable planters or similar could be used to provide more visual delineation of the trail, however, the layout would need to consider emergency response impacts.
- The raised curb would need to be considered during winter maintenance activities.

Part 2 (Kalamazoo River Bridge): In this option, the cross section at the north end of Part 1 is carried across the bridge (14’ trail, 5’ buffer/shoulder, 11’ SB lane, 11’ NB lane, 5’ shoulder). We note the following advantages and disadvantages:

- This option provides an equivalent of 3 lanes of width.
- Similar to Part 1, emergency responders would require motorists to utilize the shoulders to navigate this portion of the corridor.
- There are no physical barriers between motorized and non-motorized traffic north of the raised curb. This could be mitigated with rumble strips (though not ideal on the bridge deck), pavement markings



and signage. A series of movable planters or similar could be used to provide more visual delineation of the trail, however, the layout would need to consider emergency response impacts.

- Without physical barriers, winter maintenance would be largely unchanged.

**Part 3 (Kalamazoo River Bridge to Lake Street):** North of the bridge, the trail transitions from being located completely within the curbed width to completely outside the curbed width, merging with the existing sidewalk. The widened sidewalk continues behind the existing tree line on the west side of BSH, requiring slope improvements and fencing. We note the following advantages and disadvantages:

- This option provides an equivalent of 3 lanes of width.
- Similar to Parts 1 & 2, emergency responders would require motorists to utilize the shoulders to navigate the portion south of the transition.
- South of the transition, there are no physical barriers between motorized and non-motorized traffic north of the raised curb. This could be mitigated with rumble, pavement markings and signage. A series of movable planters or similar could be used to provide more visual delineation of the trail, however, the layout would need to consider emergency response impacts.
- At the transition, southbound driver confusion will need to be carefully mitigated with pavement markings, rumble strips and signage (and potentially planters or similar).
- This option has the advantage of maintaining the existing lanes at Lake Street.
- Materials used for slope reinforcement and fencing would be selected based on City input on their longevity, aesthetics and maintenance requirements.
- Winter maintenance would be largely unchanged south of the transition. North of the transition, there would be more surface area to maintain.

**Part 4 (Lake Street Intersection):** The trail crosses Lake Street similar to a traditional crosswalk at a controlled intersection. The intersection could either remain stop-controlled or be upgraded to signal control, depending on City and Fire Department operational preference. On the north side of the intersection, the trail would maintain clearance around the existing palette sign for landscaping. Beyond that, it would transition into the southbound shoulder area, providing the northbound lane, clear auxiliary area, southbound lane buffer area and trail. We note the following advantages and disadvantages:

- The Lake Street stop bar would be moved back from the intersection. Lake Street drivers would pull forward onto the trail after checking that it is clear to gain sight distance on BSH. This is not an uncommon scenario for crosswalks at skewed intersections.
- The existing wide southbound shoulder currently functions as a right turn lane, of sorts. It would be eliminated under this option.
- Winter maintenance would be largely unchanged.

**Part 5 (Lake Street to Maple Street):** The trail continues north, utilizing a portion of the existing southbound shoulder area to reduce the slope reinforcement/retaining wall and fencing required. At least part of the buffer area would likely be grass to provide better separation and a space for signage. At Maple Street, the existing ditch would be enclosed to allow the trail to transition out of the roadway and cross Maple Street in a typical crosswalk configuration. We note the following advantages and disadvantages:

- This option can provide an equivalent of 3 lanes of width, depending on the exact positioning of the trail and layout of the buffer area.
- Emergency responders would require motorists to utilize the shoulders to navigate this portion of the corridor.
- Materials used for slope reinforcement and fencing would be selected based on City input on their longevity, aesthetics and maintenance requirements.
- Winter maintenance would need to consider the additional width and snow storage areas but would otherwise be largely unchanged.

## **Option 2F (aka “the road option”)**

Parts 1, 2 and 5 are the same as in Option 1D.

**Part 3 (Kalamazoo River Bridge to Lake Street):** North of the bridge, the trail would continue within the curbed roadway with 2 lanes and shoulder/buffer areas. A raised curb would replace the buffer where the northbound left turn lane onto Lake Street begins. We note the following advantages and disadvantages:

- This option provides an equivalent of 3 lanes of width.
- Emergency responders would require motorists to utilize the shoulders and clear the left turn lane to navigate this portion of the corridor.
- Southbound driver confusion would be reduced from Option 1D. The raised curb would align southbound traffic such that no lateral movement would be required where it transitions to the 5' buffer.
- The southbound acceleration lane at Lake Street would be eliminated.
- Slope improvements and fencing would not be required.
- The raised curb would need to be considered during winter maintenance activities.

Part 4 (Lake Street Intersection): The curb on the south side of the intersection would be realigned to allow the trail to connect to the existing sidewalk and then cross Lake Street similar to a traditional crosswalk at a controlled intersection. The intersection could either remain stop-controlled or be upgraded to signal control, depending on City and Fire Department operational preference. The north side of the intersection is the same as in Option 1D. We note the following advantages and disadvantages:

- The Lake Street stop bar would be moved back from the intersection. Lake Street drivers would pull forward onto the trail after checking that it is clear to gain sight distance on BSH. This is not an uncommon scenario for crosswalks at skewed intersections.
- The existing wide southbound shoulder currently functions as a right turn lane, of sorts. It would be eliminated under this option.
- The raised curb would need to be considered during winter maintenance activities.

#### Other Ideas

Split Trail: The AASHTO-required clear width of 14 feet (10' trail proper plus 2' shoulders) is intended to serve all non-motorized users in a corridor. In a split trail scenario on the Kalamazoo River Bridge, pedestrians would be directed to the existing 7' wide sidewalk on the west side of the bridge and a narrowed trail width would be provided. The cross section would be similar to the following:

7' sidewalk / 10' 2-way bikes / 5' buffer / 10' SB In / 9' CTR In / 10' NB In / 2' shldr / 5' sidewalk

This option meets the spirit of the AASHTO guidelines in terms of width provided for all users, however, the letter of AASHTO requires that the width be provided at a single elevation. Unfortunately, MDOT staff would not comment on whether this option would be acceptable for either funding directly or connecting to other funded portions of the project.

Wide buffer: Instead of emergency services relying on a center turn lane to navigate the bridge, the 5' buffer would be widened with the intent that it would be used during emergencies. It would be combined with signage directing motorists to stay in their lane when they see/hear emergency vehicles. The cross section would be similar to the following:

7' sidewalk / 10' trail proper / 4' trail shldr + 8' buffer / 11' SB In / 11' NB In / 2' shldr / 5' sidewalk

This option provides the AASHTO-required clear width at the same elevation, but the shoulder area would be consolidated on the east side to provide a wide enough buffer area for emergency responders to utilize. Again, MDOT staff would not comment on the acceptability of this option.

Autoturn analysis was completed to demonstrate fire truck navigation of the corridor under various scenarios.

Other signage enhancements:

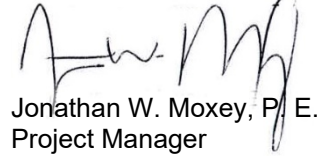
- Signage for southbound BSH traffic north of Lake Street indicating "right turn yield to pedestrians" or similar.
- "Pull over for emergency vehicles" signage could be utilized, depending on trail/lane/shoulder configuration.
- Flashers with directional signs throughout the corridor, directing drivers what action they should take could be utilized. The flashers would be controlled by the Fire Department to be activated during calls.

Although the FOTBST already has copies, we have compiled and attached the following resources, for your reference:

- Option 1D & 2F conceptual plans
- Autoturn Exhibits
- Copies of relevant email correspondence

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in black ink, appearing to read 'Jonathan W. Moxey', is written over the printed name and title.

Jonathan W. Moxey, P.E.  
Project Manager

# 2024 Michigan Shared Streets and Spaces Grant Program

## MDOT/OFME Informational Webinar





# Agenda

- Welcome
- Program Information
- Demo
- Questions

\*Session is being recorded\*

# Program Overview

## Michigan Shared Streets and Spaces Grant Program (SSSG)

**Primary Goal:** To make communities more walkable, bikeable, and transit- and micromobility-friendly.

### Key Program Aspects

- \$3.5 million in one-time funding is available in Fiscal Year 2024.
- Grants can be awarded up to \$200,000.
- No local match requirement.
- Eligible applicants defined by law include **incorporated cities and public transit agencies** as defined in section 10c of 1951 PA 51, MCL 247.660c.
- Grant applications will be due in June 2024.

# Program Goals

- **Innovative:** Use technologies and innovations in project planning, design, and construction.
- **Coordinated:** Eligible entity should establish a team that includes a diverse range of partners, including those who will be served by the project.
- **Equitable and Accessible:** Use community education, engagement and outreach to understand stakeholder needs.
- **Ease of Implementation:** Project must be quick-build in nature, not requiring extensive environmental work, permitting, right of way, or design.
- **Easily Understood:** Narratives, pictures, maps, scaled drawings should clearly depict the project and its location.

# Eligibility

- Projects must align with the program objectives of supporting public health, safe mobility and strengthened commerce.
- Eligible project elements must fall into one of these broad project types:
  - ❖ **Transit Supportive Infrastructure**
  - ❖ **Pedestrian and Bicycle Supportive Infrastructure**
  - ❖ **Micromobility Equipment**
  - ❖ **Plazas and Pedestrian Spaces**



# Transit Supportive Infrastructure



- Dedicated bus or bus/bike lanes.
- Transit service improvements.
  - Such as traffic signal prioritization equipment.
- Transit station/stop access improvements.
  - Shelters, lighting, signs (i.e., wayfinding, informational, etc.), bike racks, or repair stations.

# Transit Supportive Infrastructure



- Bicycle racks on transit vehicles.
- Bike loops and concrete pads.
- Sidewalk extensions to bus stops.
- Concrete pedestrian waiting area pads.
- Curb cuts and Americans with Disabilities Act (ADA)-compliant ramps at bus stops.
- Bus shelters.



# Pedestrian and Bicycle Supportive Infrastructure



- Sidewalks contributing to existing network or access destinations.
- Improved pedestrian crossings such as curb bump-outs, curb ramps or refuge islands.
- Pedestrian signals.
- Bike lanes: standard, buffered or separated.
- Sidepath or shared-use path connectors.
- Bicycle parking.
- Bicycle repair stations.
- Lighting or wayfinding intended for pedestrians or bicyclists.
  
- Marketing and education related to Shared Streets and Spaces grant improvements, not to exceed 10 percent of project cost.

# Micromobility Equipment

- Purchase of bicycles or other micromobility devices, docks or stations.
- Pavement markings and signs for micromobility parking.
- Supportive technology.



# Plazas and Pedestrian Spaces



Photos for illustration purposes only

- Spaces for people to engage in retail activity, recreation, outdoor seating, dining, or community programming.
- Heaters, tents, tables and chairs, lighting, and other equipment to support outdoor programming that is intended to transform transportation infrastructure (roads or parking areas).



# Ineligible Project Types/Costs

- Work to develop the application (Grant writing, design, engineering, and architectural).
- Projects that cannot be implemented and operational by Sept. 30, 2027.
- Project costs incurred prior to contract award.
- Operational costs associated with implementing and maintaining the operations of eligible items.
- Projects on private property.
- Projects that impede travel by people with disabilities or violate the ADA, even temporarily, unless adequate detours are provided.
- Temporary projects, intended for illustrative or pilot purposes only.
- Pavement resurfacing.



# WizeHive Application Software Demonstration

# Program Timeline

<b>Notice of Funding Opportunity (News Release)</b>	April 9, 2024
<b>Webinars</b>	April 15 and 19, 2024
<b>Application Deadline</b>	June 7, 2024
<b>Press Release/ Selection Notifications</b>	Mid- to late August 2024
<b>Implementation Start</b>	Upon execution of contract



Questions?





Thank You!



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 8, 2024

**SUBJECT:** Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for the Mt. Baldhead Restroom Building Replacement

**DESCRIPTION:**

The restrooms at Mt. Baldhead are in significant need of replacement. City Council listed restroom repairs as a desirable priority for the year. This work is also on the City's capital improvement plan.

The City Engineer has submitted the attached engineering services proposal to replace the restrooms.

The estimated engineering and construction cost to replace the restrooms is \$160,000.

The Parks and Public Works (PPW) Committee reviewed the attached rendering and plan. The new restroom building will be located in approximately the same footprint as the existing building, based on cultural findings made during AT&T's review of the site. The PPW Committee is recommending approval.

**LEGAL REVIEW:**

The City Attorney will be at your meeting to answer any questions you may have.

**SAMPLE MOTION:**

Motion to approve the Fleis & VandenBrink proposal to Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for the Mt. Baldhead Restroom Building Replacement in the amount of \$26,800.



April 11, 2024

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

Ryan Cummins  
City of Saugatuck  
102 Butler Street  
Saugatuck, MI 49453

**RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for the Mt. Baldhead Restroom Building Replacement**

Dear Ryan,

Based on discussions at recent City Council workshop and Parks & Public Works Committee meeting, we understand the City is considering moving forward with replacement of the existing restroom building at Mt. Baldhead based on our design concepts from December 2023 (attached for reference). The new restroom building will be located in approximately the same footprint as the existing building, based on cultural findings made during AT&T's review of the site. We propose the following Scope of Services to assist you:

## Scope of Services

### Design Phase

- Review the conceptual drawings with City staff and other stakeholders to get direction on details, project-specific elements (e.g. water bottle filling station), etc.
- Prepare a basic site plan with the building location, utility connections and related site features. We will utilize the topographic information provided by the AT&T design team for the site plan.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Coordinate with the local code official and the Allegan County Health Department and assist the City with obtaining the building permit and soil erosion permit, respectively. We have assumed that the City will pay permit costs directly.

### Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546

P: 616.977.1000

F: 616.977.1005

[www.fveng.com](http://www.fveng.com)

- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.

## Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
  - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
  - Prepare contract change orders, as necessary, and submit recommendation to the City for approval.
  - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 40 hours of field time in our fees. The field technician's duties will include:
  - Perform on-site materials testing, as needed.
  - Review work progress to date for conformance with the bid documents.
  - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

## Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: May 2024
- Design: May/June 2024
- Permitting: July 2024
- Bidding: August 2024
- Pre-Construction Activities: September 2024
- Construction: October 2024 to April 2025 (final restoration)



## Engineering Budget

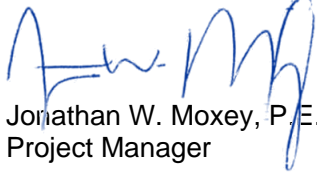
We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	\$ 10,800
Bidding	Bidding Assistance	\$ 2,400
Construction	Construction Engineering/Administration	\$ 4,800
	On-Site Observation & Testing	\$ 6,400
	Contract Closeout	\$ 2,400
<b>Total Proposed Fee</b>		<b>\$ 26,800</b>


Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

Cc: Scott Herbert, Department of Public Works

### WORK AUTHORIZATION

*Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.*

By \_\_\_\_\_

Date \_\_\_\_\_



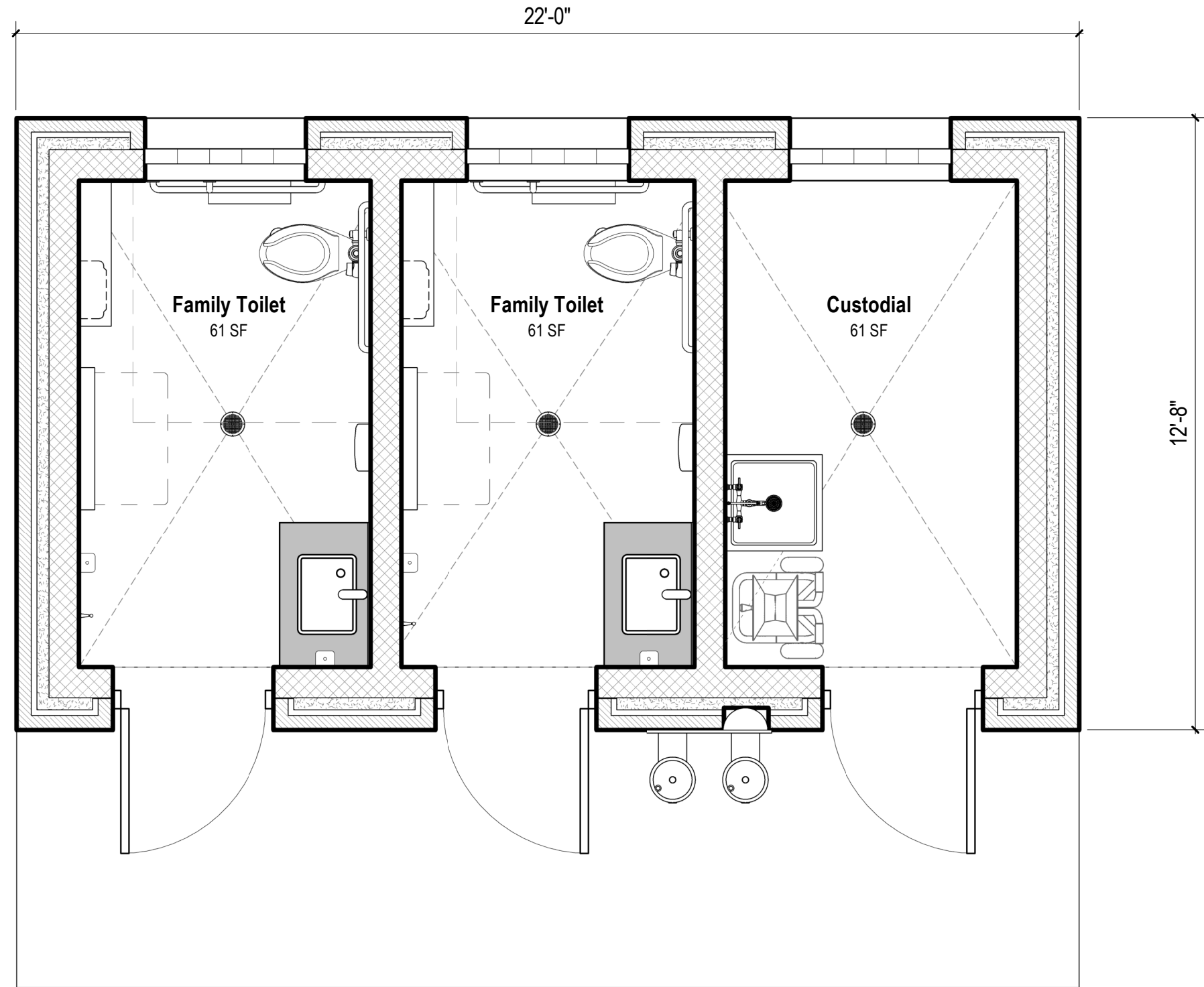
ISSUED FOR:

City of Saugatuck  
Mount Baldhead Park  
Restroom Building Replacement

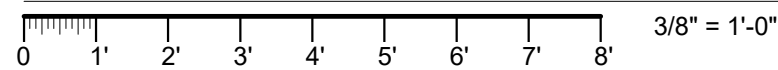
Sketch - A1

PROJECT NO: 860460  
ISSUE DATE: 12.20.2023





**PRELIMINARY FLOOR PLAN**



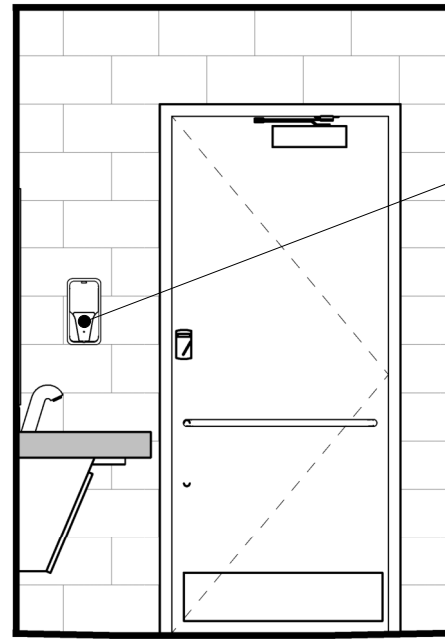
ISSUED FOR:

**City of Saugatuck**  
 Mount Baldhead Park  
 Restroom Building Replacement

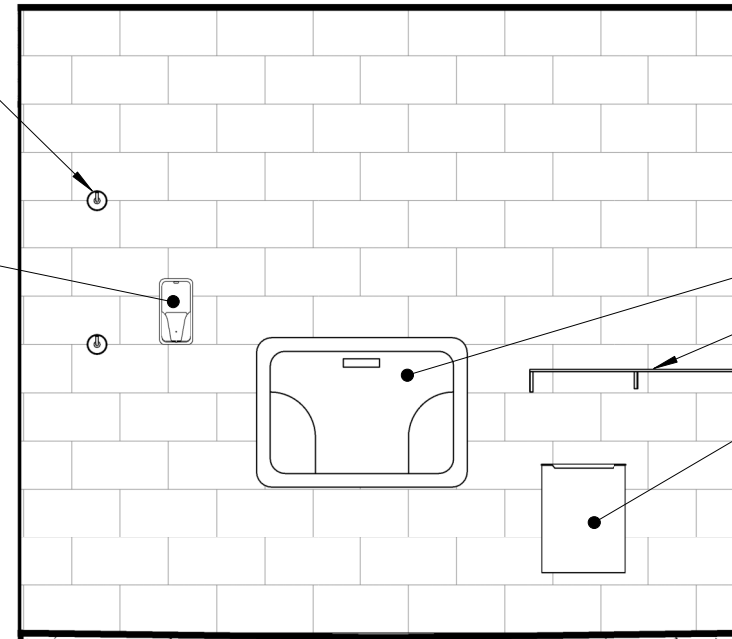
Sketch - A2

PROJECT NO: 860460  
 ISSUE DATE: 12.20.2023



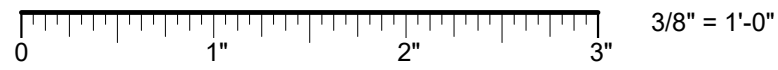


- Clothes hooks  
(72" AFF & 48" AFF)
- Electronic soap dispenser  
(battery)
- Electronic sanitizer  
dispenser (battery)

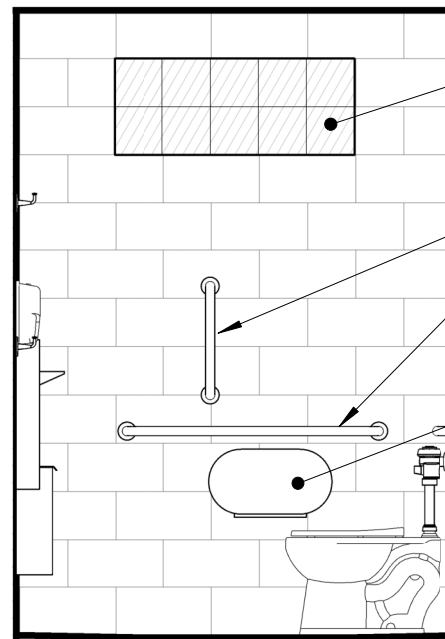
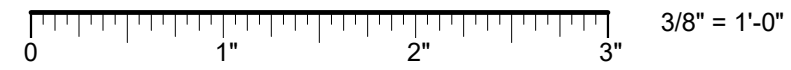


- Baby changing table
- Stainless steel shelf (36"x8")
- Stainless steel waste disposal  
with hinged lid

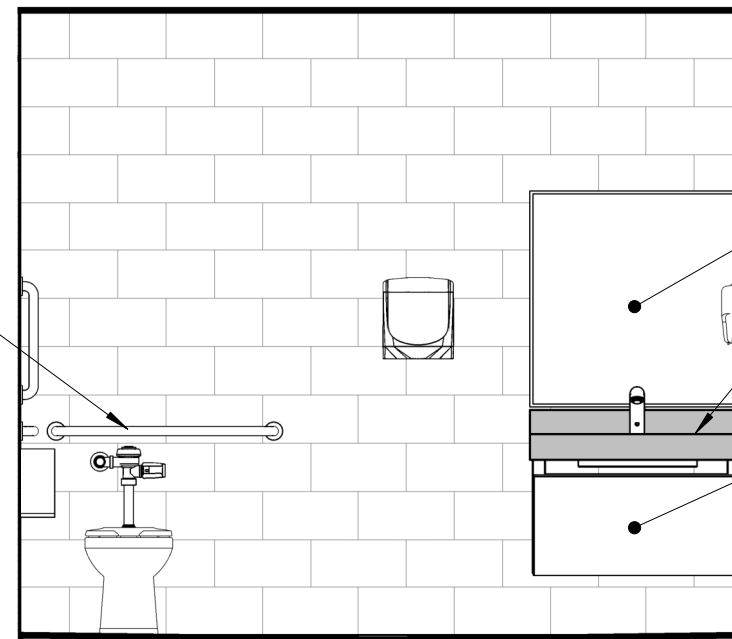
### FRONT WALL ELEVATION



### ACCESSORY WALL ELEVATION



- Glass block (40"x16")
- Grab bar (18", vertical)
- Grab bar (42")
- Grab bar (36")
- Toilet tissue dispenser

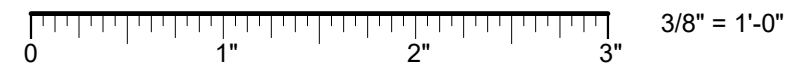


- Framed mirror (36"x36")
- Solid surface countertop  
with integral sink
- Metal vanity supports  
with closure panel

### BACK WALL ELEVATION



### PLUMBING WALL ELEVATION



ISSUED FOR:

City of Saugatuck  
Mount Baldhead Park  
Restroom Building Replacement

Sketch - A3

PROJECT NO: 860460  
ISSUE DATE: 12.20.2023







## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 8, 2024

**SUBJECT:** Proposal to Provide Engineering Design and Bidding Services for Mt. Baldhead Observation Platform Replacement

**DESCRIPTION:**

The observation platform and retaining walls at Mt. Baldhead are in significant need of replacement. This work is on the City's capital improvement plan.

The City Engineer has submitted the attached engineering services proposal to replace the observation platform/deck along with retaining walls that support the area.

Renderings of the improvements are attached. The estimated engineering and construction cost to replace the platform and retaining walls is \$330,000.

The Parks and Public Works (PPW) Committee is recommending approval.

**LEGAL REVIEW:**

The City Attorney will be at your meeting to answer any questions you may have.

**SAMPLE MOTION:**

Motion to approve the Fleis & VandenBrink proposal to provide Engineering Design and Bidding Services for Mt. Baldhead Observation Platform Replacement in the amount of \$24,600.



April 11, 2024

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

Ryan Cummins  
City of Saugatuck  
102 Butler Street  
Saugatuck, MI 49453

**RE: Proposal to Provide Engineering Design and Bidding Services for Mt. Baldhead Observation Platform Replacement**

Dear Ryan,

Based on discussions at recent City Council workshop and Parks & Public Works Committee meeting, we understand the City is considering moving forward with replacement of the existing observations deck/platform at the top of the Mt. Baldhead steps, along with retaining walls that support the area. The new structure would incorporate enhanced materials (galvanized supports, composite decking, etc.), as moisture and other factors have caused premature deterioration of simple treated lumber. Being within the regulated critical dunes area, the layout/footprint of the area is not anticipated to change significantly, as reflected in our renderings created earlier this year. We propose the following Scope of Services to assist you:

## Scope of Services

### Design Phase

- Review the conceptual drawings/renderings with City staff and other stakeholders to get direction on details, materials and other relevant inputs.
- Obtain additional topographic survey to supplement the information provided by the AT&T design team.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Coordinate with the Allegan Conservation District to obtain a Vegetation Removal Assurance for the project and include it in the Critical Dunes permit application. We have assumed that the City will pay permit costs directly.
- Finalize plans and specifications based on comments received from ACD and EGLE, as applicable.

### Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.

- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.
- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.

## Anticipated Schedule

We anticipate the following schedule for this project:

- Authorization: June 2024
- Design: July to October 2024
- Permitting: November to December 2024
- Bidding: January/February 2025
- Pre-Construction Activities: February/March 2025
- Construction: Spring 2025 (substantial completion prior to Memorial Day weekend)

## Engineering Budget

We propose to complete the Scope of Services outlined above for the following lump sum fees:

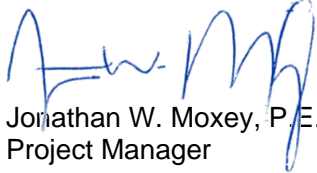
Phase	Task	Fee
Design	Topographic Survey	\$ 3,800
Design	Preliminary Design	\$ 12,600
Design	Final Design & Permitting	\$ 5,800
Bidding	Bidding Assistance	\$ 2,400
<b>Total Proposed Fee</b>		<b>\$ 24,600</b>

We will prepare a separate proposal for construction phase services once the timeline for construction and level of engineering oversight have been determined.

Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, P.E.  
Project Manager



Don DeVries, P.E.  
Principal

Cc: Scott Herbert, Department of Public Works

### WORK AUTHORIZATION

*Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.*

By \_\_\_\_\_

Date \_\_\_\_\_





























## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 13, 2024

**SUBJECT:** Hardscaping in Right of Way Request – 860 Simonson

**DESCRIPTION:**

In April 2023, the City received a complaint that a stone wall was constructed in the right of way along Simonson. Staff investigated the complaint and found that a stone wall was constructed without permits or City approval sometime after September 2019. The current owners, Sheila Denman and Michele Chitwood, advised the wall was in place prior to their purchase of the home in September 2023. They have submitted the attached request to allow the stone wall to remain.

The City’s new hardscaping policy prohibits stone walls from being constructed in the right of way. However, the new ordinance states City Council “may issue a permit for a use prohibited under the Policy that has been installed or constructed prior to the implementation of this Section.”

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

- (1) The proposed cost of installation;
- (2) The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
- (2) The ease and cost of removal of the installation;
- (4) Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
- (5) Whether the installation pre-exists the passage of this Ordinance;

(6) The proposed size of the installation, including height and width;

(7) The material of the installation (i.e. plant matter, wood, brick, mulch, and plaster);  
and

(8) Review, comment, and recommendations of City staff and departments.

The City Engineer reviewed the request and noted the following:

- Allowing the wall to remain would be contrary to recent concerns raised about the amount of right of way encroachments along Park Street.
- No objection as long it is clear that a time may come that the City will remove the stone wall (or direct them to remove it) because it is in conflict with improvement of Simonson Drive (i.e. addition of a sidewalk, utility replacement or something of that nature).
  - In the case of Simonson, improvements are not immediate, but prior generations likely thought the same about Park or Maple Street.

**LEGAL REVIEW:**

The City Attorney will be available at your meeting to answer any questions you may have.

**SAMPLE MOTIONS:**

Motion to **approve** the already constructed stone wall, located in the Simonson right of way adjacent to 860 Simonson, with the following conditions:

1. The permit shall be valid for three years from the date of issuance, after which the property owner shall reapply for a new permit or remove the stone wall prior to the date the permit expires. The property owner understands and acknowledges that the issuance of this permit does not convey a property right or create a reasonable expectation that another permit will be issued by the City following the expiration of this permit.
2. The property owner shall be responsible for and shall bear all costs of maintaining the stone wall. The property owner shall not expand, modify, or extend the stone wall in any manner. No other improvements may be placed within the Simonson right-of-way except as expressly permitted by the City Code.
3. If the City determines, in its sole discretion, that removal of the stone wall is necessary or convenient to accommodate improvements to the Simonson right-of-way or otherwise in the public interest, City shall notify the property owner, and the property owner shall remove the stone wall shall at their sole expense no later than 30 days after receiving such notice. Once the stone wall is removed it shall not be re-installed, and the property owner shall restore the right-of-way to substantially the same condition it was in prior to the installation of the stone wall. If the property owner fails to timely remove the stone wall, the city may do so at the property owner's expense.

4. The City may remove all or a portion of the stone wall at the expense of the property owner and without prior notice to the property owner if such removal is necessary to accommodate emergency work within the Simonson right-of-way.
5. The applicant shall provide the City with a bond or financial security in an amount equal to the cost of removal of the installation and restoring the right-of-way to substantially the same condition it was in prior to the installation of the stone wall, which shall be maintained during the entire time the stone wall exists on the property. If City removes all or a portion of the stone wall as provided herein, the City may draw on the bond or financial security in the amount necessary to recuperate the costs of removal and restoration, and shall refund the balance to the property owner. If the bond or financial security is insufficient to cover the City's actual costs of removal and restoration, any deficit shall be paid by the property owner.

Motion to **deny** the request from the owner's of 860 Simonson to allow the stone wall to remain in the Simonson right of way.



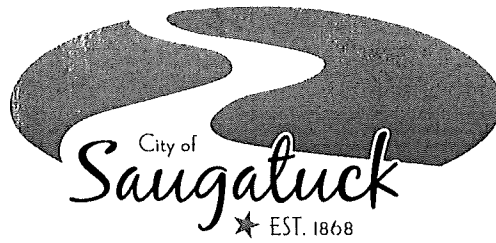
ROW Permit Fee: \$150  
 Temp ROW Permit Fee: \$75  
 Street Cut/Curb Cut Escrow  
 Deposit: \$3000  
 Installation Bond/Escrow:  
 Superintendent Discretion  
 ROW Permit – Council  
 Review: \$250



## RIGHT OF WAY PERMIT APPLICATION

Applicant Information	
Name: Michele Chitwood Sheila Denman	Business or Organization: N/A Phone:
Address: 860 Simonson Saugatuck	Phone:
E-mail: 13sdenman@gmail.com	
Contractor: N/A	

Project Information	
Request Type (select all that apply):	<input type="checkbox"/> Street Cut <input type="checkbox"/> Curb Cut <input type="checkbox"/> Boring <input type="checkbox"/> Stormwater Connection <input type="checkbox"/> Sidewalk Closure <input type="checkbox"/> Sidewalk Removal/Replacement <input checked="" type="checkbox"/> Installation <input type="checkbox"/> Temporary Encroachment
Project Location: 860 Simonson Saugatuck MI	
Description of Work/Project/Installation: When we purchased the home in Sept. of 2023 there was a 12-18" stone wall in the front yard easement. This wall is now under violation of the new policy. We are requesting this wall be allowed to stay for 2 primary reasons. Removal would result in a loss of parking area and for the nature center and removal will eliminate this aesthetically appealing front yard.	
Cost of Installation: Unsure of cost should we be required to remove the wall	
Safety Measures: Current wall presents no safety risks	
Start Date: N/A	End Date: N/A



### Checklist

Attachments  
(select all that  
apply):

- Survey, Site Plan and/or Drawing
- Traffic Control Plan
- Certificate of Insurance naming City of Saugatuck as additional insured

### Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Applicant Signature:

*Shirley Demmon*

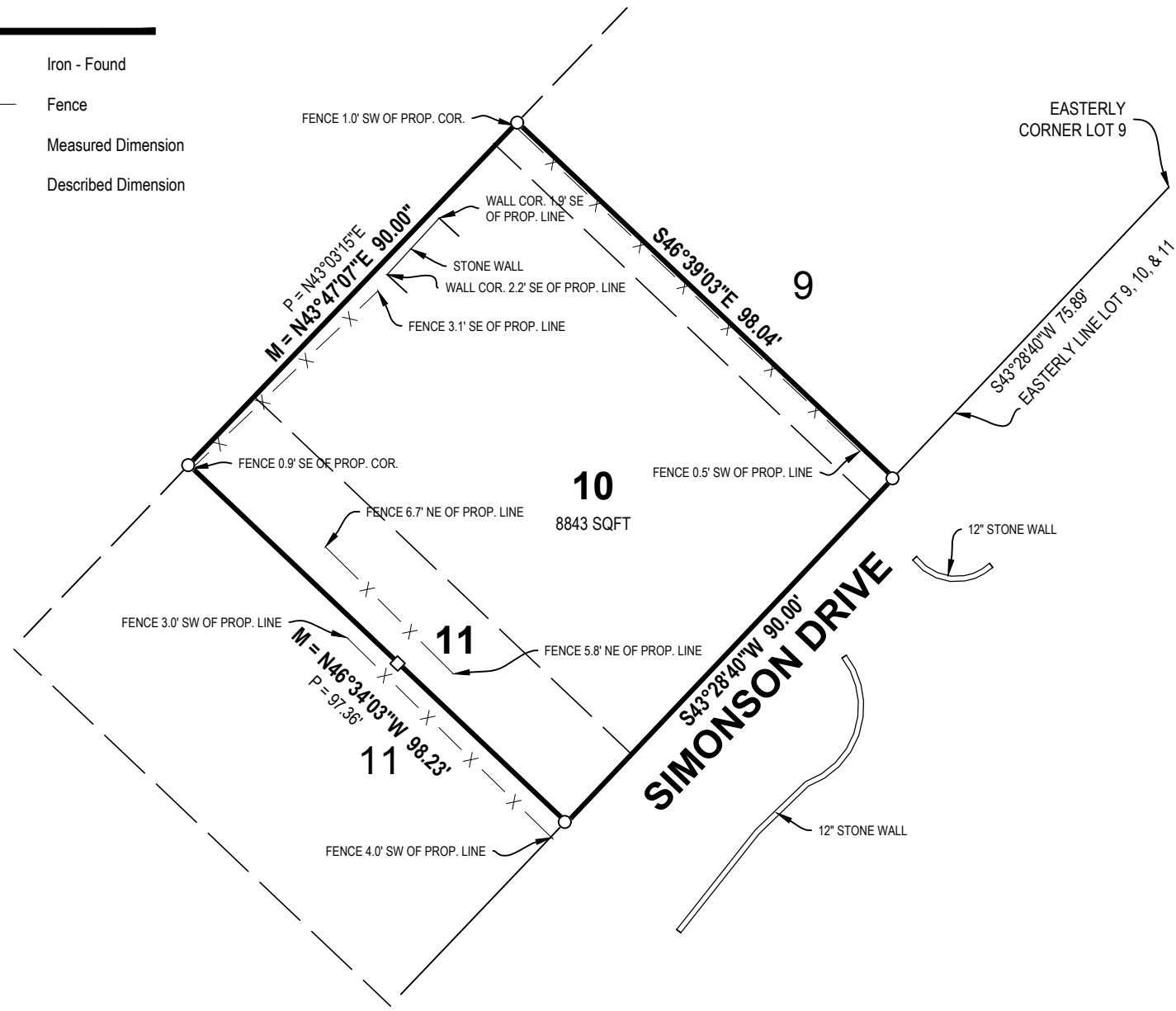
Date:

*2-5-24*



# LEGEND

- Iron - Found
- X — X — Fence
- M = Measured Dimension
- D = Described Dimension



# DESCRIPTION

Land Situated in the State of Michigan, County of Allegan, City of Saugatuck.

Part of Lots 10 and 11, Block 1 of Bandle's Addition to the Village (now City) of Saugatuck, Allegan County, Michigan, as recorded in Liber 2 of Plats, on Page 16, Allegan County records, being described as Commencing at the Easterly corner of Lot 9 of said Plat; thence South 43 degrees 28 minutes 40 seconds West 75.89 feet along the Easterly line of Lots 9 and 10 to the point of beginning of the parcel of land herein described; thence continuing along the Easterly line of said Lots 10 and 11, 90.00 feet; thence North 46 degrees 34 minutes 03 seconds West 97.36 feet thence North 43 degrees 03 minutes 15 seconds East 90.00 feet; thence South 46 degrees 34 minutes 03 seconds East 98.04 feet to the point of beginning, City of Saugatuck, Allegan County, Michigan.

(Warranty Deed, recorded in Liber 4802, Page 777, dated September 30, 2022, Allegan County Register of Deeds)



By: *Caleb James Raterink*  
 Caleb J. Raterink Licensed Professional Surveyor No. 4001065916

SCALE: 1" = 30' 0' 15' 30' NORTH

Sheila Denman 5190 E. Orchard Mooresville, IN 46158		 www.nederveld.com • 800.222.1868 Holland 347 Hoover Blvd. Holland, MI 49423 Ann Arbor, Chicago, Columbus, Grand Rapids, Indianapolis
860 Simonson Drive		
DRAWN BY: JR REV. BY: REV.:	DATE: 5.4.23 REV. DATE:	PRJ #: 23200645 1 OF 1

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.













## City Council Agenda Item Report

**FROM:** Ryan Cummins, Interim City Manager

**MEETING DATE:** May 8, 2024

**SUBJECT:** Complimentary Oval Beach Passes Request from CVB

**DESCRIPTION:**

Lisa Mize, Executive Director, of the Saugatuck Douglas Area Convention & Visitors Bureau (CVB) has submitted the attached request for five complimentary season passes to Oval Beach for photography and videography purposes.

The City Council's 2010 policy states, "[a]ll other complementary Oval Beach parking permits have been discontinued at this time unless otherwise approved by City Council".

Approving these complimentary passes are likely to have a return on the investment as the photos and videos of the beach are used in far reaching marketing materials that will drive further traffic to the beach.

**LEGAL REVIEW:**

N/A at this time.

**SAMPLE MOTION:**

Motion to approve/deny the Convention & Visitors Bureau request for five complimentary Oval Beach passes.



# Saugatuck Douglas

April 26, 2024

Saugatuck City Council  
City of Saugatuck

Subject: Oval Beach Passes for Photography and Videography

Dear Saugatuck City Council,

I'm writing to request five annual Oval Beach passes to be used strictly for photography and videography by the CVB and Concept A Creative to promote the area. By showcasing Oval Beach, we feel this will benefit and boost attendance and concession sales.

We know that our natural resources are one of the biggest attractions to visitors annually. By highlighting Oval Beach with captivating imagery and videos, we encourage more people to visit, thereby driving economic growth in our community.

Granting us access to the beach for promotional purposes would be greatly appreciated. We assure you of responsible usage and adherence to regulations.

Thank you for considering our request.

All the best,  
Lisa Mize  
Executive Director  
Saugatuck Douglas Area Convention and Visitors Bureau  
Saugatuck.com  
(269) 857-1701



## City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** May13 2024  
**SUBJECT:** Special Event - Fourth of July Fireworks

**DESCRIPTION:**

The Saugatuck Douglas Area CVB has submitted the attached application for the Fourth of July fireworks. Safety meeting has been conducted with traffic control left to discuss.

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the Fourth of July Fireworks special event application.





<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Area CVB TELEPHONE: 269-857-1701  
 MAILING ADDRESS: P.O. Box 28  
 CONTACT NAME: Lisa Mize TELEPHONE: 269-857-1701  
 E-MAIL ADDRESS: lisa@saugatuck.com CELL PHONE: 616-490-5587

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Lisa Mize / Duane Mocherman TELEPHONE: 616-490-5587 <sup>(Lisa)</sup>  
 E-MAIL ADDRESS: duane@stsnfireworks.com CELL PHONE: 989-287-1610  
~~stsn~~ (stsnfireworks.com) (Duane)

#### EVENT INFORMATION

NAME OF EVENT: Fireworks on July 5, 2024 DATE(S) OF EVENT: July 5, 2024  
 PURPOSE OF EVENT: Community / Tourism RAIN DATE: \_\_\_\_\_

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Lake Kalamazoo EVENT HOURS: 10:15 pm

ESTIMATED NUMBER OF ATTENDEES: 10,000 +

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: 7/5/24 11 am \_\_\_\_\_ 11  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/5/24 \_\_\_\_\_ 11  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

---

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_

Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY** \_\_\_\_\_
- TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – QUANTITY** \_\_\_\_\_
- TABLES – QUANTITY** \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_



**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_  BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_



## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

  
\_\_\_\_\_  
Applicant Signature

4/17/2024  
\_\_\_\_\_  
Date





## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** May 13, 2024

**SUBJECT:** City Council Regular Meeting Date Change

**DESCRIPTION:**

The City of Saugatuck Charter states that if a City Council regular meeting falls on a holiday, then the meeting shall be held on the next following secular day. The regular City Council meeting on May 27<sup>th</sup> falls on Memorial Day, therefore the request is that meeting be held on Tuesday, May 28<sup>th</sup>, 2024.

If this date doesn't work for Council, the Charter allows the Council to change the date to another date.

***SECTION 4.13 REGULAR MEETINGS OF THE COUNCIL:***

Regular meetings of the council shall be held at least twice in each calendar month at the usual place of holding meetings of the council. If any time set by resolution of the council for the holding of a regular meeting of the council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the council.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve changing the City Council Regular Meeting date from May 27<sup>th</sup>, 2024 to \_\_\_\_\_, May \_\_\_\_\_, 2024.



**DANIEL W. FOX**  
1006 Elizabeth Street  
Saugatuck, Michigan 49453

April 29, 2024

City of Saugatuck  
102 Butler Street  
Saugatuck, Michigan 49453

To the City Council:

Saugatuck has no more valuable asset than its good reputation, its “brand name” in today’s lingo.

The recent publicity concerning an extensive investigation--based on whistleblowers’ testimony and a review of thousands of pages of documents--by Nexstar television station WLNS in Lansing, made highly credible allegations of unethical and possibly illegal business practices over the years by the principal of the company, Frank Walsh. Mr. Walsh, as the \$160,000-a-year superintendent of Meridian Township, reportedly used public resources while performing work for his private business in part on township time, at township expense, from township offices. Walsh resigned his township position shortly after the news report.

In similar circumstances, most private companies would take immediate action to end their relationship with such a supplier. In view of his past recruitment assignment for Saugatuck, it is possible, if not in fact likely that Walsh’s work on those assignments benefitted from his improper use of public resources. The ethical cloud that now surrounds the Walsh firm cannot be allowed to further damage Saugatuck’s reputation. A taxpayer-funded municipality like Saugatuck needs to hold itself and those it does business with to the highest ethical standards.

This is why I urge the City of Saugatuck to immediately terminate Walsh Municipal Services from its current recruitment search assignment, and to prohibit that firm from using the city’s name in any of its promotion materials, correspondence, or advertising going forward.

Sincerely,





**GARY E. MEDLER**

461 Vine Street  
PO Box 461  
Saugatuck, MI 49453  
[gary.medler@yahoo.com](mailto:gary.medler@yahoo.com)

**April 21, 2024**

**BY EMAIL DELIVERY**

Jamie Wolters, City Clerk  
City of Saugatuck  
102 Butler Street/PO Box 86  
Saugatuck, Michigan 49453  
[jwolters@saugatuckcity.com](mailto:jwolters@saugatuckcity.com)

Ryan Cummins, Interim City Manager  
Director, Planning, Zoning and Project Design  
City of Saugatuck  
102 Butler Street PO Box 86  
Saugatuck, MI 49453  
[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

Saugatuck City Council  
Planning Commission  
Parks and Public Works

Historic District Commission  
Zoning Board of Appeals

Re: Village Square Park Playground

To the Parties Addressed:

On April 12, 2024, I filed a written complaint of Code violations regarding the installation of new playground equipment in Village Square Park (“Park”). A copy of this complaint is attached.

The City has now indicated its intention to install the main features of the playground on May 6-8, 2024. On Monday, April 22, 2024, City Council will consider a proposal to authorize the filing of an application with the Historic District Commission regarding installation of additional playground equipment in the Park. These actions are an intentional continuation of the Code violations set forth in my complaint.

I hereby request a copy of the actions taken by the Zoning Administrator on my complaint pursuant to Code Section 154.171 (J). I also request copies of each determination made by the Zoning Administrator under the Code that permits installation of the playground equipment main features and additional features in the Park.

Sincerely,

Gary E. Medler



**GARY E. MEDLER**

461 Vine Street  
PO Box 461  
Saugatuck, MI 49453  
[gary.medler@yahoo.com](mailto:gary.medler@yahoo.com)

**April 12, 2024**

**BY EMAIL DELIVERY**

Jamie Wolters, City Clerk  
City of Saugatuck  
102 Butler Street/PO Box 86  
Saugatuck, Michigan 49453  
[jwolters@saugatuckcity.com](mailto:jwolters@saugatuckcity.com)

Ryan Cummins, Interim City Manager  
Director, Planning, Zoning and Project Design  
City of Saugatuck  
102 Butler Street PO Box 86  
Saugatuck, MI 49453  
[rcummins@saugatuckcity.com](mailto:rcummins@saugatuckcity.com)

Saugatuck City Council  
Historic District Commission  
Planning Commission  
Zoning Board of Appeals  
Parks and Public Works

Re: Village Square Park Playground

To the Parties Addressed:

**Village Square Park**

The City owned Village Square Park (“Park”) is located in the C-1 City Center Commercial Zoning District (See City Code of Ordinances (“Code”) Section 154.024, attached as Exhibit A).

The Park is also located within the City’s Historic District established pursuant to Chapter 152 (Historic District Regulations) of the Code (See attached Exhibit B).

The Historic District is an overlay zone and subjects “all lands” (including the Park) within the Historic District to the requirements of Chapter 152 (See Code Section 152.048 (E), attached as Exhibit C). Code Sections 152.048 (B) and (C) limit permitted uses and special land uses to those as classified by the underlying zone district (Code Sections 154.024 (B) and (C), as applicable here, at Exhibit A).

The City is not exempt from compliance with Chapter 152 or Code Section 154.024.



**Former Children’s Playground Constituted a Nonconforming Use**

A children’s playground/equipment is not a permitted use nor a listed special land use under Chapter 152 and Code Sections 154.024 (B) and (C) (See Exhibit A).

The former “Children’s Playground” constituted a nonconforming structure/use within the Park because such structure/use was neither a permitted use nor a listed special land use under Code Sections 154.024 (B) and (C) (See Exhibit B).

The City’s installation of the new playground equipment is neither a permitted use (See Code Section 154.024 (B) at Exhibit A) nor a listed special land use (See Code Section 154.024 (C) at Exhibit A).

The City has demolished and removed the former Children’s Playground equipment and its footprint/foundation. The City has now excavated substantially all of the northwest quadrant of the Park for installation of new playground equipment within a footprint which engulfs the entire northwest quadrant of the Park.

These new structures and the proposed footprint substantially enlarge, increase and extend the nonconforming structures/use to a greater area of land than occupied by the former Children’s Playground in violation of Code Sections 154.174 (B) (1) and (2) and (C) (1); and Code Section 154.174 E) (1) (See attached Exhibit D ).

**Grandfathered Rights Extinguished**

By demolition/removal of the prior playground equipment and footprint (foundation), coupled with the proposed impermissible substantial enlargement of the footprint (foundation) and installation of significantly more additional equipment, the City has abandoned the nonconforming use (See Code Section 154.174 (D) (5) at Exhibit D).

The new proposed playground/equipment/footprint is not functionally similar to the former Children’s Playground and constitutes a change in use not authorized under Code Section 154.024 (See Exhibit A).



## **Code Enforcement**

Code Section 154.020 provides that: (1) zoning effects every structure and use; and (2) except as authorized under the Code, no structure/use shall be erected, moved, placed, reconstructed, extended, enlarged or altered, except in conformance with the regulations specified for the zoning district in which it is located (See attached Exhibit E).

Code Section 154.021 provides that: (1) the Code regulations shall apply uniformly to each class or kind of structure, land or use; and (2) no structure or land shall be constructed, altered, or changed in use unless in conformity with all of the regulations set forth in the district in which such structure/use is located (See attached Exhibit F).

Code Section 154.177 provides that: (1) anyone or entity, including the City, that violates any provision of the Code shall be guilty of a violation of the Code; and (2) the Zoning Administrator “**shall** follow the procedure in pursuing all alleged ordinance violations (See attached Exhibit G).”

Code Section 154.171 sets forth the enforcement responsibilities of the Zoning Administrator (See attached Exhibit H).

Code Section 154.171 (A) provides the Zoning Administrator “**shall** administer and enforce” the Code provisions. A violation of the Code “**shall** constitute a nuisance per se (See Exhibit H).”

Code Section 154.171 (J) provides that: (1) the Zoning Administrator “**shall** keep a record of every written and/or identifiable complaint of a violation of the Code; and (2) where there is a Code violation, the Zoning Administrator “**shall** follow established procedures to provide notice of the violation and get it corrected (See Exhibit H).”

Code Section 154.171 (N) prohibits the Zoning Administrator from making any change to the Code or alter the terms of the Code while carrying out his enforcement duties under the Code (See Exhibit H).

Code Section 154.171 (N) also provides that “(I)t **shall** be the responsibility of the City Council to assure that the Zoning Administrator enforces” the Code provisions (See Exhibit H).

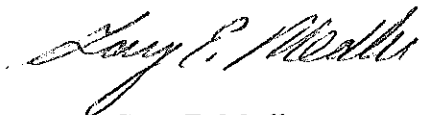
## **Code Violation Complaints**

City Council, Historic District Commission, Interim City Manager and Zoning Administrator received detailed complaints on the Code violations relating to the Playground. All have ignored these complaints despite the Code imposing an absolute obligation to take action as discussed above under “**Code Enforcement.**”



The highlighted word “**shall**” does not permit discretion on the part of City Council or the Zoning Administrator to ignore the Code violations relating to the new Playground installation. Shall requires mandatory affirmative action to shut down this installation and restore the Park to its original status without any playground footprint/foundation or equipment.

Sincerely

A handwritten signature in cursive script, appearing to read "Gary E. Medler".

Gary E. Medler



**EXHIBIT A**

**Code Section 154.024 C-1 City Center Commercial District (CC)**



## § 154.024 C-1 CITY CENTER COMMERCIAL DISTRICT (CC).

### (A) *Generally.*

(1) This district is designed to promote and preserve the Central Business District character of the city.

(2) The district permits intense retail and commercial uses.

(3) Residential uses and business and professional offices are encouraged on the second and third floors of buildings in the district.

(4) Utilization of existing undeveloped land in the district is encouraged when done in a manner consistent with the character of the district.

### (B) *Permitted uses:*

(1) Essential public services;

(2) Retail stores;

(3) Personal service establishments;

(4) Art galleries;

(5) Single-family, two-family, and multiple-family dwelling units on second or third floors;

(6) Home occupations;

(7) Short-term rental units on second or third floors; and,

(8) Business, professional offices on second and third floors only.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ 154.060 through 154.068 and §§ 154.080 through 154.092:

(1) Bed and breakfast;

(2) Hotel/inn;

(3) Motel/motor court;

(4) Theater;

(5) Parking facility;

(6) Restaurants;

(7) Rental of accessory dwellings;

(8) Recreational transportation rental facilities; and

(9) Brewery, distillery, and winery.

### (D) *Dimension and area regulations.*

(1) Permitted uses and special uses: 4. Theater, 5. Parking facility, 6. Restaurants, 8. Recreational transportation rental facilities, and 9. Brewery, distillery, and winery.

Front setback	0 feet
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Side setback	0 feet*
Rear setback	0 feet*
Minimum lot area	4,356 square feet
Minimum lot width	33 feet of street frontage
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	

(2) Special uses: 1. Bed and breakfast, 2. Hotel/inn, 3. Motel/motor court, and 7. Rental of accessory dwellings.

Front setback	0 feet
Side setback	0 feet*
Rear setback	0 feet*
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%*
* Subject to Fire Code Regulations,	

(Ord. passed 6-24-1996; Am. Ord. 050711, passed - -; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. 090824-1, passed 8-24-2009; Am. Ord. 100726-1, passed 7-26-2010; Am. Ord. 101122-1, passed 11-22-2010; Am. Ord. 110214-1, passed 12-14-2011; Am. Ord. 111212-1, passed 12-12-2011; Am. Ord. 140714-1, passed 7-14-2014; Am. Ord. 200622-1, passed 6-22-2020; Am. Ord. 201109-D, passed 11-9-2020)



**EXHIBIT B**

**Chapter 152: Historic District Regulations**



## CHAPTER 152: HISTORIC DISTRICT REGULATIONS

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### Section

- 152.01 Purpose
- 152.02 Definitions
- 152.03 Application and permit required
- 152.04 Creation, modification, and elimination of historic districts
- 152.05 Historic District boundaries
- 152.06 Historic District Commission
- 152.07 Application and review procedure; powers and duties of the Historic District Commission
- 152.08 Deviation from approved plans
- 152.09 Work without a permit
- 152.10 Preservation, moving and demolition of historic resources
- 152.11 Demolition by neglect
- 152.12 Community outreach
- 152.13 Construction
- 152.14 Appeals
- 152.15 Historic preservation; financing
- 152.16 Signs
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- 152.99 Penalty

### § 152.01 PURPOSE.

Historic preservation is declared to be a public purpose, and it is the intent of this chapter to establish procedures as set forth in Public Acts 169 of 1970, being M.C.L.A. §§ 399.201 - 399.215, as amended by Public Act 125 of 1980, being M.C.L.A. §§ 399.203 - 399.205, Public Act 230 of 1986, being M.C.L.A. §§ 399.201 - 399.215, and Public Act 96 of 1992, being M.C.L.A. §§ 399.201 - 399.215, to regulate the construction, addition, moving, excavation and demolition, and exterior alteration and repair of structures or resources within the Historic District in order to:

(A) Safeguard the heritage of the City of Saugatuck by ensuring that the Historic District(s) continue to reflect the architecture, archaeology, engineering, culture, local village/rural character and the contextual aesthetic of the city;

(B) Stabilize and improve property values in each district and surrounding areas;



(C) Foster civic beauty;

(D) Strengthen the local economy; and

(E) Promote the use of historic districts for the education, pleasure and welfare of the citizens of the city, county, state and country.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

## § 152.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ADDITION.** A new structure built onto an existing structure.

**ALTERATION.** Work that changes the exterior detail of a resource regardless whether the work changes the resource's basic size or shape.

**CENTER.** The Michigan Historical Center of the Department of History, Arts and Libraries.

**CERTIFICATE OF APPROPRIATENESS.** Written approval of a permit application for work determined to be consistent with the requirements and purposes of this chapter.

**COMMISSION.** An historic district commission created by the City Council pursuant to Public Act 169 of 1970 as amended, being M.C.L.A. §§ 399.201 - 399.215.

**COMMITTEE.** An historic district study committee appointed by the City Council under § 152.04.

**CONSTRUCTION.** The building of a new structure, whether free standing or an addition.

**DEMOLITION.** The razing or destruction, whether entirely or in part, of a resource and includes, but is not limited to, demolition by neglect.

**DEMOLITION BY NEGLECT.** Neglect in maintaining, repairing or securing a resource that results in deterioration of an exterior feature of the resource or loss of structural integrity of the resource.

**DENIAL.** The written rejection of a permit application for work that is determined to be inconsistent with the requirement of this chapter.

**HISTORIC DISTRICT.** An area, or group of areas not necessarily having contiguous boundaries, that contains one resource or a group of resources that are related by history, architecture, archaeology, engineering or culture.

**HISTORIC PRESERVATION.** The identification, evaluation, establishment and protection of resources significant in history, architecture, archaeology, engineering or culture.

**HISTORIC RESOURCE.** A publicly or privately owned building, structure, site, object, feature or open space that contributes significant to the architectural, archaeological, engineering, cultural history, local village/rural character, or the contextual aesthetic of the city, county, state or country.

**NATURAL MATERIALS.** Materials produced or existing by nature.

**NOTICE TO PROCEED.** Written permission to issue a permit for work determined to be consistent with the requirements of this chapter, but which is allowed under one of the exceptions to the application of those guidelines.

**OPEN SPACE.** Undeveloped land, a naturally landscaped area, or a formal or man-made landscaped area that provides a connective link or a buffer between other resources.



**ORDINARY MAINTENANCE.** To maintain the exterior of a resource in good or sound condition by taking care of ordinary wear and tear. **ORDINARY MAINTENANCE** does not change the external appearance of the resource except through elimination of the usual and expected effects of weathering (e.g. scraping and repainting a house with the same color). **ORDINARY MAINTENANCE** shall not constitute work for purposes of this chapter.

**REPAIR.** To restore the exterior of a decayed or damaged resource to a good or sound condition by replacing a decayed or damaged element or feature (e.g. a window, the siding, a bracket, or door) with one of identical design using either original material or other material as permitted by the Commission. A repair that changes the external appearance of a resource constitutes work for purposes of this chapter.

**RESOURCE.** One or more publicly or privately owned historic or non-historic buildings, structures, sites, objects, features or open spaces located within a historic district.

**STANDING COMMITTEE.** A permanent body established by the City Council under Public Act 169 of 1970, as amended, being M.C.L.A. §§ 399.201 - 399.215, to conduct the activities of a historic district study committee on a continuing basis.

**WORK.** Construction, addition, alteration, repair, moving, excavation or demolition.

(Ord. passed 3-27-2000; Am. Ord. passed 4-28-2003; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.03 APPLICATION AND PERMIT REQUIRED.

A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district. The Building Inspector shall not issue a building permit and no resource in a historic district shall be constructed, moved, excavated or demolished, nor its exterior altered or repaired, nor signs and fences constructed or altered, unless application is made and the applicant has received either a certificate of appropriateness or a notice to proceed from the Commission pursuant to the requirements set forth in this chapter.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.04 CREATION, MODIFICATION, AND ELIMINATION OF HISTORIC DISTRICTS.

(A) *Generally.* The creation, modification, and elimination of historic districts shall be in accordance with Public Act 169 of 1970, as amended, being M.C.L.A. §§ 399.201 - 399.215.

(B) *Creation or modification of historic districts.* The City Council may, by ordinance, establish one or more historic districts or modify the boundaries of an existing historic district. Before creating or modifying a historic district, the City Council shall, by resolution, appoint a Historic District Study Committee. The Committee shall contain a majority of persons who have a clearly demonstrated interest in or knowledge of historic preservation and shall contain representation from one or more duly organized local historic preservation organizations.

(1) The Committee shall do all of the following:

(a) Conduct a photographic inventory of resources within each proposed historic district following procedures established or approved by the Center.

(b) Conduct basic research on each proposed historic district and the historic resources located within that district.

(c) Determine the total number of historic and non-historic resources within the proposed historic district and the percentage of historic resources of that total. In evaluating the significance of historic resources, the Committee shall be guided by the selection criteria for evaluation issued by the



United States Secretary of the Interior for inclusion of resources in the National Register of Historic Places, as set forth in 36 C.F.R. part 60, and criteria established or approved by the Center, if any.

(d) Prepare a preliminary historic district study committee report that addresses at a minimum all of the following:

1. The charge of the Committee.
2. The composition of the Committee membership.
3. The historic district or districts studied.
4. The boundaries for each proposed historic district in writing and on maps.
5. The history of each proposed historic district.
6. The significance of each district as a whole, as well as a sufficient number of its individual resources to fully represent the variety of resources found within the district, relative to the evaluation criteria.

(e) Transmit copies of the preliminary report for review and recommendations to the City Planning Commission, the Center, the Michigan Historical Commission, and to the State Historic Preservation Review Board.

(f) Make copies of the preliminary report available to the public pursuant to subsection (4).

(2) Not less than 60 calendar days after the transmittal of the preliminary report, the Committee shall hold a public hearing in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 to 15.275. Public notice of the time, date, and place of the hearing shall be given in the manner required by Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 to 15.275. Written notice shall be mailed by first-class mail not less than 14 calendar days before the hearing to the owners of properties within the proposed historic district, as listed on the tax rolls of the city.

(3) After the date of the public hearing, the Committee and the City Council shall have not more than one year, unless otherwise authorized by the City Council, to take the following actions:

(a) The Committee shall prepare and submit a final report with its recommendations and the recommendations, if any, of the City Planning Commission to the City Council. If the recommendation is to establish or expand a historic district or districts, the final report shall include a draft of a proposed ordinance or ordinances.

(b) After receiving a final report that recommends the establishment of a historic district or districts, the City Council, at its discretion, may introduce and pass or reject an ordinance or ordinances. If the City Council passes an ordinance or ordinances establishing one or more historic districts, the City Clerk shall file a copy of the ordinance or those ordinances, including a legal description of the property or properties located within the historic district or districts with the Register of Deeds. If a majority of the property owners within the proposed historic district, as listed on the city tax rolls, have approved the establishment of the historic district pursuant to a written petition or petitions, the City Council shall not pass an ordinance establishing the historic district less than 60 days after presentation of the petition or petitions. A written petition shall not be a prerequisite to the establishing, modifying, or eliminating of a historic district unless the City Council, in its discretion, determines otherwise.

(4) A writing prepared, owned, used, in the possession of, or retained by a committee in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1976, as amended, being M.C.L.A. §§ 15.231 to 15.246.



(C) *Elimination of all or part of a historic district.* If considering elimination of a historic district, a committee shall follow the procedures set forth in division (B) for issuing a preliminary report, holding a public hearing, and issuing a final report but with the intent of showing one or more of the following:

- (1) The historic district has lost those physical characteristics that enabled establishment of the district.
- (2) The historic district was not significant in the way previously defined.
- (3) The historic district was established pursuant to defective procedures.

(D) *Historic District Study Committee.* Before establishing additional historic districts or modifying or eliminating an existing historic district, a Historic District Study Committee appointed by the City Council shall comply with the procedures set forth in divisions (B) and (C) and shall consider any previously written committee reports pertinent to the action. To conduct these activities, the city may retain the initial Historic District Study Committee appointed by the City Council under division (B), establish a standing committee, or establish a committee to consider only specific proposed districts and then be dissolved.

(E) *Review of permit applications in proposed historic districts.* Upon receipt of substantial evidence showing the presence of historic architectural, archaeological, engineering, or cultural significance of a proposed historic district, the City Council may, at its discretion, adopt a resolution requiring that all applications for permits within the proposed historic district be referred to the Commission. The Commission shall review permit applications with the same powers that would apply if the proposed historic district was an established historic district. The review may continue in the proposed historic district for not more than one year, or until such time as the City Council approves or rejects the establishment of the historic district by ordinance, whichever occurs first.

(F) *Emergency moratorium.* If the City Council determines that pending work will cause irreparable harm to resources located within an established historic district or a proposed historic district, the City Council may, by resolution, declare an emergency moratorium of all such work for a period not to exceed six months. The City Council may extend the emergency moratorium for an additional period not to exceed six months upon finding that the threat of irreparable harm to resources is still present. Any pending permit application concerning a resource subject to an emergency moratorium may be summarily denied.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

#### **§ 152.05 HISTORIC DISTRICT BOUNDARIES.**

The following historic districts are hereby established:

(A) All of that part of the Kalamazoo Plat which lies south of Mary Street, west of Griffith Street and north and east of the Kalamazoo River;

(B) All of those properties located within Flint Assessor's Plat which are southerly and easterly of the Kalamazoo River and south of the south line of Herbert Street and Herbert Street extended to the Kalamazoo River;

(C) Block 1 and Block 2 of Bandle's Addition along with all of those parcels of property lying northerly of a line extending from the southeast corner of Lucy Street to the southeast corner of Elizabeth and Mill Streets;

(D) All of those properties lying between Lake Street and the Kalamazoo River along with the first 132 feet of all parcels of land which lie east of Griffith Street and north and east of Culver Street and Lake Street (the intent is to include both sides of Lake Street and Culver Street); and

(E) All the lands east of the Kalamazoo River and west of Holland and Griffith Streets from Mary Street on the south to Lucy Street on the north; also to include all properties west of Elizabeth Street



and east of Griffith Street and bounded on the north by Mason Street and bounded on the south by Allegan, Lake and Culver Streets.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### **§ 152.06 HISTORIC DISTRICT COMMISSION.**

(A) *Creation.* In order to execute the purposes of this chapter, the Saugatuck Historic District Commission was established on December 14, 1981.

(B) *Membership.* The Commission shall consist of seven members who are residents of the City of Saugatuck, and shall be appointed by the Mayor with approval of the City Council. A majority of the members shall have a clearly demonstrated interest in or knowledge of historic preservation, and, if available, either reside in or own property in the historic district. The Commission shall include a member nominated by a local preservation organization, if available, a licensed architect, registered in the State of Michigan, qualified in the design, rehabilitation and construction of historic structures, if available.

(1) *Terms of office.* Members of this Commission shall serve for terms of three years. The terms of all commissioners commence on the first day of the month established by the City Council as the beginning of member terms, with no more than three member terms commencing in a single calendar year. Members may be reappointed after their terms expire.

(2) *Vacancies.* In the event of a vacancy on the Commission, interim appointments shall be made within 60 days by the Mayor with approval of the City Council to complete the unexpired term of the position.

(C) *Meetings.* All meetings of the Commission shall be open to the public and any person or his or her duly authorized representative shall be entitled to appear and be heard on any matter before the Commission. Meetings of the Commission shall be held in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by Public Act 267 of 1976, as amended, being M.C.L.A. §§ 15.261 to 15.275. A meeting agenda shall be part of the notice and shall include a listing of each permit application to be reviewed or considered by the Commission.

(D) *Records.* The Commission shall keep a record of its resolutions, proceedings, and actions. A writing prepared, owned, used in the possession of or retained by the Commission in the performance of an official function shall be made available to the public in compliance with Public Act 44 of 1976, as amended (Freedom of Information Act), being M.C.L.A. §§ 15.231 - 15.246.

(E) *Rules of procedure.* The Commission shall establish rules of procedure to conduct meetings pursuant to the state statutes and local ordinances. The rules of procedure shall be maintained on file at City Hall.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### **§ 152.07 APPLICATION AND REVIEW PROCEDURE; DUTIES OF THE HISTORIC DISTRICT COMMISSION.**

(A) *Application.* Application for a building permit to construct, alter, repair, move, or demolish any structure or install or alter any signage or fence structure in a historic district shall be made to the Historic District Administrator who shall notify the Commission of the receipt of the application and shall convey the application, supporting plans and documents, and any other pertinent information, to the Commission.

(B) *Supporting documents.* When applying for a building permit under division (A), the applicant shall provide the following supporting documents, where applicable.



- (1) Photographs of the structure and its relationship to adjacent structures.
- (2) A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- (3) Elevation drawings of the exterior of the structure.
- (4) Samples of all proposed exterior finishes and materials.
- (5) Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- (6) A scale drawing of all proposed signage, including design, colors, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
- (7) If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).

(C) *Review of application by the Commission.* Unless otherwise provided for by this chapter, the Commission shall review applications and plans for the construction, alteration, repair, moving, partial or total demolition of resources and the installation or alteration of signs and fencing in a historic district before a certificate of appropriateness, notice to proceed, or building permit can be granted or issued.

(1) *Exterior features.* The Commission shall review and act upon applications for work affecting the exterior appearance of a resource.

(2) *Interior features.* The Commission shall review and act upon applications for work affecting the interior appearance of a resource only where the work will cause visible change to the exterior appearance of the resource.

(3) *Fences and signs.* The Commission shall review and act upon applications concerning the installation, construction, repair, or alteration of all fences and signs located within a historic district.

(D) *Guidelines.*

(1) In reviewing applications and plans submitted under this chapter, the Commission shall follow U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended. Additional guidelines may be developed and followed if they are equivalent in guidance to the Secretary's standards and guidelines and are approved by the Center. Any additional guidelines must be adopted by the Commission and approved by the City Council. In reviewing applications and plans, the Commission shall also give consideration to:

(a) The historical or architectural significance of the resource and its relationship to the historic value of the surrounding area.

(b) The compatibility of the exterior of the structure and the space around it with the visual or historical context of the surrounding area.

(c) The impact of the exterior of the structure and the space around it on the village/rural character and contextual aesthetic of the city

(d) Other factors which the Commission considers to be pertinent.

(2) In exercising its authority to approve or deny an application under this chapter, the Commission shall exercise its educated judgment on a case-by-case basis in interpreting these guidelines and the following the applicable standards.



(E) *Experts.* The Commission shall have the power to consult with experts, when necessary, to aid in its deliberations.

(F) *Decision.* The Commission shall act within 60 days after the date a complete application is filed, unless an extension is agreed upon in writing by the applicant and the Commission. The Commission shall issue a certificate of appropriateness or a notice to proceed if it approves of the plans submitted to it for review. Failure to act by the Commission within 60 days shall be considered to constitute approval of the application and the Historic District Administrator shall issue a notice to proceed to the Building Inspector.

(G) *Certificate of appropriateness or notice to proceed.*

(1) The Commission shall file with the Historic District Administrator a certificate of appropriateness or notice to proceed if the Commission approves the application. No building permit shall be issued or work begun until the certificate of appropriateness or notice to proceed has been filed.

(2) Any changes or alterations made to the original approved plans shall be submitted to the Commission for approval under § 152.08. Alterations made without the Commission's approval shall be considered work without a permit under § 152.09.

(3) Any work performed under an approved application or part thereof must be completed within one year from the date of approval. Upon the expiration of one year following the date of approval, the application and permit become void and the applicant must reapply for a permit, unless the applicant applies for an extension, which shall be for no longer than one year, and such extension is approved by the Commission.

(4) Issuance of a certificate of appropriateness or notice to proceed does not absolve the applicant from its obligation to comply with the Zoning and Building Code requirements of the city or other applicable local, state or federal requirements.

(H) *Denial of plans.* If the Commission denies plans submitted to it for review, no permit shall be issued or work begun or performed. The Commission shall state its reasons for denying the plans and shall transmit a record of such action and reasons therefore in writing to the Historic District Administrator and to the applicant. The Commission may advise the applicant regarding what work is appropriate under this chapter and the applicant may make modifications to the original plans. The applicant shall have the right to resubmit the application and modified plans to the Commission for approval.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

#### **§ 152.08 DEVIATION FROM APPROVED PLANS.**

(A) If an owner whose plans have received a certificate of appropriateness or notice to proceed wishes to change the approved plans in any way, regardless how minor the changes, the owner shall apply to the Commission for approval of such changes prior to commencing work that incorporates the changes.

(B) If the Commission finds that an owner has proceeded with work that involved a deviation from the original approved plans, without seeking approval under division (A), it shall cause a stop work order to be issued with regard to the portion of the work that involves the change(s).

(1) The owner shall thereafter apply to the Commission for approval of the desired change to the original approved plans.

(2) If the desired changes are not approved, the owner shall dismantle the unapproved work and proceed with the work as originally approved.



(C) If the owner does not or cannot comply with the division (B), the Commission may seek an order from the circuit court allowing the Commission or its agents to enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it complies with the original plans as approved by the Commission. The costs of the work shall be charged to the owner and may be levied by the city as a special assessment against the property.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### **§ 152.09 WORK WITHOUT A PERMIT.**

If the Commission finds that work has begun on a structure or resource for which an application for a permit has not been made, or for which application has been made, but has not yet been approved or denied by the Commission pursuant to this chapter, the Commission shall cause a stop work order to be issued.

(A) The owner shall thereafter apply to the Commission for approval of the work under all applicable sections of this chapter.

(B) If the plans for the work are approved by the Commission with modifications that impact that portion of the work already done, the owner shall dismantle the unapproved portion of the work and proceed with the work as approved.

(C) If the plans for the work are not approved by the Commission, the Commission may require the owner to restore the resource to the condition the resource was in before the inappropriate work was commenced or to modify the work so that it qualifies for a certificate of appropriateness.

(D) If the owner does not comply with the restoration or modification requirement within a reasonable time, the Commission may seek an order from the circuit court to require the owner to restore the resource to its former condition or to modify the work so that it qualifies for a certificate of appropriateness.

(E) If the owner does not or cannot comply with the order of the court, the Commission may seek an order from the circuit court allowing the Commission or its agents to enter the property and conduct work necessary to restore the resource to its former condition or modify the work so that it qualifies for a certificate of appropriateness in accordance with the court's order. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### **§ 152.10 PRESERVATION, MOVING, AND DEMOLITION OF HISTORIC RESOURCES.**

(A) If the Commission receives an application for work that will adversely affect the exterior of a resource that the Commission considers valuable to the city, state or nation, and the Commission determines that the alteration or loss of that resource will adversely affect the purpose of the this chapter, the Commission shall attempt to establish with the owner of the resource an economically feasible plan for preservation of the resource.

(B) Work, including moving or demolition of a historic resource located in a historic district, shall be permitted through the issuance of a notice to proceed by the Commission if any of the following conditions prevail and if the proposed work can be demonstrated by a finding of the Commission to be necessary to substantially improve or correct any of the following conditions:

(1) The resource constitutes a hazard to the safety of the public or the occupants of the structure and if, in the opinion of the Commission, demolition is the only reasonable way to improve or correct this condition.

(2) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and which outweighs the benefit to the public interest and the general welfare of the



citizens of the city derived from the historic, architectural, or contextual significance of the structure.

(3) Retention of the resource would cause undue financial hardship to the owner, provided that any hardship or difficulty claimed by the owner is not self-created or is not the result of a failure to maintain the property in good repair which itself is not the result of financial hardship of the owner. All feasible alternatives to eliminate the financial hardship should have been attempted and exhausted, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district.

(4) Retention of the structure would not be in the interest of the community.

(C) If the Commission receives an application for demolition of a historic resource, the Commission may, because of the complexity of the issues involved and the potential for irretrievable loss to the city occasioned by the demolition of a historic resource, delay a determination on the application for a period of up to 60 days, during which time it may hold a public hearing to gauge public sentiment and interest or work with the applicant to find a method to save or preserve the historic resource.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.11 DEMOLITION BY NEGLECT.

(A) If the Commission finds that a resource within a historic district or a proposed historic district is threatened with demolition by neglect, the Commission shall encourage the owner of the resource to do what is necessary to restore or maintain the exterior of the structure or its structural integrity.

(B) If the Commission or Historic District Administrator finds that a resource within a historic district or proposed historic district is deteriorating to such an extent that it creates a potential hazard to the public safety and welfare, thus raising the possibility of the city issuing a demolition order under Chapter 150 of this title, the Commission shall inform the owner that if work is not undertaken to improve the condition of the building, a demolition order will be issued.

(C) In either situation described in divisions (A) or (B), the Commission shall provide the owner of the resource with information regarding the Michigan historic preservation tax credit and any other funding, of which the Commission is aware, that may be available from either public or private sources.

(D) The Commission may require the owner to repair all conditions contributing to demolition by neglect.

(E) If the owner does not or cannot correct the condition of neglect within a reasonable time, the Commission or its agents may seek and obtain an order from the circuit court allowing the Commission or its agents to enter the property and conduct work necessary to prevent demolition by neglect. The costs of the work shall be charged to the owner, and may be levied by the city as a special assessment against the property.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.12 COMMUNITY OUTREACH.

The Commission shall be responsible for broadly disseminating information about this chapter and its requirements to the public.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.13 CONSTRUCTION.

Nothing in the chapter shall be construed to prevent ordinary maintenance of any resource, structure, sign, or fence located within a historic district.



(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.14 APPEALS.

(A) An applicant aggrieved by a decision of the Commission concerning a permit application may file an appeal with the State Historic Preservation Review Board of the Michigan Historical Center of the Department of History, Arts and Libraries. The appeal shall be filed within 60 days after the decision is furnished to the applicant.

(B) A permit applicant aggrieved by the decision of the State Historic Preservation Review Board may appeal the decision to the circuit court having jurisdiction over the Commission whose decision was appealed to the State Historic Preservation Review Board.

(C) Any citizen or duly organized historic preservation organization in the city, as well as resource property owners, jointly or severally aggrieved by a decision of the Commission, may appeal the decision directly to the circuit court, except that a permit applicant aggrieved by a decision of the Commission may not appeal to the circuit court without first exhausting the right to appeal to the State Historic Preservation Review Board.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.15 HISTORIC PRESERVATION; FINANCING.

(A) *Grants, gifts, and programs.* The City Council may accept state or federal grants for historic preservation purposes, may participate in state and federal programs that benefit historic preservation, and may accept public or private gifts for historic preservation purposes. The City Council may make the Commission, a standing committee, or other agency its duly appointed agent to accept and administer grants, gifts, and program responsibilities.

(B) *Acquisition of historic resources.* If all efforts by the Commission to preserve a resource fail, or if it is determined by the City Council that public ownership is most suitable, the City Council, if it considers the action to be in the public interest, may acquire the resource using public funds, public or private gifts, grants, or proceeds from the issuance of revenue bonds. The acquisition shall be based upon the recommendation of the Commission or standing committee. The Commission is responsible for maintaining publicly owned resources using public funds committed for that use by the City Council. Upon recommendation of the Commission, the City Council may sell resources acquired under this section with protective easements included in the property transfer documents, if appropriate.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.16 SIGNS.

(A) *Purpose.* The purpose of this section is to regulate signs and outdoor advertising to ensure that the appearance of signs and outdoor advertising is consistent with, and assists in preserving the character of, the historic district in which the signs or outdoor advertising are located.

(B) *Regulation.* All signs and outdoor advertising within a historic district are subject to the §§ 154.005, 154.140, as amended, and 154.142, in addition to the provisions of this chapter.

(C) *Guidelines.* The Commission may adopt additional guidelines for the approval of signs and outdoor advertising that are equivalent in guidance to the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Structures as set forth in 36 C.F.R. part 67, as amended.

(D) *Historic signs.* If the Commission determines that an existing sign is of historic significance, the Commission shall allow such sign to be repaired or restored, regardless whether it would otherwise meet the requirements of this section.



(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.17 FENCING.

(A) *Approval required.* Applications for fencing located in a historic district shall be submitted to the Commission for approval. Fencing shall be permitted in historic districts contingent upon the appearance and appropriateness of the fencing in relation to nearby structures or resources, and the historic district as a whole.

(B) *Regulation.* All fencing within a historic district is subject to the § 154.143, in addition to the provisions of this chapter.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)

### § 152.99 PENALTY.

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this chapter or any order of the Building Inspector issued to enforce this chapter, shall be responsible for municipal civil infraction and shall be punished by a civil fine of \$250 for a first violation, \$500 for a second violation, and \$1,000 for a third subsequent violation and shall further be liable for the payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

(B) Any person, firm, corporation, trust, partnership or other legal entity which demolishes any structure in a Historic District in violation of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine of \$1,500 for a first violation, \$2,500 for a second violation and \$5,000 for a third or any subsequent violation and shall further be liable for the payment of the costs of prosecution in any amount of not less than \$9 and not more than \$500.

(C) Each day that a violation continues to exist shall constitute a distinct and separate offense, and shall make the violator liable for the imposition of fines for each day.

(D) Any violation of the provisions of this chapter shall constitute a nuisance per se and the foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a city ordinance designated as a municipal civil infraction.

(E) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

(Ord. passed 3-27-2000; Am. Ord. 080324-1, passed 3-24-2008)



**EXHIBIT C**  
**Code Section 154.048 Historic District Overlay Zone**



**§ 154.048 HISTORIC DISTRICT OVERLAY ZONE.**

- (A) *Generally.* The Historic District Overlay Zone (HDOZ) is designed to recognize the city's officially designated historic areas. The HDOZ represents a supplementary series of developmental requirements which are in addition to the regulations of the zone district(s) underlying the HDOZ.
- (B) *Permitted uses.* Uses classified as such by the underlying zone district.
- (C) *Special land use.* Uses classified as such by the underlying zone district.
- (D) *Dimension and area regulations.* Except as noted under division (E) below, dimension and area regulations shall be as required by the underlying zone district.
- (E) *Special provisions.* The requirements of Chapter 152, of the city code of ordinances, shall apply to all lands, buildings and structures within the HDOZ. In the event of conflict between the regulations of the Zoning Code and Chapter 152, the more stringent requirements shall apply unless there is historic precedent regarding the location of a structure, in which case the Historic District Commission may permit the reconstruction of a structure within a required setback if other zoning regulations can still be met.

(Ord. 02-02, passed 2-11-2002; Am. Ord. 140714-1, passed 7-14-2014)



**EXHIBIT D**  
**Code Section 154.174 Nonconforming Uses, Lots and Structures**

1

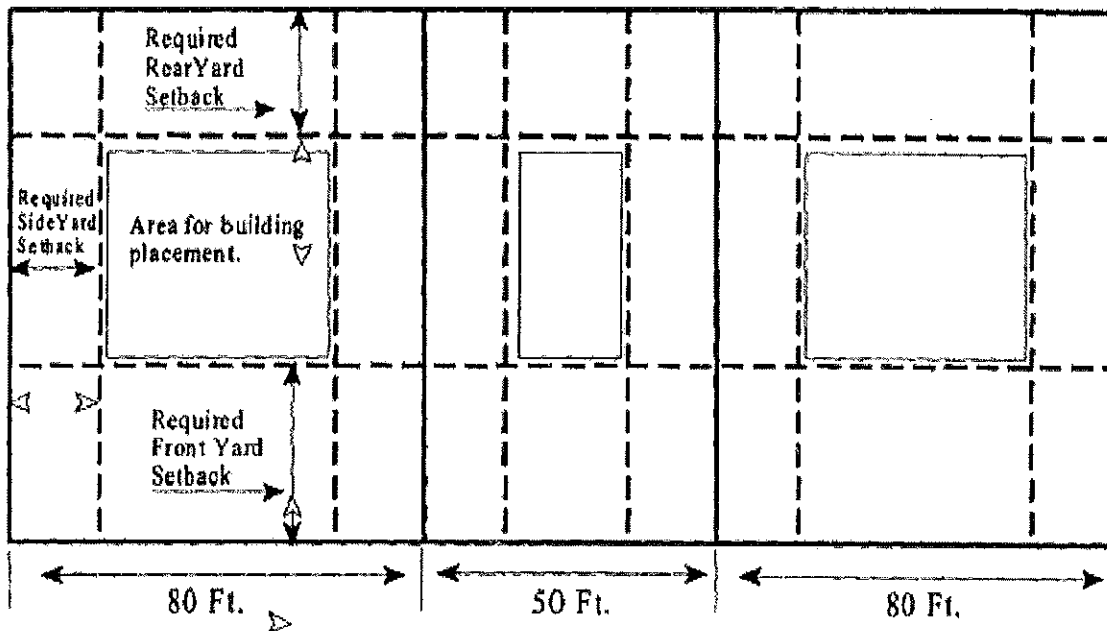
## § 154.174 NONCONFORMING USES, LOTS AND STRUCTURES.

Nonconforming lots, structures and uses, so long as they exist, prevent the full realization of the goals and objectives of the City of Saugatuck Master Plan and the objectives of this chapter. Upon the adoption of this chapter or subsequent amendments, there are lots, structures and uses of land and structures which were lawful prior to the adoption of this chapter, or the relevant amendment thereto, but which are not now in conformance. It is the intent of this chapter to permit these lawful nonconforming lots, structures and uses to continue but, with the exception of nonconforming residential structures, not to encourage their prolonged existence.

### (A) *Nonconforming lots.*

(1) *Existing lot of record.* In any zoning district where an existing lot of record fails to meet the requirements for minimum lot area, minimum lot width or both, of the zoning district in which it is located, the lot may be used for the uses in the zoning district, provided that any structures comply with the required front, side, and rear yard setbacks of the zoning district; provided, however, that the foregoing shall not apply to a nonconforming lot abutted by another lot or lots under the same ownership. The zone district requires a minimum lot width of 80 feet. The undersized lot of 50 feet is a legal nonconforming parcel. The lot may be used to accommodate a permitted building provided all setbacks are complied with. A variance is not required.

### Example: Nonconforming Lot



(2) *Abutting lots of record under single ownership.* In any zoning district, where two or more abutting lots of record in the same ownership do not, when considered individually, meet the requirements for minimum lot area, lot width, or both, of the zoning district in which the lot is located, prior to development any such lots shall be combined and considered as one lot for the purposes of this chapter. Where abutting lots of record which have been combined fail to meet the requirements for minimum lot area, lot width, or both, of the zoning district in which the combined lot is located, the combined lot may be used for uses allowed in the zoning district, provided that the required front, side and rear yard setbacks of the zoning district are complied with.

(B) *Nonconforming uses of land not involving a building or structure.* The lawful use of any land, not involving a building or structure, existing and lawful on the effective date of this chapter, or amendment



thereto, may be continued, even though the use does not conform with the provisions of this chapter, or amendment thereto, subject to the following provisions:

(1) *Enlargement.* A lawful nonconforming use shall not be enlarged, increased or extended to occupy a greater area of land than was occupied on the effective date of this chapter, or amendment thereto;

(2) *Relocation.* A lawful nonconforming use shall not be moved in whole or in part to any other portion of the lot occupied by such use on the effective date of this chapter, or amendment thereto; and

(3) *Cessation.* If the property owner or lessee stipulates that any such nonconforming use of land will be discontinued, or if any such nonconforming use of land ceases or is abandoned for any reason for a period of one year, any subsequent use of the land shall conform to the requirements of this chapter. The occurrence of one or more of the following conditions shall be deemed to constitute an intent on the part of the property owner or lessee to cease, discontinue and/or abandon the nonconforming use:

(a) Utilities, such as water, gas and electricity to the property have been disconnected;

(b) Signs or other indications of the existence of the nonconforming use have been removed;

(c) Equipment or fixtures necessary for the operation of the nonconforming use have been removed;

(d) The property and/or grounds have not been maintained and/or have fallen into disrepair; and

(e) Other actions which, in the opinion of the Zoning Administrator, evidence an intention on the part of the property owner or lessee to abandon the nonconforming use of the land.

(C) *Nonconforming structures.* Use of structures which are existing and lawful on the effective date of this chapter, or amendment thereto, may be continued, even though the structures do not conform with the provisions of this chapter, or amendment thereto, subject to the following provisions.

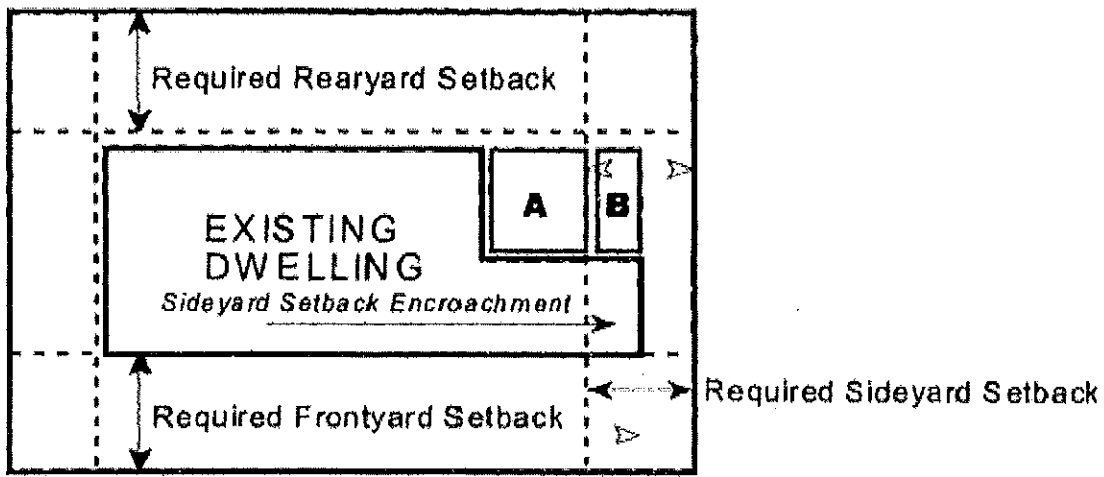
(1) *Enlargement or alteration.*

(a) A lawful nonconforming structure may not be enlarged, expanded or altered in any way which increases its nonconformity with the provisions of this chapter unless otherwise noted within this chapter. The nonconforming structure may be enlarged or altered provided that all such changes are in conformance with all provisions of this chapter at every structural level. All enlargements or alterations shall be subject to review and approval by the Zoning Administrator.

(b) Pursuant to the above, the Zoning Administrator may require the applicant to provide boundary and/or topographic surveys of the existing nonconforming structure and associated site. These surveys shall be sealed by a registered land surveyor registered in the State of Michigan. The topographic survey may be limited to providing dimensional detail on the height of existing structures, unless additional information is required by the Zoning Administrator.

(c) The surveys shall verify that the existing setbacks and height limit of the existing nonconforming structure comply with the setbacks and height standards of the underlying zone district. Further, the survey drawing shall be used to identify the specific area, with dimensions, to be occupied by the expansion or alteration of the nonconforming structure.

### **Example: Nonconforming Residential Structure**



**A** Proposed addition to be placed within required setbacks.

**B** Proposed addition to be placed outside required setbacks.

The existing dwelling encroaches on a required side yard setback resulting in a nonconforming situation. Proposed addition "A" may be permitted following a residential site plan review by the Planning Commission. However, a variance from the Zoning Board of Appeals would be required for addition "B".

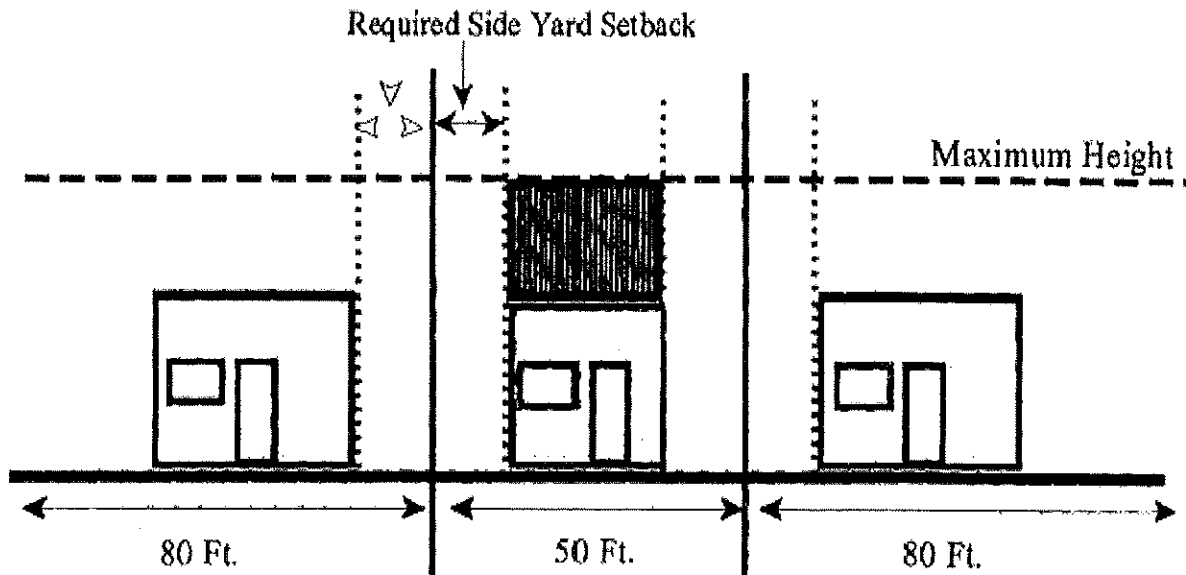
(2) *Non-use (dimensional) variance.* Such variances may be authorized by the Zoning Board of Appeals for enlargement or alterations of nonconforming structures that increase any nonconformity(ies) under the provisions of §§ 154.150 through 154.157.

(3) *ZBA conditions pursuant to enlargement/alteration.* In authorizing a variance to enlarge or alter a lawful nonconforming structure, the Zoning Board of Appeals may impose conditions necessitated by the request including, but not limited to: additional site landscaping; site buffers; fencing; facade design requirements, building materials and building color changes; additional off-street parking and vehicular circulation modifications; signage; exterior lighting; and related building and site design modifications and conditions.

### Example: Structural Alteration on a Nonconforming Lot

The zone district requires a minimum lot width of 80 feet. The undersized lot of 50 feet is a legal nonconforming parcel. The lot may be used to accommodate a permitted building provided all setbacks are complied with. In the following example, the undersized lot meets all building setbacks. The applicant wishes to increase the height of the structure. He or she may do so provided the upper story remains within all setbacks and height limits. A variance is not required.





(4) *Damage and reconstruction.*

(a) *Nonconforming structure.* In the event that any lawful, nonconforming, structure shall be damaged or destroyed by fire, wind, accident, act of God, or other similar means or manner, or threatened by flood, reconstruction, restoration, and/or raising shall be permitted by right, unless such destruction or damage was due to the intentional or reckless act or actions of an owner of the property. A structure to be reconstructed or restored shall be located within the original dimensions at every structural level, and/or within the original gross finished floor area, including decks and patios, with the exception that no portion of the structure shall be reconstructed within, or so as to encroach on, a public right-of-way or public easement. In addition, a structure to be reconstructed, restored, or raised within a designated special flood hazard area shall be located within the original dimensions at every structural level, and/or within the original gross finished floor area, including decks and patios, and shall further conform to the State Construction Code. Any reconstruction shall be subject to compliance with the provisions of this chapter, and any expansion shall be in full conformance with the requirements of the zoning district.

(b) *Building permit required.* Any reconstruction or restoration authorized pursuant to this division shall require the issuance of a building permit within 12 months of the occurrence of the damage.

(c) *Special flood hazard area.* For purposes of this division, threatened by flood shall mean that the structure is located in the special flood hazard area as designated in the current Flood Insurance Rate Map (FIRM) and the lowest floor level is less than one foot above the Base Flood Elevation (BFE) as designated in the FIRM. In addition, a structure that is threatened by flood shall not be raised more than three feet above the BFE.

(5) *Decrease of nonconformity and re-establishment.* If a lawful nonconforming structure is altered or modified so as to eliminate, remove or lessen any or all of its nonconforming characteristics, then those nonconforming characteristics shall not be later re-established or increased.

(D) *Nonconforming use of structure.* The lawful use of any structure existing and lawful on the effective date of this chapter, or amendment thereto, may be continued, even though the use does not conform with the provisions of this chapter, or amendment thereto, subject to the following provisions:

(1) *Extending use within a structure.* Any lawful nonconforming use may be extended throughout any internal parts of a building which were manifestly arranged or designed for such use at the effective date of this chapter, or amendment thereto, but no such use shall be extended to occupy any

portion of a building which was not manifestly arranged or designed for the use at the effective date of this chapter, or amendment thereto, nor shall the use be extended to occupy any land or air space outside the building.

(2) *Alteration of structure possessing a nonconforming use.* No existing structure devoted to a lawful nonconforming use shall be enlarged, extended, constructed, reconstructed, moved or structurally altered except in changing the use of the structure to a use permitted in the zoning district in which it is located.

(3) *Reconstruction of structure occupied by a nonconforming use.* If a structure which conforms with the provisions of this chapter, but which is occupied by a lawful nonconforming use, is damaged by any means or in any manner to the extent that the value of reconstruction or restoration exceeds one-half the value of the structure prior to the damaging occurrence, as determined by the most recent city assessment of the value of the structure, excluding the value of the land, for purposes of taxation, the structure may be reconstructed or restored only if its use conforms with the provisions of this chapter.

(4) *Re-establishment of nonconforming use.* If a lawful nonconforming use of any structure is terminated and replaced by a permitted use, the nonconforming use shall not be later re-established.

(5) *Cessation.* If the property owner or lessee stipulates that a lawful nonconforming use of a structure or structure and land in combination will be discontinued, or if any such nonconforming use of a structure, or structure and land in combination, ceases for any reason for a period of more than 12 months, any subsequent use of the structure shall conform to regulations of the zoning district in which it is located. The occurrence of one or more of the following conditions shall be deemed to evidence an intent on the part of the property owner or lessee to cease, discontinue and/or abandon the nonconforming use:

- (a) Utilities, such as water, gas and electricity to the property have been disconnected;
- (b) Signs or other indications of the existence of the nonconforming use have been removed;
- (c) Equipment or fixtures necessary for the operation of the nonconforming use have been removed;
- (d) The property, buildings and/or grounds have not been maintained and/or have fallen into disrepair; and/or
- (e) Other actions which, in the opinion of the Zoning Administrator, constitute an intention on the part of the property owner or lessee to abandon the nonconforming use of the structure or structure and land in combination.

(6) *Removal of nonconforming use status after removal or destruction of building.* Where lawful nonconforming use status applies to a structure and land in combination, removal or destruction of the structure shall eliminate the nonconforming use status of the land.

(7) *Change in use (substitution).*

(a) A lawful nonconforming use of a structure may be changed to another nonconforming use only if functionally similar to the previous non-conforming use. Application for a change in use shall require approval of the Zoning Board of Appeals. The Board may approve the change only if it complies with all of the following standards:

1. The proposed use does not increase the degree of nonconformity existing prior to the change of use. Pursuant to this standard, the proposed use shall not create, or result in, impacts which are considered more objectionable than the use to be replaced. These impacts shall include, but are not limited to, increased traffic, truck deliveries, parking requirements, hours of operation,



noise, vibration, odors, litter, outside storage, pedestrian movement, off-site drainage and other factors.

2. No structural alteration of the existing structure will be required to accommodate the new use, unless the alteration will bring the structure into greater conformity with the underlying zone district standards.

(b) In approving a change in use, the Board may require reasonable conditions in order to decrease the impact on adjoining properties. These conditions may include, but are not limited to, buffers, landscaping, off-street parking, access controls, hours of operation and other such conditions to reduce any negative impact.

(E) *Basic repairs and maintenance.*

(1) *Basic repairs and maintenance.* On any structure devoted in whole or in part to any lawful nonconforming use, work may be done in any period of 12 consecutive months on ordinary repairs, or on repair or replacement of non-bearing walls, fixtures, wiring, mechanical equipment or plumbing to an extent not exceeding 20% of the current replacement value of the structure as based on the records of the City Assessor, provided that the structure is not enlarged, extended, moved or structurally altered unless otherwise provided for by this chapter.

(2) *Safety improvements.* Nothing in this chapter shall be deemed to prevent the strengthening or restoring to a safe condition of any structure or part thereof declared to be unsafe by any official charged with protecting the public health, upon order of the official.

(F) *Structures under construction.* Any structure on which actual construction was lawfully begun prior to the effective date of this chapter, or amendment thereto, but which, under this chapter or amendment thereto, is classified as nonconforming, shall be considered existing and legally nonconforming pursuant to construction purposes and the intended use. Nothing in this chapter shall be deemed to require any change in the plans, construction or use of the structure. Actual construction is hereby defined to include the placing of construction materials in a permanent position and fastened in a permanent manner, except that where demolition or removal of an existing building has been substantially begun preparatory to reconstruction the demolition or removal shall be deemed actual construction.

(G) *Nonconforming special land uses.*

(1) There were uses which were permitted by right under Ord. 80-133 which are not permitted uses under this chapter. Those existing uses which were permitted uses and are listed as special land uses in this chapter shall not be considered nonconforming uses.

(2) Those uses, or parts of uses, which existed as permitted uses under Ord. 80-133 and are listed as special land uses in this chapter, shall be considered to be approved existing special land uses with the configuration shown on a site plan drawn to reflect how the uses existed at the time of adoption of this chapter. Parts of uses which are nonconforming immediately prior to the adoption of this chapter shall continue to be nonconforming under this chapter.

(3) An owner of an approved existing special land use permit may obtain from the Commission a certification of site plan reflecting how the use exists at the time of adoption of this chapter with identification of nonconforming parts, if any. In the case of disputes over facts on what existed at the time of adoption of this chapter, aerial photographs, flown in the city by the county or other aerial photographs, flown to the same or greater standards for mapping as the county's photos, taken after the county photos but before the adoption of this chapter, shall be given the greatest weight as evidence to establish a certified site plan. For purposes of this section, the above mentioned photos may be accepted as the site plan for the written special use permit.

(4) When a special use owner applies to amend the approved existing special use for expansion or change, a written special use permit shall be prepared for the entire use and parcel. In review of the

special use permit amendment application for expansion or change, the Commission shall only review and act on the expansion or change portion of the special use permit. If the application for amendment of the special use permit is approved, approved with conditions, denied or denied in part, the action shall not change or alter those parts of the special use that are shown on the approved existing special use permit.

(H) *Purchase and condemnation of nonconforming uses and structures.* Subject to the provisions of state law, the city may acquire by purchase, condemnation or other means private property, or an interest in private property, for the removal of nonconforming uses and structures.

(Ord. 02-02, passed 2-11-2002; Am. Ord. passed 9-8-2003; Am. Ord. 091123-1, passed 11-23-2009; Am. Ord. 111212-1, passed 12-12-2011; Am. Ord. 141208-1, passed 12-8-2014; Am. Ord. 201109-C, passed 11-9-2020)



**EXHIBIT E**  
**Code Section 154.020 Effect of Zoning**

**§ 154.020 EFFECT OF ZONING.**

(A) Zoning affects every structure and use.

(B) Except as hereinafter specified, no building, structure or premises shall hereafter be used or occupied, and no building or part thereof or other structure shall be erected, moved, placed, reconstructed, extended, enlarged or altered, except in conformance with the regulations herein specified for the zoning district in which it is located.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002) Penalty, see § 154.999



**EXHIBIT F**  
**Code Section 154.021 Application of Regulations**

## § 154.021 APPLICATION OF REGULATIONS.

(A) The regulations set by this chapter throughout the city and within each district shall be minimum regulations and shall apply uniformly to each class or kind of structure, land or use.

(B) All buildings, structures or land may hereafter be constructed, altered or changed in use or occupancy only when in conformity with all of the regulations herein specified for the district in which it is located.

(C) No building or other structure shall hereafter be altered:

(1) To accommodate or house a greater number of persons or families than permitted by the zoning district; or

(2) To have narrower or smaller rear yards, front yards, side yards, other than permitted.

(D) No yard or lot existing at the time of the passage of this chapter shall be subdivided or reduced in dimension or area below the minimum requirements set forth herein. Yards or lots created after the effective date of this chapter shall meet at least the minimum requirements established by this chapter.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002) Penalty, see § 154.999



**EXHIBIT G**  
**Code Section 154.177 Violations**

**§ 154.177 VIOLATIONS.**

(A) Any person, association, partnership, corporation or legal entity that violates disobeys, omits, neglects or refuses to comply with any provision of this chapter, any permit issue pursuant to this chapter, or any condition attached to a zoning permit, special land use permit, planned unit development permit, Zoning Board of Appeals decision or variance or other lawful directives of the Zoning Administrator shall be guilty of a violation of this chapter. Notice of any violations of this chapter shall be given in writing by the Zoning Administrator and shall be served by certified mail or personal service.

(B) A procedure for processing violations shall be established with the assistance of the City Attorney and retained on file with the City Clerk. The Zoning Administrator shall follow the procedure in pursuing all alleged ordinance violations.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)

***Statutory reference:***

*Violations as a nuisance per se, abatement, see M.C.L.A. § 125.3407*



**EXHIBIT H**  
**Code Section 154.170 Enforcement by Zoning Administrator**

## § 154.170 ENFORCEMENT BY ZONING ADMINISTRATOR.

This chapter shall be administered by the Zoning Administrator designated and appointed by the City Council.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002)

## § 154.171 DUTIES OF THE ZONING ADMINISTRATOR.

It shall be the responsibility of the Zoning Administrator to enforce the provisions of this chapter and in so doing shall perform the following duties:

(A) *Enforcement.* The Zoning Administrator shall administer and enforce this chapter and shall have the right to enter and inspect periodically all construction sites during the process of the work. He or she shall inspect the construction at least once upon completion of the work to insure compliance with this chapter. A violation of this chapter shall constitute a nuisance per se.

(B) *Binding interpretations.* The Zoning Administrator shall have the authority to render binding interpretations of provisions of this chapter and shall administer the same. An aggrieved party may appeal any interpretation/determination made by the Zoning Administrator in writing to the Zoning Board of Appeals within 21 days of any such determination/interpretation.

(C) *Issue permits.* All applications for zoning permits, special land use permits (including PUD) occupancy permits and variances shall be submitted to the Zoning Administrator, who may issue such permits and certificates of occupancy when all applicable provisions of this chapter have been met and approval has been granted by the proper body or official.

(D) *Revocation of permit.* The Zoning Administrator shall have the authority to revoke any permit issued pursuant to this chapter if the requirements of the permit and the provisions of this chapter are being violated, and in such case shall have the power to issue a stop-work order. An aggrieved party may appeal within 21 days of any such determination/interpretation.

(E) *Assistance of Building Inspector or engineer.* The Zoning Administrator may seek the advice and assistance of the city Building Inspector or such licensed engineer as he or she may designate if he or she feels it necessary to assure compliance with this chapter, and the Building Inspector or licensed engineer shall render such assistance when requested to do so.

(F) *Stop work orders.* Upon notice from the Zoning Administrator that any use being conducted or that any work or construction is being done contrary to the provisions of this chapter, such use or work shall cease immediately. The stop work order shall be in writing and shall be given to the owner of the property involved (as shown on the most recent property tax bill). Any person who shall continue to work on and/or construct a structure, land or building or use it after having been served with a stop work order, except such work as that person is expressly directed by the city to perform to remove a violation, shall be in violation of this chapter.

(G) *Record applications.* The Zoning Administrator shall maintain files of all applications for all the above permits, and for variances and shall keep records of all the permits and variances issued. These shall be filed in the City Administration office and shall be open to the public inspection. Copies shall be furnished at cost upon the request of any person having a proprietary or tenancy interest in the property involved.

(H) *Inspections.* The Zoning Administrator shall be empowered to make inspections of buildings or premises in order to properly carry out the enforcement of this chapter.

(I) *Record nonconforming uses.* The Zoning Administrator shall record all nonconforming uses of land found during inspections existing at the effective date of this chapter for purposes of carrying out the provisions of § 154.174.



(J) *Record of complaints.* The Zoning Administrator shall keep a record of every written and/or identifiable complaint of a violation of any of the provisions of this chapter, and of the action taken consequent to each such complaint, which records shall be public records. The Zoning Administrator is not limited to responding to complaints when it comes to enforcement of this chapter. Anytime there is a violation, the Zoning Administrator shall follow established procedures to provide notice of the violation and get it corrected.

(K) *Occupancy permits.* No structure or use shall be occupied (except for a single-family residence in zones permitting single-family residences), without first receiving an occupancy permit. An occupancy permit shall be issued by the Building Inspector following an inspection that confirms that all requirements of a previously issued zoning permit, if any, or if not, of this chapter have been met.

(L) *Cancellation of zoning permits, special land use permits and variances.*

(1) The Zoning Administrator shall have the power to revoke or cancel any zoning permit in case of failure or neglect to comply with any of the provisions of this chapter, or in case of any false statement or misrepresentation made in the application.

(2) Upon the revocation, all further construction activities and usage shall cease upon the site, other than for the purpose of correcting the violation.

(3) Cancellation of a permit issued for a special land use, planned unit development or variance shall not occur before a hearing by the body which granted the permit.

(4) The Zoning Administrator may issue a stop work order to halt all construction activities and usage pending a decision on cancellation of the permit.

(M) *Collect, retain and return performance bonds.* The City Clerk-Treasurer shall collect and retain all performance bonds, as may be required by the requirements of this chapter.

(N) *Limits on authority.* Under no circumstances is the Zoning Administrator permitted to make changes in this chapter, nor to vary the terms of this chapter while carrying out the duties prescribed herein. It shall be the responsibility of the City Council to assure that the Zoning Administrator enforces the provisions of this chapter.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. 140714-1, passed 7-14-2014)  
Penalty, see § 154.999.



## NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions:

### **Historic District Commission:**

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

Saugatuck Historic District Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:00 p.m. on the 1st Thursday of each month unless otherwise noted.

### **Board of Review:**

The Board of Review shall consist of three residents who are electors of the city, but not city officers or employees.

The Board of Review hear valuation appeals in March of each year. Appeals are heard by appointment.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.

Jamie Wolters  
Saugatuck City Clerk  
Dated: May 8, 2024