



**THE CITY OF THE VILLAGE OF DOUGLAS  
PARKS AND RECREATION AD HOC  
COMMITTEE**

**WEDNESDAY, JULY 19, 2023 AT 1:00 PM  
86 W CENTER ST., DOUGLAS MI**

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**MEETING AGENDA**

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- 1. INTRODUCTION**
- 2. ORGANIZATION – ELECT CHAIR / STEERING COMMITTEE MEMBER**
- 3. PUBLIC COMMUNICATION – VERBAL AND WRITTEN (LIMIT OF 3 MINUTES)**
- 4. DNR – GUIDELINES FOR THE DEVELOPMENT OF COMMUNITY PARKS AND RECREATION PLANS**
- 5. CONSULTANT**
  - A. Viridis Proposal and Agreement**
  - B. Timeline**
  - C. Budget**
- 6. IDENTIFY DOUGLAS COMMUNITY STAKEHOLDERS**
- 7. DISCUSS PARK ASSETS - 2019-2023 – SAUGATUCK DOUGLAS AREA PARKS AND RECREATION PLAN**
  - A. Completed Projects From The Existing Five-Year Plan**
- 8. PUBLIC COMMUNICATION – VERBAL AND WRITTEN (LIMIT OF 3 MINUTES)**
- 9. COMMITTEE COMMENTS**
- 10. ADJOURNMENT**

**Please Note – The City of the Village of Douglas (the “City”) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Laura Kasper, Interim City Clerk, at (269) 857-1438, or [clerk@douglasmi.gov](mailto:clerk@douglasmi.gov) to allow the City to make reasonable accommodations for those persons. CITY OF THE VILLAGE OF DOUGLAS, ALLEGAN COUNTY, MICHIGAN**



# MEMORANDUM

## AD HOC PARKS AND RECREATION COMMITTEE MEETING

July 19, 2023, at 1:00 PM

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**TO: Parks and Recreation Committee**

**FROM: Rich LaBombard, City Manager**

**SUBJECT: Role of the Advisory Committee and Organizational Structure**

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In 2019, the City of Douglas, Saugatuck Township, and the Saugatuck Public Schools adopted the Saugatuck Douglas Area Parks and Recreation Plan. The document served as a joint five-year plan for the three entities. The main purpose of the plan was to facilitate collaborative planning among the three groups to accomplish regional planning of park amenities and recreational opportunities. However, the plan provided separate governmental control of the facilities within each municipality or jurisdiction. The current plan will expire in 2023. A full copy of the 123 page 2019-2023 Parks and Recreation Plan is available on the City's website at: <https://douglasmi.gov/parks-rec/>

The Michigan Department of Natural Resources (DNR) requires a Parks and Recreation Plan to be approved by their Grants Management Division in order to be eligible for grant programs. In addition, the plan helps guide City Council with future capital budgeting decision making. The plan must be approved by February 1 of the year a community intends to apply for grants and must be adopted by resolution of each community.

With the need to renew the Parks and Recreation Plan, Douglas, Saugatuck, Saugatuck Township, and the Saugatuck Public School have restated the interest in working collaboratively on the next five-year plan. A steering committee was developed with representatives and municipal managers from each entity to guide the process.

In April, the Douglas City Council established an ad hoc Parks and Recreation Committee as an advisory board to City Council. The City Council approved the creation of a 5-7 member committee with at least one representative from City Council. City Council appointed three community members, and one municipal representative. A council member has not yet been appointed.

Members of the ad hoc committee are appointed for a term of one year. The City Manager, or their designee, will be the administrative representative from the City. Vacancies shall be filled by appointment with recommendation from the mayor to the City Council. The duties of the committee shall be to review and provide input and recommendations to the City Council on updates to the 2024-2029 Parks and Recreation Plan. The committee shall represent the City of Douglas at joint Parks and Recreation Plan committee meetings and public meetings and events to gather resident feedback. The committee shall have no obligation to dedicate or expend municipal funds.

At the first meeting of the Parks and Recreation Committee, the members shall be sworn in by the City Clerk. The voting members shall select a chairperson who will run the meetings and also represent the City of Douglas at the Parks and Recreation Steering Committee meetings. Following the election, the chairperson shall conduct the business items on the agenda.

**I recommend the City Clerk take nominations for the Parks and Recreation Committee Chairperson.**



# **Guidelines for the Development of Community Parks and Recreation Plans**

Michigan Department of Natural Resources Grants Management Section staff is available to provide additional guidance to as you prepare a five-year recreation plan.

GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
P.O. BOX 30425  
LANSING, MI 48909-7925

Phone: 517-284-7268

[DNR-Grants@Michigan.gov](mailto:DNR-Grants@Michigan.gov)

[Michigan.gov/DNRGrants](http://Michigan.gov/DNRGrants)

MiGrants online application website: [MiGrants.Intelligrants.com](http://MiGrants.Intelligrants.com)

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## Introduction

The intent of a community park and recreation plan is to create an inventory of existing facilities and resources, identify community recreation and open space needs, and set a plan of action for a five-year period. This plan is also referred to as a five-year recreation plan. This booklet describes the information that is required for a plan to be approved by the Michigan Department of Natural Resources Grants Management staff. Information contained in the plan will be used in scoring applications.

The DNR provides financial assistance to communities through its grant programs. A current DNR-approved community park and recreation plan is required to be eligible for Land and Water Conservation Fund, Michigan Natural Resources Trust Fund and waterways grants. For the Recreation Passport grant program, either an approved community park and recreation plan or approved capital improvement plan may be used for eligibility.

LWCF, MNRTF and RP grants can be used for the development of public outdoor recreation facilities, including support facilities. Recreation Passport grants can be used for indoor public recreation facilities. MNRTF is the only program that can be used for the acquisition of land for public recreation and for protection of land for environmental importance or scenic beauty. Waterways grants can be used for development of marinas and recreational boating facilities.

Questions regarding the community park and recreation plan requirements can be addressed with Grants Management at 517-284-7268. Questions specific to the Waterways Program requirements can be addressed with the Waterways Program at 517-284-6122. Ultimately, approval of a community park and recreation plan will come from DNR Grants Management.

More information on grant programs is available at [Michigan.gov/DNRGrants](https://Michigan.gov/DNRGrants).

## Establishing Eligibility to Apply for Recreation Grants

Local units of government – defined according to Part 19 of the Natural Resources and Environmental Protection Act of 1994 PA 451 – are eligible to apply for recreation grants from the DNR. The statute defines local units of government as “... a county, city, township, village, school district, the Huron-Clinton Metropolitan Authority, or any authority composed of counties, cities, townships, villages, or school districts, or any combination thereof, which authority is legally constituted to provide public recreation.”

Under the federal Land and Water Conservation Fund, recreation grants also are available to local units of government and other appropriate public agencies. However, only the state can apply directly to the National Park Service for these grant funds; therefore, all applications from local units of government must be sent to the DNR.

In addition to these eligibility requirements, all applicants for a Michigan Natural Resources Trust Fund or Land and Water Conservation Fund grant must submit a recreation plan to DNR Grants Management. Upon approval of the recreation plan and in accordance with the following terms, the following entities become eligible to apply for recreation grants from the DNR.

**Local units of government.** Local units of government include cities, villages, townships, counties, and, for the LWCF program only, federally recognized Native American tribes.

**Recreation authorities.** Typically, recreation authorities include a combination of local units of government but also may include school districts. The recreation authority must be formed under Michigan enabling legislation that allows the authority to act as a local unit of government legally authorized to provide public recreation.

Grants Management staff evaluates the following to determine whether the authority is an eligible applicant:

- **Enabling legislation** – A list of accepted enabling legislation is included in Figure 1 below. If the authority was formed under different legislation, contact Grants Management prior to completing a five-year plan.

**Figure 1: Michigan Enabling Legislation for Providing Public Recreation and Parks**

Act	Title	Government Units Covered	Governing Body Established by the Act	Allows for Joint Provision of Recreation?
1905 PA 157	Township Parks and Places of Recreation	Townships	Township Park Commission or Board of Commissioners <sup>1</sup>	Yes
1913 PA 90	Parks, Zoological Gardens and Airports	Counties	County Park Trustees	Yes
1917 PA 156	Recreation and Playgrounds	Cities, villages, townships, counties and school districts	Recreation Board	Yes
1929 PA 312	Metropolitan District Act	Cities, villages, townships and parts thereof	Charter Commission	Yes
1965 PA 261	County and Regional Parks	Counties	Parks and Recreation Commission	Yes <sup>1</sup>
1976 PA 451	The Revised School Code	School districts and intermediate school districts	School Board	Yes
1989 PA 292	Metropolitan Councils Act	Cities, counties, villages and townships <sup>1</sup>	Metropolitan Area Council	Yes
Part 721 of 1994 PA 451	Michigan Trailways	Federal government, counties, cities, villages and townships	Michigan Trailway Management Council <sup>1</sup>	Yes
1967 PA 7	Urban Cooperation Act	Cities, villages, townships and counties	Recreation Board	Yes
2000 PA 321	Recreational Authorities Act	Cities, counties, villages, townships and districts <sup>1</sup>	Board of Directors	Yes

- Articles of incorporation – The articles must include language to address the perpetual encumbrance required by the grant programs. There must be language regarding the transfer of property upon dissolution of the authority and description of how parks acquired or developed under the authority will be transferred to the local government where the property is located. Contact Grants Management for sample language.

**Trailway commissions.** Trailway commissions are limited to owning and managing a regional trail or trail system. Legally established trailway commissions may submit recreation plans and establish eligibility to apply for recreation grants. In addition, participating communities that submit separate recreation plans addressing their recreation needs exclusive of the trail are eligible to apply for recreation grants on their own.


**School districts.** School districts may be eligible for DNR recreation grants if they are the sole provider of parks and recreation for a community and they have a DNR-approved recreation plan. This means there is no recreation department and no parks owned or managed by the local unit of government. In this situation, any existing parks or recreation facilities would be owned and controlled by the school district. When the school district is the only recreation provider, the school district’s plan would be the only plan for the community. For example, there is no village, city or township recreation plan. Nature centers owned and operated by a school district are the only exception to this rule, and eligibility must be reviewed by the DNR and may only be approved under limited circumstances.

### Planning Deadline

Organizations may prepare and submit recreation plans at any time during the year. However, to be eligible to apply for a recreation grant or waterways grant, the applicant’s recreation plan must be submitted in MiGrants by Feb. 1 of the year the community



intends to apply for grants. If the community is not applying for a grant, the recreation plan may be submitted any time of year. All plans expire Dec. 31 of the fifth year – or earlier if approved for less than five years by the highest governing body. A sample time frame is provided in Figure 2 below.



<b>2021</b>	Gather public input, conduct inventory and develop draft plan. Draft plan available for 30-day review (advertise availability). Advertise public hearing (at least one week before the hearing). Public hearing. Public meeting for adoption of the plan by the highest governing body.
<b>By Feb. 1, 2022</b>	Submit plan to DNR and county and regional planning commissions.
<b>Dec. 31, 2026</b>	Plan expires.

**Figure 2**

### Coordination of Planning

Coordinated planning within a community, at a regional level, and among government agencies, private organizations, businesses and the public has many potential benefits. This includes better environmental protection, efficiency in providing park and recreation opportunities, increased funding sources, greater potential for tapping into new, creative ways of accomplishing recreation goals, enhanced public support for parks and increased potential for community buy-in for financing through millages and other taxing methods.

### Regional Planning

Coordinated planning at a regional level benefits participating communities and the environment and can have practical benefits for the communities involved. For example, by planning on a regional rather than a community basis, parks and recreation staff can avoid duplicating expensive recreation facilities and give all communities involved a greater voice in planning facilities that best serve the entire region. Planning on a regional basis gives the planners a larger area in which to determine the best location for the facility based on factors such as the ability to access the site by car, public transportation and nonmotorized means, the potential effects (both positive and negative) of the facility on surrounding land uses and the environment.

### Means to Accomplish Regional Planning

Regional planning is not a requirement when developing plans but is strongly recommended. There are several nonexclusive means by which regional planning may be accomplished:

1. Joint recreation plans. Collaborative planning can allow for better-coordinated and more efficient recreation systems by allowing units of government and school districts to plan together while maintaining separate control of their park lands. Joint recreation plans may include any combination of local units of government, recreation authorities, school districts or commissions.

Each unit of government included in the recreation plan is eligible, provided it meets qualifying criteria, can independently own or control park land and meets the requirements of these guidelines and the plan is adopted by the highest governing body. Once the multijurisdictional plan is approved by DNR Grants Management, individual recreation plans from any of the participating communities will not be accepted.

2. Incorporating the recreation plan into the municipal masterplan. The Michigan Planning Enabling Act, PA 33 2008,

codifies the laws for local units of government and outlines the requirement for developing a municipal master plan. The master plan must include sections on transportation (including nonmotorized), land use and recreation. A community can submit relevant sections of its master plan and – if it meets all the requirements of the recreation plan guidelines – it may be considered the community’s DNR-approved recreation plan.

The law also requires planning commissions to consult with commissions of contiguous communities when developing their master plan and to submit proposed plans to each contiguous community for review and comment prior to adoption. This may allow for coordination and avoid duplication of services with adjacent communities.

3. Joint planning commissions. With the passage of the Joint Municipal Planning Act (2003 Act 226), joint planning commissions may be formed by two or more communities – such as cities, villages or townships, but not counties – to carry out comprehensive planning, including planning for recreation, on a regional basis. The plan must meet the requirements outlined in this booklet and be adopted by the local units of government and the DNR to be eligible for funding.
4. Regional review. By contacting county and regional planning commissions during the development of the recreation plan, the community can ensure better-coordinated planning and ensure its plan does not conflict with regional or county plans. It is required that a copy of the final plan be sent to these organizations.

## Preparing the Plan and Plan Content

The plan ideally forms the road map for the decisions made in the next five years regarding the provision of park and recreation lands and other open space for the community. As with all planning efforts, planners must try to determine not only current, but also future community needs. As discussed above, the coordination of recreation planning with broader community and regional planning allows organizations to better understand how the five-year recreation plan relates to other planning decisions. Coordination will improve an organization's ability to factor population growth, population demographics, planned transportation systems and land uses, among other variables, into their five-year recreation plans.

This section describes the information needed to prepare a five-year recreation plan and what the plan must contain to be approved by the DNR and to establish eligibility for applying for recreation grants during the five-year period of the recreation plan. These requirements establish minimum standards but are not intended to limit what the plan can contain. Unless noted otherwise, the following sections of the plan, outlined below, are **required**.

### Community Description

Describe the jurisdiction of the five-year recreation plan. Was the plan prepared for a single township or village or does it encompass a larger region? Describe the physical and demographic characteristics of the community. This information need not be extensive, but it will provide a basic understanding of your community.

Also describe the extent of the plan's focus. For example, five-year recreation plans developed by trailway commissions would address the acquisition and development of the trail only, while plans developed by municipalities probably would include all aspects of recreation. Plans developed by a school district must describe the recreation opportunities it provides in relation to those provided by the parks and recreation department or other entity serving the same area.

Any characteristics that influence planning may be discussed later in the plan, as they relate to the goals and objectives the organization develops.

### Administrative Structure

Planning for and providing park and recreation services and open space for a community require staff (or volunteers) and funds to purchase recreation land and open spaces and to develop, operate and maintain them. In this section, describe how the park and recreation functions are carried out in your community, and include descriptions of the following as they apply to the organization:

#### Roles of Commission(s) or Advisory Board(s)

- Describe the roles of the park and recreation commission, committee, board of directors or advisory board, if one exists.
- Include the enabling act under which it was established.
- For multijurisdictional plans, explain the working relationship among participating communities and school districts.

#### Department, Authority and/or Staff Description and Organizational Chart

- Describe the parks and recreation department, staff or authority, including an organizational chart.
- Define who has authority to commit funds for parks and recreation, accept grants and purchase land on behalf of the community.

#### Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming

- Provide the current-year and projected annual budgets for parks operation and maintenance, recreation programming and capital improvements.

#### Current Funding Sources

- Explain which funding sources are used for the park operation, maintenance, recreation programming and capital improvements.

## Role of Volunteers and Organizations

- List the volunteer groups or programs involved in parks and recreation, what activities they do and the frequency of their activities.
- Describe any partnerships with private organizations to maintain or operate any parks or recreation programs.

## Relationships with School Districts and Other Public Agencies Involved in Recreation

- Describe the relationship between the community and local school districts or other public agencies.
- Recreation authorities or trailway commissions also should include:
  - Description of the relationship between the authority or commission and the recreation departments of participating communities.
  - Articles of incorporation.

## Recreation Inventory

A recreation inventory describes all parks, natural areas, other public spaces and recreation facilities within or near the organization's planning area – used by the residents of the planning area – with an emphasis on land and facilities the organization owns or operates.

For those lands and facilities that are owned privately, owned by a nonprofit organization or owned by another governmental unit, provide only the name, location and general information on the types of recreation and/or natural resource conservation provided. Businesses that provide recreation facilities to draw customers for their primary service, such as play areas in fast food restaurants, do not need to be included unless they are a major provider of recreation in the area.

## Description of Methods Used to Conduct the Inventory

Describe the methods used to conduct the recreation inventory, including staff or consultants involved in creating or updating the inventory from previous years.

## Inventory of all Community-Owned Parks and Recreation Facilities

The inventory, which can be as detailed as you would like, must at minimum contain information for the organization's parks and recreation facility system, including:

- Park name.
- Size in acres or length of linear parks.
- A description of the general purpose or use of each park.
- The park's primary service area (also consider a "walkability" map with a quarter-mile walking radius around each park).
- The type and number of recreation and support facilities, including size, quality, and age or condition of each facility.

## Location Maps

Include one or more maps that show the location of all recreation and natural resource conservation areas the organization owns or operates, as well as facilities owned by others that are available to the community. Green infrastructure, trail plans or other relevant land-use plans that affect the community or region also may be included in the inventory. A site development plan can be submitted for each of the parks for which a plan has been developed, but is not required.

## Accessibility Assessment

Include an accessibility assessment at each park and recreational facility site the organization owns or operates. If the organization has completed an American's with Disabilities Act transition plan, include a summary of the plan and relevant sections to meet the accessibility evaluation requirement. The New England ADA Center has developed checklists at [ADAChecklist.org](http://ADAChecklist.org), which may be helpful in completing an assessment but are not required. At a minimum, the evaluation should:

- Describe references used and who conducted the evaluation.

- Compare each facility to the [2010 ADA Standards for Accessible Design](#) and, at a minimum, give a ranking from 1-5. Although it is not required for Title II and III communities, the Guidelines for Outdoor Developed Areas may also be a helpful reference.

DNR Accessibility Grading System for Parks and Recreation Facilities	
Accessibility Grade	Definition
1	None of the facilities meet accessibility guidelines
2	Some facilities meet accessibility guidelines
3	Most facilities meet accessibility guidelines
4	The entire park meets accessibility guidelines
5	The entire park was developed using the principles of universal design

- Describe how the organization intends to address ADA compliance. A brief description is acceptable and may be covered in the goals and action plan.

#### Status Report for all Grant-Assisted Parks and Recreation Facilities

Briefly describe the status of grant-assisted sites and facilities. The community grant history can be accessed in MiGrants. Include whether the site is still open to the public, if the grant-funded facilities are still present and if any conversions of use exist at the site.

Most DNR recreation grant programs encumber the project boundary for recreation use in perpetuity, or for 20 to 40 years for Recreation Passport grants. Parks that are sold or where the use is transferred from recreation to another use are considered a conversion. If a conversion is identified, contact DNR Grants Management for instructions on conversion mitigation requirements. Address how the community will mitigate conversions in the action plan. The conversion also should be noted in the post-completion self-certification report, which is described in the supporting documentation section of this booklet.

#### Inventory of Existing Harbor/Marina Facilities (if Applicable)

This section is required only for communities with harbors and marinas and is required to be eligible for Michigan DNR Waterways Grants.

Recreational harbors are designed to be used by boaters for protection, overnight stays or day-use visits. These facilities may be included in the recreation inventory and location map or you may create a separate inventory and map of these facilities.

**The harbor inventory can be as detailed as is useful to you, but must contain the following information at minimum.**

**Name and location of facility:** Include the location information of your facility, how the facility fits in relation to your community, the body of water it accesses, nearby amenities, etc.

**Size of facility:** Include numbers of seasonal and transient slips for harbor facilities, discuss whether the facility meets the demands of boaters, whether the facility is too large or too small, and if boaters are turned away or if there are waiting lists.

**ADA accessibility:** Explain whether the facility meets current ADA guidelines. Please include details on all aspects that meet and do not meet ADA requirements.

**Site development plan:** If you have current development plans, please explain or include.

**Marketing, events and partnerships:** Explain any ways you currently market your facility and any future marketing plans. Include any event currently hosted at this facility or future event plans. Please describe any current partnerships or if you have any future partnering plans.

**Dredging Information:** In this section, detail any current dredging needs, a typical dredge cycle, approximate volume of dredged materials and dredged materials disposal location.

**Maintenance and replacement:** This section should include the three categories:

- Annual maintenance schedule. Please provide some detail on your typical annual maintenance and repairs, including projected costs.
- Minor or small-scale infrastructure replacement schedule. This would be for minor infrastructure and replacement of smaller items. Please include a projected year and a projected cost.
- Large-scale maintenance and replacement schedules. This section would include larger maintenance and replacement schedules for things like buildings, docks, water systems and more. Include a projected year and projected cost.

See an example in figure 4.

**Figure 4: Maintenance and Replacement**

**Example: Annual Maintenance Schedule**

<u>Repairs and maintenance</u>	<b>\$35,000</b>
Buildings	
Startup costs	
Painting	
Irrigation maintenance	
Sewer maintenance	
Minor electrical repairs	
Sidewalks	
Vehicles and equipment	
Winterization	
Lumber	
<u>Annual Supplies</u>	<b>\$15,000.00</b>
tools	
hardware	
office supplies	
cleaning and paper products	
<u>Annual services</u>	<b>\$60,000.00</b>
trash service	
utilities	
weed control	

**Example: Minor and small-scale infrastructure replacement schedule**

<u>Equipment replacement</u>	<u>year</u>	<u>projected cost</u>
New push mower	2018	\$250.00
New dock carts	2020	\$1,000.00
<u>Minor infrastructure repairs</u>	<u>year</u>	<u>projected cost</u>
Bathroom fixtures	2018	\$ 1,000.00
Lighting upgrades in parking lot	2019	\$ 2,500.00
Shower door replacement	2020	\$ 6,000.00
Parking lot restriping	2021	\$ 5,000.00

**Example: Large-scale maintenance and replacement schedules**

<u>Project</u>	<u>Year</u>	<u>estimated cost</u>
Re roof harbormaster building	2018	\$ 50,000.00
Replace water lines on docks	2020	\$100,000.00
Re deck T dock	2021	\$ 60,000.00
Maintenance Dredge	2024	\$ 50,000.00

**Natural Resource Inventory (Optional)**

Resource inventories provide a method to identify open-space land that may be desirable for future protection and/or public access through acquisition or other means due to the natural features present, as well as an accounting of land that is already protected.

It is important to develop a resource inventory, because it will assist in identifying the most desirable lands for acquisition in terms

of their ecological significance, location, proximity to other natural areas and other factors. Typically, a resource inventory would be conducted by creating a map of each type of resource or feature considered important for conservation purposes, such as wetlands, soils, surface water and forests, as well as maps of political boundaries, roads and parcel maps. These individual maps (or data layers) are usually incorporated into a geographic information system. They then can be combined with each other to determine the relative conservation value of different lands and the relationship of these lands to each other.

When conducting a resource inventory, map natural features such as wetlands, flood plains, groundwater recharge areas, woodlands, farmlands, wildlife habitat, rare species and scenic viewsheds. Land already protected, such as public parks and recreation areas, state or national forests, designated natural rivers and designated natural areas, also should be incorporated into the inventory.

## Description of the Planning Process

In this section, planning methods are discussed. These methods are intended to assist with the assessment of the organization's park, recreation and open-space needs. Organizations are encouraged to choose planning methods that work best for their community.

### Planning Methods

**Comparison to park metrics:** Comparison of existing recreation opportunities to park metrics can be used to determine deficiencies in the recreation system; however, it is important to apply knowledge of the community when determining its recreation needs. Relevant information may include age and income distribution, neighborhood structure and recreation interests of the community, and recreation opportunities in nearby communities. The National Recreation and Park Association park metrics can be viewed here: <https://www.nrpa.org/publications-research/ParkMetrics/>.

**System planning:** This planning method will use the organization's metrics, priorities, needs, level of service and community-wide issues to guide cyclical planning efforts. As planning efforts are implemented, the system can be re-evaluated to measure success and guide future planning goals. More information on parks and recreation system planning can be found here: <https://www.nrpa.org/parks-recreation-magazine/2020/november/a-new-approach-to-parks-and-recreation-system-planning/>.

**Equity-based planning:** This planning method focuses on community engagement, equity and inclusion. Planning for equity will ensure all people have access to programs, facilities and public spaces in the community. Benefits of equity-based planning may include improving community health, economic impact, access and resiliency. More information on equity-based planning can be accessed here: <https://www.nrpa.org/publications-research/best-practice-resources/creating-equity-based-system-master-plans/>.

Additional planning methods and resources not listed in this booklet are available for organizations to use. Contact the DNR Grants Management Section to add a resource to this list.

## Description of the Public Input Process

In this section, describe the methods used to incorporate public input into the recreation planning process. Residents' opinion on recreation and open-space priorities is a key consideration in plan development.

### Early Public Input

**As you develop your plan, you must solicit early public input from your community before preparing your draft plan. The means of soliciting that input should take place within a year of plan adoption by the governing body.**

It is important to involve the public *early* in the process before the draft plan is written. It is highly recommended that additional effort be put forth to solicit comments from residents living near future projects and from others who may be negatively affected by the projects. Special efforts may be required to involve segments of the population whose concerns are often overlooked. If your community has substantial minority, low-income, disabled or elderly populations, identify and address their needs and concerns.

Early public input increases ownership of the plan by community members, promotes democracy and equality with equal

opportunity to share in decisions, empowers residents to be more active and to participate more fully, enhances creativity, increases stability and commitment to management, and encourages support for local grassroots initiatives.

During early public input, a typical public meeting format is discouraged. Methods such as surveys, questionnaires, workshops, stakeholder meetings, focus groups, or visioning sessions are encouraged because they facilitate more public participation from all segments of the population. Describe the early public input method(s) you used. Explain whether the responses received represented the whole community, groups that do not typically attend public meetings, the potential users for special-use areas (for example, skate parks) and those who may be greatly affected by the recreation and open-space opportunities considered. This is an ideal time to include input from other recreation providers, private and public partners and regional organizations.

### 30-Day Public Review Period

**Once the draft plan has been completed, residents must be provided with a well-publicized opportunity of adequate length, at least 30 days, to review and comment on the plan before it is officially adopted.** Select convenient locations for reviewing the draft plan, such as your public library, town hall and municipal website. Document and describe the methods you used to notify people of the opportunity to review and comment on the draft plan before it was officially adopted. The notification can be accomplished by a variety of means, including methods typically used to make announcements by the governing body, such as a published notice or posting at the government office or on the municipal website, etc. The announcement must include the date of posting and must be certified by the publisher. Physical postings must be date-certified by the clerk. The notice should provide instructions to the public on how to submit comments to the plan via email or other methods. In addition, provide a summary of any comments received and how they were used to modify the plan.

### Public Hearing and Resolution of Adoption

**The final means of soliciting public input is an advertised public hearing, held after the 30-day public review period.** The public must be given the opportunity to provide comments prior to passing a resolution to adopt the plan, according to the Open Meetings Act, PA 267 of 1976. This public hearing can be held as part of a regularly scheduled meeting, such as a planning or parks and recreation commission or a meeting of the governing body, or it can be held as a special single-topic public hearing. The public hearing must occur prior to passing a resolution for adoption by the highest governing body. If both the public hearing and resolution for adoption occur at one meeting of the highest governing body, they must be conducted as separate agenda items and the public hearing must be held prior to the resolution for adoption. Plans will not be accepted if the public hearing occurs after the plan has been adopted by the local governing body or bodies.

Advance notice for the public hearing is required in the manner typically used by the community for public hearings, such as published notice, certified posting at government offices, posting on the municipal website, etc. The announcement must include information on the time, date and location of the public hearing. The public hearing notice must be available for viewing to residents in all local units of government included in the plan. Proof of the notice location and posting date must be provided, such as an affidavit from the publisher, or full copies of the published page with the notice, including masthead. Physical postings must be date-certified by the clerk and include photo documentation. Notices for the public hearing should be publicized in the same manner as the community notices other public hearings, as for the planning commission. Care should be taken to provide a nonelectronic method, as not everyone has access to the internet. Notice for the 30-day review period and the public hearing can be combined if the title of the notice includes both items.

The final resolution to adopt the plan must come from the highest governing body. The adoption of the plan must be in the form of a resolution of adoption. The template for the resolution for adopting the recreation plan can be found in Appendix A.

Public hearing minutes must reflect that a call for comment was made to the public and whether there was public comment or not. When submitting the plan to the DNR, include a copy of the published notices for the 30-day review period and the public hearing and the approved, certified minutes of the meetings at which the public hearing was conducted and the plan was adopted by the governing body. If the plan was adopted at a separate meeting from the public hearing, provide the minutes of both meetings.

For joint recreation plans, the public hearings can be condensed to cover multiple communities at one meeting if the meetings are located so that all residents can easily attend. Otherwise, each community should host its own public hearing. Any proposed



consolidation of public hearings for joint recreation plans should be approved by the DNR prior to scheduling them. The public hearing must be advertised for all the communities contained within the plan in a method that can be viewed by members of all those communities. The plan must be adopted by resolution at a public meeting of each of the individual local governing bodies covered in the plan.

## Goals and Objectives

In this section, describe the goals and objectives you developed during the preparation of your plan. Also describe the information you used to formulate the goals and objectives, including the role public input played in their formulation.

Goals should be based on the demographic characteristics of the population served and the physical and environmental characteristics of the area, such as the size of the population, age, gender and the distribution of low-income, disabled, elderly and minority residents. Recreation opportunities provided should be determined based on a consideration of the demographic subgroups that make up the population of the community, which recreation opportunities each of these subgroups wants, where the subgroups live, how they will get to the parks or other locations that provide recreation opportunities, how much they can afford to pay and many other factors.

Protection of open space will be dependent on the physical characteristics of the area. Physical characteristics include topography, water resources, soils, vegetation, fish and wildlife resources, presence and location of rare species, as well as human-created characteristics such as land-use patterns, transportation systems and zoning.

Goals should be broad enough and have one or more objectives associated with them. Objectives will be more specific actions to help accomplish the goal.

For example:

Goal: To provide recreation facilities to meet the needs of the community.

Objective: Construct additional soccer fields at Memorial Park.

*There currently are 50 school-age kids participating in soccer, and the existing fields are scheduled to capacity. In the next five years, 100 children in the community will be of school age. During the community visioning session and recreation survey, the community expressed interest in programming for adult soccer leagues.*

## Action Program

The action program is the section of the plan where you identify how you intend to meet or work toward meeting your goals and objectives over the next five years. Describe specific projects identified during the planning process and how they will meet goals and objectives. You also may include organizational, staffing, programming, public information, operation and maintenance actions, as well as land acquisition and facility development, if applicable. A capital improvement schedule for park development projects is not required, but may be useful for planning purposes and may include the type of improvement, the estimated cost, funding sources and a schedule of construction.

## Supporting Documentation

A number of supporting documents will be required to be submitted in MiGrants separate from the 5-year Recreation Plan and are described below.

### Post-Completion Self-Certification Reports

Every five years, updated post-completion self-certification reports – including photographs of the park entrance sign and program acknowledgement plaque – are required for all previous grants, regardless of the year of funding, for the following grant programs:

- Land and Water Conservation Fund

- Michigan Natural Resources Trust Fund
- Recreation Passport Grant Program
- Clean Michigan Initiative Fund
- Recreation Bond Fund

Read the instructions on the post-completion self-certification report form within MiGrants to fill out the report for each past grant listed on the page. **Submitted recreation plans will not be approved by the DNR until these forms are completed and returned, including photos of required program recognition plaques.**

Maintenance and other issues identified during the inventory, including those at grant-assisted sites, should be addressed within the community plan if they cannot readily be corrected.

### Early Input Before the Draft Plan is Written

Provide results of community surveys or questionnaires and/or notes from informal workshops, focus groups, stakeholder meetings or other informal public input opportunities. Read through the [early input section](#) of this booklet for more information. Provide a copy of the survey, meeting agenda, etc., and a summary of the amount of response and the information and opinions received.

### Notice of the Draft Plan for 30 Days of Public Comment

The notice for the 30-day review period should include the date of posting and instructions on how the public can view the draft plan and submit comments and should be certified by the publisher. If the notice is published in a newspaper, a full-page print of the posting or an affidavit of publication may be submitted. If the notice is published online or on a social media site, a screen print or screenshot – which includes the post dates – can be submitted, or the person who posted the notice can submit a signed statement with the date of posting. If a printed copy of the notice is posted at a physical location, such as a township hall or library, submit clerk certification with the location and dates of posting and a photo of the posted notice.

### Notice of the Public Hearing

The notice for the public hearing should include the date of posting and the date and location of the public hearing, should be certified by the publisher and should state that the recreation plan will be discussed at the meeting. Provide a copy of the notice for all public hearings, if more than one took place. If the notice is published in a newspaper, a full-page print of the posting or an affidavit of publication may be submitted. If the notice is published online or on a social media site, a screen print or screenshot that includes the post dates can be submitted, or the IT director can certify posting dates. If a printed copy of the notice is posted at a physical location, such as a township hall or library, the person who posted the notice should submit a clerk-certified copy of the notice with the location and dates of posting and a photo of the posted notice.

### Minutes from the Public Hearing

Approved, clerk-certified meeting minutes should be submitted. Unapproved meeting minutes can be submitted to meet the submission deadline, but the approved, signed copy is required prior to DNR approval of the recreation plan. Include minutes from all public hearings, if more than one took place. Public comments should be recorded on the minutes.

### Minutes from the Meeting to Pass a Resolution of Adoption

Approved, clerk-certified meeting minutes should be submitted. Unapproved meeting minutes can be submitted to meet the submission deadline, but the approved, signed copy is required prior to DNR approval of the recreation plan. If the public hearing took place at the same meeting at which a resolution was passed, the public hearing portion of the meeting must have occurred prior to the resolution to adopt the plan and minutes must be provided for both the public hearing and the meeting where the resolution was passed.

### Transmittal Letters to the County and Regional Planning Agencies

A copy of the completed plan should be sent to the regional planning agency identified on the table below. A copy also should be sent to the county planning commission. If there is no county planning commission, forward to the parks department of the county commission. Submit a copy of the letter or email transmitting the plan to both agencies.

## Local Adoption and DNR Approval of Five Year Recreation Plans

To be eligible for DNR recreation grant consideration, an organization's five-year recreation plan must be adopted by a resolution of the governing body that has the final authority on recreation expenditures, such as a city council, recreation authority's board of directors or township board. (See Appendix A for a resolution template with required language.) If the planning process included the adoption of the plan by a planning commission or parks and recreation commission, that is additional and optional, as those boards must seek approval for expenditures by a higher governing body. These resolutions may be included in the supporting documentation.

## Plan Amendments

Prior to the expiration date of a plan, a community may want to amend portions of the plan. An approved plan may be amended at any time during the five-year period of eligibility to reflect significant changes in community conditions, action plan or goals and objectives. An amendment does not extend the five-year life of the plan. Please discuss the need for an amendment with your DNR grant coordinator prior to initiating the process. If a potential project meets the plan's stated goals and objectives, it is not required that it be specifically identified in the action plan.

**Amendment deadline:** Communities may prepare five-year recreation plan amendments at any time during the year; however, for amendments to be considered during a grant application preliminary evaluation period, they must be submitted in MiGrants by Feb. 1 of the year the application will be submitted.

## Amended Plan Content

The amended plan will be uploaded in MiGrants and should include the following information:

- Description of the planning process.
- Description of the public input process.
- Amended goals, objectives or action plan.
- Description of any other amended plan elements.

## Supporting Documentation

### Notice of Draft Plan for 14 Days of Public Comment

Once the amendment has been drafted, residents must be provided with a well-publicized opportunity of adequate length – at least two weeks – to review and provide input on it before it is officially adopted. Convenient places to allow the public to view the draft amendment are at your city or township hall, public library and on your municipal website. The amendment should be accompanied by the original plan for the two-week review period.

### Notice of the Public Hearing

After the two-week review period, a public hearing must take place to take comment on the proposed changes to the plan. The public hearing notice must be published in advance of the hearing, according to the Open Meetings Act, PA 267 of 1976. The public hearing notice must be available for viewing to residents in all local units of government included in the plan.

### Minutes from the Public Hearing and Resolution

Approved, certified meeting minutes should be submitted for both the public hearing and the meeting where the resolution was passed to adopt the amended plan. Unapproved meeting minutes can be submitted to meet the submission deadline, but the approved, certified copy is required prior to DNR approval of the recreation plan. Include minutes from all public hearings, if more than one took place. Public comments should be recorded in the minutes. Minutes must reflect that the public hearing took place, with a call to the public, whether or not anyone actually chose to speak. The public hearing and resolution for adoption can occur at one meeting of the highest governing body if they are conducted as separate agenda items and the public hearing occurs prior to the resolution for adoption.

### Certified Resolution

Plan amendments must be adopted by the same governing body that adopted the original plan. (See Appendix A for a sample resolution.) Any amendments to a multijurisdictional recreation plan must be adopted by all communities affected by the change to the plan. A letter with a copy of the amendment must be sent to all communities covered by the plan.

### Transmittal Letters to the County and Regional Planning Agencies

A copy of the amended plan should be sent to the county and regional planning agencies identified on the table below. Upload a copy of the letter or email transmitting the plan to both agencies. If there is no county planning commission, transmit the plan to the parks and recreation department or county commission instead.

## Submitting Documents in MiGrants

All five-year Recreation Plans and plan amendments must be submitted to DNR Grants Management through an online application system, MiGrants, found at [MiGrants.Intelligrants.com](https://MiGrants.Intelligrants.com).

To submit an electronic version of a five-year recreation plan or amendment, a community must register its organization in the MiGrants system and receive approval as a new applicant from DNR Grants Management. If a community is already a registered organization, log in with the proper username and password. Once logged in, a community representative can use the “My Training Tools” link on the top of the home page as a guide for how to upload documents.

Upon receipt of the adopted plan and documentation, DNR Grants Management will review the plan for completion to ensure that all required documentation is included in the submittal. You will receive notification if the recreation plan submittal package is approved or requires additional documentation. Grant eligibility expires Dec. 31 of the last year covered by the plan, but in no case can the plan cover more than five years.

### General Notes for MiGrants

**Register in MiGrants** – Five-year recreation plans are **only** accepted in MiGrants. A representative of the local unit of government must register as the authorized official in MiGrants. This role will allow this person to submit the five-year recreation Plan and add people to the organization and to documents in MiGrants. When the community is ready to submit grant applications, the authorized official is the only person who can initiate and submit grant applications. Because of this, the authorized official should be someone with the authority to complete these tasks and who is likely to respond on the project.

**MiGrants notifications** – The authorized official and anyone else who is added to the five-year recreation plan document in MiGrants will receive system-generated emails when there is a status change and also may receive emails from the DNR grant coordinators. Do not reply to any email notifications from MiGrants. System messages will come from the email address [NoReply-MiGrants@Michigan.gov](mailto:NoReply-MiGrants@Michigan.gov). If you receive an email that the five-year recreation plan was not approved, this may mean additional information is required. If you receive such an email, go to the five-year recreation plan document in MiGrants to review comments in the DNR-only box.

### Submitting a Five-Year Plan

1. Authorized official logs into MiGrants at [MiGrants.Intelligrants.com](https://MiGrants.Intelligrants.com). In the “My Opportunities” box, choose “5-year Recreation Plan” to initiate a new recreation plan. Confirm that you want to start a new five-year recreation plan. The new five-year recreation plan document has been created. From now on, any organization members can start with step 2 to open and submit the five-year recreation plan.
2. Click on “Searches” then “5-year Recreation Plan” and click “search.”
3. Click on the document name to open the recreation plan.
4. On the left navigation menu, go to “Forms” and click “Plan Info & Certification.” Complete the required fields, certify the page and click “save.”
5. On the left navigation menu, go to “Forms” and click “Plan & Supporting Documentation.” Upload all required attachments, fill out the text boxes and click “save.” You will only be allowed to upload one file in each upload area. Combine documents into one file, if needed. The maximum file upload size is 25 MB.
6. On the left navigation menu, go to “Forms” and click “Post-Completion Self-Certification.” A list of previous DNR recreation grant awards will appear on the page. If no awards appear, then the organization has not received any DNR recreation grants and you may skip this step. Click on the grant number to open the post-completion self-certification form of the grant. Fill out the form, upload current photos of the park entrance sign and program acknowledgement plaque, and save the page. Navigate back to the post-completion self-certification page of the five-year recreation plan and repeat this step for all grants listed.

7. Once all required documents have been uploaded and saved, the authorized official can change the status to submit the recreation plan for DNR review. On the left navigation menu, go to "Status Options" and click "5-Year Recreation Plan Submitted."
8. The DNR has now received the submission and will review it. If clarifications are needed, your DNR grant coordinator will change the status of the five-year plan to "5-Year Plan Not Approved." This will allow you to upload missing documents or clarify information. The documents must be saved and submitted following the same steps above.

### Submitting a Multi-jurisdictional Plan

For multijurisdictional plans, the following applies:

- All communities included in the plan must submit a five-year recreation plan in MiGrants at [MiGrants.Intelligrants.com](https://MiGrants.Intelligrants.com).
- All communities must each upload the following for their own community:
  - Public hearing notifications and public hearing meeting minutes.
  - If there is a separate meeting for the public hearing and adoption, also upload the meeting minutes where the plan was adopted by the highest governing body of that community.
  - Resolution where the plan was adopted by the highest governing body of that community.
  - Post-completion self-inspection reports.

### Submitting an Amendment

If the organization has an approved five-year recreation plan on file with the DNR, contact your DNR grant coordinator prior to submitting an amendment to the plan.

1. Authorized official logs in to MiGrants at [MiGrants.Intelligrants.com](https://MiGrants.Intelligrants.com). Click on "Searches," then "5-year Recreation Plan" and then click "Search." Click on the document name to open the recreation plan. On the left navigation menu, go to "Status Options" and click "Amendment in Process." From now on, any organization members can start with step 2 to open and submit the five-year recreation plan amendment.
2. Click on "Searches," then "5-year Recreation Plan" and then click "Search."
3. Click on the document name to open the recreation plan.
4. On the left navigation menu, go to "Forms" and click "Plan Amendment."
5. Complete all required items on the page, then save the page.
6. Once all required documents have been uploaded and saved, the authorized official can change the status to submit the recreation plan for DNR review. On the left-navigation menu, go to "Status Options" and click "5-Year Recreation Plan Submitted."
7. The DNR has now received the submission and will review it. If clarifications are needed, your DNR grant coordinator will change the status of the five-year recreation plan to "5-Year Plan Not Approved." This will allow you to upload missing documents or clarify information. The documents must be saved and submitted following the same steps above.

**Appendix A: Sample Resolution for Adopting a Plan or Plan Amendment**

*(NAME OF PLAN / AMENDMENT)*

For *(name of governing body of local unit of government OR name of recreation authority/commission), (county name)*

WHEREAS, *the (local unit of government OR recreation authority/commission) has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 20\_\_ through 20\_\_, and*

*WHEREAS, the (local unit of government) has entered into this planning process in collaboration with (names of other local units of government), and*  
*WHEREAS, the combined area of the aforementioned local units of government constitutes the planning area, and*  
*WHEREAS, the (governing body of local unit of government) is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the (name of recreation and natural resource conservation plan), and*

OR

WHEREAS, *the (recreation authority/commission) is made up of representatives from (names of local units of government), and*

WHEREAS, *the (local unit of government OR recreation authority/commission) began the process of developing a (community recreation and natural resource conservation plan / plan amendment) in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and*

WHEREAS, *residents of the (local unit of government OR planning area) were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions and discuss all aspects of the recreation and natural resource conservation plan, and*

WHEREAS, *the public was given a well-advertised opportunity and reasonable accommodations to review the (final draft plan / plan amendment) for a period of at least (30 days for plan / two weeks for amendments), and*

WHEREAS, *a public hearing was held on (date) at (place) to provide an opportunity for all residents of the planning area to express opinions, ask questions and discuss all aspects of the (name of recreation and natural resource conservation plan), and*

WHEREAS, *the (local unit of government OR recreation authority/commission) has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the (local unit of government OR recreation authority/commission), and*

WHEREAS, *after the public hearing, the (governing body of local unit of government OR governing body of recreation authority/commission) voted to adopt said (name of recreation and natural resource conservation plan).*

NOW, THEREFORE BE IT RESOLVED *the (governing body of local unit of government OR governing body of recreation authority/commission) hereby adopts the (name of recreation and natural resource conservation plan).*

Yeas:                      Nays:                      Absent:

*I, (name), (title), do hereby certify that the foregoing is a true and original copy of a resolution adopted by the (name of governing body) at a Regular/Special Meeting thereof held on the (\_\_\_ day of \_\_\_\_\_, 20\_\_.)*

<<Seal here, if a seal is available>>

(signature)

\*Joint Plan Only





**MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

**NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission (NRC), as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight, or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528 or Michigan Department of Civil Rights, Cadillac Place, Suite 3-600, 3054 W. Grand Blvd, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.





# TRI-COMMUNITY 5-YEAR PARKS & RECREATION MASTER PLAN

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City of Saugatuck, City of Douglas,  
Saugatuck Township, & Saugatuck School District  
June 16, 2023

Proposal for Master Planning Services

June 16, 2023

ATTN: Daniel DeFranco  
Saugatuck Township Manager

**Re: 2024 Tri-Community Five-Year Parks and Recreation Master Plan Update**

Dear Daniel,

VIRIDIS Design Group is pleased to present the following proposal to provide professional park master planning services to the Saugatuck-Douglas Tri-Community to update the Five-Year Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources (MDNR) guidance documents. Our experienced staff assigned to the project have completed numerous parks and recreation plans and updates, along with other park planning efforts, for many other communities in Michigan, including the Grand Rapids 2022 Strategic Parks Master Plan and City of Walker 2023 Five-Year Parks and Recreation Master Plan. We are very familiar with the MDNR requirements for park master plan development and have an excellent understanding of the planning process.

We understand the master plan update will provide a basis for future acquisition, development, expansion, maintenance, and administration of recreation and park facilities within the tri-community area. The master plan will create a unified plan for future additions and improvements to its current high-quality public spaces, parks, and trails for all residents and visitors to enjoy.

Our final deliverable will include a comprehensive report that will describe the following requisite components for certification by the MDNR: Community Description, Administrative Structure, Recreation Inventory, Description of the Planning and Public Input Process, Goals and Objectives, Action Program, Long Term Funding Opportunities, and accompanying plans, maps, charts, tables, and other graphics.

We can meet the schedule for submitting a plan by the 2/1/24 deadline and we believe our experience to be extremely well-suited to your project needs. We look forward to the opportunity you have presented.

Sincerely,  
VIRIDIS Design Group



John McCann, PLA, ASLA, LEED AP  
Principal

# COMMUNITY BUILDING: CO-LEAD + EMPOWER

The art of public engagement is in storytelling. As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

In reviewing past Saugatuck and Douglas planning reports, our team is excited about the progress made and about the breadth of possibilities for connecting to the community on a high impact project that spans across the area. Our team thrives on building relationships and trust within every community we work in and look forward for the opportunity to interact with groups such as students and teachers in the Saugatuck school district, residents and visitors, and City and Township leaders in playful and meaningful ways. We see this engagement process as a combination of one-on-one conversations blended with vibrant community gatherings, supplemented with online surveys.

To co-lead and empower is to highlight ways in which a community can achieve desired environmental, social, and economic goals while staying true to the community's character and sense of place. It means bringing a diverse group of people to the table with designers to collectively create vibrant, important public green spaces. We will work side-by-side with you to develop an engagement strategy that is true and authentic to the character and perspectives that make the Tri-Community a special place.

TEAM WORK MAKES THE DREAM WORK! - WADE'S BAYOU MEMORIAL PARK





# VIRIDIS

D e s i g n   G r o u p

VIRIDIS Design Group is an experienced based, award-winning professional landscape architecture and civil engineering firm with offices in Kalamazoo and Grand Rapids, Michigan. We have built our firm with individuals who specialize in recreational, urban, and institutional planning and design. We offer open-space planning, community engagement, site design and visualization, pedestrian and vehicular circulation, civil engineering, and construction documentation and administration. Our comprehensive experience allows us to merge artistic vision, environmental sensitivity, and sound technical skills to create inspirational and enduring places. Our firm has received numerous professional awards and was honored as the 2016 Firm of the Year by the American Society of Landscape Architects, Michigan Chapter. We are a licensed LLC firm in the state of Michigan and consist of six licensed landscape architects and a civil engineer. These senior level professionals deal with every aspect of the project from client interface, to public engagement, to documentation. This process ensures that our clients receive a personalized, holistic approach to their project, with a final product that is supported by their community.

**Kalamazoo Office:**  
2926 West Main Street  
Kalamazoo, MI 49006  
(269) 978-5143

**Grand Rapids Office**  
1430 Monroe Ave. NW, Suite 210  
Grand Rapids, MI 49505  
(616) 438-9841  
[www.virdg.com](http://www.virdg.com)

**Professionals:**

Tim Britain, PLA, ASLA, LEED AP  
Woody Isaacs, PLA, ASLA, CPSI  
Trevor Bosworth, PLA, ASLA  
John McCann, PLA, ASLA, LEED AP  
SuLin Kotowicz, PLA, FASLA  
Lindsey Gadbois, PLA, ASLA  
George Granger, PE

**Experience:**

+ 30 Years  
+ 30 Years  
+ 25 Years  
+ 25 Years  
+ 17 Years  
+ 15 Years  
+ 40 Years

# PROJECT TEAM

JOHN McCANN, PLA, ASLA, LEED AP  
Landscape Architect, Principal-In-Charge



## YEARS OF EXPERIENCE

+14 Years VIRIDIS  
+25 Years Total

## OFFICE HOME BASE

2926 West Main Street  
Kalamazoo, MI 49006

John is a partner in the firm and brings 25 years of recreation planning and design experience to the project. He has extensive knowledge and experience pertaining to park planning and design and has completed many park master plan updates. John has experience with the MDNR Recreation Plan guidelines, process, and grant programs. In every planning project he leads, he encourages participatory public engagement strategies, such as workshops and public brainstorming sessions. This form of relationship and trust building has proven to deepen community investment in public space.

John is experienced in ADA guidelines and universal design principles, and understands the rating system required for DNR projects. John has worked on a number of recreation projects and is well versed in park system planning.

**PROJECT ROLE:** John will serve as the project manager and will be the primary contact for the project. John will manage the schedule and budget, coordinate meetings with the Steering Committee and develop the Recreation plan documents.

## EDUCATION

Bachelor of Landscape Architecture,  
Penn State University, 1997

## PROFESSIONAL REGISTRATIONS

Licensed Landscape Architect: State of Michigan  
& Ohio

## PROFESSIONAL MEMBERSHIPS

- + American Society of Landscape Architects
- + Richland Township Planning Commission
- + Gull Lake Community Schools Foundation Board

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## SELECTED PROJECTS

City of Walker - 5-Year Recreation Plan Update  
City of Springfield - 5-Year Recreation Plan Update  
Fruitland Township 5-Year Recreation Plan Update  
City of Hastings 5-Year Recreation Plan Update  
Barry Township 5-Year Recreation Plan  
City of Portage 5-Year Recreation Plan Update  
Delta Township 5-Year Recreation Plan Update  
City of Sturgis 5-Year Recreation Plan Update

Schoolcraft Township 5-Year Recreation Plan Update  
Texas Township 5 Year Recreation Plan Update  
Solon Township 5 Year Recreation Plan  
Village of Richland 5 Year Recreation Plan  
Kalamazoo Township Non-Motorized Transportation Master Plan  
City of Sturgis Non-Motorized Transportation Master Plan  
Barry Township Strategic Master Plan  
Texas Township DDA Master Plan



# PROJECT TEAM

## LINDSEY GADBOIS, PLA

Landscape Architect & Community Engagement Coordinator



### YEARS OF EXPERIENCE

+ 4 Years VIRIDIS  
+16 Years Total

### OFFICE HOME BASE

1430 Monroe Avenue NW  
Grand Rapids, MI 49505

Lindsey brings 10 years of recreation planning and design experience to the project. Lindsey has assisted with the development of many 5-year park and recreation master plans and is familiar with the MDNR Recreation Plan guidelines. Lindsey most recently lead the City of Grand Rapids 5-Year Parks and Recreation Master Plan Update which has given her extensive experience with the requirements of the recreation plan process. Lindsey regularly leads public engagement processes and creates innovative ways of connecting with people, unique to each community she works in, both in-person and virtually.

With an experienced background in the arts and horticulture, Lindsey strives to foster eco-literacy within urban environments by designing spaces that encourage play and spark curiosity. Through one-on-one conversations, she weaves together ecological, cultural, and historical stories to create spaces that are reflective of each community she works in.

**PROJECT ROLE:** Lindsey will lead the public engagement process and assist with the development and production the final master plan report.

### EDUCATION

Bachelor of Landscape Architecture,  
University of Washington, 2014

ATA Horticulture, Edmonds  
Community College, 2007

### PROFESSIONAL REGISTRATION

Licensed Landscape Architect:  
State of Michigan

### PROFESSIONAL MEMBERSHIPS

+ American Society of Landscape Architects  
+ Downtown Grand Rapids, Inc. Alliance Member

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### SELECTED PROJECTS

City of Walker - 5-Year Recreation Plan Update  
Grand Rapids Parks and Recreation Strategic 5-Year Master Plan Update, City of Grand Rapids  
Fruitland Township 5-Year Recreation Plan Update  
6th Street & Canal Park Master Plan, City of Grand Rapids  
Ken-O-Sha Park Improvements, City of Grand Rapids  
Ah-Nab-Awen Park Master Plan, City of Grand Rapids  
Ottawa Sands County Park Master Plan, Ottawa County

Ketchum Park Master Plan, City of Marshall  
Mill Race Pavilion and Confluence Garden, City of Marshall  
Playground in the Park at John Ball Zoo,  
Grand Rapids, MI  
The Highlands Naturescape, Grand Rapids, MI

# PROJECT TEAM

LINDA BRUNO, PLA  
Landscape Architect



#### YEARS OF EXPERIENCE

+4 Years VIRIDIS  
+16 Years Total

#### OFFICE HOME BASE

1430 Monroe Avenue NW  
Grand Rapids, MI 49505

Linda brings over 15 years of recreation planning and design experience to the project. Linda has assisted with the development of many 5-year park and recreation master plans, which has given her extensive experience with the requirements of the planning process, including the MDNR Recreation Plan guidelines. Linda is adept at collecting background information and conducting site visits to inventory existing site amenities and review accessibility ratings.

In addition to her background in Parks and Recreation planning, Linda also has extensive experience with the preparation and management of MDNR recreation grants. Having this understanding of the requirements of the grant development process helps inform her ability to prepare Recreation Master Plans that include park development descriptions that dovetail with the grant writing requirements.

**PROJECT ROLE:** Linda will assist with the collection of background information, conduct the recreation inventory, and assist with report preparation and mapping exhibits.

#### EDUCATION

Bachelor of Landscape Architecture,  
Ball State University, 2001

#### PROFESSIONAL REGISTRATION

Licensed Landscape Architect: State of  
Michigan

#### PROFESSIONAL MEMBERSHIPS

+ American Society of Landscape Architects

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#### SELECTED PROJECTS

Delta Township 5-Year Recreation Plan Update  
City of Hastings 5-Year Recreation Plan Update  
City of Portage 5-Year Recreation Plan Update  
Solon Township 5-Year Recreation Plan  
Barry Township 5-Year Recreation Plan  
Paul Henry Thornapple River Trail, Village of Middleville  
South Drake Rd Non-Motorized Trail Phase 1 & 2,  
Oshtemo Township

MSU Pathways Red Cedar Greenway Path, MSU / East Lansing  
6th Street Park Implementation, Texas Township  
Campau Park Master Plan and Implementation,  
City of Grand Rapids

# APPROACH

Our design process can be defined as the steps taken in search of form or answers to design questions. It is a process of envisioning and weighing possibilities with the aim of proposing intentional change. Continuous feedback is the cornerstone of our design process. At every phase, we engage stakeholders and discuss alternatives with clients. These methods are proven to reconcile diverse and even conflicting priorities, leading to better solutions and timely processes. We apply our extensive experience to guide an efficient and comprehensive engagement and design process making certain that all voices are embodied in the final product.

Built around an understanding of the Tri-Community's vision, balanced with infrastructure availability, community history and culture, and the physical condition of existing green spaces and connecting trails, we will develop an strategic master plan that holistically connects the park system to existing residents and amenities while planning for growth and new generations within a vibrant tourist community.

We provide a strong commitment to city and township leaders, stakeholders, and the general public to provide valuable information with which to plan for impactful solutions for park planning throughout the Saugatuck and Douglas area. Our process will be rooted in the following principles:

- Engagement in a transparent and open process that allows significant input and multiple feedback loops between the VIRIDIS Team, the city, downtown stakeholders, and general public.
- Consideration of all points of view to develop a plan that addresses needs and concerns in order to enhance the user experience in each corridor and throughout greater downtown.
- Improvements that promote good urbanism with a focus of flexible space development and preservation of corridor character-defining features.
- Maximize aesthetic appeal and environmental stewardship while minimizing maintenance requirements and impact to existing infrastructure and services.
- Delivery of informed, creative, and vibrant design solutions that are a catalyst to generate excitement, raise awareness, and help guide future investments.
- Development of realistic cost estimates for implementation and preventative maintenance for the project corridor.
- Anticipation of construction needs to reduce circulation and economic impacts on the surrounding business community and downtown residents.



*VIRIDIS Team with a City of Grand Rapids staff member at a community engagement event for their 5-Year Parks and Recreation Update*

# WORK SCOPE

VIRIDIS Design Group will complete the scope of work through a well-organized work plan that assists the Steering Committee through the planning process. Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. The following assignments can be modified as deems necessary. Our service philosophy is to provide a high-quality finished product, therefore, if more meetings are required than what is listed in this plan, the VIRIDIS Team will attend and facilitate additional meetings. Our ultimate goal is to ensure a successful project and client satisfaction.

## ■ Kickoff / Administrative Input Meeting

VIRIDIS Design Group will facilitate a kickoff meeting with the Steering Committee to review the scope of the project and discuss goals and objectives. We anticipate the attendees of this meeting will include city and township staff from Saugatuck and Douglas as well as representatives from the Saugatuck School District. The following topics should be discussed:

- Discuss coordination between municipalities
- Identify other key stakeholders to include in the process
- Set project schedules and deadlines
- Set public input meeting and stakeholder meeting dates and agendas
- Discuss both project and client goals and objectives
- Identify strengths and weaknesses from the current plan
- Identify other pertinent planning documents for review
- Identify any potential project concerns

## ■ Collection of Background Information

Our team will obtain available information and mapping for local and regional recreational facilities. The following will be completed:

- Obtain demographic information including census data and population characteristics, trends and projections.
- Obtain and review in detail the existing (and past) Parks and Recreation Plan(s), listing of previously completed grant projects and grants received, and any other existing pertinent planning documents.
- Obtain available mapping including natural resources, utilities, land use, and other relevant mapping.
- Obtain information regarding administrative structure, organizational charts, programming, recreation budgets, and operational and maintenance budgets between the Tri-Community municipalities.
- Obtain information regarding recent park development/improvements, non-motorized facility development, ADA improvements, and maintenance issues.

## ■ Recreation Inventory

Using the current plan as a guide VIRIDIS will complete a comprehensive update of existing park facilities, including non-motorized facilities, within the Tri-Community area. We will review the park facility inventory in the current plan and update the matrix based on any changes that have occurred, including any barrier free improvements that may affect the ADA Assessment rating. Our analysis and update will include school facilities, cemeteries, and non-motorized facilities. The following will be completed as part of the Recreation Inventory:

- Development of overall Tri-Community park map delineating locations of park facilities.
- Inventory of current programs and events offered through the Saugatuck-Douglas area.
- Listing of Recreation Grant award history.
- Assist the in preparing the Post Completion Self-Certification Reports for all previous grant projects which will include photographs of program recognition plaques and completed PR1944 forms.
- Mapping of the non-motorized system improvements to date.
- Identify opportunities for larger redevelopment initiatives.
- Identify potential land acquisition sites for future park development.
- Inventory of regional parks and recreation facilities.
- Inventory of adjacent non-City/Township owned recreational facilities in the area (golf courses, camp grounds, etc).
- Inventory and mapping of natural resources.
- Aerial map of each park site.
- Evaluate the inventory data to determine deficiencies based upon present and projected goals.

## ■ Community Needs Assessment

We will assess the community need for parks and recreational facilities against facility availability. We will utilize three methods to identify the needs of the Tri-Community area which include: comparison to accepted standards, level of service perceived by the public, and demographic trend analysis.

**Comparison to Accepted Standards** - Using the National Parks and Recreation Association (NPRA) guidelines we will compare the area's available facilities to the defined NPRA standards to understand the minimum acceptable park and recreation facilities and identify a program for achieving an equal distribution of parks and green space. This assessment will use park service area standards and units per population both by acres of park type and number of facilities. The following will be completed:

- Classification of each recreational facility per NPRA guidelines in accordance with the size and role they play in the park system (mini-park, community park etc).
- Overall map of associated service area for each park type that indicate a minimum standard for geographic balance.
- A matrix showing population service standards by park type.
- A matrix showing population service standards by recreation activity.

**Level of Service Perceived by the Public** - In order to understand how the residents of perceive the parks and recreation system, we will host a public input process to solicit community input through surveys, public workshops, focus groups, and public hearings (described on the following page).

**Demographic Trend Analysis** - We will research parks and recreation use patterns and trends nationally and cross reference the data with local demographics and population statistics to gain an understanding about how the community is or isn't using park facilities as well as where gaps in park service may exist. The analysis will include how age, gender, and lifestyle impact park and recreation wants and desires.

## ■ Public Engagement

As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

We understand engagement is a process, and we see that moving from vision to action provides lasting results. Our unique approach for engagement builds upon ideation to a process of active community building, all while working hand in hand with the Steering Committee and stakeholders. Our suggested process includes the following techniques:

**Community Survey & Marketing** - VIRIDIS will develop an online survey designed to receive feedback from the community. This method provides the residents with a way to express their views if they are unable to participate in an in-person engagement session. Surveys provide an analysis of results which is helpful in cross-referencing with population characteristics and recreation trends. The survey can be printed out and provided to those who do not have access to internet or a computer. Our team can assist in managing social media outlets to inform the community of project updates, survey links, and ways to participate in the planning process. We can provide useful marketing materials, such as flyers and postcards with QR codes, to promote project awareness within the community.

**Park Entity Focus Groups** - Small, one-on-one conversations with each park entity will allow our team to have an authentic dialogue and understand current needs and concerns from a variety of perspectives. We will work with the Steering Committee to determine a list of stakeholders to invite to an informal, welcoming listening sessions. Two meetings for each entity will be held, for a total of eight focus group meetings.

**Public Input Workshop** - VIRIDIS will facilitate a public input meeting with the Saugatuck and Douglas communities to receive feedback on the current park system as well as wants and needs for future park facilities. Information gained from public input, combined with the inventory and analysis help form the basis of the goals and objectives and action plan. We anticipate inviting residents, members from pertinent local boards, committees, and commissions, city and township staff, public schools, road commission, regional agencies, district library, neighborhood associations, parks volunteers, and any other identified stakeholders.

The open house style workshop will include a series of interactive feedback stations that allow participants to “drop-in” during a designated time frame to voice their ideas on opportunities and challenges within the parks system. Feedback stations may include (but not limited to) dot polling (placing a dot sticker on desired amenities), review of park imagery to spark ideas, maps of existing parks with sticky notes, kids activities, park modeling activities, questionnaires, and other input collection strategies.

## ■ Plan Development

Utilizing the park inventory, needs assessment, resource analysis and information gathered from stakeholders, city and township staff, school leadership, and the community, VIRIDIS will develop a draft version of the parks and recreation plan. The draft will include the following (including all mapping):

- Community Description
- Updated Administrative Structure with description of Saugatuck parks and trails millage
- Resource & Recreation Inventory
- Description of the Planning Process & Public Input Process
- Goals and Objectives
- Actions Program and Capital Improvement Schedule

**Review Meetings** - A draft of the master plan report will be provided to the Steering Committee for review. Revisions based on the feedback and comments received from staff reviews will regularly be updated into the plan.

**30-Day Public Review** - Once the Steering Committee is comfortable with the master plan draft, it will be made available to the public for review and comment for a period of 30 days, as required by the MDNR. The review period will be publicly noticed made available for viewing in at least two or three locations within the Tri-Community area.

**Final Report** - Once the 30-day public review period is complete, VIRIDIS will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

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

## ■ Proposed Schedule

Description	Jul-23					Aug-23				Sep-23				Oct-23					Nov-23					Dec-23				Jan-24					Feb-24				
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	30	4	11	18	25	1	8	15	22	29	1	8	15	22	29
Kickoff Meeting w/Steering Com.																																					
Collection of Background Information																																					
Recreation Inventory																																					
Steering Com. Working Session #1																																					
Park Entity Meetings (4 total)																																					
Public Workshop Open House																																					
Community Survey																																					
Community Needs Assessment																																					
Steering Com. Working Session #2																																					
Draft of Plan Development																																					
Park Entity Meetings (4 total)																																					
Final Report Development																																					
Steering Com. Review																																					
Public Review Period																																					
Revisions																																					
Final Plan Adoption																																					
Submittal to MDNR																																					

## ■ Professional Fee

To complete the scope of services outlined in the RFP, VIRIDIS Design Group proposes a **total not-to-exceed fee of \$15,500**. This fee includes all estimated reimbursable expenses and is based on the work scope and schedule outlined in this proposal.

Our proposal is flexible and can be tailored to meet your needs; we are happy to discuss any desired adjustments to our work scope. Additional services may be adjusted as mutually agreed upon by the tri-community client team and VIRIDIS Design Group.

# SIMILAR PROJECT EXPERIENCE

VIRIDIS Design Group has led many Five-Year Parks and Recreation Master Plan projects that have been adopted and approved by the MDNR. This experience has provided us with the expertise related to MDNR and other grant standards and process for developing and submitting a Five-Year Park Master Plan. The projects listed below were informed through a customized public engagement process of strategies that include, online surveys, public workshops and input sessions, social media platforms, and stakeholder focus groups. Community feedback directly informed deliverables which typically includes maps, graphics, and report content for each plan to meet grant requirements.

## Recently Completed Five-Year Parks and Recreation Master Plans:

- City of Walker - 2023 5-Year Parks & Recreation Plan
- City of Portage - 2023 5-Year Parks & Recreation Plan
- City of Springfield - 2023 5-Year Parks & Recreation Plan
- Delta Township - 2023 5-Year Parks & Recreation Plan
- Fruitland Township - 2022 5-Year Parks & Recreation Plan
- City of Grand Rapids - 2022 Five Year Parks & Recreation Plan
- City of Hastings - 2019 Five Year Parks & Recreation Plan
- Schoolcraft Township - 2019 Five Year Parks & Recreation Plan
- City of Portage - 2018 Five Year Parks & Recreation Plan
- Delta Township - 2018 Five Year Parks & Recreation Plan
- Barry Township - 2015 Five Year Parks & Recreation Plan
- Charter Township of Texas - 2015 Five Year Parks & Recreation Plan
- City of Sturgis - 2015 Five Year Parks & Recreation Plan
- Solon Township - 2015 Five Year Parks & Recreation Plan
- City of Hastings - 2014 Five Year Parks & Recreation Plan
- Village of Richland - 2014 Five Year Parks & Recreation Plan

## Spark Grant:

- City of Portage: Ramona Park Playground Renovation
- Fruitland Township: Nestrom Park Master Plan Redevelopment
- Lilly Township: Stephen P. Bitely Park Master Plan Redevelopment
- Richland Township: Township Park Pickleball Courts

## Trust Fund Grant:

- Delta Township: Delta Mills Park Remove and Replace Restroom
- Delta Township: Delta Mills Park Restroom Renovation
- Delta Township: Delta Mills Park Canoe Launch
- Delta Township: West Willow Highway Canoe Launch
- Texas Township: Texas Drive Non-Motorized Trail
- Texas Township: 6th Street Park
- Texas Township: Texas Drive Park Splash Pad
- City of Hastings: Riverwalk Phase II
- Meridian Township: Harris Nature Center Pavilion
- Village of Sparta: Sparta Recreation Authority Facility
- Village of Middleville: Paul Henry Trail Extension and Riverfront Improvements
- City of Lansing: Burchard Park / Brenke Fish Ladder
- City of Lansing: Adado Riverfront Park Improvements
- City of Grand Rapids: Garfield Park Splash Pad
- City of Grand Rapids: Clemente Park

## Lands and Water Conservation Fund:

- Delta Township: Mt Hope Park Phase 1 Development
- Delta Township: Mt Hope Park North Ballfields
- Delta Township: Mt Hope Park Perimeter Pathway
- Meridian Township: Harris Nature Center Restroom
- Recreation Passport Grant:
- City of Sturgis: Oaklawn Park Playground and In-link Rink
- City of Sturgis: Memorial Park Playground
- Texas Township: Texas Drive Park Play Area Renovation



**Nestrom Park Master Plan:**  
Fruitland Township 5-Year Parks and Recreation Plan 2022



# PROJECT PROFILE: Grand Rapids Parks 5-Year Strategic Master Plan Update

## TECHNIQUES FOR COLLECTIVE CREATIVITY

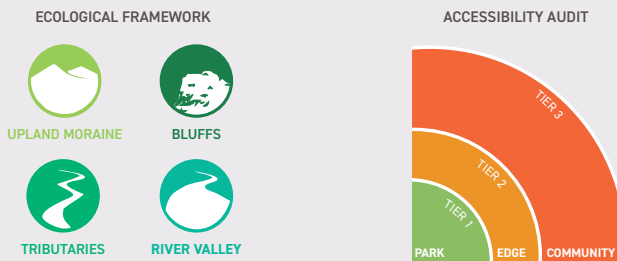
### Determine Your Park Type

Grand Rapids has parks of many shapes and sizes from large naturalized regional parks, to amenity-rich community and neighborhood parks, to mini parks.



### Assess the Local Context

Recognize the ecological zone in which the parks sits and identify site-specific topographic, hydrological conditions, and native vegetation communities. Analyze accessibility on a tiered scale that identifies human-made and ecological barriers to park users.



### Consider the Basic Needs of the Community

Community needs vary depending on economical, cultural, and social settings, and are unique to each neighborhood in which they reside.



**CLIENT:**  
City of Grand Rapids

**LOCATION:**  
Grand Rapids, Michigan

**PROJECT COMPLETION:**  
December 2021

**CONTACT:**  
Karie Enriquez, PE, Project Manager  
(616) 456-4281  
kenriquez@grand-rapids.mi.us

VIRIDIS was retained by the City of Grand Rapids Parks Department to lead an updated strategic master plan process that engaged the community, and provided guidance for improvements to existing park green spaces, facilities, and recreational programming. Additionally, VIRIDIS was tasked with developing detailed concept plans for four priority parks located in each city ward, with emphasis on equitable access to healthy, safe, and welcoming public parks. The final report was not only a road-map for future park improvements, but a toolkit to guide engagement and analyze the social, economic, and environmental character of the project's community.

### KEY FEATURES

- Collaboration with residents at 15 public engagement opportunities
- "PhotoVision" social media campaign to boost public awareness
- Schematic design and cost-estimates for four priority parks
- Temporary prototype installations to test community ideas in park spaces

# PROJECT PROFILE: City of Portage Park Master Plan



## RECREATION AND OPEN SPACE PLAN

YOUR BACKYARD IS BIGGER THAN YOU THINK

CITY OF PORTAGE 2023 PARK MASTER PLAN UPDATE

1,000 Acres. 20 Parks. One City.



### Recreation and Open Space Plan

#### GOAL 1



- Enhance existing recreation facilities to provide a high quality, accessible, and safe recreational experiences at all city parks facilities.
  - Provide access to all users by meeting or exceeding barrier-free standards.
  - Update existing playgrounds to meet current safety and ADA guidelines.
  - Evaluate security measures such as emergency call boxes, security systems, lighting, and park visibility.
  - Work with enforcement agencies and community organizations to provide a safe environment for park users.
  - Maintain park facilities by providing adequate staff, equipment, and response systems.
  - Incorporate low maintenance products and equipment that save energy, reduce wear, reduce environmental impact, and reduce demands on staff.

#### GOAL 2



- Preserve, protect, and improve historic, natural, scenic, and environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.
  - Develop management / maintenance strategies for natural areas including eradication of invasive species.
  - Identify land acquisition opportunities to preserve environmentally sensitive areas including land along Portage Creek.
  - Provide programs and facilities that educate the public about the environment.
  - Provide programs and facilities that support the conservation, protection, and preservation of the natural environment.

#### GOAL 3



- Expand the diversity of recreation facilities available at new or existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.
  - Identify new innovative equipment and/or facilities.
  - Provide playground equipment for toddlers.
  - Provide wide range of active and passive recreation facilities and programs with four season activities for all ages.

#### GOAL 4



- Encourage community partnerships and joint ventures with groups and organizations that have a supportive relationship.
  - Identify organizations with similar goals that can be collaborative and share costs for activities and events.
  - Collaborate with local agencies, adjacent municipalities, and other public organizations.
  - Coordinate with local school district and non-profit organizations to identify synergistic programs and activities.
  - Explore opportunities to partner with private organizations to encourage philanthropic investment in city park and recreation facilities.
  - Facilitate partnerships that support venues for cultural, sports, and recreational activities.

Goals and Objectives

126

### Recreation and Open Space Plan

#### MINI PARK



- 1 Mini Park
- Under 1 acre
- Address unique, or specialized recreation needs
- Typically clustered in urban or dense areas
- Complement neighborhood parks in dense areas

#### NEIGHBORHOOD PARK



- 3 Neighborhood Parks
- 1-10 acres
- Located in neighborhoods with family activities
- Walkable for residents
- Can provide active and passive uses

#### COMMUNITY PARK



- 6 Community Parks
- 10-50 acres
- Meet broad community recreation needs
- May contain specialized recreation facilities
- Contribute to a connected system

#### LARGE URBAN PARK



- 3 Large Urban Parks
- 50-75 acres
- Serve a broad purpose
- Focus on meeting community recreation needs
- May preserve unique landscapes/open space

#### NATURAL RESOURCE PARK



- 4 Natural Resource Parks
- Acreage varies based on availability
- Preservation of significant natural resources
- Typically unsuitable for development
- Supports passive recreational activities

#### SPECIAL USE PARK



- 3 Special Use Parks
- Acreage varies based on use and location
- Single or specialized recreation activities
- May contain historic or cultural uses

Inventory of Existing Parks & Recreation Facilities

43

**CLIENT:**  
City of Portage

**LOCATION:**  
Portage, Michigan

**PROJECT COMPLETION:**  
December 2022

**CONTACT:**  
Kathleen Hoyle, Director  
(269) 329-4521  
hoylek@portage.mi.gov

Viridis Design Group was retained by the City of Portage to update the Five-Year Parks Master Plan to help guide future investments and improvements to the city's vibrant parks and non-motorized trail system. Viridis facilitated a robust community engagement program that allowed citizens the opportunity to participate in the process and witness how their input was incorporated into the overall report. In researching demographics and trends and cross referencing with data in the NRPA data base, national park trends, and similar size communities, our team produced an action plan to achieve goals, objectives, and a capital improvement plan developed alongside city leadership.

The final graphic plan report told a comprehensive story that interlaced all applicable assessments, maps, engagement findings, and required MDNR information, and was approved and adopted by the city.

# PROJECT PROFILE: A River For All



**CLIENT:**  
City of Grand Rapids

**LOCATION:**  
Grand Rapids, Michigan

**PARTNERS:**  
WENK Associates  
Williams & Works

**PROJECT COMPLETION:**  
2017

**AWARD:**  
2019 Design Merit Award, American Society of Landscape Architects

**CONTACT:**  
Tim Kelly, President & CEO  
(616) 690-5277  
tkelly@downtowngr.org

A 'River for All' symbolizes the significance of the Grand River to the City of Grand Rapids, Kent County, and West Michigan as a prominent feature that will enhance the quality of life for all through activation, beautification, restoration, and connection. The river improvements and public spaces along the riverfront will be an inclusive amenity for all residents and guests of Grand Rapids to enjoy. Bike routes, pedestrian trails, and tributaries will provide connections to residents outside of the river corridor and into the adjacent neighborhoods, providing a critical 'missing link' for the region.

As part of a multidisciplinary team, VIRIDIS Design Group served as the local landscape architect, providing corridor-wide planning and design services to create guidelines for future development along the downtown segment of the Grand River. Critical to the success of the project, VIRIDIS collaborated with Williams & Works, in developing an extensive community engagement campaign, including the creation of "A River for All" tag line and project brand. An action oriented planning strategy was used in the form of a pop-up park during ArtPrize, where real-time citizen engagement and feedback was expressed through use and demonstrated preferences in situ. This human-scale pilot project provided a fun space for ideas to be generated by the public, which directly influenced the final river corridor design guidelines.

## KEY FEATURES

- Corridor-wide design guidelines
- Extensive public engagement and outreach campaign
- Identification and design of urban infill sites for future green space
- Non-motorized trail development

July 6, 2023

## Proposal for the Tri-Community 5-Year Parks and Recreation Master Plan

To: Saugatuck Township  
3461 Blue Star Hwy, Saugatuck, MI 49453

Attn: Daniel DeFranco, PhD  
Saugatuck Township Manager

From: John McCann & Lindsey Gadbois  
VIRIDIS Design Group

---

Dear Daniel:

VIRIDIS Design Group is pleased to present the following proposal to provide professional park master planning services to Saugatuck Township, the City of Douglas, the City of Saugatuck, and Saugatuck Schools Community Recreation for updating the Tri-Community Five-Year Parks and Recreation Master Plan in accordance with the Michigan Department of Natural Resources (MDNR) requirements. We understand the update will provide a basis for future acquisition, development, expansion, maintenance, and administration of recreation and park facilities within the tri-community area. The master plan will create a unified plan for future additions and improvements to its current high-quality public spaces, parks, and trails for all residents and visitors to enjoy.

Our final deliverable will include a comprehensive report that will describe the following requisite components for certification by the MDNR: Community Description, Administrative Structure, Recreation Inventory, Description of the Planning and Public Input Process, Goals and Objectives, Action Program, Long Term Funding Opportunities, and accompanying plans, maps, charts, tables, and other graphics.

Our approach will be rooted in the following principles:

- Planning that engages representatives from each of the tri-community entities in a transparent and open process that allows significant input and multiple feedback loops.
- Consideration of all points of view to create a plan that is sensitive to user needs and reflects the values of the community.
- Enhance the existing character within the parks system using low-impact, sustainable site development principles that will support proposed improvements and programming.
- Ensure that the proposed amenities are accessible to all users.
- Develop a creative yet tangible phased-approach plan with opinions of probable costs for proposed improvements.

# WORK SCOPE

VIRIDIS Design Group will complete the scope of work through a well-organized work plan that assists the Steering Committee through the planning process. Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. The following assignments can be modified as deems necessary. Our service philosophy is to provide a high-quality finished product, therefore, if more meetings are required than what is listed in this plan, the VIRIDIS Team will attend and facilitate additional meetings. Our ultimate goal is to ensure a successful project and client satisfaction.

## ■ Kickoff / Administrative Input Meeting

VIRIDIS Design Group will facilitate a kickoff meeting with the Steering Committee to review the scope of the project and discuss goals and objectives. We anticipate the attendees of this meeting will include city and township staff from Saugatuck and Douglas as well as representatives from the Saugatuck School District. The following topics should be discussed:

- Discuss coordination between municipalities
- Identify other key stakeholders to include in the process
- Set project schedules and deadlines
- Set public input meeting and stakeholder meeting dates and agendas
- Discuss both project and client goals and objectives
- Identify strengths and weaknesses from the current plan
- Identify other pertinent planning documents for review
- Identify any potential project concerns

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- Obtain demographic information including census data and population characteristics, trends and projections.
- Obtain and review in detail the existing (and past) Parks and Recreation Plan(s), listing of previously completed grant projects and grants received, and any other existing pertinent planning documents.
- Obtain available mapping including natural resources, utilities, land use, and other relevant mapping.
- Obtain information regarding administrative structure, organizational charts, programming, recreation budgets, and operational and maintenance budgets between the Tri-Community municipalities.
- Obtain information regarding recent park development/improvements, non-motorized facility development, ADA improvements, and maintenance issues.

## ■ Recreation Inventory

Using the current plan as a guide VIRIDIS will complete a comprehensive update of existing park facilities, including non-motorized facilities, within the Tri-Community area. We will review the park facility inventory in the current plan and update the matrix based on any changes that have occurred, including any barrier free improvements that may affect the ADA Assessment rating. Our analysis and update will include school facilities, cemeteries, and non-motorized facilities. The following will be completed as part of the Recreation Inventory:

- Development of overall Tri-Community park map delineating locations of park facilities.
- Inventory of current programs and events offered through the Saugatuck-Douglas area.
- Listing of Recreation Grant award history.
- Assist the in preparing the Post Completion Self-Certification Reports for all previous grant projects which will include photographs of program recognition plaques and completed PR1944 forms.
- Mapping of the non-motorized system improvements to date.
- Identify opportunities for larger redevelopment initiatives.
- Identify potential land acquisition sites for future park development.
- Inventory of regional parks and recreation facilities.
- Inventory of adjacent non-City/Township owned recreational facilities in the area (golf courses, camp grounds, etc).
- Inventory and mapping of natural resources.
- Aerial map of each park site.
- Evaluate the inventory data to determine deficiencies based upon present and projected goals.

## ■ Community Needs Assessment

We will assess the community need for parks and recreational facilities against facility availability. We will utilize three methods to identify the needs of the Tri-Community area which include: comparison to accepted standards, level of service perceived by the public, and demographic trend analysis.

Comparison to Accepted Standards - Using the National Parks and Recreation Association (NPRA) guidelines we will compare the area's available facilities to the defined NPRA standards to understand the minimum acceptable park and recreation facilities and identify a program for achieving an equal distribution of parks and green space. This assessment will use park service area standards and units per population both by acres of park type and number of facilities. The following will be completed:

- Classification of each recreational facility per NPRA guidelines in accordance with the size and role they play in the park system (mini-park, community park etc).
- Overall map of associated service area for each park type that indicate a minimum standard for geographic balance.
- A matrix showing population service standards by park type.
- A matrix showing population service standards by recreation activity.

Level of Service Perceived by the Public - In order to understand how the residents of perceive the parks and recreation system, we will host a public input process to solicit community input through surveys, public workshops, focus groups, and public hearings (described on the following page).

Demographic Trend Analysis - We will research parks and recreation use patterns and trends nationally and cross reference the data with local demographics and population statistics to gain an understanding about how the community is or isn't using park facilities as well as where gaps in park service may exist. The analysis will include how age, gender, and lifestyle impact park and recreation wants and desires.

## ■ Public Engagement

As designers and planners, it is our job to weave together years of previous planning efforts within the Tri-Community area into a succinct timeline that helps residents understand the foundation of the master plan effort. Through careful listening, we will rely upon stakeholders aspirations and the unique characteristics of each community to suggest appropriate planning directions. Our role as a collaborator with the Steering Committee, stakeholders, and general public, is to offer our experience and insight to best practices in park master planning. We recognize the significance of this effort and its potential impacts on the community and surrounding region. Our charge is to listen, test the input through the goal setting process, balance the realities and capacity to implement the goals of the plan, and achieve a preferred vision. A strong emphasis on community engagement ultimately produces consensus-driven, quality design—the best plans emerge not from our own preconceived notions, but from a holistic process tied to each community in which we work.

We understand engagement is a process, and we see that moving from vision to action provides lasting results. Our unique approach for engagement builds upon ideation to a process of active community building, all while working hand in hand with the Steering Committee and stakeholders. Our suggested process includes the following techniques:

Community Survey - VIRIDIS will develop an online survey designed to receive feedback from the community. This method provides the residents with a way to express their views if they are unable to participate in an in-person engagement session. Surveys provide an analysis of results which is helpful in cross-referencing with population characteristics and recreation trends. The survey can be printed out and provided to those who do not have access to internet or a computer.

Social Media - Our team can assist the Steering Committee in managing social media outlets to inform the community of project updates, survey links, and ways to participate in the planning process. Our team can provide useful marketing materials, such as flyers and postcards with QR codes, to promote project awareness within the community.

Park Entity Focus Groups - Small, one-on-one conversations with each park entity will allow our team to have an authentic dialogue and understand current needs and concerns from a variety of perspectives. We will work with the Steering Committee to determine a list of stakeholders to invite to an informal, welcoming listening sessions. Two meetings for each entity will be held, for a total of eight focus group meetings.

Public Input Workshop - VIRIDIS will facilitate a public input meeting with the Saugatuck and Douglas communities to receive feedback on the current park system as well as wants and needs for future park facilities. Information gained from public input, combined with the inventory and analysis help form the basis of the goals and objectives and action plan. We anticipate inviting residents, members from pertinent local boards, committees, and commissions, city and township staff, public schools, road commission, regional agencies, district library, neighborhood associations, parks volunteers, and any other identified stakeholders.

The open house style workshop will include a series of interactive feedback stations that allow participants to “drop-in” during a designated time frame to voice their ideas on opportunities and challenges within the parks system. Feedback stations may include (but not limited to) dot polling (placing a dot sticker on desired amenities), review of park imagery to spark ideas, maps of existing parks with sticky notes, kids activities, park modeling activities, questionnaires, and other input collection strategies.

## ■ Plan Development

Utilizing the park inventory, needs assessment, resource analysis and information gathered from stakeholders, city and township staff, school leadership, and the community, VIRIDIS will develop a draft version of the parks and recreation plan. The draft will include the following (including all mapping):

- Community Description
- Updated Administrative Structure with description of Saugatuck parks and trails millage
- Resource & Recreation Inventory
- Description of the Planning Process & Public Input Process
- Goals and Objectives
- Actions Program and Capital Improvement Schedule

Review Meetings - A draft of the master plan report will be provided to the Steering Committee for review. Revisions based on the feedback and comments received from staff reviews will regularly be updated into the plan.

30-Day Public Review - Once the Steering Committee is comfortable with the master plan draft, it will be made available to the public for review and comment for a period of 30 days, as required by the MDNR. The review period will be publicly noticed made available for viewing in at least two or three locations within the Tri-Community area.

Final Report - Once the 30-day public review period is complete, VIRIDIS will make any necessary revisions and prepare a final Parks and Recreation Plan. The final plan will be based on all feedback gathered from Township staff, stakeholders, and community members. The final version of the plan will include all the required maps and descriptions to satisfy the requirements of the MDNR, and include appendices containing meeting notices and notes, survey results, budget data, and other pertinent documents.

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

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



## ■ Professional Fee

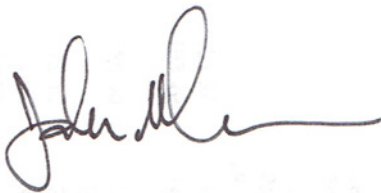
To complete the scope of services outlined in the RFP, VIRIDIS Design Group proposes a total not-to-exceed fee of \$15,500. This fee includes all estimated reimbursable expenses and is based on the work scope and schedule outlined in this proposal.

Specific items that are not included in our fees are as follows:

- Public engagement sessions and meetings not outlined above
- Construction drawings and specifications
- Utility design or off-site improvements
- Surveying or soil borings of geotechnical investigations
- Environmental studies such as wetland delineations or hydrology analysis
- Permitting

Invoices will be submitted monthly based on the percentage of work completed and payment is due within forty-five (45) days from date of invoice. Digital files of finalized deliverables will be submitted to the client team. Hard copies can be provided at an additional cost. Should you have any questions or need additional information, feel free to contact us. We look forward to working with you on this exciting project!

Sincerely,  
VIRIDIS Design Group



John McCann, PLA, LEED AP  
Principal, VIRIDIS Design Group



Lindsey Gadbois, PLA  
Landscape Architect, VIRIDIS Design Group

If this proposal meets your approval, please sign below and return to [lindsey@virdg.com](mailto:lindsey@virdg.com)

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Signature

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Date

# VIRIDIS PARK & REC PLAN TIMELINE

Description	Jul-23					Aug-23				Sep-23				Oct-23					Nov-23				Dec-23				Jan-24					Feb-24							
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	30	4	11	18	25	1	8	15	22	29	1	8	15	22	29		
Kickoff Meeting w/Steering Com.		13																																					
Collection of Background Information		17	24	31																																			
Recreation Inventory			17	24	31																																		
Steering Com. Working Session #1						14																																	
Park Entity Meetings (4 total)									11	18																													
Public Workshop Open House									11	18																													
Community Survey			17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30																					
Community Needs Assessment			17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30																					
Steering Com. Working Session #2														16																									
Draft of Plan Development						7	14	21	28	4	11	18	25	2	9	16	23	30																					
Park Entity Meetings (4 total)																			6	13	20	27	30																
Final Report Development																			6	13	20	27	30																
Steering Com. Review																					20	27	30																
Public Review Period																								4	11	18	25												
Revisions																														1	8	15	22	29					
Final Plan Adoption																														1	8	15	22	29					
Submittal to MDNR																																			1				

Expenditures

General Fund - Parks & Recreation & Cemetery  
101-751

		Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	YTD 22-23	Projected 22-23	Proposed 23-24	Budget Change	Nature of Service / Notes
WAGES	703	\$28,798	\$21,256	\$45,222	\$47,638	\$41,900	\$29,478	\$35,648	\$34,900	-17%	DPW Staff
WAGES - SEASONAL	705	-	-	2,197	3,768	9,917	2,280	2,736	8,000	-19%	seasonal staff
INSURANCE BENEFITS	719	7,392	7,875	6,716	14,494	10,145	8,505	10,285	6,600	-35%	Health, dental, life, vision
PAYROLL TAXES	720	2,365	1,728	3,711	4,074	4,396	2,515	3,041	3,300	-25%	FICA, Medicare, SUI
MERS BENEFITS	721	2,715	2,024	4,771	4,441	5,445	3,287	3,975	4,300	-21%	Retirement
WORKERS COMPENSATION	722	458	437	307	271	776	776	776	635	-18%	MML workers comp fund
SUPPLIES	740	20,281	7,650	13,732	9,038	12,000	9,000	10,800	13,000		Park Supplies, bags, gloves, cleaning supplies, mulch, 8% blades, anti-freeze, toilet parts, toilet tissue, bleach, soap, goose stopper, fence parts
CONTRACTUAL	802	17,400	14,258	18,553	16,422	15,500	12,614	15,137	15,500	0%	Porta johns, irrigation repair, signage, bricks
LANDSCAPING SERVICES	802.007	-	11,381	4,407	2,461	3,662	1,831	2,197	3,750	2%	Fertilizer and weed control
SAUGATUCK TWP CEMETERY MAINT	809	7,354	310	-	15,755	7,950	-	7,950	7,950	0%	Cemetery payment
UTILITIES	922	12,561	11,345	8,317	14,122	13,500	11,956	14,347	15,000	11%	Restroom utilities, electric, water, sewer (Beery & Beach), Schultz Park water, Barrel electric
REPAIRS & MAINTENANCE: GENERAL	930	1,769	4,500	11,400	9,572	5,364	3,111	3,733	5,500	3%	Crushed asphalt, concrete, soil, sand
UNIONS REPAIRS AND MAINT	930.006	740	-	5,261	4,401	1,246	623	748	2,000	61%	Boat ramp repairs
EQUIPMENT RENT-EQUIPMENT FUND	941.001	34,385	26,101	47,984	62,392	-	2,564	-	28,000	100%	DPW Equipment Rent(suspend fy 22-23)
MISCELLANEOUS	958	-	-	4,949	1,995	2,853	2,853	3,424	2,000	-30%	
EQUIPMENT	977	-	-	3,738	15,083	7,000	5,859	7,031	7,000	0%	Hand tools, power tools, blowers, mowers
CAPITAL OUTLAY	979	26,987	-	275,773	220,432	117,588	108,841	117,588	51,700	-56%	See Below
<b>Total</b>		<u>\$163,205</u>	<u>\$111,134</u>	<u>\$457,272</u>	<u>\$446,674</u>	<u>\$259,242</u>	<u>\$206,093</u>	<u>\$239,416</u>	<u>\$209,135</u>	-19%	

FY 23-24 Notes

Priority

Unapproved      Est. Cost  
Approved

Notes:

3,400	AED and cabinet - beery field	4
8,000	Timed Locks on restrooms douglas beach	4
3,400	AED and cabinet - douglas beach	4
3,400	AED and cabinet - schultz park	4
4,500	replace bathroom doors beery field	3.6
2,750	wayfinding signage - douglas beach	3.5
1,000	crack repairs pickleball ct	3.4
5,000	launch condition assessment and CIP	3.4
1,500	bluff plantings - douglas beach	3.3
18,750	playground equipment install	3.3

# SAUGATUCK DOUGLAS AREA PARKS & RECREATION PLAN

2019-2023

CITY OF THE VILLAGE OF DOUGLAS  
SAUGATUCK TOWNSHIP  
SAUGATUCK PUBLIC SCHOOLS



**SAUGATUCK  
TOWNSHIP**  
[WWW.SAUGATUCKTOWNSHIP.ORG](http://WWW.SAUGATUCKTOWNSHIP.ORG)

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## 1 INTRODUCTION

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This document serves as the joint 5-Year Recreation Plan for the City of the Village of Douglas, Saugatuck Township, and Saugatuck Public Schools. A main purpose of the plan is to facilitate collaborative planning in the Saugatuck-Douglas area among the local units of government and school district. A joint recreation plan is a means to accomplish regional planning of parks offerings and recreation opportunities while maintaining separate governmental control of facilities within each municipality or jurisdiction. The City of Saugatuck provides a separate plan specific to its facilities.



The Michigan Department of Natural Resources (DNR) requires this plan be approved by their Grants Management Division in order to be eligible for a variety of grant programs. The plan must be approved by DNR by February 1 of the year a community intends to apply for grants. The plan must also meet specific criteria as outlined by DNR and be adopted by resolution of each community. The next complete update of this plan should occur before the 2024 grant application cycle.

Each jurisdiction has provided an Action Program within this plan for future improvements that each community will strive to follow. The Action Program is just a guide and is meant to be a living document which can be updated and amended as funding availability and other events will undoubtedly shape priorities over time.



## 2 COMMUNITY DESCRIPTION AND LOCATION

---

The City of the Village of Douglas, Saugatuck Township, and City of Saugatuck are located in Allegan County and are generally referred to as the Saugatuck-Douglas area. Douglas, the Township, and Saugatuck Public Schools make up the regional jurisdiction of this plan. The City of Saugatuck has a separate plan.

Recreation is a way of life for residents and visitors in the area. The community parks, Lake Michigan beaches and sand dunes, Kalamazoo riverfront and marshes, town shops and civic organizations, galleries, events and parades provide recreational opportunities for all ages. A broad spectrum of recreation exists including elements of physical, cognitive, social, and environmentally related recreation. The area's natural beauty and broad community involvement make for an ideal setting of both passive and active recreational pursuits during all four seasons.

Many year-round residents discovered the Saugatuck-Douglas area as seasonal visitors and later returned as full time residents. Saugatuck-Douglas is a community to which one always wants to return and some never want to leave. There is a small town feel amongst world class natural features. The areas unique mix of art, culture, people, and businesses make it a place like no other.

Map 1 shows an aerial view of the three communities nestled along the Kalamazoo River and Kalamazoo Lake near the Lake Michigan shoreline. The Saugatuck Public School District serves both cities and most of the more populated areas of the township. U.S. 31 and the Blue Star Highway are the major roads that traverse the area bringing visitors from points south, including many from metropolitan Chicago on

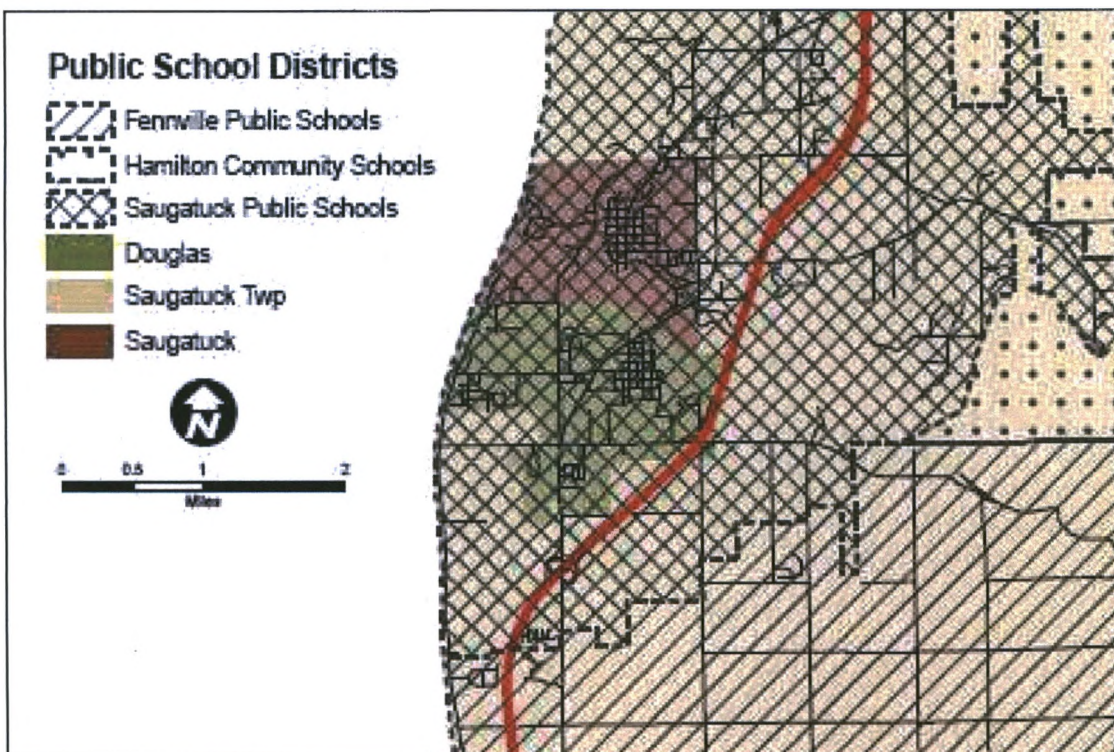




## Saugatuck Douglas Area Parks & Recreation Plan

vacation, and points north from the Grand Rapids area.

Appendix A and B provide a summary of social and environmental characteristics of the community including detailing the area's population, age distribution, employment characteristics, income and seasonal populations as a means of understanding the recreation goals of the area. Natural features including water, soils, topography and climate are outlined to help evaluate what the area has to offer for recreational pursuits.

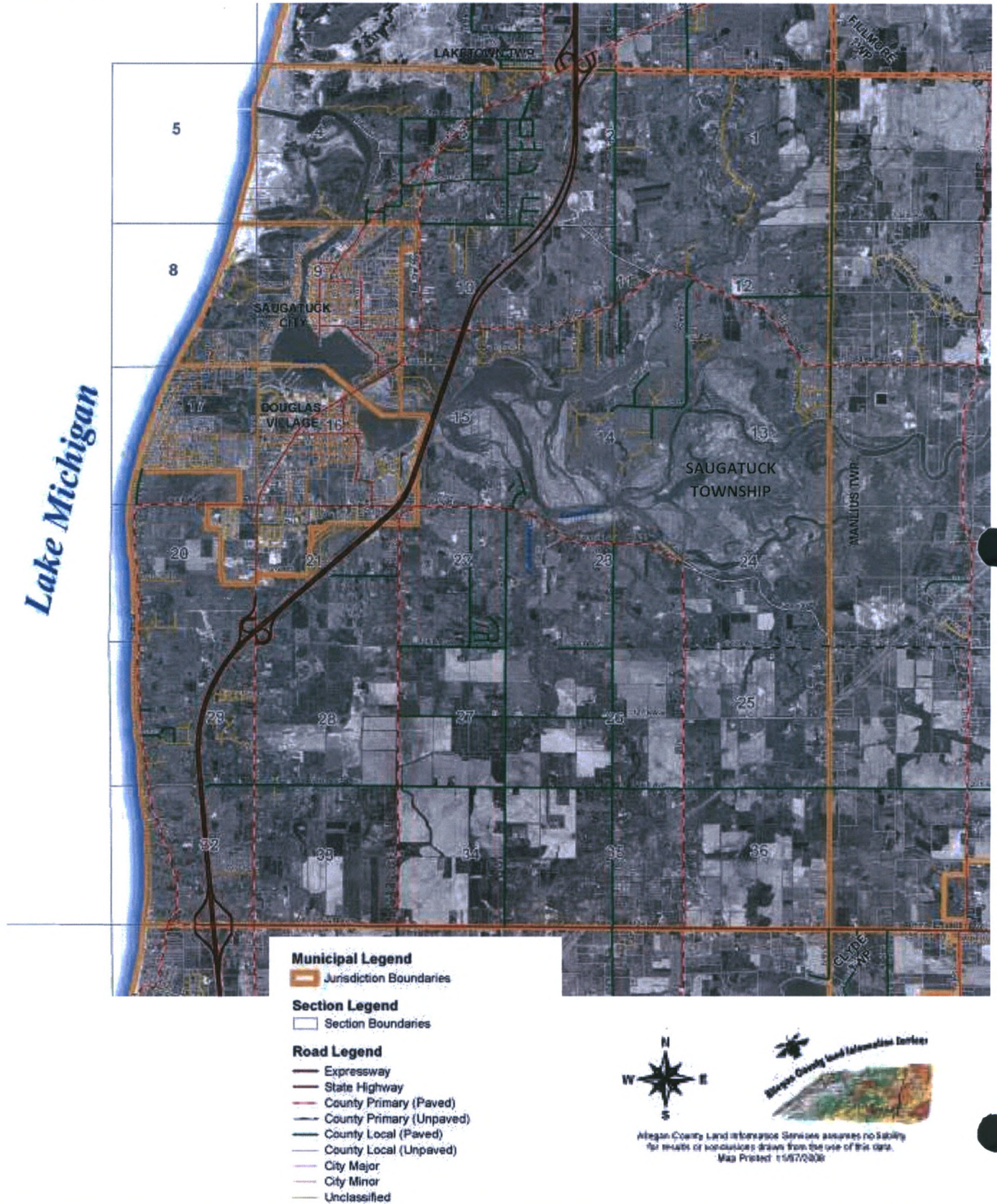






# Saugatuck Douglas Area Parks & Recreation Plan

## Map 1 - Tri-Community Aerial Map





### **3 ADMINISTRATIVE STRUCTURE**

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The City of the Village of Douglas, Saugatuck Township, City of Saugatuck, and Saugatuck Public Schools all operate and maintain separate public parks or recreational facilities. However, all four partners cooperate on recreation planning and recreation programming, and many facilities are shared or are under joint use agreements. A discussion of recreation administration for each of the partners follows. The City of Saugatuck provides a separate plan and is not included in this section.

#### **City of the Village of Douglas**

##### **Administration and Planning**

Administration and recreation facility planning in Douglas is coordinated by City staff, which reports to City Council. Recreation master planning is done by City staff and City Council, and coordinated with the Saugatuck, Township, and Saugatuck Public Schools on an as needed basis.

##### **Maintenance**

Maintenance of city recreational facilities is performed by the Public Works Department, under the direction of the City Manager, who reports to City Council.

##### **Programming**

Recreation programming is performed by a variety of partners including: the Saugatuck Public Schools Community Recreation Department, the Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, and other civic organizations. The Saugatuck Public Schools Community Recreation Department administers the area's Recreation Programs.

##### **Volunteer Involvement**

Friends of the Blue Star Trail is a volunteer group of local residents that partner with the municipalities to promote, fund, and sustain the Blue Star Trail. It has a 9-member Board of Directors.

##### **2018/2019 Budget**

Annual contribution to School Recreation Program - \$36,245

Budgeted Recreational Expenses for 2018 / 2019 - \$315,127 (not including above)



## Saugatuck Township

### Administration and Planning

The Saugatuck Township Parks Commission is authorized to operate and maintain the Township’s parks. The commission has five elected members. Funds are authorized through the Township Board and Township



Manager. Recreation master planning for Saugatuck Township is done by the Township Parks Commission and approved by the Township Board. Planning is coordinated with Saugatuck, Douglas, and Saugatuck Public Schools on an as needed basis.

### Maintenance

Maintenance of township recreational facilities is performed by volunteers, and an outside contractor under the direction of the Township Parks Commission and Township Manager who reports to the Township Board.

### Programming

Recreation programming is performed by a variety of partners including: the Saugatuck Public Schools Community Recreation Department, the Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, and other civic organizations. The Saugatuck Public Schools Community Recreation Department administers the area’s Recreation Programs.

### 2018/2019 Budget

Parks General Fund	\$19,000 per year
Parks System Project Fund	\$90,000 balance

## Saugatuck Public Schools

Saugatuck Public Schools operates and maintains numerous athletic and recreational facilities, all of which are available to the general public at appropriate times. Many of the area-wide seasonal recreational programs operate on school property.

### Administration and Planning

Administration and planning of the district's recreation facilities and programs is the responsibility of the Athletic Director, Recreation Director, Director of Business, Physical Education teachers, Athletic Booster Club and the school board. The Superintendent oversees the overall administration of the facilities and programming.



## Saugatuck Douglas Area Parks & Recreation Plan

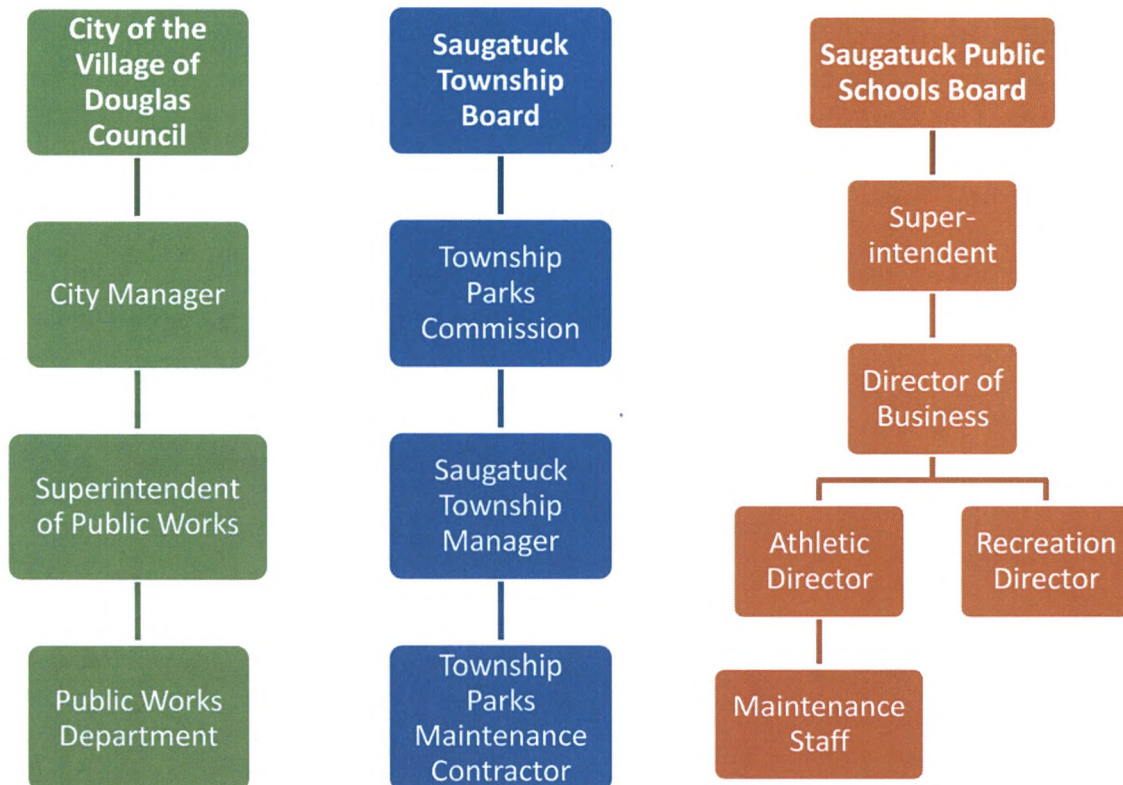
Recreation master planning for the school district is coordinated by the Parks and Recreation Planning Committee. The Recreation Director of Saugatuck Public Schools is a member of the committee.

### Maintenance

Maintenance of Saugatuck Public School's recreational facilities is performed by the school district's maintenance staff, under the direction of the Director of Business.

### Administrative Structure Organizational Chart

#### Douglas, Saugatuck Township, Saugatuck, and Saugatuck Public Schools Community Parks and Recreation Planning





## Allegan County

Financial assistance for local parks may be available from Allegan County when plans assist in advancing the Allegan County Recreation Plan. Allegan County operates and maintains eight parks that range in size from 4 to 320 acres. The County parks are administered by the County Parks and Recreation Commission, and include ten members with representatives from the County Road Commission, the County Planning Commission, the County Drain Commissioner, County Commissioners, and ad-hoc members appointed by the County Board of Commissioners.

## 4 INVENTORY OF EXISTING PARKS, NATURAL AREAS AND RECREATION FACILITIES

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The recreation inventory describes parks, natural areas, other public spaces, and recreation facilities within the tri-community area and surrounding areas. Facilities owned and operated by each partner community in the Joint Plan are included on the Tri-Community Recreation Facilities Map. Inventory information required by Michigan DNR includes: park name, size in acres or length of linear parks, description of use, the primary service area, type and number of recreation and support facilities, an accessibility evaluation, and overall location and facility maps. The City of Saugatuck provides a separate plan and is not included in this section.

Additional information included in the inventory are: a list of previously grant funded projects, a summary of recreation programs offered by the Saugatuck Public Schools Community Recreation Department, a summary of civic and cultural, regional, and commercial recreation opportunities in the area. Michigan DNR Post-Completion Self-Inspection Reports for previously grant assisted facilities are included in Appendix C.

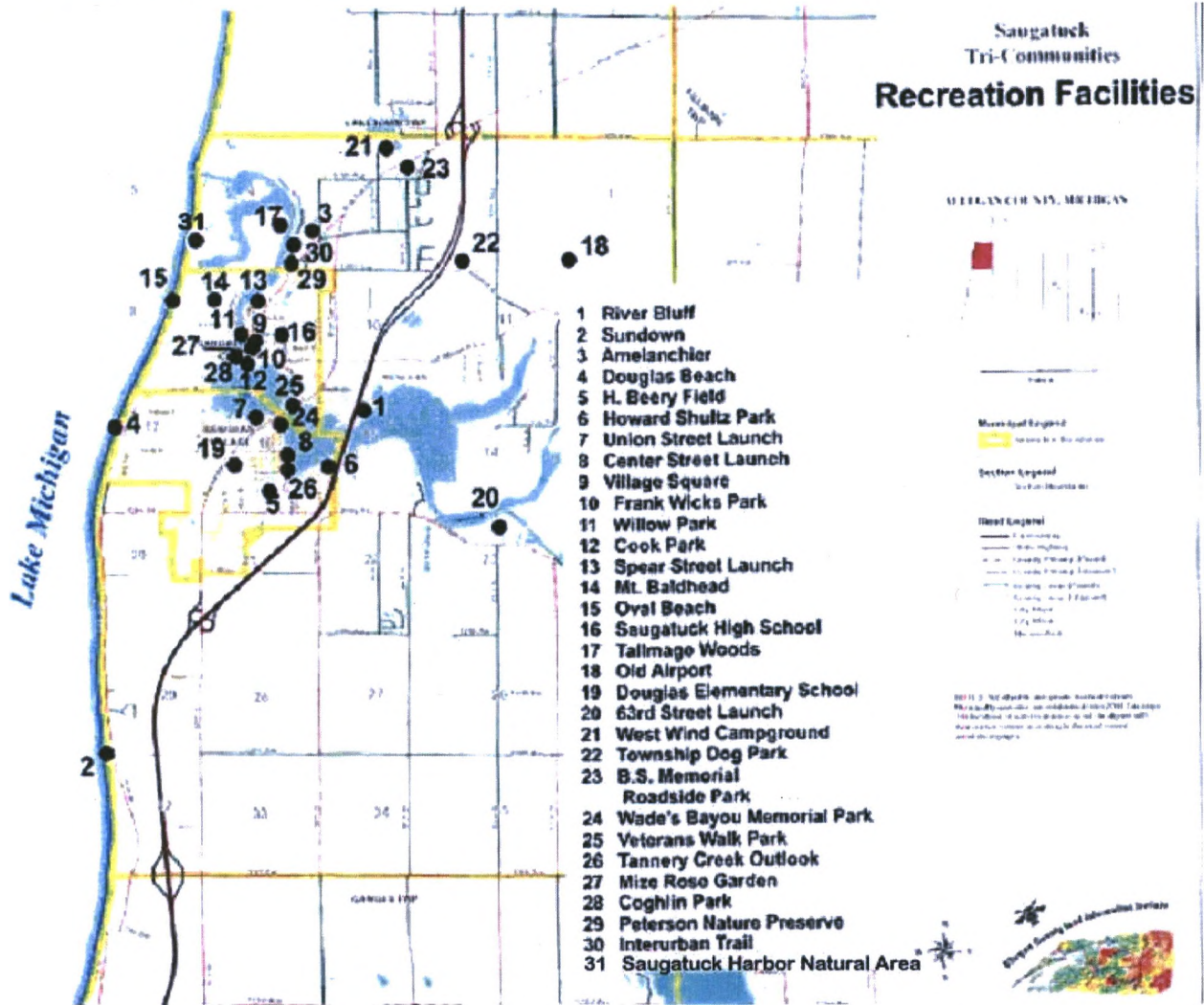
Accessibility of each facility was evaluated compared to the 2010 ADA Standards for Accessible Design and given a ranking from 1 to 5, where 1=none of the site elements meet 2010 ADA Standards for Accessible Design, 2=some, 3=most, 4=all and 5=the facility meets the Principles of Universal Design.





# Saugatuck Douglas Area Parks & Recreation Plan

## Tri-Community Recreation Facilities Map





## City of the Village of Douglas Inventory

### Douglas Beach

- 1.5 acre site
- Lake Michigan public access via stairwell
- Restrooms/barbeque grills/drinking fountain
- Parking along Lake Shore Drive
- Accessibility = 1

### Howard C. Schultz Park

- 20.0 acre site on the Kalamazoo River
- Boat launch ramp/parking/fishing sites
- Soccer field/baseball diamond
- Picnic pavilion/restrooms/barbeque grills
- Children's playground/nature trails
- Adult softball and youth baseball/softball
- Adult/youth soccer
- Accessibility= 2



### Wade's Bayou Memorial Park

- 1.8 acres
- Gazebo overlook and picnic tables, Park benches
- Bathrooms, Dock, Kayak launch
- Accessibility= 2

### Union Street Launching Site

- Narrow strip of land off of Blue Star Highway providing boat access to the Kalamazoo River, with limited parking
- Accessibility = 1

### Harold Beery Field

- 1.2 acres on main street of Douglas
- Softball diamond with bleachers and lights for night games
- Used for youth baseball/ football practice/youth softball
- "Duck Stop" for DUKW Amphibious Vehicle "Harbor Duck Tours" (fee)
- Home of the "Douglas Social"
- Picnic Area



- Children's playground with multi-generational "Expressions Swing"
- Restrooms
- Accessibility= 2

### The Barrel

- Home of Historic Root Beer Barrel
- Concessions
- Yard Games
- Restrooms
- Ample Parking
- Beach to Bayou Trail Head



### Alice McClay Park

- Less than 1 acre
- Open space
- Nature viewing
- Picnic tables
- Fishing
- Accessibility = 1

### Veterans Walk Park

- Less than 1 acre
- Public access to riverfront boardwalk
- Ample Parking
- Fishing
- Accessibility = 2



### Tannery Creek Outlook

- Less than 1 acre
- East side of Water Street at South Street
- Scenic overlook - wetlands and river
- Accessibility= 1

### Sidewalks & Non-Motorized Trails

- **Blue Star Trail** – Beginning at City limits (bridge) to Center Street, 0.5 miles of separated bike lanes on Blue Star Hwy, with pedestrian islands at Blue Star Hwy and Center Street intersection
- **Blue Star Trail** – 10' wide asphalt continuation of trail from Wiley Road to Center Street, 0.5 miles
- **Beach to Bayou Trail** – 1.5 mile sidewalk and non- motorized path from Wade's Bayou to Douglas Beach





## Saugatuck Township Inventory

### River Bluff Park

- 27 acre wooded tract with 0.5 miles Kalamazoo River Frontage
- Wayfinding signage from Blue Star Highway
- Picnic lawn area/children's swings
- Paved parking lot
- Boat landing with picnic shelter
- Natural surface trail to river overlook
- Public interpretation center
- 0.4 miles of natural surface trails including two foot bridges leading from the bluff to river frontage and boat landing
- Historical marker at entrance of park
- Barbeque grills and picnic tables
- Accessibility = 2



### Sundown Park

- 9,900 square foot parcel with overlook to Lake Michigan
- No beach access
- Street end of 126<sup>th</sup> Ave.
- Park bench
- Directional signs on M-89 and Lakeshore Drive
- Accessibility = 1



### Tails n' Trails Dog Park

- 39.5 acre Township owned property
- 5 acres developed as fenced dog park
- Adequate way finding system to park
- Gravel parking lot
- Dog-friendly
- Natural surface trails for leashed dogs with gated entrances around enclosures.
- 1 gazebo in large dog enclosure and 1 shelter in small dog enclosure
- Public drinking water available for dogs
- Accessibility = 2





## Saugatuck Douglas Area Parks & Recreation Plan

### Blue Star Memorial Highway Park

- Roadside Park with memorial signage
- Picnic shelter
- Owned by the Allegan County Road Commission/maintained by Saugatuck Township
- Small area for off-street parking
- Accessibility = 3



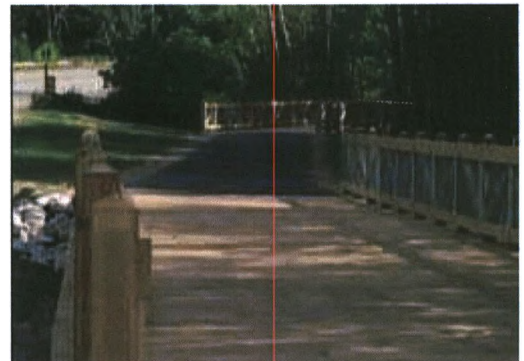
### Amelanchier Park

- 4 acre wooded natural site, north of North Street, with access to Moore's Creek via natural surface trails
- Accessibility = 1



### Sidewalks & Non-Motorized Trails

- Blue Star Trail, 10 foot wide asphalt path from North Street to Old Allegan Road, 0.75 miles with sections of boardwalk
- Blue Star Trail and Holland Street Path, 8 foot wide asphalt path from North Street to 64<sup>th</sup> Street, 1.7 miles
- Accessibility = 5





## Saugatuck Public Schools Inventory

### Douglas Elementary School

- School and 8.6 acre play field, located on Randolph Street in Douglas
- Elementary School Playground with play structures, swings, and several sets of play equipment
- Drinking fountain/picnic facilities/indoor restrooms
- High school baseball field is adjacent
- Basketball Court
- Indoor gymnasium available for school and public use, programming offered by the Community Recreation Program
- Facility is owned by the Saugatuck Public Schools
- Utilized by community organizations/ governmental groups/residential meetings/Public Schools Community Recreation Programs
- Accessibility = 2

### Saugatuck High School

- 12.7 acre site on Elizabeth Street
- Lighted football field/track, tennis courts and softball field
- Performing arts center
- 2 indoor gymnasiums/locker rooms/indoor concessions
- Indoor recreation programs include volleyball/basketball/tennis/weight training/batting cages/pitching machines
- Utilized by parent and community groups/City of Saugatuck and Saugatuck Township governmental meetings/ Saugatuck Masonic Lodge/ Public Schools Community Recreation Programs
- Accessibility= 3





## **Previous Grant-Funded Projects**

The following is a summary of historical grant assistance received by the community for parks and recreation. Michigan DNR Post Completion Self Certification Reports are included as Appendix C as necessary.

### **(in process) 2017 City of the Village of Douglas, Point Pleasant Marina, Michigan Department of Natural Resources**

Acquisition of the 1-acre Point Pleasant Marina property containing a 15 slip marina facility, house, guest house, pool and pool house and 500 feet of frontage on Wade's Bayou on the Kalamazoo River.

### **2016 Saugatuck Township, Non-motorized Trail, Congestion Mitigation and Air Quality Grant**

Grant through Federal Highway Administration for a Non-Motorized Trail. Matching Funds provided by Friends of the Blue Star Trail. No DNR report required.

### **2007 Saugatuck Township, Non-motorized Trail, Congestion Mitigation and Air Quality Grant**

Grant through Federal Highway Administration for a Non-Motorized Trail. No DNR report required.

### **2003 Saugatuck Township, River Bluff Park, Coastal Zone Management Grant**

Grant through MDEQ Office of the Great Lakes to construct parking lot and lawn areas. No DNR report required.

### **2000 City of the Village of Douglas, Schultz Park, Michigan Department of Natural Resources**

Grant through MDNR 10 acres to improve the quality and safety of Schultz Park by adding a new field with lights for softball and soccer , and replacing fence at existing field. (PCSCR is included in Appendix C.)

### **1985 Saugatuck Township, River Bluff Park, Coastal Zone Management Grant**

Grant through MDEQ Office of the Great Lakes to construct dock, viewing area, and shelter. No DNR report required.

### **1980 Douglas Village, Community Recreation Building Improvements, U.S. Department of Energy Chicago Regional Office**

Grant through USDE for building improvements. No DNR report required.

### **1977 Tri-Community, General Park Maintenance, Comprehensive Employment and Training Act Funds**

Federal grant through CETA for general park maintenance. No DNR report required.



## Saugatuck Douglas Area Parks & Recreation Plan

### **1973 City of the Village of Douglas, Schultz Park, Michigan Department of Natural Resources**

Grant through MDNR 10 acres to include picnic area, 1 group shelters, 2 restrooms, 1 ball diamonds, 2 tennis courts, multi-purpose court, tot lot, boat launch ramp, fencing, site improvement, road parking, and landscaping. (PCSCR is included in Appendix C.)

### **1972 Tri-Community, General Park Maintenance, Federal Emergency Employment Act Funds**

Federal grant for general park maintenance. No DNR report required.

### **1971 Saugatuck Township, River Bluff Park, State Recreation Bond Fund**

State grant for general park improvements. No DNR report required.



## Recreation Programs

Recreation programming is performed by a variety of partners including: the Saugatuck Public Schools Community Recreation Department, the Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, and other civic organizations. The Saugatuck Public Schools Community Recreation Department administers the area's primary active Recreation Programs.

The Tri-community area offers a wide variety of recreation programming including soccer, baseball, football, cheerleading, T-ball, softball, swimming, tennis, basketball, volleyball. Some non-athletic programs are also offered including hiking club, Labor Day bridge walk, art classes, exercise classes, martial arts and ski club.

The 5 year recreation renewal of a 0.25 millage passed in the 2017 November Election and participation in many programs grew significantly between 2002 and 2014 which indicates a high level of support for current programming. There has also been some interest expressed in more programming directed toward creative ability rather than physical ability (e.g., computers and art or music).

Current Saugatuck Public Schools Community Recreation Programs include the following:

- Youth Soccer Leagues U-6
- Youth Soccer Leagues U-8
- Youth Soccer Leagues U-10
- Youth Soccer Leagues U-12
- Youth Soccer Leagues U-14
- Start Smart Soccer
- Youth Baseball Boys Minors
- Youth Baseball Boys Majors
- Youth Baseball Boys Juniors
- Youth Baseball Boys Seniors
- Youth Softball Girls Minors
- Youth Softball Girls Majors
- Youth Softball Girls Juniors
- Youth Softball Girls Seniors
- Start Smart Baseball
- Youth T-Ball
- Men's Adult Softball Leagues
- Coed Adult Softball Leagues
- Youth Football League Grades 3&4





## Saugatuck Douglas Area Parks & Recreation Plan

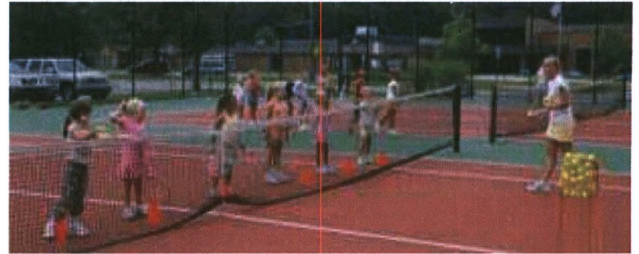
- Youth Football League Grades 5&6
- Flag Football League Grade K-2
- Summer Swimming Lessons Level 1
- Summer Swimming Lessons Level 2
- Summer Swimming Lessons Level 3
- Summer Swimming Lessons Level 4
- Youth Tennis Lessons
- Adult Tennis Lessons
- Start Smart Multi Sport Program
- Youth Basketball Leagues Grades K&1
- Youth Basketball Leagues Grade 2
- Girls Basketball League Grades 3&4
- Girls Basketball Grades 5&6
- Girls Basketball League Grades 7&8
- Boys Basketball League Grades 3&4
- Boys Basketball League Grades 5&6
- Boys Basketball League Grades 7&8
- Adult Basketball Leagues
- Adult Volleyball Leagues
- Youth Volleyball Clinic
- Volleyball League Grades 5&6
- Youth Cheerleading
- Youth Track Camp
- Boys Running Club
- Baseball Skills Camp
- Softball Skills Camp
- Rocket Football Mini Camp
- Youth Archery
- Martial Arts – Sanchin Ryu Instruction
- Ski Club
- Senior Hiking Club
- Senior Tennis
- Adult Golf Lessons
- Youth Golf Lessons
- Sailing Classes
- Blue Star Bridge Walk
- Boater Safety Class





## Saugatuck Douglas Area Parks & Recreation Plan

- Educational Classes – French, Art, Cooking, Jewelry Creation etc.
- Fitness Classes – Yoga/Pilates
- Fitness Classes – Swiss Ball Training / Riptide Fitness
- Fitness Classes – Open weight room & gym



Saugatuck Public Schools Community Recreation has a high percentage of participation within the school system. In a study done in 2006 to apply for Blue Ribbon School Status it showed that 87% of the entire student body at Douglas Elementary School has participated in at least one Community Recreation Activity in the last two years. It also showed that there are estimated 1,750 total participants annually.

Sample of Programs	Participant # 2002	Participant # 2013	Participant # 2018
Baseball & Softball	218	244	250
K-2 Basketball	29	43	54
Saturday Morning Basketball	65	120	132
Fall Soccer	102	108	185
Rocket Football	36	51	37
Cheerleading	0	30	8
Tennis Lessons	9	22	25
Swimming Lessons	93	58 (summer only)	48 (summer only)
Ski Club	30	108	107
<b>TOTAL</b>	<b>582</b>	<b>784</b>	<b>846</b>





## Civic & Cultural

In addition to the facilities and formal recreation programs offered by schools and government, several local groups provide additional services to the community. The Saugatuck-Douglas District Library, Saugatuck-Douglas History Center, Douglas Downtown Development Authority, Saugatuck Douglas Area Business Association, Saugatuck Center for the Arts, the Ox-bow School of Art, Saugatuck Yacht Club, and many other civic organizations coordinate programs throughout the year.



Summer Theater, the yacht club, various art and garden clubs, scouting groups and area churches offer limited programming and gathering places for residents. The District Library, Historical Society, Rotary Club Saugatuck-Douglas, Women’s Club and Saugatuck Center for the Arts are important community fixtures.

Several festivals and events are also hosted by the community including “Fourth of July Parade”, “Venetian Festival”, art fairs, winter festival, “Douglas Halloween Parade”, Oxbow School of the Arts and biweekly summer Douglas socials. The Saugatuck/Douglas Historical Society also curate a local history museum. Summer “Music in the Park” is coordinated by the area business association.





## Saugatuck Douglas Area Parks & Recreation Plan

Noteworthy as a part of the community's resources are historical and archaeological reminders of the area's history. They include:

Name	Year Initiated	Comments
Singapore	1830's - 1870's	<ul style="list-style-type: none"> <li>• Northwest bend of the Kalamazoo River</li> <li>• Former lumbering town/now ghost town</li> <li>• Buildings engulfed by the Lake MI shoreline</li> <li>• Privately owned/State Register of Historic Places</li> </ul>
Saugatuck Village Hall	1880	<ul style="list-style-type: none"> <li>• White frame building with columns</li> <li>• Former fire hall/ now city hall</li> <li>• State Register of Historic Places</li> <li>• Council chambers on second floor with local paintings</li> </ul>
Dutcher Lodge (now the City of the Village of Douglas City Hall)	1902	<ul style="list-style-type: none"> <li>• Two-story white frame in Douglas</li> <li>• Large meeting room on main floor</li> <li>• Basement formally held Village's fire truck</li> <li>• State Register of Historic Places</li> </ul>
Saugatuck Douglas District Library	1872	<ul style="list-style-type: none"> <li>• Located in Douglas</li> <li>• Former church/converted to the Douglas Athletic Club</li> <li>• Updated library</li> </ul>
Saugatuck-Douglas Historical Society Old School House	1866	<ul style="list-style-type: none"> <li>• Former Douglas School (until 1957) recently restored by and home of the Saugatuck-Douglas Historic Society, 138 Center Street, Douglas, MI 49406</li> <li>• Two-Story building is classical style with pilasters around the doorway and a cupola on the roof.</li> <li>• New Outdoor learning center and observation deck.</li> </ul>
Lake Shore Chapel	1904	<ul style="list-style-type: none"> <li>• Privately owned non-sectarian church located in the Shorewood section of the lakeshore</li> <li>• Constructed by summer residents</li> <li>• Church services held in July and August</li> </ul>
Saugatuck Women's Club	1934	<ul style="list-style-type: none"> <li>• Brick meeting hall on the main street of Saugatuck</li> <li>• Site of plays, reviews, wedding, cultural events</li> <li>• Auditorium for the Chamber Music Festival (since 1988)</li> </ul>
Saugatuck-Douglas Historical Society Museum (Kalamazoo River)	1992	<ul style="list-style-type: none"> <li>• Located on Kalamazoo Lake waterfront at Mt. Baldhead, 735 Parks Street, Saugatuck, MI 49453</li> <li>• New exhibit provided each season by the Historical Society</li> <li>• Museum open Saturday, Sunday, and Monday</li> <li>• Operated by volunteers</li> </ul>
Red Barn Playhouse	1952	<ul style="list-style-type: none"> <li>• Professional summer stock theatre</li> </ul>
Chain Ferry	1859	<ul style="list-style-type: none"> <li>• Historic and still used to transport people across the river</li> </ul>



## Saugatuck Douglas Area Parks & Recreation Plan

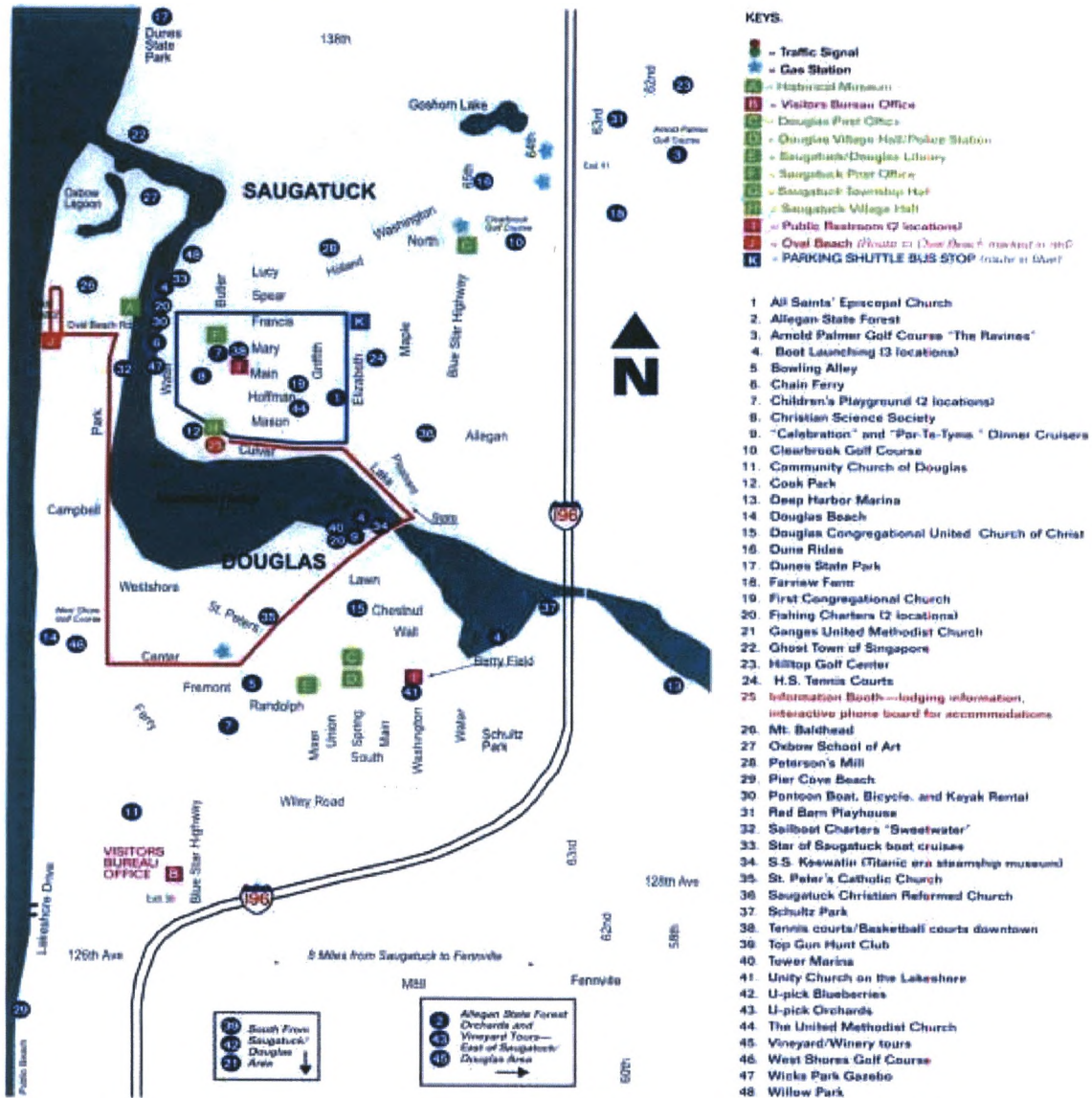
Farmers markets	circa 1980	<ul style="list-style-type: none"><li>• Local seasonal farmers markets</li></ul>
Indian burial grounds	circa 1700's	<ul style="list-style-type: none"><li>• Across from Saugatuck City Hall</li></ul>



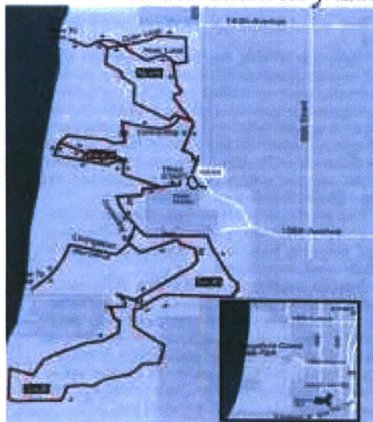


# Saugatuck Douglas Area Parks & Recreation Plan

## Tri-Community Interest Points Map



### Saugatuck Dunes State Park Cross Country Ski Trails



**TRAIL POST MARKINGS**  
**Green Arrowhead:** Going to Lake  
**Red Arrowhead:** Return to Parking  
**Two Colors on Post:** Connecting Trail  
**Blue Diamond:** Walkway Confidence Marker

TRAIL NAME	COLOR	LENGTH
North	White	2.5 miles
Beach	Yellow	2.5 miles
Livingston	Red	2.5 miles
South	Blue	5.5 miles

**ABILITY**  
 M = Most Difficult  
 E = Easiest  
 From US-196, take Exit 41-Blue Star Hwy. Go right on 6th Street to 138th Avenue, then west to park. State Park Vehicle Permit required. Large natural area with rugged dunes on Lake Michigan 1594 acres. 13k marked, unmarked trails plus additional unmarked trails. Restrooms available. Trail maps are available and posted on site.

### Bike, Scenic Routes & Color Tours



Also enjoy the trails at Allegan State Game Area. The trails provide skiers with a choice of distances from 2 miles to 14 miles and are fully marked with direction-change arrows and reassurance markers.

Produced by the Saugatuck-Douglas Area Convention & Visitors Bureau  
 (616) 857-1701



## Regional Recreation

The Saugatuck Douglas area is within close proximity to several excellent public and non-profit facilities of regional significance.

- **Saugatuck Dunes State Park** – Michigan State Park offering Lake Michigan access, hiking trails, bird watching, picnicking, and cross country skiing.
- **63rd Street Boat Launch.** Located at the end of 63<sup>rd</sup> Street in Saugatuck Township is a DNR Boat Launch on the south side of the Kalamazoo River.
- **Allegan State Game Area.** State of Michigan DNR land offering hunting, fishing, camping, horseback riding, hiking, bird watching, and cross country skiing.
- **Allegan County Parks-** offering a variety of nearby outdoor parks including Westside County Park located on Lake Michigan, New Richmond Park with kayak access to the Kalamazoo River, Dumont Lake County Park, and Little John Lake County Park.
- **Neighboring Township Parks** – numerous other parks may be found in neighboring townships throughout the region. Shore Acres Park in nearby Laketown Township offers mountain bike trails and a disc golf course near the Felt Mansion.
- **Lake Michigan** – the proximity of Lake Michigan provides a tremendous recreational resource for the area. Activities to be enjoyed on the lake include power boating, fishing, sunbathing and swimming, wind surfing, sea kayaking, sailing, sightseeing, scuba diving and snorkeling, and nature photography.





## Saugatuck Douglas Area Parks & Recreation Plan

- **The Outdoor Discovery Center.** The ODC is a non-profit education and conservation organization focused on connecting people with nature through outdoor education. They have an educational visitors center and nature preserve in nearby Fillmore Township.
- **The Critter Barn.** Located in Holland, this is a favorite attraction for kids where families can learn how a farm operates and interact with farm animals like goats, ducks, chickens, rabbits, donkeys and more.
- **Upper Macatawa Natural Area.** 612 acre property with paved paths and single-track mountain bike trails located in Zeeland Township.
- **Saugatuck-Douglas District Library.** Located in downtown Douglas provides events for children and adults all year.

### Commercial Recreation

In addition to public facilities, there are many privately owned and operated commercial recreational opportunities in the tri-community area.

- **Clearbrook Country Club.** 18 hole golf course in Saugatuck Township.
- **The Ravines Golf Club.** Arnold Palmer Signature Championship 18 hole golf course in Saugatuck Township.
- **Laketown Golf Center.** Driving range and conference center in Laketown Township.
- **Saugatuck RV Resort.** Commercial recreation vehicle campground in Saugatuck Township.
- **Saugatuck Dune Rides.** Seasonal dune schooner rides through scenic privately owned lakeshore dunes near Goshorn Lake.
- **Star of Saugatuck.** Paddle wheel boat tour along Kalamazoo River and into Lake Michigan.
- **Harbor Duck.** Amphibious water taxi that tours Douglas and Saugatuck.
- **Saugatuck Center for the Arts.** Provides high quality arts programming, theatre, and music performances all year.
- **Lakeview Lanes Bowling.** Bowling alley in Douglas.
- **Teusink's Pony Farm.** Offers pony rides and farm animal interaction.
- **Art Galleries.** Dozens of galleries and artists' studios in the tri community area.
- **Local Shopping.** Both Douglas and Saugatuck downtown areas offer over 200 shops with a great variety of goods.



## Saugatuck Douglas Area Parks & Recreation Plan

- **Bed & Breakfasts.** Dozens of Bed and Breakfast establishments in the area also provide entertainment for their guests.
- **Boat & Bike Rentals** are readily available from retail and rental operations with hourly, daily or weekly rates.
- **Pine Trail Camp.** Seasonal youth camp programming and recreation activities.





## 5 INVENTORY OF EXISTING RECREATIONAL BOATING FACILITIES

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An inventory summary of recreational boating facilities for improved and unimproved locations where water access is provided is included. This section is required by Michigan DNR to be eligible for the DNR Waterways Program, and is a new plan requirement as of 2015. Examples of these types of facilities include: carry down sites, boat or kayak launches, harbors and marinas. The City of Saugatuck provides a separate plan and is not included in this section.

### Publicly Owned and Operated Boating Facilities

#### Douglas Point Pleasant Marina

Located at 201 S. Washington St., this 15-slip marina has 500 feet of Kalamazoo Lake Frontage. It will soon undergo some improvements to its docking system and pier.

#### Douglas Schultz Park Launch

Located at Shultz Park Drive near US-31, this park offers lake access along with pickleball courts, as a picnic shelter, playground, grills, nature trail and pit toilets. The park also features a dog park, soccer and baseball fields, and sand volleyball courts. There is a boat launch fee.

#### Douglas Wades Bayou Dock and Launch

Located at the east end of downtown Douglas off Center Street, this park offers docks, boat launch, transient slips, barrier free kayak and canoe launch, and a gazebo.

#### Union Street Launch Ramp

Located at the north end of Union Street north of Blue Star Highway this site offers boat access to the Kalamazoo River with limited parking.

#### Saugatuck Township River Bluff Park Dock and Shore Access

Located at River Bluff Park off Old Allegan Road this site offers 0.5 mile of undeveloped shore access to the Kalamazoo River.

#### Michigan DNR 63rd Street/Hacklander Boat Launch

Located at the end 63<sup>rd</sup> Street south of the Kalamazoo River this is a DNR owned and operated site that offers a hard surface ramp for medium sized watercraft, low water depth, 44 parking spaces, and public toilet. Adjacent to historical Walker's Landing property.

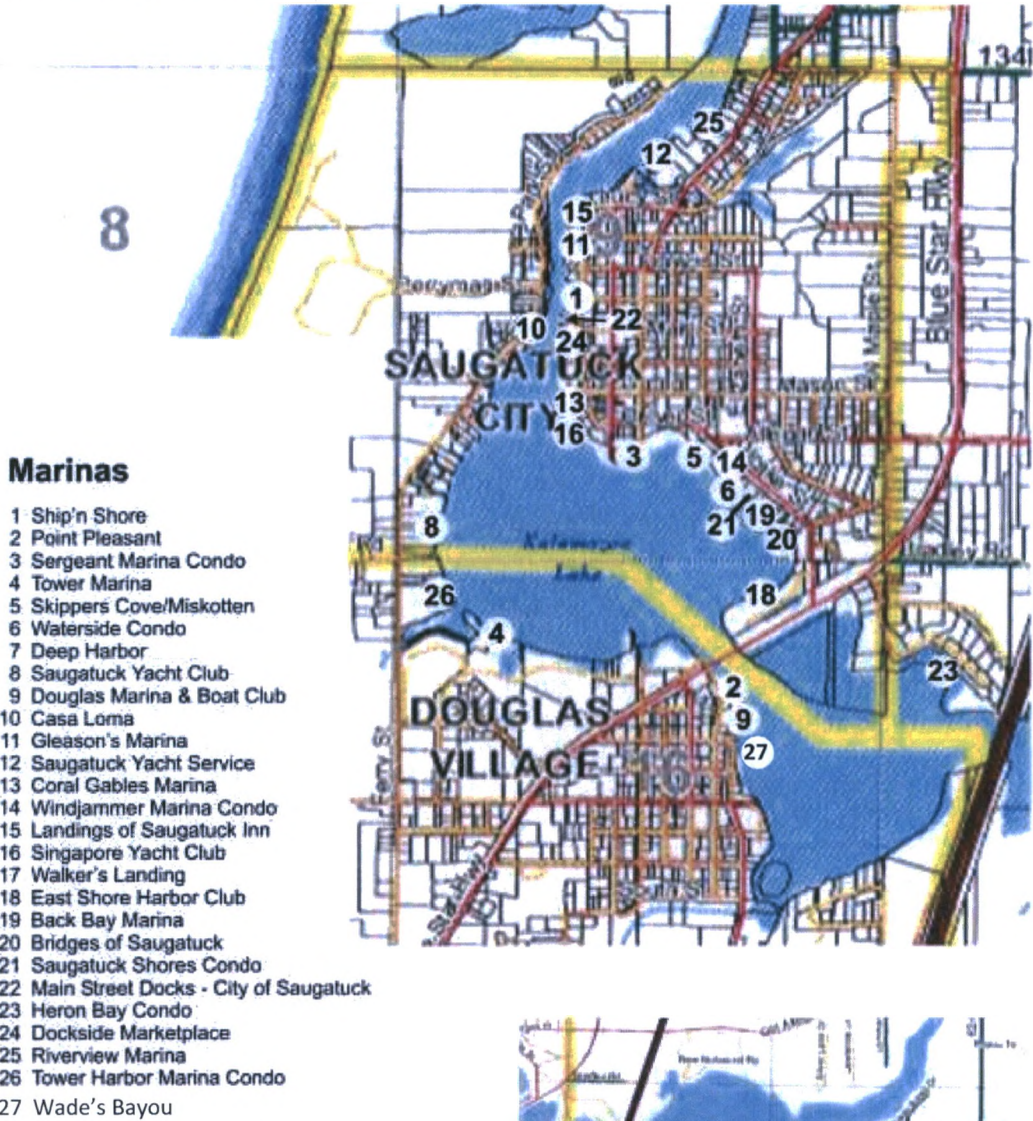
#### New Richmond Bridge Park Launch

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





### Tri-Community Marina Map





## Commercial Boating Recreation

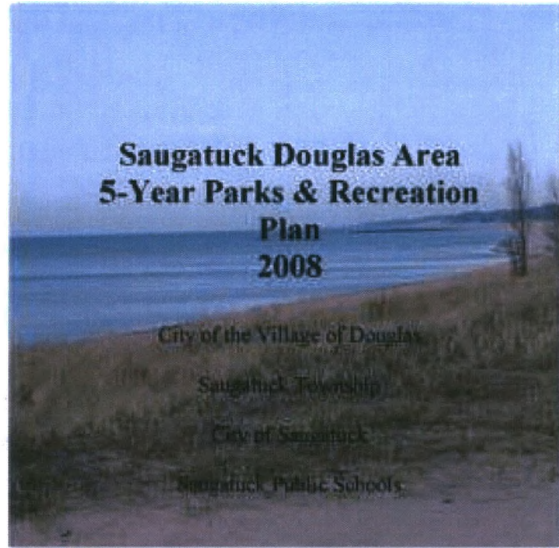
- **Marinas.** Over 900 slips for transient and seasonal boaters on the shores of Kalamazoo Lake and River. Facilities include: Singapore Yacht Club, Saugatuck Yacht Club, Sergeant's Docks, Coral Gable Marina, Saugatuck Yacht Service, Tower Marina, West Shore Marine, Point Pleasant Marina, Wade's Bayout (transient slips), Key Marina, South Shore Marina, Walker's Landing, Deep Harbor Marina, and Gleason's Marina. Some of these facilities also offer boat launching, boat storage, repairs, nautical equipment, fuel sales, and rental of small boats.
- **Charter Fishing.** Charter fishing boat tours in Lake Michigan for salmon and lake trout are widely available out of local marinas.
- **Local Boat, Paddle Board, and Kayak Rentals.** Provide leisurely cruises on the river and out into Lake Michigan. They include the Jet Ski rentals from Coral Gables in the City of Saugatuck, and kayak/canoe rentals from Running River's at Wade's Bayou Park in Douglas. Retro Boat Rentals offers rare classic runabout boats reflective of the 50's and 60's rental by the hour or day in downtown Saugatuck. Just Add Water store offers stand up paddle boards, skim boards, boogie boards for rent.



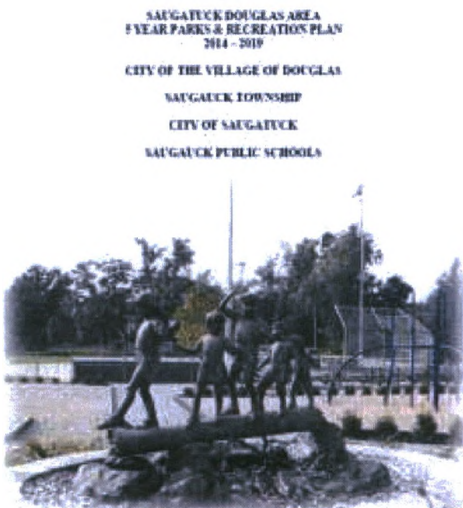
## 6 DESCRIPTION OF THE PLANNING AND PUBLIC INPUT PROCESS

The 2019-2023 Joint Park & Recreation Plan is a comprehensive update to the 2014-2019 Plan. The plan has been prepared by the administrative offices and elected officials of the City of the Village of Douglas, Saugatuck Township, and the Community Recreation Department administered by Saugatuck Public Schools. The City of Saugatuck provides a separate plan and is not included in this section.

A main purpose of the plan is to facilitate collaborative planning in the Saugatuck-Douglas area among the local units of government and school district. A joint recreation plan is a means to accomplish regional planning of parks offerings and recreation opportunities while maintaining separate governmental control of facilities within each municipality or jurisdiction.



While the plan itself is crafted by representatives of each local government it is the residents, business owners, and seasonal visitors that are at the heart of the community planning process. This process involved close cooperation among the partner communities. Public input was gathered through a variety of methods including online survey, Public Meetings, and on-going public access to members of each City Council, the Township Board, Township Parks Commissioners, and Community Recreation Advisory Board.



The initial efforts began with a review of the previous plan by members and staff of each local unit of government. Existing parks were reviewed and demands made on each facility were discussed. An inventory of each facility owned and operated by each partner community was developed and evaluated per Michigan DNR guidelines. Online input was considered amongst discussions of priorities by each partner community. Goals and objectives were identified, and an Action Program in form of a capital improvement plan was prepared by each unit of government based on identified needs and financial capabilities of each community. Draft proposed plan updates were made by each community and incorporated into the joint planning document.



## Saugatuck Douglas Area Parks & Recreation Plan

The draft 2019-2023 Joint Park & Recreation Plan was then made available to the general public for review and presented at a public hearing where citizens could again provide input. The final joint plan will be sent to respective County, Regional, and State recreation planning agencies.

Each local unit of government conducted a separate initial public input process. In addition to these separate efforts, a joint public hearing on the plan was conducted on January 2, 2019 at Saugatuck Township Hall. After the joint public hearing, the plan was adopted by Resolution of the City of the Village of Douglas City Council and the Saugatuck Township Board, at their respective government meetings. Specifics of individual public input efforts are described below.

### City of the Village of Douglas

The City of the Village of Douglas held a public hearing on December 17, 2018 at 7:00 pm, at the City offices at 86 W. Center Street, Douglas, Michigan 49406 to hear public comments on the draft 2019-2023 Saugatuck-Douglas Area Five Year Recreation Plan. Minutes are included in Appendix F.

### Saugatuck Township & Community Recreation

In February of 2018, Saugatuck Township and Saugatuck Public School Community Recreation Department collaborated on a public input survey to solicit public input early in the planning process. Residents and visitors were asked to comment specifically on Saugatuck Township Parks and other facilities used for Community Recreation. The survey was made available in online format through social media, posted to the Township and SPS websites, paper copies were collected throughout the tri-community area in a stationed ballot box, and paper copies were collected in person at local area events. Input was collected through May 2018. Results are summarized in a memo included as Appendix D. Full survey results are available upon request.





## 7 GOALS AND OBJECTIVES

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### Area Wide Goals and Objectives

The three governmental units consisting of the City of Saugatuck, the City of the Village of Douglas and Saugatuck Township came together in 1988 to develop the Tri-Community Comprehensive Plan, which was updated in June of 2016. For about a decade, Saugatuck Public Schools have taken on a significant role in Tri-Community recreation programming. A special millage was passed in 2005 and was renewed in 2017 with strong support to maintain a department within the school system for recreation programming. The communities continue to have a strong commitment to joint planning efforts. The City of Saugatuck provides a separate plan and is not included in this section.

The greater Saugatuck/Douglas community intends to advance the following goals:

**GOAL:** Protect and enhance the natural aesthetic values and recreation potential of all waterfront areas for the enjoyment of area citizens and visitors to the community.

#### Objectives of waterfront goal:

- Where the opportunity arises, secure additional Lake Michigan, Kalamazoo River, wetland, stream, and dune lands access. Consider conservation easements or visual access if outright ownership cannot be secured.





**GOAL:** Enhance the well-being of area residents by providing a variety of opportunities for walkability, relaxation, rest, activity, and education through a well-balanced system of public parks, trails & sidewalk systems, recreational facilities, and activities to serve the identified needs of the area.

**Objectives of well-balanced goal:**

- Enhance and expand the trail system for non-motorized activities throughout and beyond the area. A main collaborative goal of all governmental entities involved is to provide safe, networked access between communities and points of special interest such as beaches, parks, residential and business areas. Work with other government entities and non-profit entities like “Friends of the Blue Star Trail” to obtain matching funds for grants to extend existing non-motorized trails.
- Continue to collaborate and share resources among the communities to extend limited financial and human resources.
- Maintain and upgrade existing park facilities as a backdrop for community living.
- Augment natural areas and tie parks and natural features together with way finding systems and trails.
- Expand wildlife habitat enhancement opportunities.



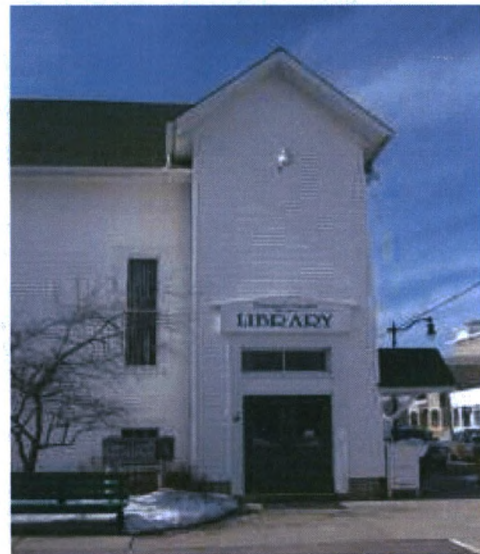


## Saugatuck Douglas Area Parks & Recreation Plan

**GOAL:** Provide recreational opportunities for persons of all ages and physical ability.

**Objectives of accessibility goal:**

- Improve the accessibility of park and trail facilities for people with mobility challenges. Encourage ADA Accessible Design and Universal Design principles.
- Continue strong recreational programming that provides a diverse range of physical and non-physical activities.
- Work with civic and cultural organizations to provide additional recreational opportunities and facilities for people of all ages and abilities – for example the Saugatuck Douglas District Library.





## Area Wide Rationale

**Kalamazoo River and Lake Michigan Access:** Our economy is based on tourism and lake access is vital. The fishing boat charters and the companies offering boat tours of the area must have lake access. The communities also support over 500 large boat slips and numerous small boat slips. These boaters use the lake for water recreation and fishing. The Kalamazoo River and Lake Michigan access must be the highest priority to all entities involved. The Kalamazoo Lake Harbor Authority has been formed by the tri-communities to implement the recommendations within the Kalamazoo Harbor Master Plan to secure funding. In 2013, river dredging was a major focal point due to record low lake levels.



**Non-motorized Trails:** All three communities value safe travel connections within their boundaries. It is important that trail design and routes are thoroughly vetted and planned by each community partner. There is wide spread use of bicycles in the area by young people who work, by tourists, and by area bicycle groups. Many of the areas are very congested and the bicycles try to compete with automobiles. The 2015 plan outlined a bicycle path for the area and the 2019 plan continues to develop this long term plan. Non-motorized trails ranked highest on the resident priority list and visitors to the area frequently ask for maps of area trails. This is a high priority for the area with greater emphasis in the Township and City of the Village of Douglas where there are fewer sidewalks and more access to the Blue Star Highway Corridor.

**Develop Brochure/Signage for Area Parks:** An area wide parks and recreation brochure has been discussed for a number of years. The coordinating effort remains difficult, but the need is there. Many of our residents and visitors are unaware of the extensive area park system and often ask for directions to the parks.





## Saugatuck Douglas Area Parks & Recreation Plan

**Winter Recreational Facilities:** Three season recreation opportunities are widely available in the area, but winter recreation opportunities need to be expanded. Public input has shown support for activities such as: ice skating, sledding, cross-country skiing, fat tire biking, and snow shoeing. Since the area tourist season has now stretched to all four seasons we would like to have these opportunities available to our tourists too.



**Historical Museum:** The Historical Museum/Learning Center is an added gem in the Saugatuck Douglas area and all of the governmental units wish to support this project. The actual museum building is located on the river in Saugatuck and the Learning Center is located in the Old School House in Douglas. Funds are needed to expand exhibits and to supplement local donation support. The museum/learning center adds depth to our tourist offerings and gives roots to its residents. It provides enjoyment to all of our communities.

**Swimming Pool. Visitor Convention Center. Tot Lots:** These items are a low priority, but remain noted for the following reasons. An indoor swimming pool has some support on survey of residents but the governmental units have looked at the cost of building and maintaining a facility and simply cannot afford the project. The area still does not have a building to provide meeting rooms for companies who would like to bring employees here for training. This remains an interest of the lodging concerns and the CVB. There still is an interest in providing small areas in the neighborhoods where young children can gather safely to play.



## City of the Village of Douglas Rationale, Local Goals, and Objectives

### 1. Douglas Beach:

- a. Construct maintenance building to house emergency response equipment
- b. Install 911 telephone
- c. Lake Michigan Overlook (ADA Accessible)
- d. Demarcate beach property to limit overflow on adjacent private property
- e. Additional parking
- f. Increase beach size

### 2. Schultz Park:

- a. Landscape to include shade trees
- b. Replace playground equipment
- c. Add drain tiles around soccer field
- d. Expand and pave additional parking areas (utilizing geo blocks)
- e. Construct maintenance building to store sports equipment
- f. Construct public rest rooms
- g. Add highway berm to block noise from adjacent neighborhoods

### 3. Wade's Bayou Memorial Park:

- a. Remove existing Garage/Storage facility after constructing new D.P.W. building
- b. Construct rest rooms and concessions opportunities
- c. Install boardwalk
- d. Create multipurpose plaza with benches and barrier free picnic tables
- e. Landscape
- f. Install lighting
- g. Fishing piers, boathouse, and floating gathering area
- h. Increase parking
- i. Explore feasibility of water front amphitheater
- j. Install additional docks and boating facilities for transient boaters
- k. Establish stop on Kalamazoo River Greenway Trail and Heritage Trail
- l. Consider purchase for expansion of parcels as available



#### **4. Union Street Launch Ramp**

- a. Purchase property to increase parking
- b. Install lighting
- c. Add barrier free picnic tables and benches

#### **5. Harold Beery Field:**

- a. Construct maintenance building to store sports equipment
- b. New playground equipment
- c. Construct Ice Rink
- d. Construct water amenity / splash pad
- e. Winterize restrooms for year round use

#### **6. Purchase land to expand the City of the Village of Douglas park and recreation offerings. The above facilities are needed to:**

- a. provide a full range of recreational opportunities;
- b. meet the identified recreational needs of the residents and visitors;
- c. Ensure the long term quality and use of facilities;
- d. meet the recreational needs of special populations;
- e. meet the recreational needs of all ages.
- f. dredging – bridge clearance and water depth issues

#### **7. Expand Non-Motorized Trail Network:**

- a. Expand existing trail from Wiley Road to City Limits
- b. Expand pedestrian access on Ferry from Center Street to City limits (N).
- c. Expand pedestrian access on Union from Wiley Road to Center Street
- d. Expand pedestrian and non-motorized access from Blue Star Highway to Schultz Park Drive with potential bridge access over Tannery Creek.



### Saugatuck Township Rationale

**River Bluff Park-** Several grant programs including: MDEQ Coastal Management, DNR MNRTF and Recreation Passport, and Office of the Great Lakes Fisheries Trust grants have been sought in the past to fund improvements to River Bluff Park. The parks natural features are well documented including: a 0.5 mile of publically accessible shoreline along the Kalamazoo River which is a state designated Natural River, a largely undisturbed Hemlock-Beech forest, thriving wetlands, variety of wildlife, and access to the Great Lake Fishery. The park is along the Kalamazoo River Heritage Trail and included in future planning efforts for a Kalamazoo River Greenway and Water Trail.

The natural surface trail system is largely undeveloped with limited accessibility. Future improvements will focus on improved water access, fishing pier, docks, gazebo(s) near the river areas of the park as well as parking lot improvement and ADA trail improvement. Fluctuating lake levels and river dredging efforts may have an additional impact on water accessibility and waterfront features. Active shoreline erosion has been observed and is of concern.



## Saugatuck Douglas Area Parks & Recreation Plan

Capital improvements for ADA compliant trails, new benches, children's play area, swing set, fitness course, ropes course, large gazebo, restrooms outdoor amphitheater and picnic enclosure have been considered for open space uses for the park. A phased development plan for River Bluff Park is included in Appendix E.

**Sundown Park**-This park has received new parking lot crushed concrete and landscaping since 2016. Improvements have been small in scale but include a new split rail fence, a privacy fence, park bench, removal of unsightly debris, and the removal trees on the north end of the property. This park does extend to Lake Michigan, however access has been removed and deemed too costly due to maintenance and close proximity to a large outlet to public storm drain. Sundown Park could be targeted for a possible observatory deck overlooking Lake Michigan in the future with improved parking. The Sundown Park sign is weathered and in need of replacement.

**Dog Park / 134<sup>th</sup> Ave Property**- In 2017 and 2018 the "Tails N Trails" dog park area of the property received new water faucets, two new concrete pads around main entrances, picnic tables, benches, and trail improvements. The large dog enclosure was refurbished in 2016. The 5 acre dog park is the only developed portion of the larger Township owned property.

The park offers a unique dog park experience for users with a large off leash wooded walking trail area. The park is open all season.



The parking lot and large dog enclosure have both received lighting since 2008. The entrance from 134<sup>th</sup> Avenue and parking lot would benefit greatly from pavement and drainage basin. In the past, conceptual plans for the park and surrounding acreage have included playgrounds, basketball courts, gazebo, bathrooms facilities, additional parking, nature trails, and a pond for fishing. ADA compliant trails are lacking throughout entry areas and both dog enclosures.

**Blue Star Memorial Park**-This park received a new split rail fence and asphalt pull aside area off the shoulder in 2017. It offers a secure area for motorist to break from traffic on Blue Star Highway and is near, yet across the street, from the Township's existing non-motorized trail and west of the Spectator's Bar and Grill parking area. Its proximity to the existing trail may promote expanded use of this park. The enclosure area was repaired in the 1990's and is aging, should



## Saugatuck Douglas Area Parks & Recreation Plan

funding be available, the enclosure would be a priority. Its disrepair would be an eyesore to a corridor of the Tri-community.

**Amelanchier Park**-This is a wooded and undeveloped area along Moore's Creek south of the Riverside Cemetery and is the targeted site for the next non-motorized trail connection area from North Street to Cemetery Road. It has received little or no capital improvement and exists within a large, predominately wet parcel of property extending from the cemetery to North Street. The Amelanchier Park area is higher in elevation and suitable for park use, and according to minutes from the late 1970's, was considered as an area where residents could net and fish trout from Moore's Creek. It received a private donation of land in 2017 for the purposes of connecting the Blue Star Trail. It has a scenic potential for public access to Moore's Creek and potential for use by cemetery visitors given its proximity to Riverside Cemetery.

**Non-Motorized Trails** – In 2009, 1.7 miles of non-motorized trail connected the Laketown Township trails at 64<sup>th</sup> Street to the City of Saugatuck along the north side of Blue Star Highway and Holland Streets. In 2017, Saugatuck Township constructed a large portion of non-motorized trail from 134<sup>th</sup> Street./North Street to Old Allegan road along the west side of Blue Star Highway. Saugatuck Township plans to connect this section of trail through the undeveloped Amelanchier Park thence west on Cemetery Road to Holland Street in the near future.

The Township plans to connect the Blue Star Trail north portion from Old Allegan Road to Maple Street, and a south portion from the City of the Village of Douglas south limits to M-89. The goal of the Township is to develop, own and maintain a non-motorized trail along the Blue Star Highway Corridor that is “boundary to boundary” from Laketown to Ganges Townships. In 2018 a shared maintenance agreement was signed by Laketown Township, Saugatuck Township, and the City of the Village of Douglas to further collaborate on future trail maintenance activities.





## Saugatuck Douglas Area Parks & Recreation Plan



Ideas for additional connecting trails have been supported and could be located along Old Allegan Road to connect River Bluff Park to the Blue Star Trail. This portion could eventually run along Old Allegan Road toward the Allegan County Swing Bridge Park in New Richmond, MI. The Township plans to continue collaboration with private donors and partners like non-profit group “Friends of the Blue Star Trail” as needed in order to continue development of non-motorized trail and improve the its trail users experiences. Future phasing for the Blue Star Trail is included in Appendix E.

These projects are very possible in the future with grant assistance from the DNR Michigan Natural Resources Trust Fund, MDOT Transportation Alternative Program, and Federal Highway Administration CMAQ and/or additional revenues from special millage like those in place at Laketown Township and many other townships in Ottawa County.





## Saugatuck Douglas Area Parks & Recreation Plan

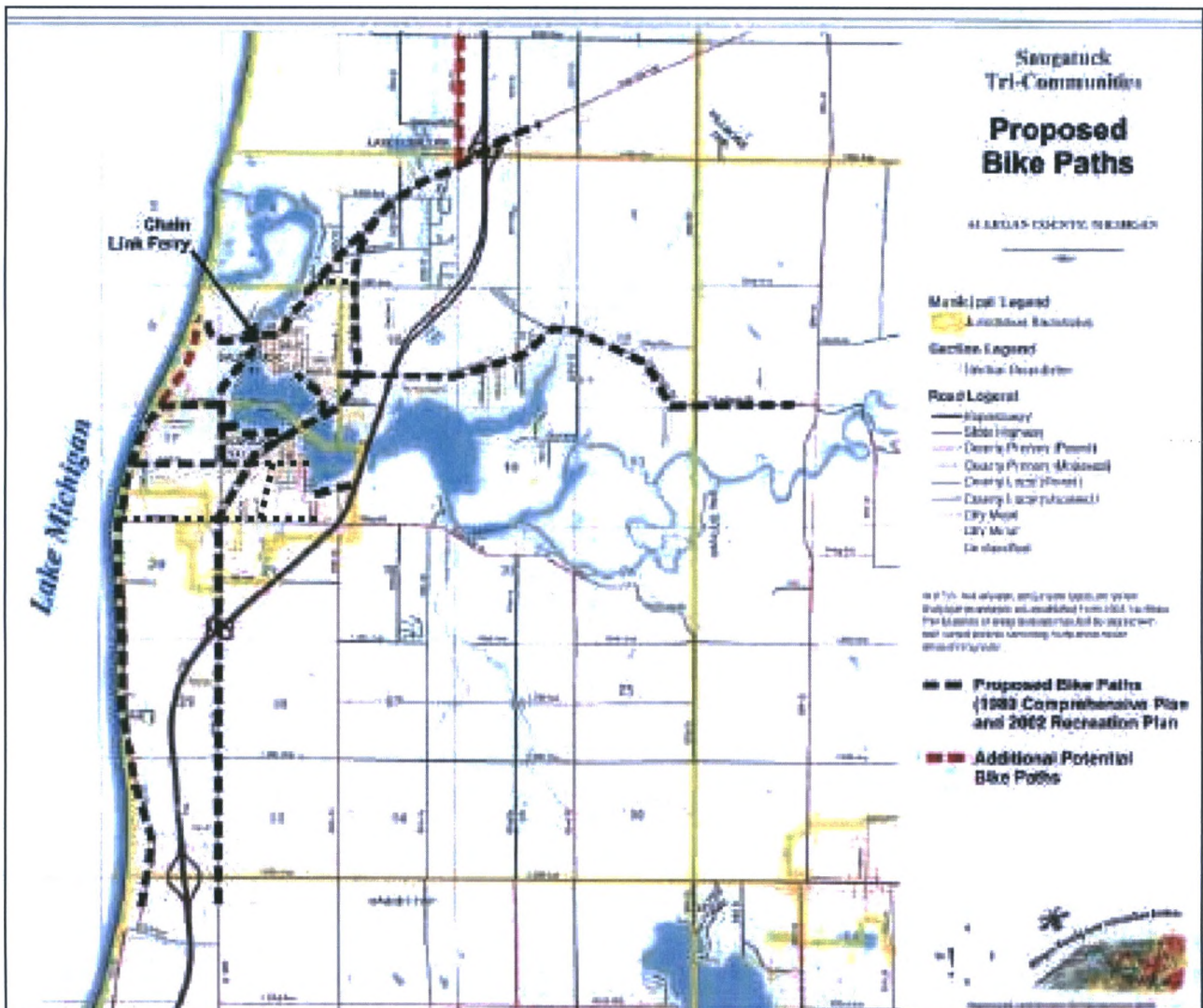
**Acquire more Natural Resources Property** – Acquiring land that will provide public access to Lake Michigan, the Kalamazoo River, and streams/wetlands will create a more cohesive parks and recreation system for the area and provide opportunities to improve and connect many existing amenities and spaces. A Kalamazoo River Heritage Trail is already in place and the Outdoor Discovery Center is evaluating a future Kalamazoo River Greenway (see Appendix E). Water Trails efforts are underway statewide and locally, and there may be future opportunities to the Township to enrich these efforts through property acquisition. Partnerships with local philanthropic entities, land conservancy's, government agencies, and neighboring local municipalities may enhance these efforts.





### Saugatuck Township & City of the Village of Douglas Proposed Non-Motorized Trails Map

This map shows potential future sidewalk and non-motorized trail concepts to improve non-motorized connectivity in the tri-community area. The Township is focused on constructing the Blue Star Trail to extend the initial corridor begun in 2007 with the extension of trail linking the Laketown Township path network to the City of Saugatuck limits on the north side of Saugatuck Township. Douglas is focused on expanding walkability throughout the city.





## Saugatuck Public Schools Rationale

Community Recreation development priorities include:

1. Additional football field
2. Soccer fields
3. Softball field
4. Outdoor bathrooms and parking
5. Baseball field



The above facilities are needed to:

- provide a full complement of recreational activities in a safe and healthy environment;
- provide facilities that meet regulation size and shapes to ensure a well-rounded series of recreational opportunities;
- meet the recreational needs and desires of a broad range of students;
- provide recreational facilities which also provide health related benefits to students, and community users;
- meet the needs of the general public.





## 8 ACTION PROGRAM

These capital improvement schedules are based on a five year time sequence, coinciding with the life of the joint recreation plan. The schedules identify planned improvements, estimated construction costs, desired year of completion and potential funding sources. Due to the nature of project funding, the schedules are somewhat fluid and are subject to ongoing evaluation and modification. It is noted that project costs are based on conceptual designs, and are subject to change based on final project scope and detailed design.

### City of the Village of Douglas

Year	Project – Douglas	Total Project \$
2019	<b>Wade’s Bayou Memorial Park</b> <ul style="list-style-type: none"> <li>Remove garage storage facility (relocate Public Works).</li> <li>Paint Kalamazoo Lake Sewer &amp; Water Authority Buildings.</li> <li>Install benches and barrier-free picnic tables.</li> <li>Add utilities for marina</li> <li>Add Pile supported Deck (North)</li> </ul>	\$125,000
2020	<b>Wade’s Bayou Memorial Park</b> <ul style="list-style-type: none"> <li>Install gangway, abutment and finger piers on new dock (North)</li> <li>Add Boathouse and Pile supported Deck (North)</li> <li>Continue partnership with State of Michigan on permitting and dredge cost reduction.</li> </ul>	\$900,000
2021	<b>Wade’s Bayou Memorial Park</b> <ul style="list-style-type: none"> <li>Install Main floating pier, gangway, abutment and finger piers (South)</li> <li>Establish Blueway Trail Network and water trail nodes (\$300,000)</li> <li>Consider acquisition of available parcels.</li> </ul>	\$1,450,000
2022	<b>Wade’s Bayou Memorial Park</b> <ul style="list-style-type: none"> <li>Add floating gathering areas on end of main piers (North and South)</li> <li>Increase parking</li> <li>Explore feasibility of waterfront amphitheater</li> <li>Work towards I-196 Sound Berms (at Schultz Park)</li> </ul>	\$400,000



## Saugatuck Douglas Area Parks & Recreation Plan

<b>2023</b>	<b>Wade's Bayou Memorial Park</b>	<b>\$1,000,000</b>
	<ul style="list-style-type: none"><li>• Construct Waterfront Trail / Boardwalk (\$500,000)</li><li>• Construct multi-purpose plaza and bathroom</li></ul>	
<b>2019</b>	<b>Point Pleasant Marina</b>	<b>\$1,400,000</b>
	<ul style="list-style-type: none"><li>• Acquire Marina</li><li>• Upgrade facility to public ADA standards</li></ul>	
<b>2019</b>	<b>Continue Non-Motorized Trail Network</b>	<b>\$325,000</b>
	<ul style="list-style-type: none"><li>• Expand existing trail from Wiley Road south to City Limits</li><li>• Expand pedestrian access from Blue Star Highway east to Schultz Park Drive</li></ul>	
<b>2020</b>	<b>Continue Non-Motorized Trail Network</b>	<b>\$475,000</b>
	<ul style="list-style-type: none"><li>• Expand pedestrian access on Union from Wiley Road to Downtown</li><li>• Expand pedestrian access on Ferry Street from Center Street to City Limits</li></ul>	
<b>2019</b>	<b>Douglas Beach</b>	<b>\$5,000</b>
	<ul style="list-style-type: none"><li>• Explore feasibility of ADA accessible deck overlooking Lake Michigan</li><li>• Demarcate boundaries of public beach area with permanent fixtures to protect adjacent properties from trespass and to ensure full use of public areas.</li><li>• Install 911 telephone.</li></ul>	
<b>2021</b>	<b>Douglas Beach</b>	<b>\$80,000</b>
	<ul style="list-style-type: none"><li>• Construct maintenance building to house emergency response equipment.</li></ul>	
<b>2019</b>	<b>Schultz Park</b>	<b>\$80,000</b>
	<ul style="list-style-type: none"><li>• Landscape to include shade trees</li><li>• Replace playground equipment</li><li>• Add water to Dog Park</li></ul>	



## Saugatuck Douglas Area Parks & Recreation Plan

<b>2021</b>	<b>Schultz Park</b>	<b>\$180,000</b>
	<ul style="list-style-type: none"><li>• Add drain tiles around soccer field</li><li>• Expand and pave additional parking areas (utilizing geo blocks)</li><li>• Construct Maintenance Building to store sports equipment</li><li>• Construct public bathrooms</li></ul>	
<b>2020</b>	<b>Union Street Launch Ramp</b>	<b>\$1,000,000</b>
	<ul style="list-style-type: none"><li>• Install lighting</li><li>• Add barrier free picnic tables and benches</li><li>• Purchase property to increase parking</li></ul>	
<b>2019</b>	<b>Harold Beery Field</b>	<b>\$16,000</b>
	<ul style="list-style-type: none"><li>• Construct Ice Rink</li><li>• Winterize restrooms for year round use</li></ul>	
<b>2020</b>	<b>Harold Beery Field</b>	<b>\$45,000</b>
	<ul style="list-style-type: none"><li>• Construct water amenity / splash pad</li><li>• Construct maintenance building to store sports equipment</li></ul>	
<b>2019</b>	<b>Land Acquisition for Park and Recreational Offerings</b>	<b>\$1,500,000</b>



## Saugatuck Township

Year	Project – Saugatuck Township	Total Project \$
2019	<b>North Connection – Blue Star Trail – Part 1</b> <ul style="list-style-type: none"><li>• Non-motorized trail connection from Holland Street to Blue Star Highway at North Street. Trail to extend through Amelanchier Park with elevated boardwalk. Plans have already been developed. Major funding provided by Friends of the Blue Star Trail.</li></ul>	<b>\$550,000</b>
2019	<b>Amelanchier Park Trailhead</b> <ul style="list-style-type: none"><li>• Develop a trailhead parking and picnic area adjacent to Riverside Cemetery and the Blue Star Trail North Connection.</li></ul>	<b>\$60,000</b>
2019	<b>North Connection – Blue Star Trail – Part 2</b> <ul style="list-style-type: none"><li>• Non-motorized trail connection from Old Allegan Road to Maple Street and Saugatuck city limits. To be coordinated with the City of Saugatuck.</li></ul>	<b>\$300,000</b>
2019	<b>Old Allegan Road/Allegan Street Sidewalk</b> <ul style="list-style-type: none"><li>• Construct 550 feet of sidewalk from Maple Street to the Blue Star Trail on the north side of Old Allegan Road west of Blue Star Highway.</li></ul>	<b>\$20,000</b>
2020	<b>South Connection Phase 1 - Blue Star Trail</b> <ul style="list-style-type: none"><li>• Non-motorized trail extension from the Douglas city limit to Fallen Leaf Trail crossing I-196 at Exit 36. Draft plans have already been developed. Major funding provided by Friends of the Blue Star Trail. Coordinate with Douglas on their extension of trail from Wiley Road to their south limits. Coordinate with MDOT on crossing I-196.</li></ul>	<b>\$800,000</b>
2020	<b>River Bluff Park - Phase 1</b> <ul style="list-style-type: none"><li>• Expand walking trails to ridge and shore and improve trails for ADA accessibility. Enhance shore fishing access and overlook areas of the Kalamazoo River.</li></ul>	<b>\$150,000</b>
2020	<b>Exit 36 Streetscape - Concepts</b> <ul style="list-style-type: none"><li>• Develop tree planting and landscape concepts within the Blue Star Highway right of way north of Exit 36. Coordinate with Douglas Blue Star Highway corridor planning.</li></ul>	<b>\$10,000</b>



## Saugatuck Douglas Area Parks & Recreation Plan

<b>2020</b>	<b>Non-Motorized Trail Preventative Maintenance</b>	<b>\$10,000</b>
	<ul style="list-style-type: none"><li>• Crack Seal existing non-motorized trails.</li></ul>	
<b>2021</b>	<b>Dog Park – Parking Lot &amp; Sidewalk Improvements</b>	<b>\$30,000</b>
	<ul style="list-style-type: none"><li>• Pave the existing gravel parking lot and extend sidewalk into park for universal accessibility.</li></ul>	
<b>2021</b>	<b>South Connection Phase 2 – Blue Star Trail</b>	<b>\$600,000</b>
	<ul style="list-style-type: none"><li>• Non-motorized trail extension from Fallen Leaf Trail (Phase 1) to M-89. Major funding provided by Friends of the Blue Star Trail.</li></ul>	
<b>2021</b>	<b>River Bluff Park – Phase 2</b>	<b>\$150,000</b>
	<ul style="list-style-type: none"><li>• Construct accessible shore fishing pier at existing dock. Alternative to construct sections of riverfront boardwalk and stabilize bank erosion along the Kalamazoo River. Water Trail or Heritage Trail information stations. Explore private-public partnerships for Aerial Forest Park/High Ropes Course/Zip-Line operations.</li></ul>	
<b>2021</b>	<b>Acquisition Planning</b>	<b>\$15,000</b>
	<ul style="list-style-type: none"><li>• Study potential lands for active and passive recreation within the Township. Explore opportunities to acquire greenway and waterfront properties. Collaborate with community recreation on needs for additional field space.</li></ul>	
<b>2022</b>	<b>Sundown Park Improvements</b>	<b>\$100,000</b>
	<ul style="list-style-type: none"><li>• Construct a Lake Michigan observation deck with accessible parking, sidewalk, and trash service.</li></ul>	
<b>2022</b>	<b>Dog Park – Trail Expansion</b>	<b>\$60,000</b>
	<ul style="list-style-type: none"><li>• Expand the fenced trail network into surrounding park acreage. Create water feature and additional open space. Improve existing trails with accessible loop and trail signage.</li></ul>	
<b>2022</b>	<b>River Bluff Park – Phase 3</b>	<b>\$200,000</b>
	<ul style="list-style-type: none"><li>• Construct restroom facilities with public water. Coordinate with programming opportunities - for example the Outdoor Discovery Center and local school or daycare</li></ul>	



## Saugatuck Douglas Area Parks & Recreation Plan

field trips.

**2023 Old Allegan Road Trail to River Bluff Park \$120,000**

- Extend non-motorized trail from Blue Star Trail to River Bluff Park, 0.4 miles.

**2023 Wiley Road Trail to Lakeshore Drive \$170,000**

- Extend non-motorized trail from Wiley Road at Douglas city limits to Lakeshore Drive, 0.7 miles. Coordinate with Douglas on extension of trail within their limits to connect to Blue Star Trail.

**2023 Lake Drive Emergency Access and Trail \$100,000**

- Restore emergency and non-motorized trail access around the 800 foot washed out road right of way in Lakeshore Drive.







### Saugatuck Public Schools

Year	Project – SPS Community Recreation	Total Project \$
2019-20	Resurfacing the track as SHS	\$80,000
	<ul style="list-style-type: none"><li>Place new surface on High School Track. Possible funding from Building Site Sinking Fund.</li></ul>	
2020-21	Replace field turf as SHS	\$600,000
	<ul style="list-style-type: none"><li>Replace field turf at High School Field. Possible funding from Building Site Sinking Fund.</li></ul>	
2021-22	Purchase land and develop green space/athletic field	\$900,000
	<ul style="list-style-type: none"><li>Purchase land for multi-purpose green space/athletic fields. Possible funding from Building Site Sinking Fund</li></ul>	
2023-24	Community Recreation Center: indoor courts, indoor track, weight room	\$8,000,000
	<ul style="list-style-type: none"><li>Construct a recreation center. Possible funding from Building Site Sinking Fund, dedicated bond, Community Recreation, Investment, Grant Funds.</li></ul>	





## 9 PLAN ADOPTION

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This section documents that the City of the Village of Douglas and Saugatuck Township have submitted copies of the plan to the required organizations, held a public meeting, and adopted the plan. Copies of the following documents are included in Appendix F. It is not a requirement for Saugatuck Public Schools to formally adopt this plan.

### **Resolution from City of Village of Douglas Council**

Resolution 01-2019 approving the plan with meeting minutes from January 7, 2019.

### **Resolution from Saugatuck Township Board**

Resolution 2019-01 approving the plan with meeting minutes from January 2, 2019.

### **Minutes from Joint Public Hearing**

Minutes from joint public hearing held January 2, 2019 at 6:00 p.m. at Saugatuck Township Hall, 3461 Blue Star Hwy, Saugatuck, MI 49453 are included as part of the Regular Saugatuck Township Meeting Minutes following the board resolution.

### **Notice of Joint Public Hearing and Availability of Plan for Public 30-Day Review**

Notice published in The Commercial Record newspaper on November 23, 2018 and The Local Observer newspaper on November 23, 2018 with joint public hearing to be held January 2<sup>nd</sup>, 2019 at 6:00 p.m. at Saugatuck Township Hall, and notice that the plan is available for public viewing at the respective City, Township, and Recreation offices between November 26, 2018 and January 1, 2019 and online [saugatucktownship.org](http://saugatucktownship.org), [ci.douglas.mi.us](http://ci.douglas.mi.us), or [saugatuckpublicschools.com/community-recreation/](http://saugatuckpublicschools.com/community-recreation/).

### **County Planning Agency Submittal**

Letter was sent to Brandy Gildea, Parks Coordinator at Allegan County Parks and Recreation, 3255 122<sup>nd</sup> Avenue, Suite 103, Allegan, MI 49010 on January 22, 2019 with copy of the plan.

### **Regional Planning Agency Submittal**

Letter was sent to West Michigan Regional Planning Commission, 1345 Monroe Avenue NW, Suite 255, Grand Rapids, MI 49505-4670 on January 22, 2019 with copy of the plan.

### **DNR Submittal**

The plan and Certification Checklists were uploaded to MiRecGrants online on, or around, January 29, 2019. Certification Checklists were signed by each separate local unit of government also uploaded.



## Appendix A – Social Characteristics

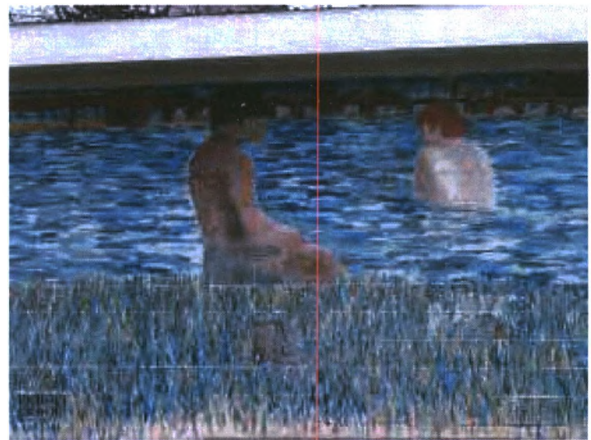
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## APPENDIX A

### SOCIO-ECONOMIC CHARACTERISTICS

An area profile is necessary to help understand the population and determine the recreation needs of Douglas, Saugatuck Township, City of Saugatuck, and the Saugatuck School District. This profile includes population counts and projections, age distribution, and income and employment characteristics for year-round residents, as well as, estimated impacts of seasonal residents and visitors who greatly increase demands on recreational facilities in the area.

Population growth in the study area has been steady over the past several decades according to the 2010 census. Population has increased 31.5% in the past 20 years. The City of Saugatuck experienced a slight decrease of 3% from 2000 to 2010. The overall area continues to experience a large presence of seasonal visitors and housing that has increased during the same period. The 2020 census will update this information. Growth in the area slowed substantially during the recession, but in 2017 and 2018 substantial increases in growth have been observed.



Historically, from 1940 to 2010, the population of the area grew from 1,783 to 5,101 residents. The number of full-time residents in Saugatuck-Douglas-Saugatuck Township was 5,101 in 2010 based on Census data.

Allegan and Ottawa County are expected to continue to increase in population faster than the State of Michigan averages. Development in West Michigan, the Greater Grand Rapids area, and nearby Holland area are expected to spill over into the Saugatuck-Douglas-Saugatuck Township area. An estimated 1,445 persons live in the portion of Laketown Township covered by Saugatuck Public Schools District.

#### Decennial Census Populations

Unit	1990	2000	2010	% GROWTH (20 year)
Douglas City	1,049	1,214	1,232	17%
Saugatuck City	954	1,065	925	-3%
Saugatuck Township	1,876	2,376	2,944	56.9%
<b>Total</b>	<b>3,879</b>	<b>4,655</b>	<b>5,101</b>	<b>31.5%</b>

Source: US Census, 2010

Family households refer to households with two or more family members residing in the household. Non-family households reflect one-person and non-family member households. Within Douglas and Saugatuck, the ratio of households is somewhat evenly divided between family and non-family. In Saugatuck Township family households are higher than non-family.

The ratios are significantly different than Allegan County as a whole where family households comprise approximately 72.5% of the household mix and non-family at roughly 27.5%. This fact has an influence on recreation programming needs. For example, 54% of the households do not have children, so the individuals in these households are likely not served by all the same programs as family-households. The average household size and average family size for the units of the project area are less than those of Allegan County as a whole.

### Households

Unit	Total Households	Family Households	Non-Family Households
Douglas City	645	279 (43.3%)	366 (56.7)
Saugatuck City	513	243 (47.4%)	270 (52.6%)
Saugatuck Township	1,276	809 (63.4%)	667 (36.6%)
<b>Total</b>	<b>2,434</b>	<b>1,331 (45%)</b>	<b>1,303 (54%)</b>
Allegan County	42,018	30,450 (72.5%)	11,568 (27.5%)

Source: US Census, 2010

### Household Size

Unit	Average Household Size	Average Family Size
Douglas City	1.82	2.60
Saugatuck City	1.80	2.43
Saugatuck Township	2.31	2.86
Allegan County	2.63	3.08

Source: US Census, 2010

The age of the population is an important factor in identifying recreation needs. The following table provides a breakdown of age categories for the study area and Allegan County. This data shows the percentage of school age residents ages 5-19 is less than Allegan County as a whole; 14.8% and 22%, respectively. The percentage of residents 55-64 years and older is significantly greater for the area than Allegan County as a whole; 40.1% and 25.7 %, respectively. However, this data does not account for the substantial number of seasonal residents, day visitors, and vacationers who are drawn to the area.

### Age Distribution - Number and Percent (Per Specified Unit)

Age	Douglas (1,232 pop.)	Saugatuck (925 pop.)	Saugatuck Twp. (2,944 pop.)	<b>Project Area (5,101 pop.)</b>	Allegan County (111,408 pop.)
0-4	45 (3.7%)	25(2.7%)	150 (5.1%)	220 (4.3%)	7,501 (6.7%)
5-19	147 (11.9%)	103(11.1%)	506 (17.3%)	756 (14.8%)	24,482 (22%)
20-24	24 (1.9%)	22 (2.4%)	90 (3.1%)	136 (2.7%)	5,816 (5.2%)
25-34	61 (4.9%)	68 (7.4%)	213 (7.2%)	342 (6.7%)	12,201 (10.9%)
35-44	123(10.0%)	98 (10.6%)	412 (14%)	633 (12.4%)	18,143 (17.2%)
45-54	234 (19.0%)	175 (18.9%)	576 (18.9%)	985 (19.3%)	18,121(16.2%)
55-64	278(22.6.7%)	234 (25.3%)	535 (18.2%)	1,047(20.5%)	14,158 (12.7%)
65+	320(26%)	200 (21.6)	482(16.4%)	1,002(19.6%)	14,438 (13%)
Note: Percentages are rounded. Source: US Census, 2010					

The following table provides a breakdown of gender and race. While all units report a slightly higher percentage of males, the overall proportion of males to females is relatively even. The same holds true for Allegan County as a whole. The racial character of the project area, as well as Allegan County as a whole, indicates a population largely classified as “White”.

### Gender and Race Breakdowns

Unit	2010 Gender		2010 Race					
	Male	Female	White	Black	Am. Indian/ Alaskan	Asian	Native Hawaiia n	Other
Douglas City	616 (50%)	616 (50%)	1,198 (97.2%)	7 (0.6%)	2 (0.2%)	3 (0.2%)	-	11 (0.9%)
Saugatuck City	467 (50.4%)	458 (49.5%)	884 (95.6%)	6 (0.6%)	6 (0.6%)	4 (0.4%)	-	8 (0.9%)
Saugatuck Township	1,505 (51.1%)	1,439 (48.9%)	2,824 (95.9%)	9 (0.3%)	16 (0.5%)	17 (0.4%)	-	39 (1.3%)
<b>Project Area</b>	<b>2,588 (50.7%)</b>	<b>2,513 (49.3%)</b>	<b>4,906 (96.2%)</b>	<b>25 (0.5%)</b>	<b>16 (0.5%)</b>	<b>24 (0.5%)</b>	<b>2 (-)</b>	<b>69 (1.3%)</b>
Allegan County	55,473 (49.8%)	55,935 (50.2%)	103,513 (92.9%)	1,358 (1.2%)	636 (0.6%)	648 (0.6%)	22 (-)	3,082 (2.8%)
Note: Percentages are rounded. Source: US Census, 2010								

The following table provides a breakdown of household income, including median household income and an income spread by select category. Compared to Allegan County as whole, the project area exhibits a slightly greater percentage of households with income over \$100,000 and lower percentages of household with income \$15,000 to \$99,999.

According to the 2010 Census Bureau: American Community Survey 5-Year Estimates from 2007-2011 the total number of households in Allegan County equal 41,914. The total project area household equals 1,970 (Township 1,215, Saugatuck 405, and Douglas 350).

### Household Income

Unit	Median HH Income	Less than \$15,000	\$15,000 to \$24,999	\$25,000 to \$49,999	\$50,000 to \$99,999	\$100,000 and above
Douglas City	\$41,042	68 (19.4%)	65 (18.6%)	74 (21.2%)	91 (26%)	52(14.8%)
Saugatuck City	\$54,563	51 (12.6%)	17 (4.2%)	60 (14.9%)	136(33.6%)	96(23.7%)
Saugatuck Township	\$57,001	129(10.6%)	79 (6.5%)	302(24.8%)	430(35.4%)	275(22.2%)
<b>Project Area</b>	<b>\$50,869</b>	<b>248 (12.9%)</b>	<b>161 (8.4%)</b>	<b>436 (22.6%)</b>	<b>657 (34.1%)</b>	<b>423 (22%)</b>
Allegan County	\$51,232	4,561 (11%)	4,356 (10.4%)	11,472 (27%)	15,356 (36.7%)	6,169 (14.7%)

2010 Census: 2007-2011 5 Year Est.

The following table provides detail on the number of families classified as poverty level status. As indicated, each unit possesses a slightly higher percent of poverty level status families than Allegan County as a whole, when compared with the Area's relatively high percentage of higher income the result indicates greater disparity in wealth than Allegan County as a whole.

### Poverty Level Status- Families

Unit	Families	Percent of Families
Douglas City	24	8.7
Saugatuck City	18	6.7
Saugatuck Township	51	5.4
Allegan County	1,437	5.0

Note: Percent reflects that percent of total families per unit. Source: US Census, 2010

It is important to note that each of the project area's governmental units, as well as the public schools, have instituted a number of recreational facilities and programs which area either free or low cost to area residents.

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## Special Needs Residents

Special needs residents include, among others: the elderly; persons physically or mentally challenged; persons visually or hearing challenged; persons and/or families in poverty; and, other residents having special or unique needs. According to the 2000 U.S. Census, one out of every dozen U.S. children and teenagers has a physical or mental disability.

Based on contact with area health care, educational, social and other agency organizations, it is roughly estimated 2 to 5 percent of the area's population experience some level of special need. To ensure that all populations are given opportunity to enjoy local recreational opportunities, the 2019-2024 Parks & Recreation Plan provides:

- New facilities will be designed to meet or exceed ADA requirements including non-motorized trails and sidewalks.
- Examine existing park facilities to determine accessibility.
- Future action programs will consider all needs of special populations. It is noted that past programs have done likewise.
- Special needs residents will be encouraged to participate in programming and planning activities.
- Whenever possible, programs will be offered without charge to ensure that low income residents have equal opportunity to participate. In the event charges/fees are necessary, allowances will be made to assist those in need. As possible, assistance will be accomplished in a confidential manner.



## Seasonal Population

A seasonal influx of cottage owners, visitors, and boaters is estimated to virtually double the permanent population of the recreational area in the summer season. Fall and Spring experience more part time residents too. While it is difficult to be precise on the seasonal population, the next table offers insight into the magnitude of increase during spring, summer, and fall.

Note that these figures are only for people who are residents for part of the year. Day visitors on summer weekends are estimated to add another 4,000 or more to the population. The Saugatuck Douglas area has over 500 transient rooms available for overnight guests.

### Historical Seasonal Population

Community	1990	2000	% Change 1990-2000	Total Housing Units 2000	Seasonal % of Total 2000
Douglas City	184	217	18%	853	25.4%
Saugatuck City	287	319	11%	928	34.4%
Saugatuck Township	180	197	9%	1,236	15.9%
<b>Tri- Community Area</b>	<b>651</b>	<b>733</b>	<b>13%</b>	<b>3,017</b>	<b>24.3%</b>
Allegan County	2,730	3,154	16%	43,292	7.3%

Source: U.S. Census, 2000

### 2010 Estimated Seasonal Residents

Dwelling Type	Number of Units	Population/Unit	Total Population
Seasonal Homes	733	2 (2)	1,466
Large Boats	498	2	996
Campground Sites	223	4	488 (3)
Church Camp Users	162	1	162
Overnight Lodging	507	2	1,014
			<b>4,126</b>

Notes:  
 1) U.S. Census, 2010  
 2) Based on avg. persons per household of the project area as secured from the US Census, 2010  
 3) Based on an average 55% campsite occupancy rate.

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## Visitor Profile

The City of Saugatuck completed a strategic plan for purposes of future growth and development. Part of that effort involved an examination of local tourism. The following was secured from the plan. It provides useful information considered applicable to all of the neighboring area communities when considering economic and recreational impacts on the area.

- Residence - Michigan (42%), Illinois (30%), Indiana (11%), Ohio (12%)
- Income - 38% had incomes of \$100,000 or greater.
- Children - 22% of those visiting brought children.
- Lodging - Bed&Breakfast (70%), hotel/motel (25%), cottage/RV park (5%)
- Activities - beach (40%), dune rides (12%), and boating (11%)
- Spending Patterns - \$500 to \$599 (median range), 15% spend +\$1,000
- Likes - Shops (39%), water (19%), restaurants (16%), and beaches/scenic beauty (13% each)
- Dislikes - Parking (22%), traffic (5%), and early closing of shops (5%).

## Employment

The following table provides a breakdown of employment for the project area. For comparative purposes, the percentage of employment for Allegan County as a whole is also shown. Indicative of the project areas tourism base, employment in the categories of retail trade; real estate; and arts, entertainment, lodging, and food exceed the county's overall percentages for similar employment.

### Employment by Industry - Project Area Units of Government

Category	Number	Project Area Percent of Total Area	Allegan County Percent of Total County
Farm/Ag/Forestry/Fisheries	12	0.3	2.9
Construction	174	5.6	7.3
Manufacturing	831	26.7	32.6
Wholesale Trade	68	2.2	4.1
Retail Trade	468	15.1	11.0
Transportation and Public Utilities	131	4.2	4.1
Information	56	1.8	1.2
<b>Employment by Industry Continued:</b>			
Finance/Insurance/Real Estate	242	7.8	3.7
Prof/Scientific/Admin/Man.	217	6.9	5.2
Ed/Health/Social Services	350	11.3	15.4
Arts/Ent/Rec/Lodging/Food Services	345	11.1	6.0
Other Services (except Admin)	160	5.1	4.2
Public Administration	54	1.7	2.0
Note: Percentages are rounded. Source: US Census, 2010			

The following table offers a breakdown of employment by occupation. Occupational percentages are also provided for Allegan County as a whole. It should be noted that employment statistics for seasonal residents are not included in these figures. Additionally, many residents of the area may be retirees.

**Employment by Occupation - Project Area Units of Government**

Occupation	Number	Project Area Percent of Total Area	Allegan County Percent of Total County
Management/Prof. Related	897	28	24.0
Services	457	14.7	13.2
Sales/Office	813	26.2	22.1
Farm/Fish/Forestry	4	0.1	1.7
Construction/Extraction	266	8.6	11.3
Production/Transportation	671	21.6	27.7
Note: Percentages are rounded. Source: US Census, 2010			

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## SOCIO-ECONOMIC SUMMARY POINTS

- The area's population as a whole is expected to grow steadily in future decades with growth pushing out from Ottawa County and an influx of residents from other larger metropolitan areas.
- Non-family and seasonal households make up a large portion of the area's households and should be considered in recreation programming.
- Household sizes in the study area are smaller than for the county overall.
- The number of school-aged children in the study area is less than the county average while the number of "empty-nester" households (persons over 45) is higher than the county. This does not mean children are not an active part of these households as perhaps grandchildren visit the area. This notion is reinforced by a City of Saugatuck's study which reflected 22% of the area's visitors brought children with them.
- The range of difference between the areas most modest and most wealthy households is greater than found in the county overall.
- During the summer, the population nearly triples with visitors and seasonal residents. This is an important part of the area's economy which is reinforced by the fact that retail trade and real estate sectors provide proportionately more employment in the area than other areas of Allegan County overall.
- It is estimated that over half of the area's seasonal visitors are from outside of Michigan.





## **Appendix B – Environmental Characteristics**

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## APPENDIX B

# ENVIRONMENTAL CHARACTERISTICS

The Saugatuck Douglas area has many environmental characteristics which make it uniquely suited to a variety of recreational pursuits. In addition to being adjacent to a great lake, there is an abundance of inland water recreational opportunities framed by sand dunes and woodlands.

### Water Resources

Among the most unique environmental attributes of the study area are its lakes, rivers, ponds, and streams which are interconnected with Lake Michigan. These resources provide a location for a variety of outdoor activities including boating, fishing, swimming, wildlife observation, nature study, camping, hiking, cross country skiing and nature walks. Lake Michigan forms the western boundary of Saugatuck Township, Saugatuck, and Douglas.

The Kalamazoo River meanders through the central and northwestern portions of the township and creates the inviting waterfronts of Saugatuck and Douglas. The river widens to form Kalamazoo Lake, a center of boating activity between Saugatuck and Douglas. Additional bodies of water include Ox-Bow Lagoon in the northwestern corner of the township, Goshorn Lake on the northern boundary and Silver Lake in the central part of the township. An extensive marsh is located in the central part of the township along the Kalamazoo River which is a state designated Natural River for its wild, scenic, recreational value.



Saugatuck Harbor Chart



Source: NOAA

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## Topography

Most of the tri-community area is relatively flat, but local variations in elevation of up to 150 feet exist between uplands and the flood plain of the Kalamazoo River. There are also considerable local differences in elevation in the extreme northwest portions of the Township in the sand dunes between the Kalamazoo River and Lake Michigan. The highest point in this area is Mount Baldhead which rises 310 feet above Lake Michigan. Special features of the area include the Lake Michigan shoreline and beaches, the sand dune areas, Kalamazoo River, woodlands, and abundant green space.



## Climate

Weather conditions play an important role in the Saugatuck-Douglas area. This area is reliant on the recreational opportunities for both residents and tourist alike. Lake-effect weather does affect the community's economic base. Variations in average conditions, especially during the spring, summer, and fall months can cause fluctuations in tourism and outdoor recreation activities. The perfect summer weather is temperatures ranging from warm to very warm with cool nights. Rain plays havoc with outdoor recreation, but adds to the shopper's and civic recreation. The winter months offer many opportunities for recreational activities such as cross country skiing, hiking the beach, sledding, fat tire biking, and other winter sports.

## Soils

Much of the study area contains poorly drained soils outside of dune areas. Drainage occurs via creeks, including Peach Orchard Creek, Tannery Creek, Silver Creek and Moore's Creek, all of which flow into the Kalamazoo River and many of which are floodplain areas that can offer recreational amenities. A network of county drains facilitates movement of water from flat areas in the southern half of the township. Well-drained soils are found in the northwestern corner of the study area and northwestern and southwestern corners. In the study area, bedrock of the Michigan Basin is overlain by 50 to 400 feet of glacial deposit. This gives our beaches a wide variety of beach stones.

The sand dunes along Lake Michigan in the northwest corner of the township form a unique, fragile geological formation and ecosystem that is susceptible to erosion by wind and water, and



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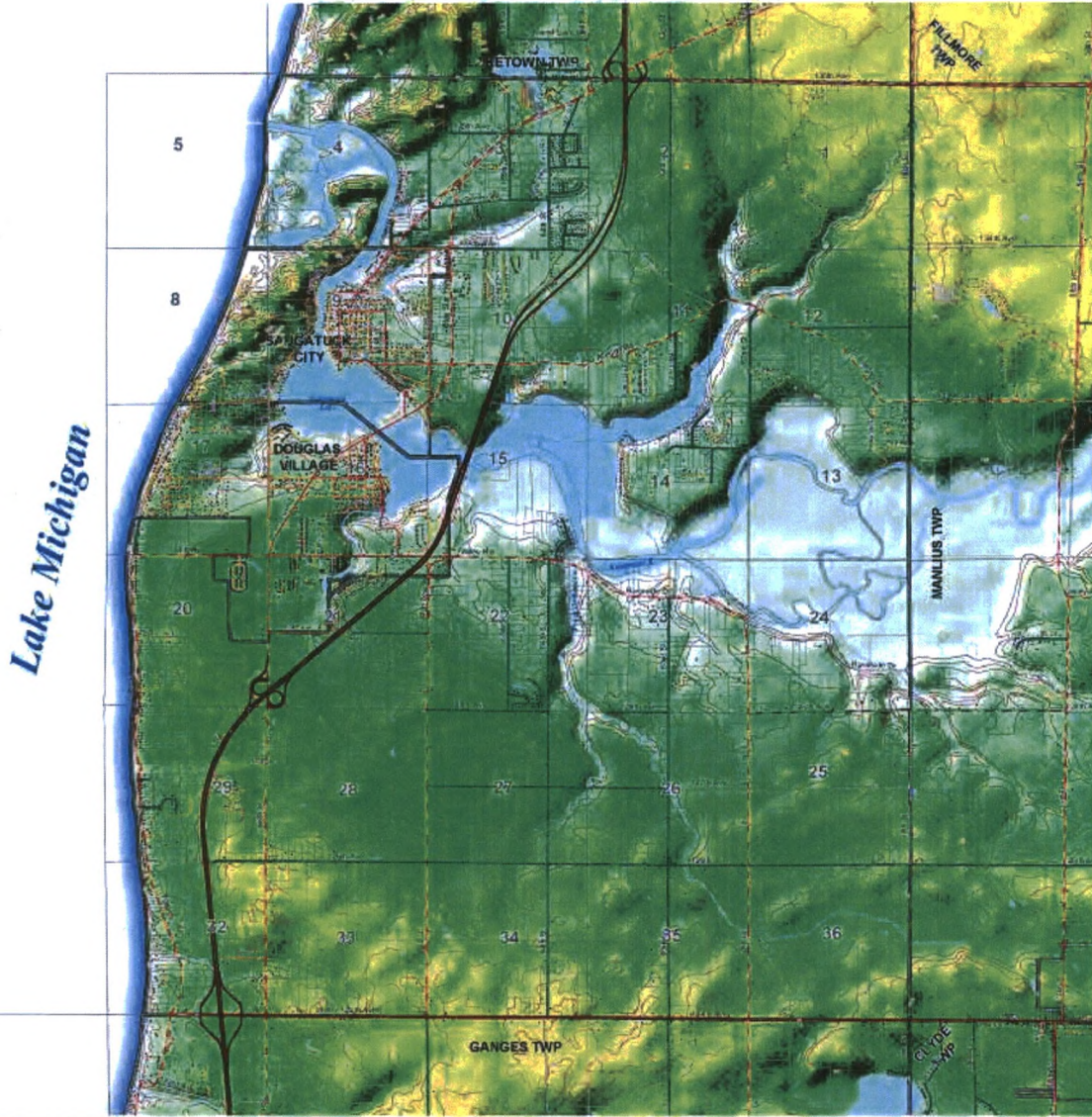
subject to destruction from careless use or development. The sand dunes are also a key component of the area's character and charm.

## Fish and Wildlife

Although much of the area has been altered due to urbanization and human settlement, there are areas of forested acreage and unique dune ecosystems. In addition there are several types of wetlands and aquatic systems in the study area. The fish stocks range from salmon and walleye in Lake Michigan and the Kalamazoo River to smaller sunfish, bluegill, and other types of pan fish in the inland waters. Also included in the aquatic life are small crustaceans and mollusks. An abundance of waterfowl finds this area attractive for breeding and feeding. It is also located on the Lake Michigan Flyway for migrating ducks, geese and swans. Whitetail deer, beaver, wild turkeys, and other small mammals are common to the area. Even in the more urbanized areas of the study area wildlife is found due to the wooded corridors and parks found throughout the region. Songbirds are found throughout the study area. The forested areas, dune areas, and open fields all are home to many species of song birds. Because dune, floodplain, wetland and lake ecosystems are in close proximity to one another, the diversity of wildlife viewing and nature study opportunities in the area are fantastic, especially considering they are tucked amongst highly populated areas. Much of the area is within the designated DEQ Coastal Zone for Coastal Zone Management Grants.

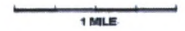


# Tri-Community Topographic Map



## Saugatuck Township TOPOGRAPHIC MAP

ALLEGAN COUNTY, MICHIGAN



### Municipal Legend

▭ Jurisdiction Boundaries

### Section Legend

▭ Section Boundaries

### Contour Legend\*

5 Meter Contours

### Geologic Resources

x Surface Mines

### Elevation Ranges\*\*

- 1000 to 1050 feet
- 950 to 1000 feet
- 900 to 950 feet
- 850 to 900 feet
- 800 to 850 feet
- 750 to 800 feet
- 700 to 750 feet
- 650 to 700 feet
- 600 to 650 feet
- 550 to 600 feet

\* Source: United States Geological Survey (USGS)  
 \*\* Source: Generalized digital elevation model generated from 1999 aerials with relief shading.



Allegan County Land Information Services assumes no liability for omissions or inaccuracies drawn from the use of this data.  
 Map Printed 1-18-2020

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## Residential Land Use

Residential land use in the study area is concentrated in Saugatuck and Douglas, along the Lake Michigan shoreline, and Township areas adjacent to the cities. In the rest of the Township, residential development is scattered along section line roads and overlooking the Kalamazoo River. Many of the homes along Lake Michigan or the Kalamazoo River are cottages or seasonal homes. There are two mobile home parks in Saugatuck Township and two in Douglas. Approximately 2,797 acres of the available land is in residential use.

## Commercial Land Use

Commercial development is centered in Saugatuck, Douglas, and along the Blue Star Highway in the Township. Many of the commercial establishments serve the needs of a large tourist community in the summer and a growing year-round economy. Approximately 211 acres of land is in commercial use.

## Industrial Land Use

Industrial land use is limited largely to an area south of downtown Douglas extending to the Exit 36 interchange of Interstate 196. Less than 1% of the total land area is devoted to industrial uses. General manufacturing, brewing facilities, construction, and food processing are the main industrial land uses in the area. There are also several small machine shops.

## Agricultural Land Use

Agriculture is another important part of the area's economic base. A major portion of the land (57%) in the study area can be classified as agricultural or vacant. The size of farms in Saugatuck Township ranges from over 300 acres to under 10 acres. Agriculture includes orchards of apples, peaches, apricots, and cherries in addition to row crops. Some of the less well-drained areas are used for blueberry plantations. Prime farmland is generally concentrated in the south central part of the Township. Corn, wheat, hops, and soybeans are other crops. A few farms are livestock, including horses, hogs, and cattle. Many of the areas farm-to-table restaurants, wineries, cider houses, and breweries are supplied from local agriculture.

## Zoning and Future Land Use

A review of local land use policies and programs of the City of the Village of Douglas, Saugatuck Township and the City of Saugatuck reveals that the three jurisdictions have closely followed the existing zoning ordinances and Tri-Community Comprehensive Master Plan. In particular is the dune protection area along Lake Michigan.

Public and semi-public uses such as schools and parkland are programmed in locations that support the residents of the area. Heavy use areas along Lake Michigan and in other tourist

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gathering points receive particular attention because they serve a concentrated year-round population in addition to a large seasonal population. A balance is sought for recreational uses for a wide variety of users while protecting the area's natural resources.

## Transportation Systems

The City of Saugatuck and the City of the Village of Douglas have a well-defined urban grid pattern of streets which is common to mature urban areas. Saugatuck Township's street pattern is more rural in nature but blends well with the City of Saugatuck and the City of the Village of Douglas. The City of Saugatuck and Interurban Transit Authority collaborate to offer shuttle bus services for residents and tourist during the summer months. Cars park on the outskirts of town, thus reducing traffic, and the need for more in town parking, and people are transported by bus to the downtown area or the beach area.

Sidewalks facilities are located throughout the City of Saugatuck and the City of the Village of Douglas. As new development occurs, or with the reconstruction of area streets, sidewalk connections are examined for placement to connect area paths and walking routes. It is very important to the area that all densely populated areas, or other areas heavily used by pedestrians, possess adequate sidewalks and/or non-motorized pathways for purposes of advancing public safety. There are currently several non-motorized users that use paths and sidewalk routes in the area. One connects the City of Saugatuck to the City of the Village of Douglas and the second connects the City of Saugatuck to Laketown Township and Holland to the North. The third non-motorized pathway is the new section of Blue Star Trail on Blue Star Highway in Saugatuck Township between Allegan St. and 134<sup>th</sup> Ave.

Public transportation is available through the services of the Interurban Transit Authority, a bus service provided to the all three communities and school district through tax millage. The beloved Saugatuck Chain Ferry operates seasonally to shuttle passengers across the Kalamazoo River from downtown Saugatuck to western residential area and tourist destinations of Oxbow, Oval Beach, and the Saugatuck Harbor Natural Area.

Interstate US 31 traverses the area running north and south. This is the main route for north/south traffic on the western part of the state. Air and bus service is available in either Muskegon or Grand Rapids. Rail Service (e.g. passenger service), via Amtrak, is available in Grand Rapids, Holland, and Kalamazoo.

Commercial charter boat service and boats for hire are available in both the City of Saugatuck and the City of the Village of Douglas. There are several marinas and private boating facilities in Kalamazoo Lake which connects to Lake Michigan. Private boats from around the Great Lakes visit the port of call. The relatively new pastime of cruising the Great Lakes has made an impact with cruise ships coming to the area. The waterways are looked at as an asset and life blood of this region.

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## ENVIRONMENTAL SUMMARY POINTS

- The area's unique setting along the Lake Michigan shoreline with a major lake, wetland and river system inland makes it a perfect setting for a variety of unique and environmentally based recreational opportunities.
- Water dominates the landscape, local views and is a center for recreational activities.
- Natural features harbor wildlife and natural study opportunities.
- Sand dunes and woodlands frame the community and provide a backdrop for additional recreational activity.
- The area is also home to fragile ecosystems such as sand dunes and protected species.



## Appendix C – Michigan DNR Post-Completion Self-Inspection Reports

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**Grant Administration CMI**  
**Organization: City of the Village of Douglas**  
**Post-Completion Self-Certification Report: 06/01/1974**

CM00-236

Date Completed:\* 6/1/1974  
Project Number: CM00-236  
Project Title:  
Project Type: Development

Select all parks that the contents of this self-certification report applies to. Answers provided on this form will be automatically copied to all grants for the selected parks.

Douglas Schultz Park (formerly Douglas Recreation Area)

Name of Agency (Grantee)	Contact Person Bill LeFevere
Address	Title Manager
City, State, Zip	Telephone 269-857-1438
	Email wlefevere@ci.douglas.mi.us

**1. Site Development**

- a. Any change(s) in the facility type, site layout, or recreation activiites provided? If  Yes  No  
yes, please describe change(s)\*  
Pickleball Courts added  
Dog Park added
- b. Please refer to the attached boundry map. Has any portion of the project site been  Yes  No  
converted to a use other than outdoor recreation? If yes, please describe what  
portion and describe use. (This would include cell towers and any non-recreation  
builings.)\*
- c. Are any of the facilities obsolete? If yes, please explain.\*  Yes  No
- d. Is the site and all facilities accessible to persons with disabilities? If no, please  Yes  No  
explain.\*
- e. List all additional existing development/facilities at the referenced project site. If the  
site is undeveloped, please describe the present use and provide a schedule for  
future development, including a list of proposed facilities.\*  
pickelball / tennis courts; boat launch; sand volleyball; playground; dog park; football fields; soccer fields;  
seasonal bathrooms, parking lot, walking trails

**Grant Administration CMI**  
**Organization: City of the Village of Douglas**  
**Post-Completion Self-Certification Report: 06/01/1974**

CM00-236

**2. Site Quality**

- a. Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.\* ✓ Yes No
- [https://secure1.state.mi.us/mirgs/\\_Upload/68969-EntranceSign.JPG](https://secure1.state.mi.us/mirgs/_Upload/68969-EntranceSign.JPG)
- b. Are the facilities and the site being properly maintained? if no, please explain.\* ✓ Yes No
- c. Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.\* Yes ✓ No
- d. Is vandalism a problem at this site? If yes, please explain the measures being taken to prevent or minimize vandalism.\* Yes ✓ No
- e. Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.\* ✓ Yes No
- Department of Public Works inspects daily. Routine maintenance is performed as needed. Upgrade to playground is anticipated in next 24 months.

**3. General**

- a. Is a Program Recognition plaque displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) ✓ Yes No NA
- [https://secure1.state.mi.us/mirgs/\\_Upload/68969-CMIandConservationSigns.jpg](https://secure1.state.mi.us/mirgs/_Upload/68969-CMIandConservationSigns.jpg)
- b. Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.\* Yes ✓ No
- c. Is a fee charged for the use of the site or facilities? If yes, please provide fee structure.\* ✓ Yes No
- Boat launch has a fee \$7.00 per day
- d. What are the hours and seasons for availability of the site?\*
- year round; dawn to dusk

**Comments**



**Grant Administration CMI**  
**Organization: City of the Village of Douglas**  
**Post-Completion Self-Certification Report: 06/01/1974**

CM00-236

**Certification**

*I do hereby certify that I am duly elected, appointed and/or by the Grantee names above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Lisa Imus  
Authorizing Official

1/30/2019  
Date



## **Appendix D – Saugatuck Township Public Input Survey Summary**

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# Memorandum

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Date: September 12, 2018

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To: Saugatuck Township Parks Commissioners

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From: Dana Burd, Park Commissioner

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Re: Summary of Saugatuck Township Parks and Community Recreation Survey

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In February of 2018, Saugatuck Township and Saugatuck Public School Community Recreation Department collaborated on a public input survey to solicit public input early in the planning process of the 5 year park plan update. Residents and visitors were asked to comment specifically on Saugatuck Township Parks and other facilities used for Community Recreation.

The survey was made available in online format through social media, posted to the Township and SPS websites, paper copies were collected throughout the tri-community area in a stationed ballot box, and paper copies were collected in person at local area events. Input was collected through May 2018. Results are summarized in this memo. Full survey results are available upon request.



The survey was approved by the Saugatuck Township Parks Commission on February 12, 2018 at their regular public meeting. Originally a Google Forms document, the survey went live on February 14, 2018. The first 5 days of the survey saw 171 responses. An additional 88 responses were received through February 28, 2018. The Google Forms survey was taken down February 28 and converted to a Survey Monkey online document. This was done because the Google Form survey had no way to limit the number of responses per person. It became clear, from date and time stamp information, that some people were abusing the ability to provide unlimited responses. The Survey Monkey form collected 66 responses between 2/28 and 5/8 at which point the survey was taken offline. Paper forms were also collected at stations around

the tri-community area including: the Saugatuck Douglas District Library, the Saugatuck Fennville Home Basketball Game, Saugatuck Township Office, Saugatuck High School, and Douglas Elementary School. The responses from the paper surveys, 51 in total, were entered into the Google Forms database to help summarize results. All results were combined into a spreadsheet. In total 376 initial responses were received. Of those, 102 were deemed invalid.

### **How valid are these results?**

Survey results are just one method to receive community input on parks and recreation planning and needs, and are by no means perfect. Results of the online surveys were carefully reviewed for validity. The inability to limit the number of responses per person of the online survey between 2/14 and 2/28 was cause for concern and investigated. Survey results recorded a date and time stamp making it fairly easy to invalidate multiple same response surveys that came in one right after the other. Distributions were compared to the paper surveys and the Survey Monkey online results.

The result of this validity check was that 102 responses were invalidated between 2/14 and 2/28, making the total number of valid responses considered as 274, which is the number used for the remainder of this memo.

### **Who filled out the survey?**

Saugatuck Township Residents accounted for 66% of responses. Remaining responses were spread among residents from surrounding cities and townships mostly within 15 miles of the area. 70% of responses were from Saugatuck Public School District residents. An additional 20% were in Fennville School District.

Age Distribution was spread out with 41% of respondents 40-60 years old, 28% 20-40 years old, and 26% over 60. 5% were under 20 years old.

### **Support for Existing Facilities?**

Of the ideas presented there was over 70% support for developing and improving: Hiking Trails (80%), Non-Motorized Pathways (71%), Lake Michigan Beach Areas (77%), and Kalamazoo River Frontage/Open Space (72%).

The least supported ideas were Marinas/Boat Docks (51%) and Disc Golf Course (49%). Other ideas were community playgrounds (67%), athletic fields (60%), sport courts (60%), Kalamazoo River Motor Boat Launch Sites (57%), sledding hills (64%), and fishing areas (59%).

Overall there was broad support for developing and improving the types of recreation facilities that already exist in the area.

## **Developing New Facilities?**

There was less widespread support for developing new facilities that do not currently exist in the area. Of the ideas presented there was only one with over 60% support for developing the types of new facilities that do not currently exist in the area: Historical/Points of interest signage/trails (61%).

Of the remaining ideas presented there was largely mediocre support. Just over 50% support: Ice Rink/Skating Area, Community Center/Gym/Indoor Pool, Mountain Bike Trails, and Groomed Cross Country Ski Trails. Just under 50% support: Skate Park, Public Swimming Pool outdoor, ropes course/zip line, splash pad.

## **Participation in current recreation programs?**

Roughly 53% of respondents said they or their family members participate in Saugatuck Community Recreation programs currently.

## **Are current facilities adequate to support Community Recreation programs? (agree/disagree)**

DES Gym (49% agree, 33% Neutral), High School Main Gym (54% agree, 32% neutral), High School Auxiliary Gym (52% agree, 34% neutral), High School Turf Field (54% agree, 31% neutral), Varsity Baseball (51% agree, 37% neutral), Schultz Park Pickleball (63% agree, 25% neutral), Schultz Park ballfield (54% agree, 28% neutral), Schultz Park outfield U6/U8 soccer (54% agree, 29% neutral), Schultz Park U10 Soccer Field (55% agree, 29% neutral), Berry Field Ballfield (50% agree, 33% neutral), Berry Field outfield (49% agree, 36% neutral), Tower Marine Pool (46% agree, 36% neutral), Laketown Township Ballfield (46% agree, 39% neutral).

## **Support for Saugatuck Township Park Priorities?**

### **For River Bluff Park**

Widen and improve the hiking trails (63% support, 16% neutral), Add a fishing pier/boardwalk on the river (63% support, 18% neutral), Add a restroom (56% support, 13% neutral), Add a playground (47% support, 28% neutral), add interpretive/nature signage (55% support, 24% neutral)

### **For Tails n Trail Dog Park**

Pave the parking lot (36% support, 32% neutral), Add a restroom (40% support, 27% neutral), Expand off leash fenced in trail area (43% support, 32% neutral), Improve shelter (36% support, 36% neutral), Add a water feature (35% support, 33% neutral), Expand sidewalk access (45% support, 34% neutral).

### **For Sundown Park**

Improve parking area (47% support, 31% neutral), Add a restroom (32% support, 30% neutral), construct a scenic overlook deck (60% support, 20% neutral), provide beach access (50% support, 20% neutral).

### **For Blue Star Veterans Park**

Improve the Parking Area (31% support, 38% neutral), provide a memorial monument (44% support 32% neutral), replace the shelter/add seating (28% support, 41% neutral).

### **For Non-Motorized Trails**

Continue the Blue Star Trail in Saugatuck Township (65% support, 11% neutral, 24% oppose), Extend trail on Old Allegan Road to River Bluff Park (61% support, 15% neutral), Extend trail on Wiley Road to Lakeshore Drive (60% support, 15% neutral), add seating and pocket parks along trails (53% support, 20% neutral).

### **For Acquiring Land**

For additional parks (56% support, 20% neutral), athletic fields (43% support, 30% neutral), Lake Michigan Beach Areas (64% support, 13% neutral), Kalamazoo River Frontage/Open Space (63% support, 16% neutral), Mountain Bike Trails (50% support, 25% neutral).

## **Summary**

While no single form of public input is perfect, these results indicate there is broad support for our area parks and recreation facilities. The most supported types of facilities and ideas to improve and develop new facilities center around: Hiking Trails, Lake Michigan Access, Kalamazoo River Access, and Non-motorized Trails. These priorities should be reflected in future community action programs and plans.

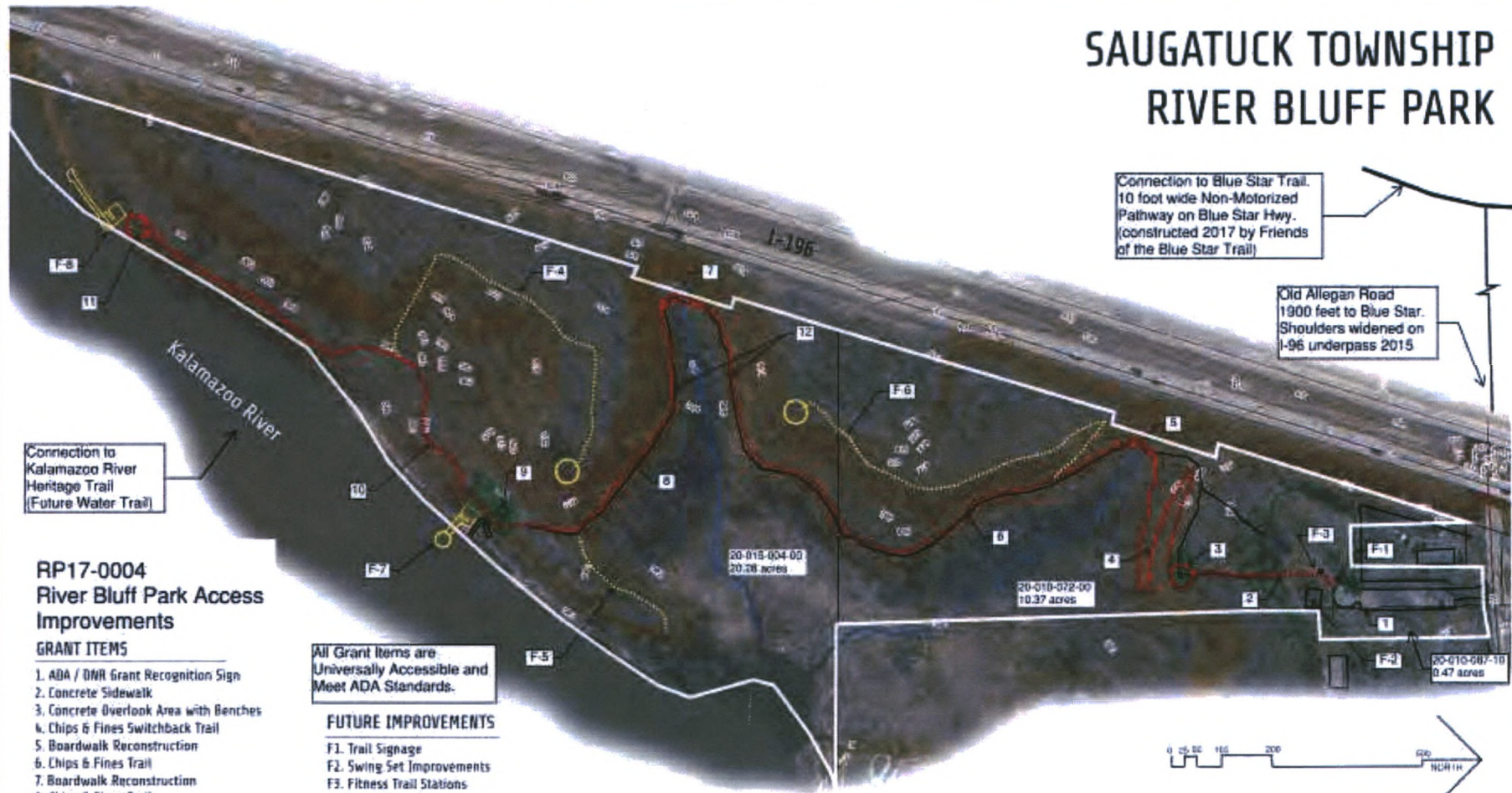
For the 5 year park plan update, public input was gathered through a variety of methods including two online surveys (City of Saugatuck 2017, and this survey), and on-going public access to members of each City Council, the Township Board, Township Parks Commissioners, and Community Recreation Advisory Board. The draft updated 5 year park plan will be made available for public viewing in the coming months followed by a Public Hearing as the final form of public input for the plan. Future plans and priorities can always change. The plan is a living document which can be updated at any time in the future.



## **Appendix E – Saugatuck Township Development Plans and Supporting Information**

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# SAUGATUCK TOWNSHIP RIVER BLUFF PARK



## RP17-0004 River Bluff Park Access Improvements

### GRANT ITEMS

1. ADA / DNR Grant Recognition Sign
2. Concrete Sidewalk
3. Concrete Overlook Area with Benches
4. Chips & Fines Switchback Trail
5. Boardwalk Reconstruction
6. Chips & Fines Trail
7. Boardwalk Reconstruction
8. Chips & Fines Trail
9. Pavilion Rehabilitation
10. Chips & Fines Trail
11. Chips & Fines Overlook Area with Benches
12. Timber Retaining Walls (as needed)

All Grant Items are  
Universally Accessible and  
Meet ADA Standards.

### FUTURE IMPROVEMENTS

- F1. Trail Signage
- F2. Swing Set Improvements
- F3. Fitness Trail Stations
- F4. Bluff Trail and Overlook
- F5. Chips & Fines Trail
- F6. Bluff Trail and Overlook
- F7. Fishing Pier & Ramp
- F8. River Boardwalk & Ramp




# PARK DEVELOPMENT PLAN

March 25, 2017

Prein&Newhof





## Michigan Heritage Water Trails


Site Help Info History Standards Tasks Trails Planner Links

- [Kalamazoo River \(Ritten to Belle Creek\)](#)
- [Kalamazoo River \(Belle Creek to Zionsville\)](#)
- [Kalamazoo River \(Plattwell to Douglas\)](#)
- [Kalamazoo River \(Douglas to Lake Michigan\)](#)
- [North Branch Kalamazoo River](#)
- [South Branch Kalamazoo River \(Hawthorne to Herman\)](#)
- [South Branch Kalamazoo River \(Hawley to Alden\)](#)
- [Saw Creek](#)
- [Belle Creek River \(Charlize to Belleau\)](#)
- [Belle Creek River \(Belleau to Belle Creek\)](#)
- [Rice Creek](#)
- [Sun Flow](#)
- [Paragon Creek](#)
- [Tad River](#)
- [Rental Information](#)
- [Crestock Activities](#)
- [Kalamazoo Activities](#)
- [Plattwell Activities](#)
- [Douglas Activities](#)
- [Saugatuck Activities](#)
- [Trail Signs - Locations and Designs](#)

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**News**

John is a feature story about Michigan Heritage Water Trails presented by the Great Lakes Radio Consortium. [See story](#)



This website is supported by a grant from the American Electric Power Company

### Kalamazoo Watershed Heritage Water Trail

**Kalamazoo River (Douglas to Lake Michigan)**  
(Click here for Trail Details) - Coming Soon

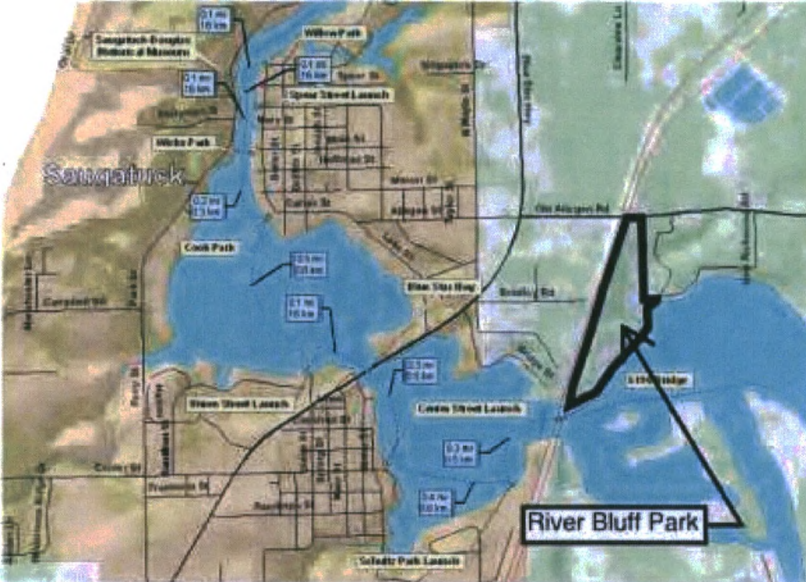

Driving Directions to Saugatuck - Saugatuck Weather

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**Click the heritage site sign labels on the maps for more information about each site**

#### Legend of Map Symbols

Carry In Access / Natural Area	Boat Launch	Car	Water Trail Information	Access Drain
Shadow Water Area	Deathly Area of Bankup	Heritage Site Sign	Distance Between Heritage Site Signs	
Home	Park/Preserve	Boat	Lighthouse	Hears
		Town/City		





4214 36th Street  
Holland, MI 49423  
616-393-9453

FAX: 616-395-0952  
[outdoordiscovery.org](http://outdoordiscovery.org)

## KALAMAZOO RIVER GREENWAY PLANNING GRANT

**Purpose** - The purpose of the Kalamazoo River Greenway Planning grant is to create a master plan to implement a greenway corridor along the Kalamazoo River in Allegan County addressing environmental restoration, recreation, conservation, and education.

**Building Upon Success - Macatawa Greenway** – The ODCMG has been the lead non-profit partner in the Macatawa Greenway along the Macatawa River in Ottawa County since 1994. In this time, there has been 19 miles of preserved river corridor, over 15 million dollars of public and private investment, 1,387 protected acres, and 20 miles of pedestrian trails. In addition, the ODCMG has been the lead agency in Project Clarity an initiative in the Macatawa Watershed to reduce phosphorus and sediment issues. To date, the ODCMG and its partners have secured more than 10 million dollars in private funding and has implemented more than 100 on-the-ground projects resulting in a 40% reduction in phosphorus.

### Kalamazoo River Greenway (KRG) Objectives

1. **Community Partners:** The ODCMG will identify and coordinate with key community partners that will promote the environmental and economic vibrancy within the Allegan County Kalamazoo Watershed.
2. **Data Collection:** The ODCMG will aggregate current and past contaminated sediment data and catalogue levels throughout the proposed Greenway corridors. This analysis will lead to the recognition of contamination hotspots including brownfield sites, ecological areas of concern, erosion and sedimentation issues, and potential disposal areas for contaminated sediments.
3. **Community Engagement:** The ODCMG will survey residents and community stakeholders to determine community needs, wants, and opportunities connected with greenway development. The process will grow community buy-in from multiple sectors including: businesses, K-12 education, local governments, and community organizations.
4. **Master Plan:** The ODCMG will develop the KRG Master Plan which will include a 5-year priority list that will provide the greatest positive impact in the most efficient time. Corresponding marketing materials to communicate the long-term vision and short-term goals will also be developed.

**How Can You Help?** We would love to hear how you or your organization can help us achieve these goals. Please contact Dan Callam [danc@outdoordiscovery.org](mailto:danc@outdoordiscovery.org) or Tracey Nally at [tracey@outdoordiscovery.com](mailto:tracey@outdoordiscovery.com).

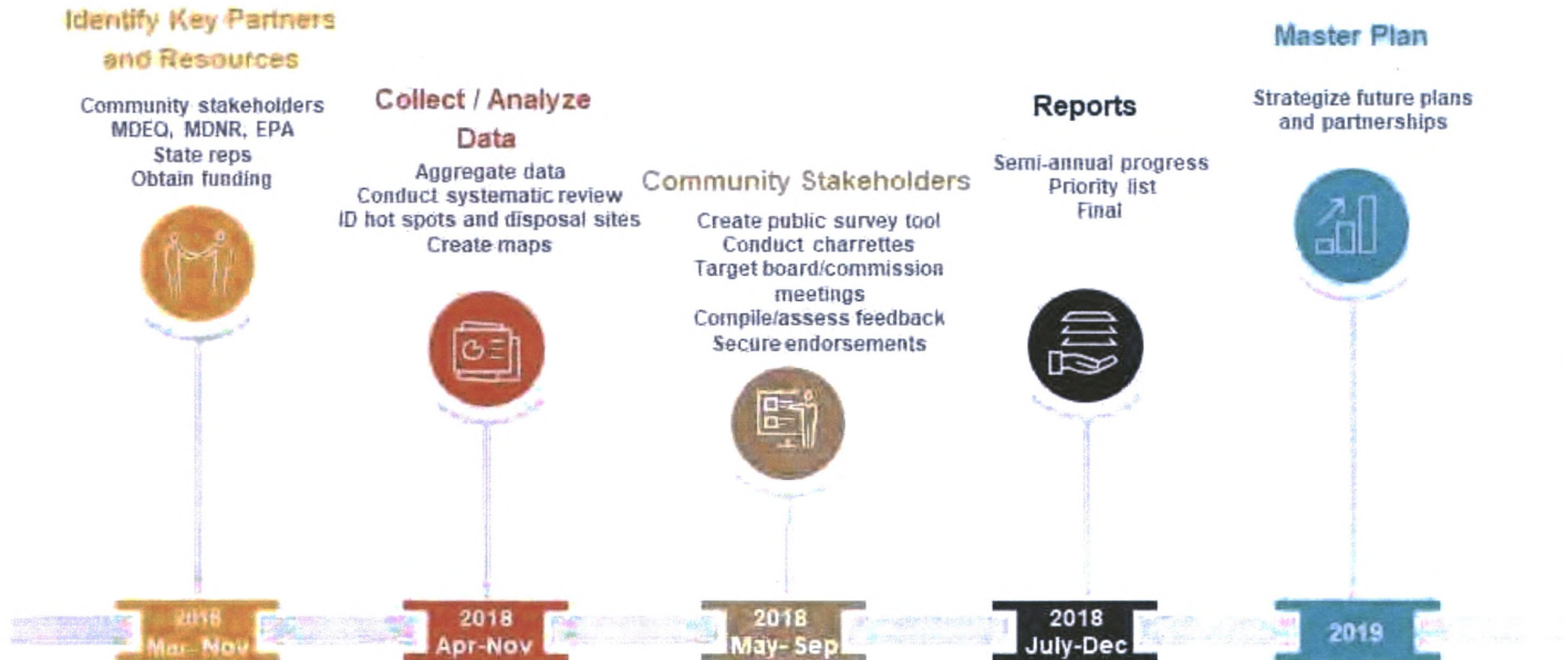




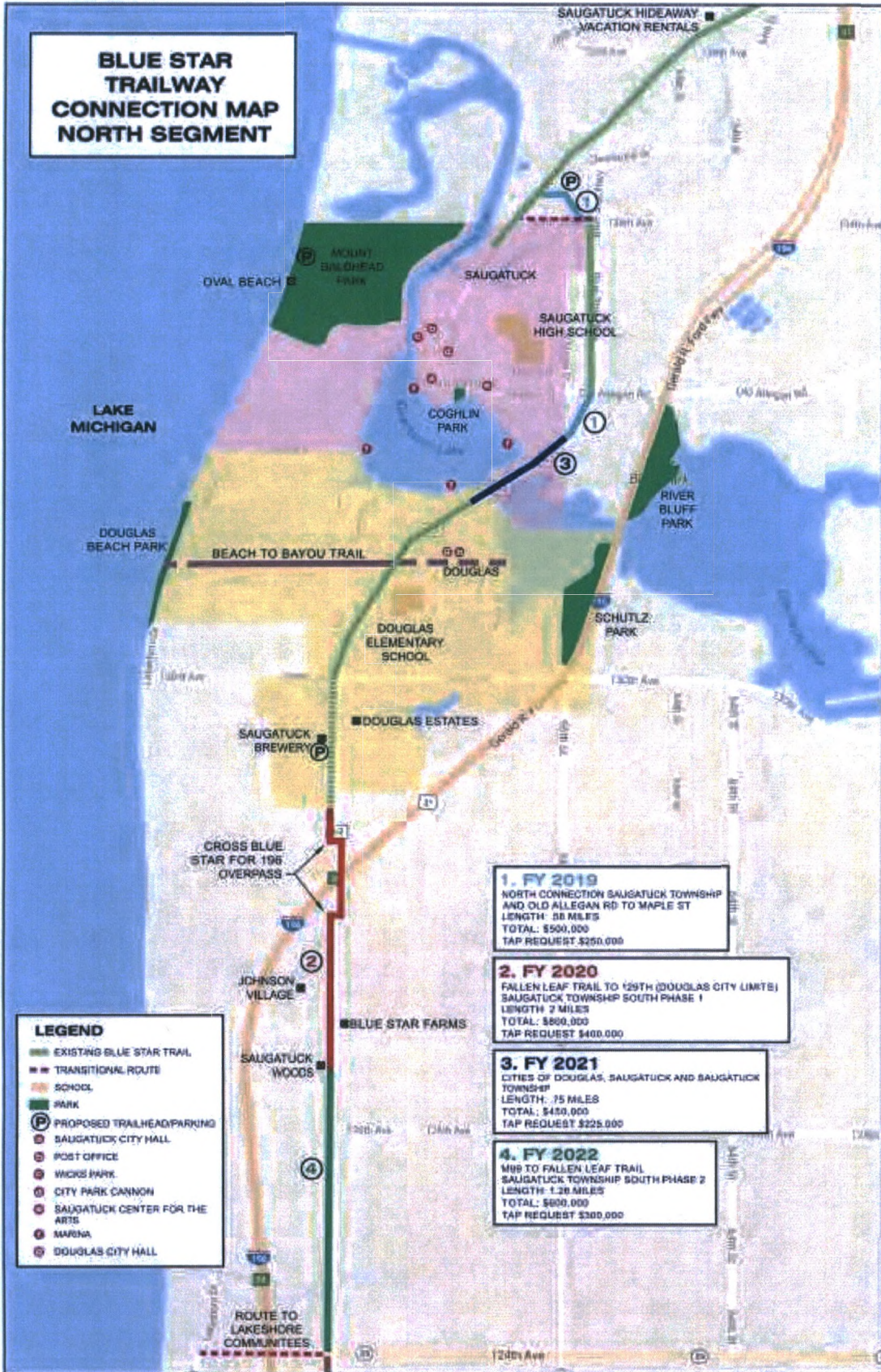
# Work Timeline



The purpose of the Kalamazoo River Greenway planning grant will be to create a master plan to implement a greenway corridor along the Kalamazoo River in Allegan County addressing environmental restoration, recreation, conservation, and education.



# BLUE STAR TRAILWAY CONNECTION MAP NORTH SEGMENT



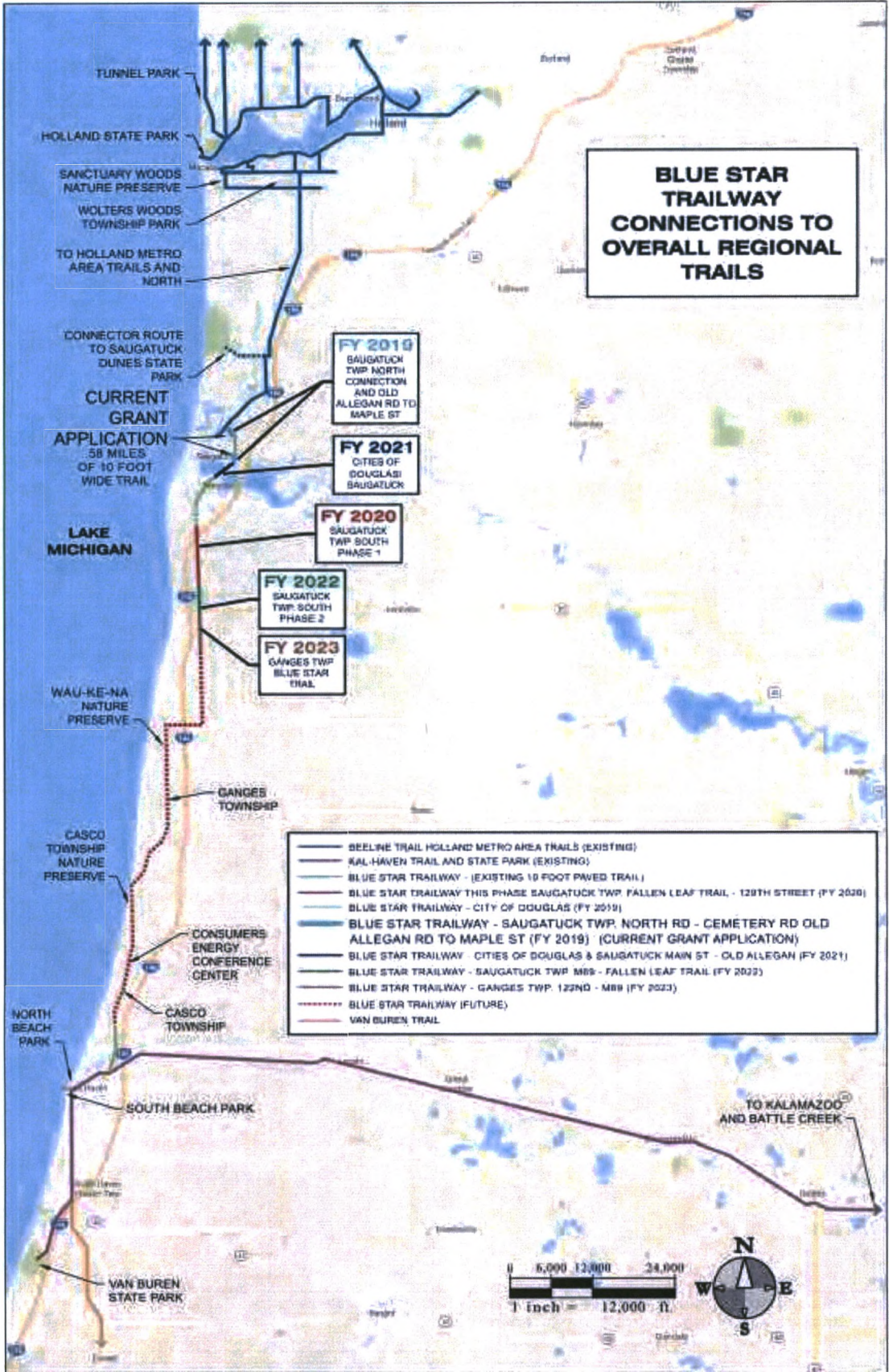
- LEGEND**
- EXISTING BLUE STAR TRAIL
  - - - TRANSITIONAL ROUTE
  - SCHOOL
  - PARK
  - (P) PROPOSED TRAILHEAD/PARKING
  - SAUGATUCK CITY HALL
  - POST OFFICE
  - WICKS PARK
  - CITY PARK CANNON
  - SAUGATUCK CENTER FOR THE ARTS
  - MARINA
  - DOUGLAS CITY HALL

**1. FY 2019**  
 NORTH CONNECTION SAUGATUCK TOWNSHIP  
 AND OLD ALLEGAN RD TO MAPLE ST  
 LENGTH: 38 MILES  
 TOTAL: \$500,000  
 TAP REQUEST \$250,000

**2. FY 2020**  
 FALLEN LEAF TRAIL TO 129TH (DOUGLAS CITY LIMITS)  
 SAUGATUCK TOWNSHIP SOUTH PHASE 1  
 LENGTH: 7 MILES  
 TOTAL: \$800,000  
 TAP REQUEST \$400,000

**3. FY 2021**  
 CITIES OF DOUGLAS, SAUGATUCK AND SAUGATUCK  
 TOWNSHIP  
 LENGTH: 75 MILES  
 TOTAL: \$450,000  
 TAP REQUEST \$225,000

**4. FY 2022**  
 M99 TO FALLEN LEAF TRAIL  
 SAUGATUCK TOWNSHIP SOUTH PHASE 2  
 LENGTH: 1.28 MILES  
 TOTAL: \$600,000  
 TAP REQUEST \$300,000



**BLUE STAR TRAILWAY CONNECTIONS TO OVERALL REGIONAL TRAILS**

- FY 2019**  
SAUGATUCK TWP NORTH CONNECTION AND OLD ALLEGAN RD TO MAPLE ST
- FY 2021**  
CITIES OF DOUGLAS & SAUGATUCK
- FY 2020**  
SAUGATUCK TWP SOUTH PHASE 1
- FY 2022**  
SAUGATUCK TWP SOUTH PHASE 2
- FY 2023**  
GANGES TWP BLUE STAR TRAIL

- BEELINE TRAIL HOLLAND METRO AREA TRAILS (EXISTING)
- KAL HAVEN TRAIL AND STATE PARK (EXISTING)
- BLUE STAR TRAILWAY - (EXISTING 10 FOOT PAVED TRAIL)
- BLUE STAR TRAILWAY THIS PHASE SAUGATUCK TWP FALLEN LEAF TRAIL - 129TH STREET (FY 2020)
- BLUE STAR TRAILWAY - CITY OF DOUGLAS (FY 2019)
- BLUE STAR TRAILWAY - SAUGATUCK TWP. NORTH RD - CEMETERY RD OLD ALLEGAN RD TO MAPLE ST (FY 2019) (CURRENT GRANT APPLICATION)
- BLUE STAR TRAILWAY - CITIES OF DOUGLAS & SAUGATUCK MAIN ST - OLD ALLEGAN (FY 2021)
- BLUE STAR TRAILWAY - SAUGATUCK TWP MBS - FALLEN LEAF TRAIL (FY 2022)
- BLUE STAR TRAILWAY - GANGES TWP. 122ND - MBS (FY 2023)
- BLUE STAR TRAILWAY (FUTURE)
- VAN BUREN TRAIL

**LAKE MICHIGAN**

**CURRENT GRANT APPLICATION**  
58 MILES OF 10 FOOT WIDE TRAIL

WAU-KE-NA NATURE PRESERVE

CASCO TOWNSHIP NATURE PRESERVE

NORTH BEACH PARK

SOUTH BEACH PARK

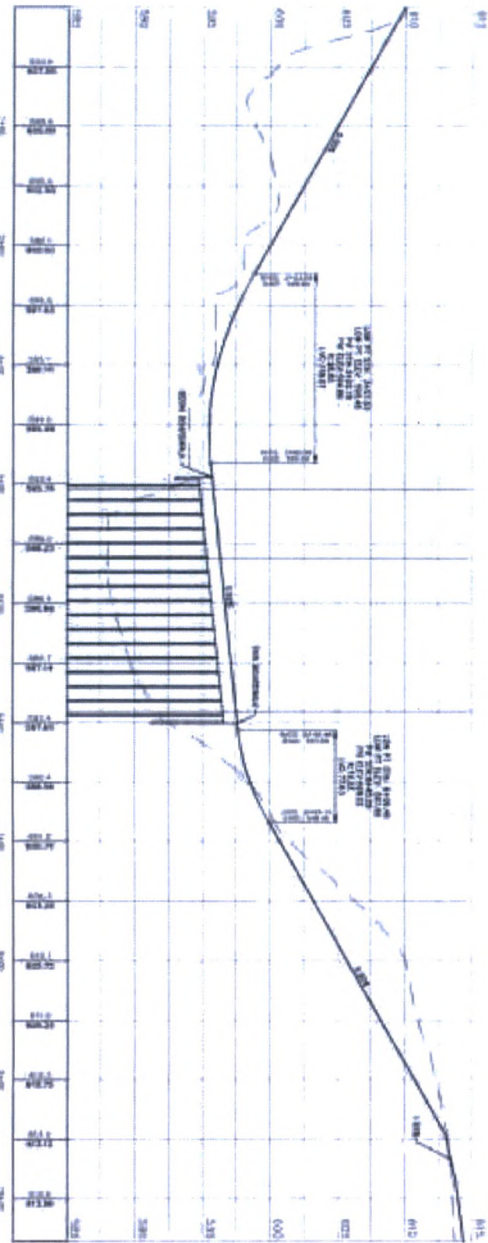
VAN BUREN STATE PARK



TO KALAMAZOO AND BATTLE CREEK



**PLAN VIEW**  
SCALE 1" = 40'



**PROFILE VIEW**  
SCALE 1" = 40'

**811**  
Call before you dig.  
Call before you dig.  
Call before you dig.

**C-1**

Project No: **SOUTHEAST SEGMENT STA 0+00 TO 10+35**  
 Project: **BLUE STAR HWY TRAIL - NORTH RD CONN.**  
 Client: **ALLEGAN COUNTY ROAD COMMISSION**

DATE PREPARED: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_

**HS**  
Hutsey & Stewart  
 2380 South 10th Street  
 Kalamazoo, Michigan 49001  
 269.333.4461 Fax 269.333.4461  
 www.hutseyandstewart.com





## Appendix F – Public Hearing and Plan Adoption Supporting Documents

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CITY OF THE VILLAGE OF DOUGLAS  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN

RESOLUTION NO. 01-2019

A RESOLUTION TO ADOPT THE 2019 THROUGH 2024 SAUGATUCK DOUGLAS AREA  
PARKS AND RECREATION MASTER PLAN

---

At a regular meeting of the City Council for the City of the Village of Douglas, Michigan, held at the City of the Village of Douglas City Hall, Douglas, Michigan, on the 7<sup>th</sup> day of January, 2019 at 7:00 p.m.

PRESENT: Anderson, Harvath, Lion, Miller, Mooradian, Seabert

ABSENT: None

The following Resolution was offered by Councilperson Neal Seabert and supported by Councilperson Kathryn Mooradian.

**RESOLUTION**

**WHEREAS**, The City of the Village of Douglas has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2019 through 2024, and

**WHEREAS**, The City of the Village of Douglas has entered into this planning process in collaboration with Saugatuck Township and Saugatuck Public Schools, and

**WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area, and

**WHEREAS**, The City of the Village of Douglas is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Saugatuck Douglas Area Parks & Recreation Plan 2019 - 2024, and

**WHEREAS**, The City of the Village of Douglas began the process of developing a Parks and Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

**WHEREAS**, residents of The City of the Village of Douglas were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

**WHEREAS**, a public hearing was held on December 17, 2018 at Douglas City Hall and again on January 2, 2019 at Saugatuck Township Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2024, and

**WHEREAS**, The City of the Village of Douglas has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for The City of the Village of Douglas, and

**WHEREAS**, after the public hearing, The City of the Village of Douglas voted to adopt said Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2024.

**NOW, THEREFORE BE IT RESOLVED** The City of the Village of Douglas hereby adopts the Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2024.

YEAS: Council Members: Anderson, Harvath, Lion, Miller, Mooradian, Seabert

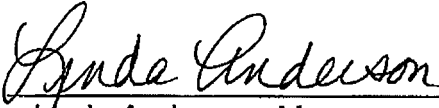
NAYS: Council Members: None


ABSTAIN: Council Members: None

ABSENT: Council Members: None

**ADOPTED** this 7th day of January, 2019

**CITY OF THE VILLAGE OF DOUGLAS**

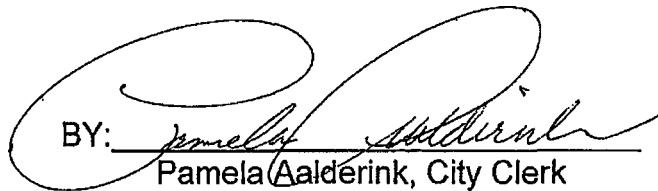
BY:   
Linda Anderson, Mayor

BY:   
Pamela Aalderink, City Clerk

**CERTIFICATION**

I, Pamela Aalderink, the duly appointed Clerk of the City of the Village of Douglas, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Douglas City Council at a regular meeting held on Monday, January 7, 2019 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

**CITY OF THE VILLAGE OF DOUGLAS**

BY:   
Pamela Aalderink, City Clerk

**THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING MINUTES OF THE CITY COUNCIL  
Monday, January 7, 2019  
DOUGLAS CITY HALL COUNCIL ROOM  
86 W. CENTER STREET, DOUGLAS, MI  
7:00 PM**

1. **Call to Order** – Mayor Anderson called the meeting to order at 7:05 p.m.
2. **Roll Call** – Members present: Anderson, Greenwood, Harvath, Lion, Miller, Mooradian, Seabert  
Members absent/excused: None  
Also present: City Manager LeFevere, City Planner, Imus, and City Clerk Alderink.
3. **Pledge of Allegiance** – Led by Mayor Anderson
4. **Consent Calendar**
  - A. Approval of Agenda for
  - B. Approval of Regular Council Meeting Minutes of December  
Motion by Mooradian, with support from Seabert, to approve the consent calendar as presented. Motion carried by unanimous roll call vote.
5. **Approval of Invoices**
  - A. Invoices dated January 7, 2019 in the amount of \$58,293.10 – roll call  
Motion by Seabert, with support from Miller, to approve payment of the invoices dated January 7, 2019 in the amount of \$58,293.10 as submitted. Motion carried by unanimous roll call vote.
6. **Appointments/Resignations/Proclamations**
  - A. Mixed Use Market Analysis & Strategy Presentation – Sharon Woods, LandUseUSA  
Imus reported the data collected from this analysis will be extremely helpful with future projects that will occur in the city.
7. **Public Communications**
  - A. Verbal (Limit of three (3) minutes on agenda items only)  
David Setzke requested a change to the Marijuana Ordinance. The current ordinance requires a 90 video storage days, Mr. Setzke has requested the 90 days be amended to 30 days. Mayor Anderson sent the request to Planning.
  - B. Written Communications
    1. Jean Neve – Thank You
    2. David Subelsky – Whittier & Fourth Drive request. Anderson will contact Mr. Subelsky.
8. **Unfinished Business** – No unfinished business
9. **New Business**
  - A. Resolution 01-2019 Adopting the 2019 through 2024 Saugatuck Douglas Area Parks & Recreation Master Plan.  
Motion by Seabert, with support from Mooradian, to approve Resolution 01-2019, Adopting the 2019 through 2024 Saugatuck Douglas Area Parks & Recreation Master Plan. Motion carried by unanimous roll call vote.
  - B. Resolution 02-2019 Approving the Nonexclusive Conditional Driveway Easement Agreement between the City of the Village of Douglas and Reginald & Connie Vorderman.

Motion by Seabert, with support from Miller, to approve Resolution 02-2019 Approving the Nonexclusive Conditional Driveway Easement Agreement between the City of the Village of Douglas and Reginald & Connie Vorderman. Motion carried by unanimous roll call vote.

- C. Resolution 03-2019 Approving Wade's Bayou Phase 2 Marina Development Plans & Authorize Engineering And Bidding For Construction.

Motion by Seabert, with support from Miller, to approve Resolution 03-2019 Wade's Bayou Phase 2 Marina Development Plans & Authorize Engineering And Bidding For Construction. Motion carried by unanimous roll call vote.

- D. Master Plan Meter Project – Information Item

- E. Michigan Council For Arts & Cultural Affairs Grant Program

Motion to approve Michigan Council for Arts & Cultural Affairs Grant Application. Motion carried by unanimous roll call vote.

## 10. Reports

### A. Commission / Committee / Board Reports

1. Planning Commission – Imus reported Planning Commission will review the new proposed Library building plans at the next meeting.
2. Kalamazoo Lake Sewer and Water Authority- No meeting.
3. Kalamazoo Lake Harbor Authority – No meeting.
4. Downtown Development Authority – Next meeting Jan. 10th
5. Douglas Harbor Authority- Next meeting Jan. 22nd
6. Fire District Board – No meeting.
7. Community Recreation – No meeting.

### B. Staff Reports

1. **Community Development / Planning / Zoning** – Imus stated there were 70 new building permits issued in 2018
2. **Finance / Budget** – No report
3. **Manager's Report / Comments** – LeFevere received an updated pavement management assessment that will be forwarded to the Council. The City has secured additional CMAC funding in the amount of \$490,000. A goal setting workshop should be scheduled for the first part of February.

11. **Public Communications** - Verbal (Limit of three (3) minutes on general business of the City) - None

## 12. Council Comments

Miller appreciated being a part of the Marketing Analysis Study meeting.

Lion reminded all members of the upcoming MML conference.

Harvath is happy to see a draw for Street Performers.

Seabert would like to see 6-7 more volunteers for the Center St. gardens; he will be ordering flowers shortly.

## 13. Mayor's Report / Comments

Anderson reminded all present that the empty Council seat must be filled at the next meeting. The City Manager search will be moving forward.

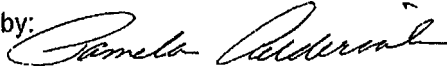
**14. Closed Session**

Motion by Harvath, with support from Mooradian, to go into Closed Session in accordance with the provisions of Section 8 of the Open Meeting Act to consider City Attorney written opinion. (8:36 P.M.)

Motion by Harvath, with support from Seabert, to end the closed session and return to the regular meeting. (9:40 P.M.)

**Adjournment – Motion to adjourn the meeting, Harvath/Seabert. Motion carried by voice vote**

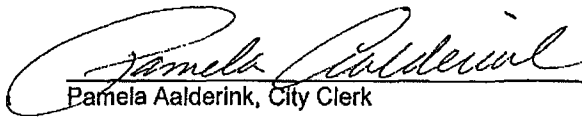
Respectfully submitted by:

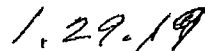


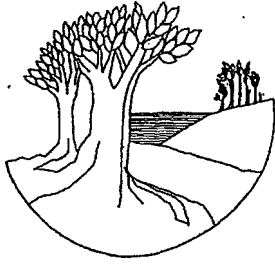
Pamela Aalderink, CMC  
City of the Village of Douglas Clerk

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on January 7, 2019, I further certify that the meeting was duly called and that a quorum was present.

  
\_\_\_\_\_  
Pamela Aalderink, City Clerk

  
\_\_\_\_\_  
Date



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

## SAUGATUCK TOWNSHIP BOARD RESOLUTION NO. 2019-01

### RESOLUTION TO ADOPT THE SAUGATUCK-DOUGLAS AREA PARKS & RECREATION PLAN 2019-2023.

#### TOWNSHIP OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

*WHEREAS, Saugatuck Township has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2019 through 2023, and*

*WHEREAS, Saugatuck Township has entered into this planning process in collaboration with the City of the Village of Douglas and Saugatuck Public Schools, and*

*WHEREAS, the combined area of the aforementioned local units of government constitutes the planning area, and*

*WHEREAS, Saugatuck Township is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Saugatuck Douglas Area Parks & Recreation Plan 2019 - 2023, and*

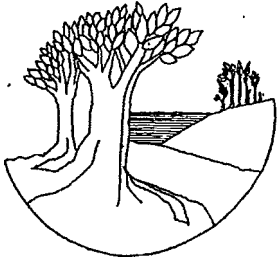
*WHEREAS, Saugatuck Township began the process of developing a Parks and Recreation Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and*

*WHEREAS, residents of Saugatuck Township were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and*

*WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and*

*WHEREAS, a public hearing was held on December 17, 2018 at Douglas City Hall and again on January 2, 2019 at Saugatuck Township Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2023, and*





# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

*WHEREAS, Saugatuck Township has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for Saugatuck Township, and*

*WHEREAS, after the public hearing, Saugatuck Township voted to adopt said Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2023.*

*NOW, THEREFORE BE IT RESOLVED Saugatuck Township hereby adopts the Saugatuck Douglas Area Parks & Recreation Plan 2019 – 2023.*

## CERTIFICATE

I, the undersigned, the duly qualified and acting Clerk of the Township of Saugatuck, Allegan County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 2nd day of January, 2019. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

William Wester, Clerk  
Saugatuck Township

Members voting yes: *Roering, Helmeich, Bigford, Aldrich*

Members voting no:

Saugatuck Township Board Meeting  
Wednesday January 2, 2019, 6pm  
Saugatuck Township Hall, 3461 Blue Star Highway, Saugatuck, MI 49453  
Draft Minutes

Supervisor Roerig called the meeting to order at 6pm

All board members present with the exception on William Wester (Clerk)

**Guest Speaker, State Representative, Mary Whiteford, Legislation update**

Chair of the DEQ subcommittee for past 2 years. Found 150K for in order to have Kalamazoo Greenway. Please check out the presentation from the Outdoor Discovery center. Unredeemed bottles and cans totaling 25 million to state budget. The DEQ can use 20 million of that for cleanups. In the excess \$ from that found 1 million to use for rural recycling grants. Found 2 million to do lead remediation testing and grants. In next term chair of Health and Human Services budget. Biggest problem in MI is our health care is not sustainable. Providers get paid 45 cents on the dollar compared to Medicare. Wants to reimburse properly. Is aiming for 75 cents on the dollar. On leadership team/Assistant floor leader. Rural broadband, has been dealing with it for 2 years. Starting a pilot program this year. Is going to keep working on this issue. Mental health – is working on improved access, both inpatient and outpatient care. Set up a psychiatric hospital open bed registry that is now a law. Got a 3 million dollar hotline pilot approved. The hotline would connect people in need of mental health services with providers. Does have office hours on the 14<sup>th</sup> in Salem Township. Greenway engineering study is finished should hit the ground soon. Asian carp update- Illinois refused Michigan money to fight this. Deadline for pilot grants on internet – she will send it out to us as soon as she finds out. Will no longer be Chair of DEQ will be Chair of DHHS.

**Public Comments**

Scott Bosgraaf with North Shore. 3754 Saugatuck Beach Road. Is concerned about Jon Helmrich being involved in the process involving North Shore/Costal Dune Alliance litigation. Prepared a hand out citing 10 reasons Jon should “step aside”.

**Approval of Agenda**

*Aldrich moved to approve the agenda. Bigford supported. No discussion. Agenda approved 4-0.*

**Invoices**

Some additional bills that were vouchered after the packet was prepared  
Total amount of bills as of 1.2.19 \$279,422.13. *Helmrich moved to pay bills submitted. Aldrich supported. No discussion. Approved 4-0.*

**Treasurer Report**

Through December 31<sup>st</sup> – there is a small negative balance right now, but is not raising any concern as property taxes are pouring in. Does not have any line by line items to report on. We have not paid disbursements to the Library of Fire Department since early October. We need to catch up with that. Has made disbursement payments to the schools and the County.

**Approval of Minutes**

November 16, 2018 – Bigford cited a minor correction. *Roerig moved to adopt the minutes from the Special Board Meeting on November 16 as amended by Bigford. Aldrich supported. No discussion. Approved 4-0.*

November 29, 2018 – *Bigford moved to adopt the minutes from the Special Board Meeting on November 29. Aldrich supported. No discussion. Approved 4-0.*

December 5, 2018- Bigford cited 3 minor corrections. *Bigford moved approve the minutes from the Special Board Meeting on December 5 with the noted corrections. Roerig supported. No discussion. Approved 4-0*

December 19, 2018 - Bigford made the addition to add the information that she (Bigford) recorded the minutes. *Roerig moved to accept the minutes from the Special Board Meeting on December 19 as amended by Bigford. Aldrich supported. No discussion. Approved 4-0.*

### **Correspondence**

Letter from Lake Michigan Shore Association. Represents about 175 households on the lakeshore. Concerned about the poor condition of Lakeshore Drive. Asking the Township Board to take a look at improving Lakeshore Drive. Letter is on file.

### **Cemetery Sexton**

Update. Roerig established a temporary compensation for Lori Babinski. Babinski has taken on this role. Roerig stated that he forwarded this information to the Board. Aldrich suggested we revisit this when a manager is hired. Helmrich stated that some townships contract this role out and that is an option. Roerig stated Babinski is not opposed to having someone else take this role on.

### **New Business**

Roerig – Public hearing – **Joint Public Hearing 2019-2023 Saugatuck-Douglas Area Parks and Recreation Plan.** The draft plan has been available for over 30 days. *Roerig moved to open the joint public hearing for comments on the Saugatuck Douglas area 5 year parks and recreation plan for 2019-2023. Supported by Helmrich. Roll call vote: All vote yes. Motion passes 4-0.*

Public comment (same rules apply):

Jim Searing (lead person for parks and recreation) 6787 Old Garden Road. Invited Dana Burd (also on the park commission) to come up as well. This plan has been in motion for the last 6 months. This hearing is the final step to give individuals an opportunity to give input on the plan. They will take comments into consideration. The parks plan is instrumental in applying for grants.

Dana Burd 6871 Wiley Road –the hearing is the last form of public input. The commission had put out a survey in 2018 to collect information on park priorities. After the public hearing the board is being asked to pass a resolution to adopt the plan so it can be submitted to the DNR which will allow them to apply for grants.

Kirk Harrier – 6422 Pall Meadow Court - Asked the Township trustees to add some information to section one. Had prepared a statement to be added that outlined that the plan is an advisory document and a starting point, not a mandate. The statement was distributed to the board members.

Roerig closed the public comment section.

*Roerig made a motion to adopt the resolution as submitted. Helmrich supported.* Discussion: Jim Searing reported that the statement from Kirk Harrier had not been submitted prior to tonight. Clarified that the City of Saugatuck is not part of the plan. Searing stated that the document does not commit funds, it is just a proposal: all expenditures would require board approval. Bigford believes that the document does include language that states that it is a live document and a guide. Aldrich asked if the city of Saugatuck, not being in the plan, could still collaborate on projects/seek grants with the township/school/Douglas. Searing said that Saugatuck has their own plan, but that does not disqualify

them from collaborating on projects. Searing said that the plan can be added to. Dana advised that Douglas has not adopted the plan they will likely vote on this in January. They had a public hearing before the holidays. Only received a couple of comments. The school board does not need to vote a resolution. They just participate. The township and Douglas need to submit the plan to the DNR by Feb first to be eligible to apply for grants. *Roerig read the resolution to adopt the 2019-2023 Saugatuck-Douglas Area Parks and Recreation Plan (this resolution was part of the packet). Roll call vote: all vote yes. Resolution adopted 4-0.*

#### **Clerk's request of leave of absence**

Roerig gave history on this subject –Wester tendered his resignation on 12.15.18. Upon review it was discovered that this would leave the township without a clerk to perform key duties like check signing. On 12.18.18 Wester amended his resignation and stated he would request a leave of absence until another clerk was appointed. Attorney advice: legitimate request. Board has discretion on this. Deputy/administrative clerk can perform all duties except voting. Wester's salary can be eliminated as requested (by Wester). *Roerig moved to accept the letter from Wester dated 12.18.18 requesting a 6-12 month leave of absence without pay. This motion further directs the township open the search for applicants to fill the anticipated open Clerk position should Bill Wester resign. When an applicant is chosen for the anticipated open Clerk position, Bill Wester will be asked to convert his leave of absence request to a resignation even if that occurs prior to the expiration on 6 months. Supported by Bigford.* Discussion: Helmrich shared information from MTA: the day a clerk or deputy resigns the deputy goes with them. Both a clerk and treasurer are needed to sign checks. MTA advised that there is no such thing as a "leave of absence" for an elected official. Deputies are appointed for that purpose. Helmrich does not believe that we need to vote on this as Wester is still the clerk even if he is not currently doing the duties. Helmrich also shared that the board can appoint someone to fill vacancies up to 30 days prior to the effective date of the resignation. A new clerk would have to appoint a deputy. The Clerk can vote on their replacement. Roerig shared that there is a township policy to open vacancies to the public for application. Bigford said that the "leave of absence" wording is a non-issue for her as it really means that he is utilizing his deputy. Bigford believes the position of clerk should be opened up. Bigford advised that she would like to be considered for the clerk position. *Roll call vote: Roerig, Bigford vote yes. Aldrich, Helmrich vote no. Motion fails 2-2.*

Aldrich and Helmrich both stated that they believe Bigford should be appointed to the clerk position as it is an essential function and that they would like to then open up the trustee position for applicants. Roerig believes we should follow the policy of opening up every position for applicants. Roerig read the actual policy regarding this subject. Helmrich made 2 points: 1- Bigford has been endorsed recently by the public through recent vote to be part of the board. 2- open Zoning/Manager position. *Helmrich moved to appoint trustee Bigford to the position of clerk to take effect immediately upon the date that the current clerk, Bill Wester, is comfortable resigning. Supported by Aldrich.* Discussion: Roerig believes he represents 2900 voters, not just 1000 or so. He stated he will not vote for it. Bigford reviewed that she is already helping with clerk duties and holding office hours and that she would like to be considered. Bigford also stated that she would like to follow the procedure that has been in place to further transparency. *Roll call vote: Roerig, Bigford vote no. Aldrich, Helmrich vote yes. Motion fails 2-2.*

#### **Recording Secretary**

Helmrich highlighted need for recording secretary until such time a clerk is appointed. Bigford checked with Wester. He has approved Bigford to act as recording secretary. Bigford will either take the pay of \$50 per meeting or complete recordings at her \$20 per hour office wage.

### **Proposal for Saugatuck Township Preliminary Water Service Line Inventory**

Roerig- we need to replace lead and galvanized water lines at a cost to the township. Inventory required by January 1<sup>st</sup>. Dana Burd is the township engineer with Prein and Newhof. They made a proposal to conduct that study. This should be paid out of our water fund and we have the funds to pay for the study. Roerig does not know if the funds will be sufficient for the remediation phase. This is mandated by the state. Dana Burd -summarized proposal (part of packet). Roerig enquired about a forecast regarding the cost of replacement. A cost estimate was added to the proposal and will be part of it. Roerig – we cannot choose to not do this. *Roerig moved to accept the township engineering firm Prein and Newhof's proposal and professional service agreement dated 12.21.18 in the amount of \$5,500. Supported by Helmrich.* Discussion: Roerig- we want to weigh other projects against this as we move forward. Aldrich –the fire board recommends to replace the 8inch pipes with 12 inch pipes from 135<sup>th</sup> to the North Shore development. It would increase water pressure by 42%. Roerig: \$165,000 cost to this. Would have to run the line under Blue Star. Roerig would like to weigh this against other projects and look at if we have the funding for this. Believes that at some point someone will need 12 inch lines and that they should shoulder that financial obligation. Helmrich- asked Roerig to clarify his statement about the line at Linus' property. Roerig: it is an 8 in line. Dana – if only an 8 in were recommended, it could just be extended off of that, but because of the township's master plan it's recommended that that line be upsized to a 12in. Helmrich asked if the cost would be 165K to 180K. Dana said he does not know if that would be the cost. Roerig- we can spend engineering dollars to confirm cost if you think it is necessary. He said he does not think we need to, and he thinks we should wait to extend until a time when someone else will fund it. *Motion passes 4-0.*

### **Resolution to approve participation in and cost sharing for master meter project**

Daryl VanDyke (manager for Kal-Lake Sewer) -in 2012 it was agreed by all communities (Douglas, Saugatuck, Saugatuck Township and Laketown Township) involved that the sewage amount deposited from each community be metered to insure fairness in cost. Put forth a draft resolution regarding metering project. The bids will be in likely next week. When that dollar amount is reached it will be inserted in the resolution. Is hoping that the Township Board will vote on this in about 2 weeks when the cost is known. Roerig- will send the report out for legal review. It may need to be voted on at a special meeting prior to our next board meeting. VanDyke reviewed meter locations.

### **Proclamation Commemorating Saugatuck Township School Choice Week**

Bigford read the School Choice Week Proclamation (part of the packet). *Roerig moved to adopt the School Choice Week Proclamation. Supported by Aldrich. Motion passes 4-0.*

### **Update on Search firm contract for Manager/ZA**

Roerig- he and Bigford did interview Frank Walsh regarding his proposal. Walsh speculated that it would take 60-75 hours of his time. Walsh can service only one client at a time. He would be available mid-January to start with us if needed. Walsh does believe that we may have some good candidates already and will not need his services. Depending on the outcome of our current search we may utilize Walsh or another consultant. Helmrich – Walsh is flexible. We have identified that filling the Zoning/Manager position is a top priority.

### **Update on Zoning and Planning Consultant**

Helmrich -We agreed last week that it might make sense to bring in the zoning firm in Grand Rapids that is run by Lynee Wells/Williams and Works for support. He and Bigford had a conversation with Wells and one of her associates. They revised their proposal to include a 2 day a week schedule. No term

assigned, can be month to month. Roerig- as things develop and we need these services we could utilize them. He would like the planning commission to sound in on this.

#### **Township Representative to the Kalamazoo Lake Sewer and Water Authority**

Helmrich – Monday was Sheridan’s last day at the township. Believes we need representation. Roerig believes it should be the township manage, and Sheridan should continue until a manager is hired. Helmrich thinks Sheridan continuing is inappropriate as he is no longer an employee and that he is receiving complaints about Sheridan being the township’s representative. Helmrich asked that Roerig attend the 2 January Kal Lake meetings as a temporary representative. Roerig said he might attend as a non-appointee. *Helmrich moved to acknowledge that Aaron Sheridan is no longer our representative on the Kalamazoo Lake Water and Sewer Authority and that we will endeavor to seek his replacement with an official representative as soon as possible. It is the hope that at least one member of the board would attend the 2 January meetings. Supported by Aldrich.* Discussion: Roerig advised against this as it would leave the township without any good representation on the Kal Lake board. Bigford- asked if there are other options besides Sheridan or Roerig. Roerig said that he believes Sheridan is the most qualified. *Roll call vote: Roerig votes no. Aldrich, Bigford and Helmrich vote yes. Motion passes 3-1.*

#### **Planning Commission**

Helmrich - Met on December 17<sup>th</sup>. Our Attorney Nick Curcio was there. The only agenda items were issues related to Medical marijuana. Our planning commission voted to approve 3 of the 5 categories of licenses and businesses. Approved production/growing, provisioning centers, and safety and compliance centers. Voted against transportation and product manufacturing. Nick is working on amending a draft he had completed last year. Next step is a public hearing. Then it will be presented to the township board. Voted to opt out of recreational marijuana at this time.

#### **Road Commission**

Bigford – no report. Bigford and Roerig will meet with Craig Atwood at the County on January 8 to get updated and go over road priorities.

#### **Interurban**

Lori Babinski reports that they approved to purchase a new administrative vehicle. Approved for grant for federal money to improve air quality. They were approved for 2 buses using alternative fuels that should arrive 2020. Board approved new computer equipment for automatic dispatch.

#### **Fire Board**

Aldrich- Fire district on track for historic high numbers for incident call volume 907 emergency incidents (2018) compared to 813 in 2017. Incident call volume is up 94 incidents from 2017. Motor vehicle accident call volume saw an increase of 23% from 2017. Special events 52 for 2018. Overlapping calls up 40%. Encouraged all to visit the Fire District’s website.

#### **Parks commission**

Jim Searing - Permit approved to build culvert at River Bluff Park. Good for 5 years.

#### **Public Comments**

Brenda Marcy- 3221 Lorimar Lane- Happy as a taxpayer that the township joined the MTA. Thought it would save legal costs. Her question was could we start with the MTA when seeking information on legal matters rather than always calling the township’s legal counsel. Who are the subject matter experts and whose advice takes precedence? Suggestion in light of the fact that there has been so much

upheaval and the deputy is just learning her job, and in light of the fact that the clerk is a very important job, and in light of the fact that no one stepped up to run for these trustee positions including the people that are on the applicant list - recommends that the board appoint Bigford to the clerk position and use the policy process to fill the trustee position. Would offer some stability.

Dana Burd – appreciates the townships confidence in him to represent on the Kal Lake board, but would not serve on that board as he believes it is a professional conflict of interest.

**Adjourn** Roerig adjourned at 7:53pm

Recording Secretary: Abby Bigford  
Saugatuck Township Trustee  
January 14, 2019



**SAUGATUCK  
TOWNSHIP**  
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## NOTICE

### **2019-2023 SAUGATUCK-DOUGLAS AREA FIVE YEAR RECREATION PLAN UPDATE**

Saugatuck Public Schools, The City of the Village of Douglas, and Saugatuck Township are working together to update a joint SAUGATUCK-DOUGLAS PARKS & RECREATION PLAN for 2019-2023. Please see below for important information.

A draft *2019-2023 Saugatuck-Douglas Area Five Year Recreation Plan* has been developed and opinions and comments are being sought from all area residents and property owners. The plan will be available for review **November 26, 2018 through January 1, 2019** online at [saugatucktownship.org](http://saugatucktownship.org), [ci.douglas.mi.us](http://ci.douglas.mi.us), or [saugatuckpublicschools.com/community-recreation/](http://saugatuckpublicschools.com/community-recreation/) and at their respective offices. Please direct any comments to Kimberly Jongsma, planning consultant, [kjongsma@preinnewhof.com](mailto:kjongsma@preinnewhof.com), 616-362-8491.

## **NOTICE OF PUBLIC HEARING**

**City of the Village of Douglas**

**City Council**

The Douglas City Council will hold a Public Hearing on Monday, **December 17, 2018 at 7:00 pm, at the City offices** at 86 W. Center Street, Douglas, Michigan 49406 to hear public comments on the draft *2019-2023 Saugatuck-Douglas Area Five Year Recreation Plan*. The plan is available at the City of the Village of Douglas offices for public examination and review during normal business hours. Interested persons may submit comments in writing up to and during the public hearing on December 17, 2018 or appear in person at the public hearing to



become part of the record of the hearing. The City of Douglas will provide for necessary and reasonable aids and services for disabled persons upon 7 days prior notice to the City Offices at 269-587-1438.

**NOTICE OF JOINT PUBLIC HEARING**  
**SAUGATUCK-DOUGLAS AREA PARKS & RECREATION PLAN**  
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This public hearing is required by the Michigan Department of Natural Resources (DNR) to make our communities eligible for several grants. A resolution to adopt the plan is also required by each community. Thank you in advance for your input.

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AFFIDAVIT OF PUBLICATION

Lynne Gallagher, being duly sworn, states that she is the person in charge of the business office for The Local Observer, a weekly newspaper published in the English language for the dissemination of local news and intelligence and for the dissemination of legal news in Allegan County, Michigan. Attached is a printed copy of a notice which was published in said newspaper on the following date(s):

City of the Village of Douglas – Help Load the Humvee – 11/2, 11/9, 11/16, 11/23, 11/30

City of the Village of Douglas – Holiday Gingerbread House Contest – 11/2, 11/9, 11/16, 11/23, 11/30

City of the Village of Douglas – Leaf, Brush and Yard Waste Pick up – 11/9

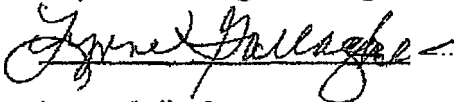
City of the Village of Douglas – Planning Commission – Notice of Public Hearing – 11/9, 11/23, 11/30

City of the Village of Douglas – Ordinance to Amend Chapter 50: Water Service – 11/16

City of the Village of Douglas – Five Year Recreation Plan Update – 11/23

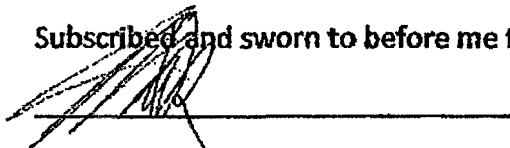
City of the Village of Douglas – Planning Commission – Notice of Public Hearing – 12/14

City of the Village of Douglas – Job opening – City Council – 12/14



Lynne Gallagher

Subscribed and sworn to before me this DEC 14, 2018



Mark G. Kinnaman, Notary Public

Allegan County, Michigan

My commission expires: 10-15-2025

Acting in Allegan County

PERSPECTIVE MEDIA CORP.

DBA The Local Observer

728 East 8th Street, Suite 1

Holland, MI 49423

November 23, 2018  
Special Assessment

11-23-18  
The Observer Page 3

# City Of Douglas

## NOTICE

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THE CITY OF THE VILLAGE OF DOUGLAS  
REGULAR MEETING MINUTES OF THE CITY COUNCIL  
Monday, December 17, 2018  
DOUGLAS CITY HALL COUNCIL ROOM  
86 W. CENTER STREET, DOUGLAS, MI  
7:00 PM

1. **Call to Order** – Mayor Anderson called the meeting to order at 7:00 p.m.
2. **Roll Call** – Members present: Anderson, Greenwood, Harvath, Miller, Seabert  
Members absent/excused: Lion, Mooradian  
Also present: City Manager LeFevere, City Clerk Neve, Finance Director Carpenter,
3. **Pledge of Allegiance** – Mayor Anderson
4. **Consent Calendar**
  - A. Approval of Agenda for December 17, 2018
  - B. Approval of Regular Council Meeting Minutes of December 3, 2018
  - C. Approval of Committee of the Whole Work Session Meeting Minutes of December 3, 2018Motion by Harvath with support from Seabert to approve the consent calendar as presented.  
Motion carried unanimously by roll call vote.
5. **Approval of Invoices**  
Motion by Harvath with support from Seabert to approve invoices dated December 17, 2018 in the revised amount of \$61,257.39  
Motion carried unanimously by roll call vote.
6. **Appointments/Resignations/Proclamations**
  - A. Retiring City Clerk Neve gave the oath of office to appointed City Clerk Pam Aalderink.
7. **Public Communications**
  - A. Verbal (Limit of three (3) minutes on agenda items only)  
No comments were heard..
  - B. Written Communications
    1. Thank you letter to Steve Gras, Department of Public Works
    2. Kalamazoo Lake Sewer and Water Authority Letter RE: PFAS
    3. City of Douglas advertisement for Councilmember
    4. *Where do your tax dollars go* visual
    5. Douglas City Police Department Chief's Report for November ActivityCouncil members thanked Steve Gras for his actions to aid a resident who had fallen in the street.  
Written communications noted as received and filed..
8. **Unfinished Business**  
None
9. **New Business**
  - A. Public Hearing: 2019-2023 Saugatuck-Douglas Area Five Year Recreation Plan  
Motion by Seabert with support Miller to open the Public Hearing for comments on the 2019-2023 Saugatuck-Douglas Area Five Year Recreational Plan.  
Motion carried unanimously by roll call vote.  
Planner Imus related the plan is updated every five years and is essential for being eligible for grants. Saugatuck City is opting out and doing their own separate plan. The fact that they will opt-out and the schools dedicated mileage will have no effect on the plan that the schools, Saugatuck Township and Douglas develop.

Engineer Nate Williams indicated that any errors in the current draft will be corrected once all the information is collected and approved.  
No comments were heard from the public.  
Motion by Seabert with support from Harvath to close the public hearing. Motion carried.

## 10. Reports

### A. Commission / Committee / Board Reports

1. Planning Commission-Imus  
The Planning Commission reviewed the Vorderman request for a license agreement to use Fourth Street driveway until road is completed. This request will come back to City Council at the January 7<sup>th</sup> meeting.
2. Kalamazoo Lake Sewer and Water Authority-LeFevere  
Further discussion on the Master Metering program as Saugatuck agrees to a 50-50 split of costs. The project needs to start before April but have no fixed dollar amount yet. The municipalities will not be proceeding until all costs are in and approved. All agreed to go through two summer cycles before a "true-up" is implemented.  
Beginning the budget process. There seems to always be personnel issues holding on to employees/operators.
3. Kalamazoo Lake Harbor Authority – Greenwood  
Meeting is cancelled for December.
4. Downtown Development Authority – Lion  
Anderson reported for Lion. Held a retreat to work on strategic planning. Reviewed committees and what was accomplished during 2018. Will work on evaluations individually. Merchants received a survey looking for suggestions.
5. Fire District Board – Miller, Mooradian  
No report.
6. Community Recreation – Seabert  
No meeting.
7. Douglas Harbor Authority  
No meeting.

### B. Staff Reports

1. **Community Development / Planning / Zoning - Imus**  
Sharon Woods, LandUseUSA, is preparing for a January 7<sup>th</sup> "Kick-off" meeting. Time and location information will follow but anyone interested should make plans to attend.
2. **Finance / Budget - Carpenter**  
2018 Winter tax bills were mailed out December 3<sup>rd</sup> and collection has started.  
Successfully transferred some investment CD's to an institution paying higher interest.
3. **Manager's Report / Comments – LeFevere**  
Still trying to work through all the regulations of the EPA to tie down permits for the 66<sup>th</sup> Street property.  
Thank you to Councilperson Greenwood for the years of service on council and harbor authority.  
Thanks to retiring City Clerk Neve.  
Happy Holidays to all.

- 11. Public Communications - Verbal** (Limit of three (3) minutes on general business of the City)  
No comments were heard.

**12. Council Comments**

- Seabert: Always like to look back and review what was accomplished during the year. Many good things during 2018 included the bike path, Wade's Bayou improvements, Special Assessment Districts approved, purchased the 66<sup>th</sup> Street property, the root beer barrel is again serving food and root beer, our Treasurer completed a great audit and Point Pleasant project is moving forward. We have a lot of work ahead for 2019 for which the market study will be most helpful.  
Thanks to Lisa Greenwood for her service and to City Clerk Jean Neve for 14 years.  
Happy Holidays to all. Let's begin the new year with renewed energy.
- Greenwood: Feels like resignation was the best thing for herself and the city. Thanks for opportunity to serve. Likes that local politics is not based on two political parties but serving for the good of the community.
- Harvath: Thanks to Lisa Greenwood for many years of service.  
Looks like we are still experiencing problems with lighting on Center Street. Consider looking at other small communities for signage ideas.
- Miller: Appreciated have Lisa on Council. Healthy debate is always good. Thanks for first year on council.

**13. Mayor Report / Comments – Anderson**

Thank you to Lisa for serving. Congratulations to Pam Aalderink.  
Happy Holidays.

**14. Closed Session**

Motion by Greenwood with support from Seabert to go into closed session in accordance with the provisions of Section 8 of the Open Meetings Act to consider purchase, sale/lease of real property.  
Motion carried unanimously by roll call vote at 7:50 p.m.

Motion by Harvath with support from Seabert to end the closed session at 8:16 p.m.  
Motion carried.

**15 Adjournment – Meeting adjourned at 8:16 p.m.**

Respectfully submitted by:

Jean E. Neve, CMC  
City of the Village of Douglas Clerk

Approved by: \_\_\_\_\_  
Linda Anderson, Mayor

Certification of Minutes

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of the Village of Douglas held on December 17, 2018, I further certify that the meeting was duly called and that a quorum was present.

\_\_\_\_\_  
Jean E. Neve, City Clerk

\_\_\_\_\_  
Date



January 22, 2019

Ms. Brandy Gildea  
Parks Coordinator at Allegan County Parks and Recreation  
3255 122nd Avenue, Suite 103  
Allegan, MI 49010

RE: City of the Village of Douglas and Saugatuck Township 5 Year Recreation Plan

Dear Ms. Gildea:

On behalf of the City of the Village of Douglas and Saugatuck Township, we are submitting the 2019-2023 Saugatuck-Douglas Area Parks & Recreation Plan. The City of Saugatuck elected to not participate in the joint recreation plan. Saugatuck Public Schools participated in the creation of this plan, but it is not a requirement of MDNR for them to formally adopt the plan.

Enclosed is a copy of the plan for your files. The Michigan Department of Natural Resources requires that a copy of the plan is submitted to the Regional Planning Agency and the County to allow cooperation and coordination of efforts.

If you have any questions or comments please send them directly to the respective community's attention.

Sincerely,

**Prein&Newhof**

Kimberly Jongsma  
Planning Consultant

January 22, 2019

Mr. Dave Bee  
West Michigan Regional Planning Commission  
1345 Monroe Ave. NW, Suite 255  
Grand Rapids, MI 49505

RE: City of the Village of Douglas and Saugatuck Township 5 Year Recreation Plan

Dear Mr. Bee:

On behalf of the City of the Village of Douglas and Saugatuck Township, we are submitting the 2019-2023 Saugatuck-Douglas Area Parks & Recreation Plan. The City of Saugatuck elected to not participate in the joint recreation plan. Saugatuck Public Schools participated in the creation of this plan, but it is not a requirement of MDNR for them to formally adopt the plan.

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**Prein&Newhof**

Kimberly Jongsma  
Planning Consultant



Michigan Department of Natural Resources-Grants Management  
**COMMUNITY PARK AND RECREATION PLAN**

**CERTIFICATION CHECKLIST**

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park and Recreation Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

**PLAN INFORMATION**

Name of Plan: Saugatuck Douglas Area Parks & Recreation Plan 2019-2023		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
Saugatuck Township	Allegan	01/2019
City of the Village of Douglas	Allegan	01/2019
Saugatuck Public Schools	Allegan	n/a

**PLAN CONTENT**

**INSTRUCTIONS:** Please check each box to certify that the listed information is included in the final plan.

**1. COMMUNITY DESCRIPTION**

**2. ADMINISTRATIVE STRUCTURE**

- Roles of Commission(s) or Advisory Board(s)
- Department, Authority and/or Staff Description and Organizational Chart
- Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
- Current Funding Sources
- Role of Volunteers
- Relationship(s) with School Districts, Other Public Agencies or Private Organizations

**Recreation Authorities or Trailway Commissions Only:**

- Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
- Articles of Incorporation

**3. RECREATION INVENTORY**

- Description of Methods Used to Conduct the Inventory
- Inventory of all Community Owned Parks and Recreation Facilities
- Location Maps (site development plans recommended but not required)
- Accessibility Assessment
- Status Report for all Grant-Assisted Parks and Recreation Facilities
- Waterways Inventory (if applicable)

**4. RESOURCE INVENTORY (OPTIONAL)**

**5. DESCRIPTION OF THE PLANNING PROCESS**

**6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice November 23, 2018

Type of Notice Newspaper

Plan Location Online and Municipal Offices

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 35 days

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice November 23, 2018

Name of Newspaper The Commercial Record & The Observer

Date of Meeting January 2, 2019

Copy of the Minutes from the Public Meeting

**7. GOALS AND OBJECTIVES**

**8. ACTION PROGRAM**

**9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)**

**PLAN ADOPTION DOCUMENTATION**

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

1. Official resolution of adoption by the governing body dated: January 2, 2019

2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_

3. Copy of letter transmitting adopted plan to County Planning Agency dated: January 22, 2019

4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: January 22, 2019

**OVERALL CERTIFICATION**

**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

*I hereby certify that the recreation plan for*

Saugatuck Township \_\_\_\_\_ *includes the required content, as indicated*

(Local Unit of Government)

*above and as set forth by the DNR.*

 \_\_\_\_\_ 1/22/19  
Authorized Official for the Local Unit of Government Date

**This completed checklist must be uploaded in MiRecGrants.**



# COMMUNITY PARK AND RECREATION PLAN

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Date of Notice November 23, 2018

Name of Newspaper The Observer & The Commercial Record

Date of Meeting January 2, 2019 (Also P.H. on 12/17/18)

Copy of the Minutes from the Public Meeting

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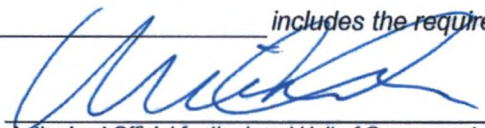
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above and as set forth by the DNR.

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\_\_\_\_\_  
Authorized Official for the Local Unit of Government

1-29-2019  
\_\_\_\_\_  
Date

**This completed checklist must be uploaded in MiRecGrants.**