



CITY COUNCIL MEETING AGENDA

In-person meeting held at City Hall, 102 Butler St, Saugatuck, MI

OCTOBER 25, 2021 – 7:00 pm

The meeting will be available live, virtually on Zoom, but it is not open for virtual participation

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - A. Regular City Council Meeting Minutes – October 11, 2021
 - B. Regular City Council Meeting Closed Session Minutes – October 11, 2021
5. **Mayor’s Comments**
6. **City Manager’s Report**
7. **Agenda Changes** (Additions/Deletions)
8. **Guest Speakers:**
 - A. Lt. Brett Ensfield – Allegan County Sheriff’s Department
 - B. Saugatuck Township Fire District
9. **Public Comment** (Limit 3 minutes)
10. **Consent Agenda:** None
11. **Request for Payment**
 - A. Accounts Payable approval
12. **Introduction of Ordinances:**
 - A. Zoning Ordinance No. 211108-A
13. **Public Hearings:** None

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

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

Then enter “Meeting ID”:
2698572603

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

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or clerk@saugatuckcity.com for further information.

14. Unfinished Business: None

15. New Business:

A. SDABA's Annual People & Pets Halloween Special Event and Parade Permit Approval

16. Public Comments (Limit 3 minutes)

17. Communications: None

18. Boards, Commissions & Committee Reports: None

19. Council Comments:

20. Adjourn (Roll Call)



**PROPOSED CITY COUNCIL MEETING MINUTES
SAUGATUCK, MICHIGAN, OCTOBER 11, 2021**

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

1. Call to Order:

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

2. Pledge of Allegiance

3. Attendance:

Present: Bekken, Stanton, Trester, Dean & Peterson

Absent: Leo & Lewis

Others Present: City Manager Heise & Deputy Clerk White

Motion was made by Peterson, 2nd by Dean, to approve the absence of Council Members Leo and Lewis from the October 11, 2021 Regular Council Meeting. Upon voice vote, the motion carried 5-0.

4. Approval of Minutes:

1. Regular City Council Meeting Minutes – September 27, 2021

Motion was made by Peterson, 2nd by Stanton, to approve the Regular City Council Meeting Minutes from September 27, 2021. Upon voice vote, the motion carried 5-0.

2. Regular City Council Meeting Closed Session Minutes – September 27, 2021

Motion was made by Trester, 2nd by Peterson, to approve the closed session meeting minutes from the Regular City Council Meeting on September 27, 2021. Upon voice vote, the motion carried 5-0.

5. Mayor's Comments:

Mayor Bekken noted on the passing of community member and one-time “Citizen of the Year” recipient, Margaret “Peggy” Boyce. Long time resident with a lifetime of achievements and deep community ties, Bekken stated how significant Peggy’s passing is to Saugatuck and how she will be missed.

6. City Manager's Comments:

City Manager Heise mentioned that the Clerk Appointment of Jamie Wolters should be added to the agenda as Item 15(D). Trester voiced concern over ad-hoc, last-minute agenda

changes and stressed the importance that agenda changes should not become regular occurrences.

7. Agenda Changes:

(*addition*) 15(D) Clerk Appointment of Jamie Wolters

8. Guest Speakers:

A. Lt. Brett Ensfield - Allegan County Sheriff's Department: Lt. Ensfield commented on the success of the Douglas Elementary Walk-a-Thon and relative quietness around town, in terms of activity.

B. Saugatuck Township Fire District: No present Board Members; report accepted as information.

9. Public Comment:

Glenna DeJong (*resident*) presented information about Allegan County's current redistricting efforts, which occurs every ten years. Allegan County officials are looking to shift from 7 Districts to 5 Districts. DeJong noted that this proposed downsizing in Districts was surprising given that the County has grown in population since the last redistricting effort. DeJong also mentioned how Allegan County, over the past several decades, has decreased the number of districts. Glenna emphasized that the redistricting would affect the community of Saugatuck by placing the City in a larger district where their interests may be less represented to the County. The Allegan County Reapportionment Commission will be voting on the shift from 7 to 5 Districts on October 20, 2021 at 9:00 a.m.

Council Member Peterson asked if it would be beneficial for the City of Saugatuck to take a stand on the reapportionment effort, in some way. DeJong mentioned that letters of support from Council Members for maintaining the 7 District map would be beneficial.

10. Consent Agenda: None

11. Request for Payment:

A. Account Payable approval: Motion was made by Peterson, 2nd by Stanton, to approve the accounts payable in the amount of \$87,643.38. Upon voice vote, the motion carried 5-0. Trester voiced concern about the Check Register amount and wanted clarification on the amount stated in the register. City Manager Heise agreed to investigate and get clarification from City Treasurer Stanislawski.

12. Introduction of Ordinances: None

13. Public Hearings: None

14. Unfinished Business: None

15. New Business:

A. Campbell Road Bid Selection: A motion was made by Trester, 2nd by Dean, to approve Southwest Transport Company (SWTCO) of Hartford, Michigan in the amount of \$730,263.75, of which the city's share is \$319,123.75 and allow for a 20%

contingency on the project. Upon roll call, the motion carried 5-0.

- B. Planning and Zoning Consultant Engagement:** A motion was made by Dean, 2nd by Stanton, to approve the engagement letter with Horizon Community Planning. Upon voice vote, the motion carried 5-0.
- C. Saugatuck High School Homecoming Parade Permit Approval:** A motion was made by Stanton, 2nd by Dean, to approve the parade permit for Saugatuck High School for homecoming on Friday, October 22nd. Upon voice vote, the motion carried 5-0.
- D. City Clerk Appointment of Jamie Wolters (addition):** A motion was made by Peterson, 2nd by Dean, to approve the appointment of Jamie Wolters as the Saugatuck City Clerk. City Manager Heise noted her impressive clerical and professional management experience.

16. **Public Comment:** None

17. **Closed Session – Legal Opinion:**

- A.** Motion by Stanton, 2nd by Dean, to move into a closed session pursuant to MCL 15.268(h) to discuss a confidential written legal opinion regarding threatened litigation from Dune Ridge SA, LP. Upon roll call, the motion carried 5-0. Council moved into closed session at 7:46 p.m.

Motion by Trester, 2nd by Stanton, to come out of closed session. Upon roll call, the motion carried 5-0. Council came out of closed session at 8:03 p.m.

18. **Communications:**

- A. Camp Blodgett Bike Event** (accepted as information)
- B. Jane Verplank – Holiday Lighting and Energy Letter** (accepted as information)
- C. Russell Gardner – Photos of Mt. Baldhead Radar Building Painting** (accepted as information)

19. **Boards, Commissions & Committee Reports:** None

20. **Council Comments:**

Council Member Dean congratulated Douglas Elementary on their P.T.O Walk-a-Thon, which raised over \$90,000 in donations. Dean also remarked on the job well-done by the Mt. Baldhead Radar Building Painting crew.

12. **Adjournment:** Motion was made by Peterson, 2nd by Trester, to adjourn at 8:08 p.m.

Respectfully Submitted,

Kate White
Deputy Clerk/Intern



City Managers Report – Highlights October 25th, 2021

Clerk Position

Pleased to introduce Jamie Wolters as the City Clerk!

Pop-up Patios & Social Districts

Pop-ups

Staff conducted its second informational meeting regarding Pop-Up patios. We will be presenting feedback and recommendations to Council.

Social District

The city has partnered with Saugatuck High School to help construct bag toss for the Social District gathering space. Lights in Wick's Park have been installed.



Scott Herbert won this game.

Traffic Light Study by Allegan County Road Commission for Blue Star Highway

Allegan County Road Commission has commenced a study for traffic light warrants and potential need (Lake Street and Allegan). Study anticipated to be complete by the end of calendar year.

Radar Signs

Solar panels installed at existing radar signs. All signs will soon be decommissioned for winter.

Oval Beach Staffing and operations

Beach erosion barriers being installed.

Department of Public Works (DPW) Staff

Staff is excited to have the capacity to attend to detail landscape work after their busy summer. Proposals are being sought for landscape improvements at Village Square along with the Rose Garden. Please see details towards end of package.

Blue Star Trail Update

Grant proposal submitted. Details on final design will come in future months.

Dune Ridge Waterfront Update

Closed session due to current litigation.

Road resurfacing (and utility) projects

Campbell Road – Bid awarded. Communication with affected residents underway.

Mill Street- Engineer working with A1 Asphalt and DPW to schedule milling.

Maple Street- Maple street is in need of resurfacing. However, there are three infrastructure improvement projects that should coincide with the repairs, which include:

- Elevating Maple Street at the intersection of North Street, including the potential for adding culverts.
- Stormwater Improvements at Maple and Mason Street, addressing a resident concern that increased water runoff is causing erosion issues in an adjacent creek.
- Water service investigation and replacement.

Given the number of infrastructure improvements needed, this looks to be a spring '22 project.

Park Street- The road survey has been complete for months. I anticipate that staff and Council will be prepared to re-start the conversations on the Park Street project scope in the winter months. Water service investigations and potential replacement will become a large part of the project scope.

Butler/Hoffman Street sanitary project- Design is underway to connect a number of businesses to the sanitary system, and permits submitted to EGLE. The four affected property owners will be contacted next week and permitting to be submitted.

Milfoil update

Staff will bring recommendation on treatment and billing methodology during the winter months.

AT&T & Verizon Cellular Facilities

The city continues active conversations with AT& T as they continue their structural review of the Mt. Baldhead Tower for cellular use (inside existing dome). The Verizon permits for small cell technology have been provided to legal counsel for review, please anticipate seeing the permits on an upcoming agenda. Placement recommendations are being reviewed by Verizon.

City Hall Office Space

New office furniture and layout remains under review, looking forward to this winter project.

Village Square Park Landscaping Project

1. Project Objective:

The City of Saugatuck recognizes the need to lower the level of maintenance required to manage the Village Square Park, located at the intersection of Butler and Main Street. In particular, the City is looking to remove the perimeter mulch beds and declining trees that have outlived their useful life in the southwest quarter of Village Square Park. Ultimately, Village Square Park in the southwest corner will have an expanded turf footprint and will serve as a blank canvas for future, thoughtful placement of flowers, trees, or shrubs.

2. Description of Work:

Figure 1 (found after the Project Schedule) shows a bird's eye view of Village Square Park and orange polygons highlight the areas of needed work, as is discussed in the following description of work. The purple polygons highlight secondary areas of interest for landscaping improvement.

a. Southwest Quarter of Village Square Park

Mulch beds along the perimeter of southwest corner of Village Square Park will be removed and disposed of, along with most of the trees that line the mulch bed. Turf will replace the mulch beds for expanded usable park space and ease of maintenance. All tree removal in this space will require stump grinding to discourage tree regrowth. The Norway Spruce located in the southwest corner of the park space will remain; however, the ivy growth of this spruce will be treated and removed to prevent regrowth of the ivy. Any necessary irrigation adjustments will be made to fit the new turf installation. The small cement walkway in the southwest mulch bed will be removed and disposed of. Figures 2-11 show pictures of the existing mulch beds along the southern and western side of the park. The mulch bed along Main Street, on the southern side of the street, will be reduced to form a smaller, continuous mulch bed along the three trees that line Main Street. Turf shall replace any reduction in the mulch bed along Main Street and any accessory plants or shrubs along Main Street will be removed for ease of maintenance. Figures 12-14 show pictures of the mulch bed and trees along the southern side of Main Street. The pre-existing turf in the southwest quarter of Village Park Square will be aerated to decrease soil compaction in the area and promote healthier grass growth.

b. Northwest Quarter of Village Square Park

The mulch bed along the western perimeter of the northwestern quarter of Village Square Park will be removed and disposed of, along the removal of the Norway Spruce and accessory plants on the northern side of Main Street. Turf will replace the perimeter mulch bed for ease of maintenance. Irrigation will need to be rerouted to the western perimeter to supply water for the new turf. The removal of the Norway Spruce will require stump grinding to discourage tree regrowth. Figures 15-19 show the needed areas of improvement in the northwestern quarter of Village Square Park. All other mulch beds in this portion of Village Square Park will require removal of old mulch, scarping of the surface, and replacement with new mulch. The mulch bed surrounding the large spruce on the northern side of the playground will need to be recreated and redefined. Pre-existing turf in this quarter of the park will need to be aerated to decrease soil compaction and promote healthier grass growth.

c. The Rest of Village Square Park

All other existing mulch beds in the Village Square Park will require removal of the old mulch, scraping of the surface, and replacement with new mulch. Mulch replacement, with Brown Majestic, will require 2 inches of cover with care not to add much mulch around the base of trees and shrubs. Turf in the other areas of the park will require aeration.

Additionally, the City of Saugatuck is interested in getting a separate quote for work in the southeast quarter of Village Square Park, by the basketball court. The required work in this space would be the removal of existing shrubs along the basketball court, which would be replaced by a two-tiered screening of shrubbery to prevent any basketballs from entering the roadway on Butler Street. Also, the City would be interested in leveling out a section of the turf on the eastern side of the basketball court for the future installation of small bleacher seating. Figures 20-22 show pictures of the existing shrubbery and turf surrounding the basketball court in Village Square Park.

3. Project Schedule:

The City wants the project to be accomplished either in Fall 2021 or Spring 2022. For Fall 2021, the City is looking to set the project completion deadline up to beginning of November. For Spring 2022, the City is setting the project completion deadline to the week before Memorial Day.

Specific deadline for completion: November 14, 2021 deadline for project completion

Figure 1: Village Square Park and Needed Work Areas (highlighted orange areas pinpoint priority work areas while purple highlighted areas indicate secondary work areas)





Figure 2: Mulch bed and tree removal along southern side of Village Square Park



Figure 3: Mulch bed and tree removal along southern side of Village Square Park



Figure 4: Norway Spruce (not to be removed) with needed ivy removal and treatment



Figure 5: Mulch bed and shrubbery removal in southwest corner



Figure 6: Needed concrete removal of walkway in southwest corner



Figure 7: Mulch bed and tree removal along west side



Figure 8: Mulch bed and tree removal along west side



Figure 9: Mulch bed and tree removal along west side



Figure 10: Mulch bed and tree removal along west side



Figure 11: Mulch bed and tree removal along west side



Figure 12: Mulch bed reduction along southern side Main Street – trees to be kept



Figure 13: Mulch bed reduction along southern side Main Street - trees to be kept



Figure 14: Mulch bed reduction along southern side Main Street - trees to be kept



Figure 15: Spruce in northwestern quarter of park will need recreation and redefinition of the surrounding mulch bed



Figure 16: Mulch bed along the western perimeter of the northwestern quarter of Village Square Park, which needs to be removed and replaced with turf



Figure 17: Continuation of mulch bed from Figure 15 - requires removal and replacement with turf



Figure 18: Accessory plants in mulch bed need to be removed



Figure 19: Tree removal of unhealthy Norway Spruce in mulch bed



Figure 20: Shrubs along basketball court



Figure 21: Shrubs along basketball court



Figure 22: Eastern side of basketball court with requested levelling

Mize Rose Garden Scope of Work – Landscape Improvements

Pavers

Pressure wash all pavers and reset sections that present trip hazards or have settled (refer to drawing)

Alternate cost – Pressure wash and reset all pavers

Landscape

Remove mulch and irrigation and all plant material for the interior beds. The following plants to remain in place: Cletha, Mugo Pine, Lace Leaf Maples.

Remove plant material, mulch and irrigation drip for beds along sidewalk in sections noted in drawing.

Replace plantings in interior beds with roses, and other plant material as agreed upon with City and landscaper.

Scalp ivy and remove irrigation in remaining beds.

Center circle- remove top 6 inches of soil and replace, and prep for annuals. If irrigation exists remove and replace.

Tree removal and thinning

Remove pines noted in drawing conflicting with deciduous trees, including stump grinding.

Irrigation

Replace all existing drip irrigation with microsprays to water all new plant material and any existing plant material. Microsprays must be directed downwards towards stem and roots of plant not hitting leaves or foliage of plant material. A combination of microsprays and drip irrigation can be proposed. Drawing requested of the install.

Mulch

Remove and replace mulch two-three inches of cover min, no volcano mulching or loading around stems of plants.

Special notes:

Landscape debris can be discarded at City landscape debris site.

Work hours- 8 AM – 8 PM.

Please be considerate of staging equipment and use cones as needed.

MAIZE STAYS

STAYS

STAYS

FACE
LEAF
STAYS

FACE
LEAF
STAYS

RESET
PANELS

RESET
PANELS

REMOVE PINE'S

REMOVE
PINE'S

REMOVE PINE

STAY

CLETHRA
STAYS

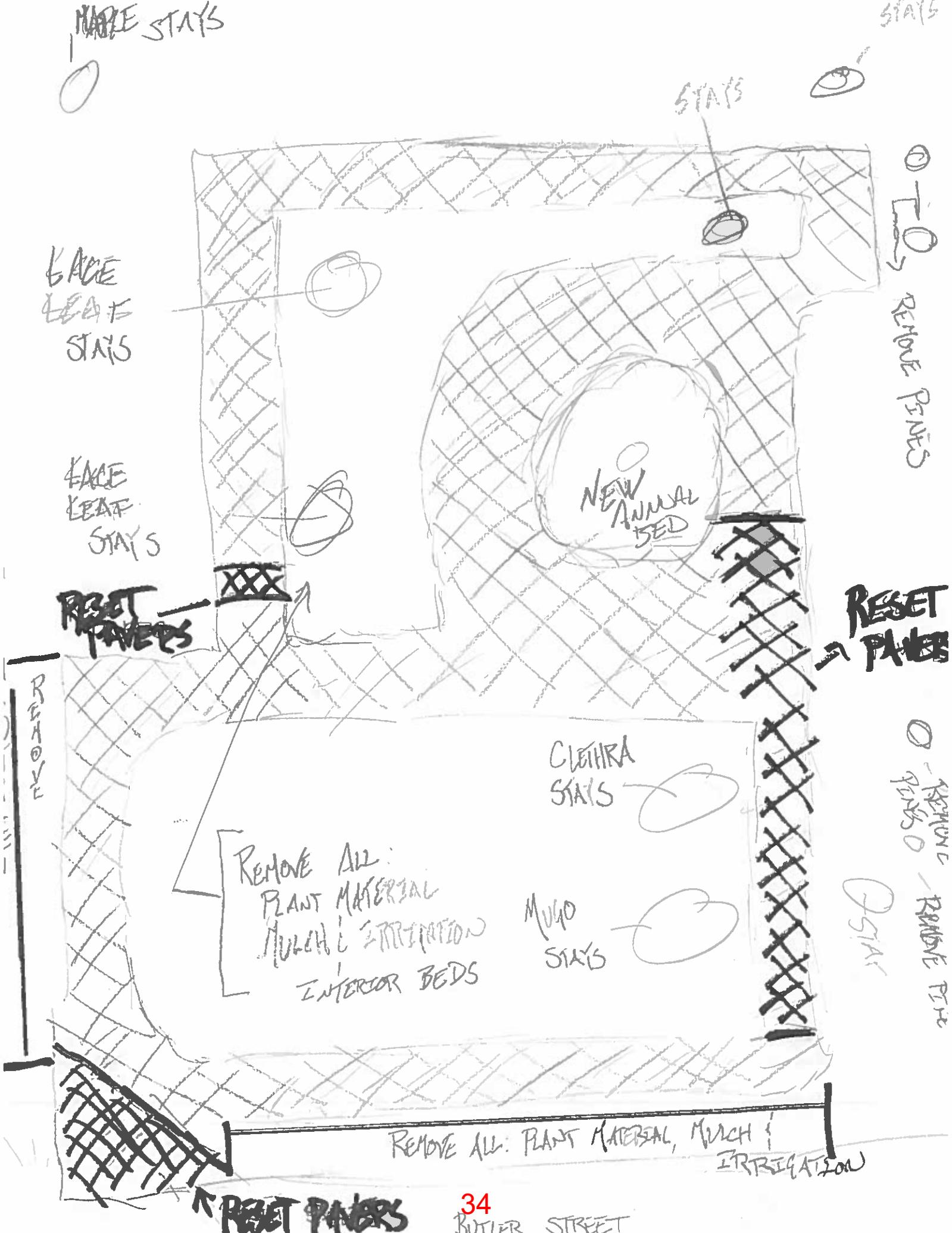
MUGO
STAYS

REMOVE ALL:
PLANT MATERIAL
MULCH & IRRIGATION
INTERIOR BEDS

REMOVE ALL: PLANT MATERIAL, MULCH & IRRIGATION

RESET PANELS

34 BUTLER STREET



Vendor Name	Description	Amount
1. ACTION INDUSTRIAL SUPPLY CO	UNIFORMS & SAFETY EQUIPMENT	345.57
2. ALLEGAN COUNTY SHERIFF	SHERIFF OVERTIME	264.33
	RESERVE DEPUTIES	2,156.68
	SHERIFF CONTRACT	25,725.72
	SHERIFF OVERTIME	192.24
	TOTAL	28,338.97
3. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	16,525.79
4. APEX SOFTWARE	ASSESSING SOFTWARE	235.00
5. AT&T MOBILITY	CELL PHONES	97.84
6. COMCAST	INTERNET & TELEPHONES	153.40
7. COMMERCIAL RECORD	PUBLISHING	203.00
8. ETNA SUPPLY	SUPPLIES	166.00
9. FAHEY SCHULTZ BURZYCH RHODES	CLERK CITY	24.00
	HUMAN RESOURCES	225.00
	FOIA VARNUM	1,101.50
	LEGAL FEES	7,177.50
	ZONING LEGAL	11,449.00
	ZONING VIOLATIONS	3,205.00
	DUNE RIDGE ACTION	12,546.00
	DUNE RIDGE APPEAL ZBA	152.25
	ZONING VIOLATION	1,152.00
	LEGAL FEES	114.00
	TOTAL	37,146.25
10. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	2,254.62
	CAMPBELL ROAD	2,000.00
	TOTAL	4,254.62
11. FRONTIER	OVAL BEACH	159.21
12. GREENMARK EQUIPMENT INC	MOWER PARTS	147.85
13. GROUNDS MANAGEMENT SOLUTIONS	PARKS MAINTENANCE	35.00
14. HOLLAND MEDI-CENTER	DOT PHYSICAL	46.00
	DOT PHYSICAL	46.00
	TOTAL	92.00
15. IHLE AUTO PARTS	SUPPLIES	16.86
16. KALAMAZOO LAKE SEWER & WATER	WATER & SEWER	2,051.01
17. MACATAWA BANK	2017 ROAD BOND	246,817.75
18. MCKELLIPS PLUMBING INC	WICKS PARK	675.00
19. MERCHANTS BANCARD NETWORK	OVAL FEES	468.89
20. MICHIGAN MUNICIPAL LEAGUE		

Vendor Name	Description	Amount
21. MINER SUPPLY CO	CLERK POSTING	37.00
	SUPPLIES	2,799.44
	SUPPLIES	157.68
	SUPPLIES	157.68
	TOTAL	3,114.80
22. NET2PHONE INC	TELEPHONES	177.09
23. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	
	PROPERTY TAXES	9,784.99
24. PRIORITY HEALTH	HEALTH INSURANCE	8,853.82
25. REPUBLIC SERVICES	TRASH	114.97
26. SAUGATUCK FIRE	SHORT TERM RENTALS	375.00
27. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	16,887.50
28. SEPTIC TANK SYSTEMS CO INC	PORTABLE JOHN CLEANINGS	368.00
29. STANDARD INSURANCE COMPANY	INSURANCE	386.21
30. STATE OF MICHIGAN	OVAL WELL	142.40
31. VINCE HEYSER	PARK BOARD GAMES	516.97
32. WESTENBROEK MOWER INC	TORO REPAIR	2,107.32
TOTAL - ALL VENDORS		380,796.08
FUND TOTALS:		
Fund 101 - GENERAL FUND		85,424.08
Fund 202 - MAJOR STREETS		2,330.25
Fund 203 - LOCAL STREETS		305.25
Fund 301 - DEBT SERVICE		246,817.75
Fund 661 - MOTOR POOL FUND		2,694.60
Fund 701 - CURRENT TAX FUND		43,198.28
Fund 715 - ROSE GARDEN		25.87



FROM: Cindy Osman Planning and Zoning

MEETING DATE: **Introduction:** October 25, 2021
Action Date: November 8, 2021

SUBJECT: Introduction of Ordinance to amend Section 154.025 R-4 City Center Transitional Residential District (CER)

DESCRIPTION: To reduce front yard setbacks in the R-4 City Center Transitional Residential District when certain conditions are found to exist.

TIMELINE:

October 25, 2021, Ordinance introduced to Council for first reading at a regular meeting.

November 8, 2021, Council action on the ordinance to adopt.

BUDGET ACTION REQUIRED

N/A

COMMITTEE/COMMISSION REVIEW

Proposed Zoning Ordinance amendments were reviewed by Planning Commission on September 16, 2021 who recommends that City Council adopt the attached zoning ordinance amendment.

LEGAL REVIEW

Reviewed and prepared by Jacob Witte.

SAMPLE MOTION:

Motion to place the proposed Zoning Ordinance amendment to amend Section 154.025, Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled "Land Usage;" on the November 8, 2021, regular council meeting agenda for action.

§ 154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

(1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;

(2) Dwelling, two-family;

(3) Essential public services;

(4) Bed and breakfasts;

(5) Home occupations; and

(6) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#) :

(1) Home businesses;

(2) Rented accessory dwelling units in accordance with § [154.092](#)(J); and

(3) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.

(D) *Dimension and area regulations.*

Front setback	20 feet**
Side setback	7 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	25%*

* Maximum lot coverage in this district may be increased to a maximum of 35% for properties that are below, the required minimum lot area following a hearing and approval by the Zoning Board of Appeals at which time consideration of factors affecting adjoining properties will be reviewed. All other dimension and area regulations shall be met. **The following formula shall be used in calculating the allowable lot coverage and shall be rounded to the nearest whole percentage: minimum lot area divided by actual lot area multiplied by 25%.**

** If structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front street line. This section shall not require a front yard greater than that required for this zone district.

(Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. passed 6-24-2002; Am. Ord. 090824-1, passed 8-24-2009; Am. Ord. 100726-1, passed 7-26-2010; Am. Ord. 140714-1, passed 7-14-2014; Am. Ord. 161114-1, passed 11-14-2016; Am. Ord. 170911-1, passed 9-11-2017)

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 211108 – A

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, SECTION 154.025 OF
THE CODE OF THE CITY OF SAUGATUCK**

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.025. That Section 154.025, Chapter 154, Title XV, of the Code of the City of Saugatuck, entitled “ZONING DISTRICTS AND DISTRICT REGULATIONS; R-4 City Center Transitional Residential District (CER),” is amended to read as follows:

§ 154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

(B) *Permitted uses:*

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Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	25%*

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** If structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front street line. This section shall not require a front yard greater than that required for this zone district.

Section 2. Severability: The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 3. Repeal: All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Section 4. Effective Date. This Ordinance shall become effective seven (7) days after its publication unless otherwise provided by law.

YEAS: _____

NAYS: _____

ABSENT: _____

ORDINANCE NO. 211108-A ADOPTED

I, Jamie Wolters, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on November 8, 2021, and noticed in accordance with all legal requirements.

Jamie Wolters, Clerk

Introduced: October 25, 2021

Adopted: November 8, 2021

Published: _____

Sent to ALP: _____



City Council Agenda Item Report

FROM: Kate White

MEETING DATE: October 25, 2021

SUBJECT: SDABA's Annual People & Pets Halloween Parade & Special Event Permit Approval

DESCRIPTION:

SDABA applied for a special event and parade permit to celebrate Halloween on Saturday, October 30th. The People & Pets Parade is set to run from 11:30 a.m. to 12:30 p.m. The entire event is set from 11 a.m. to 4 p.m. Allegan County Sheriff's Department, Saugatuck Township Fire Department, and the Department of Public Works approved the permit applications. Additional details on the special event and parade may be found on the permit application following this cover page.

Staff is recommending the Saugatuck City Council approve the permit.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the special event permit for SDABA's Annual People & Pets Halloween Parade on Saturday, October 30th.



Council Action

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SDABA

TELEPHONE: 269-857-1626

MAILING ADDRESS: PO Box 221 Saugatuck, MI 49453

CONTACT NAME: Gregory Muncey

TELEPHONE: 269-355-9917

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey

TELEPHONE: _____

E-MAIL ADDRESS: gmuncey@gmail.com

CELL PHONE: 269-355-9917

EVENT INFORMATION

NAME OF EVENT: Annual People & Pets Halloween Parade

DATE(S) OF EVENT: 10/30/2021

PURPOSE OF EVENT: Community & Business Enrichment.

RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park - Water Street

EVENT HOURS: 11:00am - 4pm

ESTIMATED NUMBER OF ATTENDEES: 200 - 300

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10/30/2021

10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/30/2021

4-5 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 11:30am END: 4pm

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

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

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

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

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

- "YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): Sign at Gazebo, same as MITP sign 4' x 8' secured.

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

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

- BOOTHS – QUANTITY _____ TENTS – QUANTITY _____
- AWNINGS – QUANTITY _____ TABLES – QUANTITY _____
- PORTABLE TOILETS – QUANTITY _____

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

If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 6

BARRICADES – QUANTITY 14

TRAFFIC CONES – QUANTITY 2

PARKING SIGNS – QUANTITY 2

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times 11:45am to help set up barricades and block traffic for parade.

Other (describe): Police will be needed as in years past to insure safety.

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

Street closure date/time: _____ A.M. P.M.

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

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

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

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

Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

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

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

Applicant signature

Date



APPLICATION FOR PARADE PERMIT
(including runs, walks, and other uses of the City public right-of-way)

APPLICANT / ORGANIZATION INFORMATION

Applicant/Organization Name: Saugatuck Douglas Area Business Association

Contact Person: Gregory Muncey

Address: 306 Butler Street Saugatuck MI 49453
Street City State Zip

(269) 857-1626 (269) 355-9917
Home Phone Cellular Phone

EVENT INFORMATION

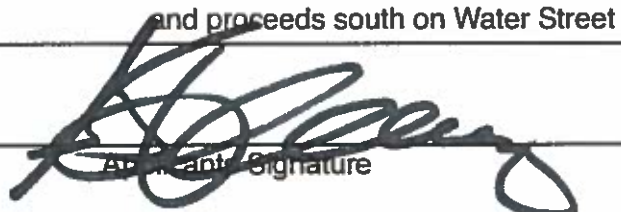
Event Name: Annual Halloween People & Pets Parade

Date(s) of Event: 10/30/2021

Hours of Event: 11:30 - 12:30

Proposed Route for Event: _____

Start on Water Street at Wicks Park going South towards Culver Street, turning left and proceeding
North on Butler Street towards Mary Street. Parade then turns left on Mary towards Water Street
and proceeds south on Water Street to end at Wicks Park.


Applicant Signature

10/13/2021
Date

I hereby approve this application for a parade permit subject to the attached conditions.

Allegan County Sheriff's Department

Date

Chief of Fire

Date

DPW Director

Date



Handwritten text, possibly a signature or a set of initials, located in the upper middle section of the page.



Council Action
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
 Phone: 269-857-2603 • Website: www.saugatuckcity.com

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 E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gregory Muncey TELEPHONE: _____
 E-MAIL ADDRESS: gmuncey@gmail.com CELL PHONE: 269-355-9917

EVENT INFORMATION

NAME OF EVENT: Annual People & Pets Halloween Parade DATE(S) OF EVENT: 10/30/2021
 PURPOSE OF EVENT: Community & Business Enrichment. RAIN DATE: N/A

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

EVENT LOCATION: Wicks Park - Water Street EVENT HOURS: 11:00am - 4pm

ESTIMATED NUMBER OF ATTENDEES: 200 - 300

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 10/30/2021 10 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/30/2021 4-5 A.M. P.M.

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY 6

BARRICADES – QUANTITY 14

TRAFFIC CONES – QUANTITY 2

PARKING SIGNS – QUANTITY 2

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

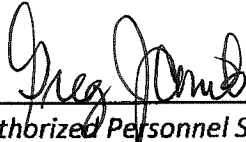
ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times 11:45am to help set up barricades and block traffic for parade.

Other (describe): Police will be needed as in years past to insure safety.

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED



Authorized Personnel Signature

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

Street closure date/time: _____ A.M. P.M.

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Parking Lot Location: _____

Sidewalk closure date/time: _____ A.M. P.M.

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

What parking arrangements are proposed to accommodate potential attendance: _____

From: [Brett Ensfield](#)
To: [Katherine White](#)
Subject: RE: City of Saugatuck - Annual People and Pets Halloween Parade Special Event Application
Date: Monday, October 18, 2021 12:16:40 PM

Looks good thanks

Sent via the Samsung Galaxy S9, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Katherine White <KWhite@saugatuckcity.com>
Date: 10/18/21 12:12 PM (GMT-05:00)
To: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>, Scott Herbert <scott@saugatuckcity.com>, Greg Janik <gjanik@saugatuckfire.org>
Subject: City of Saugatuck - Annual People and Pets Halloween Parade Special Event Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Attached is the special event application for SDABA's Halloween parade. Please look it over and give your approval/disapproval. Feel free to contact Gregory Muncey with any questions regarding the parade, set-up, etc. We would like to get it to council for approval at their next regular meeting, 10.25.21. Thank you!

Cheers,

Kate White
Deputy Clerk/Intern
City of Saugatuck
O: 269.857.2603

From: [Scott Herbert](#)
To: [Katherine White](#)
Subject: RE: Halloween Parade
Date: Thursday, October 21, 2021 12:34:24 PM

Approval from DPW.

Thanks,

Scott Herbert
Public Works Supt.
City of Saugatuck
(269) 857-2558

From: Katherine White <KWhite@saugatuckcity.com>
Sent: Thursday, October 21, 2021 11:35 AM
To: Scott Herbert <scott@saugatuckcity.com>
Subject: Halloween Parade

Scott,

Did you look at the parade/special event permit submitted by SDABA? I sent it you, Brett and Greg. Brett and Greg gave it the OK; waiting on you.

Kate White
Deputy Clerk/Intern
City of Saugatuck
O: 269.857.2603