



CITY COUNCIL WORKSHOP AGENDA

May 3, 2023 – 4:00 pm

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. Call to Order
2. Roll Call
3. Agenda Changes (*Additions/Deletions*)
4. Guest Speaker
5. Public Comment on Agenda Items Only (*Limit 3 minutes*)
6. Discussion Items:
 - A. Revocable License- Wicks Park Bar and Grill *Pg.2*
 - B. Revocable License- The Book Nook *Pg.13*
 - C. City of Saugatuck Special Events *Pg.17*
 - D. Special Event Application- SCA Market *Pg.19*
 - E. Special Event Application- Music in the Park *Pg.30*
 - F. Special Event Application- Town Crier Race *Pg.37*
7. Public Comments (*Limit 3 minutes*)
8. Correspondence
 - A. Seventh-day Adventist Church *Pg.46*
9. Council Comments
10. Adjourn

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":

2698572603

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

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



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/8/2023

SUBJECT: Sidewalk Seating Request – Wicks Park Bar and Grill

DESCRIPTION:

Christine Pierce, owner of Wicks Park Bar and Grill (WPBG LLC), has submitted the attached application and sketch plan to place 10 tables, 12 chairs, and rope barrier on the public right of way adjoining the property. Ms. Pierce advised the tables and chairs will be in place from May through October.

WPBG LLC has had a revocable license agreement in past years for a similar seating arrangement. Due to Michigan Liquor Control Commission requirements, WPBG LLC would like a rope barrier to be placed around the seating along Mary St. City staff has received a prior complaint about this rope barrier impeding passenger egress from the parking spots along Mary St. Ms. Pierce is proposing to place the rope five feet away from the curb so passengers can exit vehicles without problems.

Attached is a Revocable License Agreement that would allow for Wicks Park Bar and Grill to have temporary restaurant seating within and on the sidewalk until November 1. The use of the public street is being handled under a separate permit process.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

On March 27, City Council approved continued flexibility and staff discretion for temporary expanded outdoor dining during the 2023 spring/summer/fall tourist season. Ms. Pierce understands after November 1, 2023, all city codes, including zoning, will have to be followed.

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for temporary restaurant seating within and on the sidewalk for Wicks Park Bar and Grill (WPBG LLC).



Temporary Sidewalk Restaurant Seating

2023

LOCATION INFORMATION APPLICATION NUMBER

Business Address 449 Water

Parcel Number

APPLICANTS INFORMATION

Name Christine Murphy Address / PO Box PO Box 58
City Saugatuck State MI Zip 49453 Phone 239.272.4296
Interest In Project OWNER E-Mail Christine@micksparc.com
Signature Date 4/11/22

SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Address / PO Box
City State Zip Phone
E-Mail SAME

I hereby authorize that the applicant listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck.

Signature Date

BUSINESS PROPERTY INFORMATION

Depth Width Size Zoning District C2 Current Use BAR/Rest.
Check all that apply: Waterfront Dunes X Vacant

DESCRIPTION (LOCATION OF TABLES, NUMBER OF CHAIRS, HOURS OF OPERATION, DURATION OF OPERATION)

Outdoor Seating Under Awning
5 tables - See drawing
2 picnic tables 3 tables with 4 chairs

STANDARDS AND APPLICATION REQUIREMENTS

Please submit a scaled drawing showing the following:

- Y N NA
Scaled drawing showing the location of the proposed seating,
Sidewalk surface materials,
Adjacent Property lines,
Curb-line and crosswalks,
Obstructions including but not limited to trees, tree pits, signs, fire hydrants, benches, or similar features within 25 feet of proposed seating area.



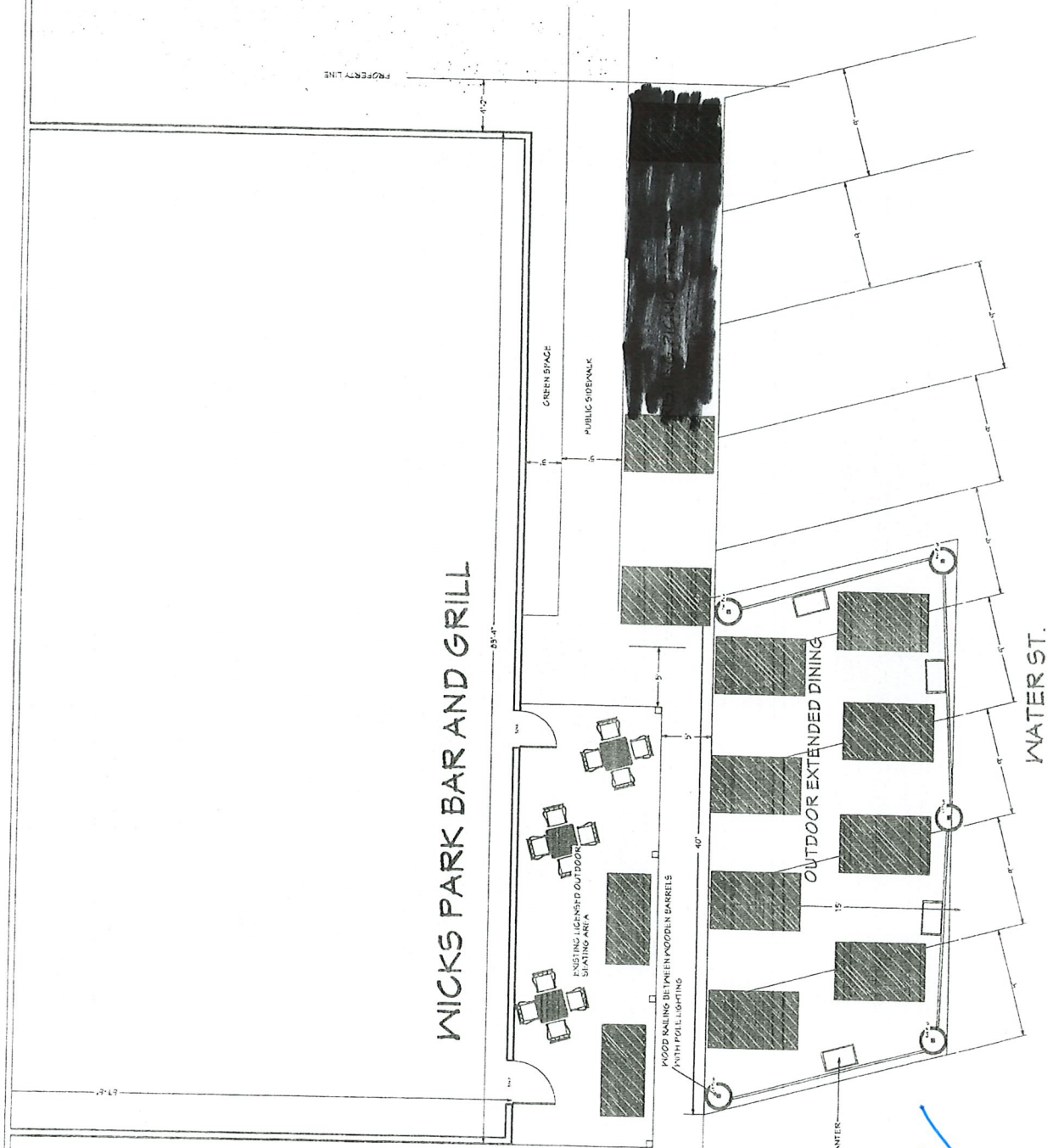
Temp. Sidewalk Restaurant Seating

Application # _____

Please note that the restaurants with outdoor seating within the right of way shall be required to meet the following standards to receive temporary approval and before any tables or chairs can be placed within the public right-of-way.

- (1) Tables, chairs, or similar features shall not have display signage or emblems representative of the restaurant;
- (2) Outdoor seating area shall be on a fully improved surface of concrete, paver brick, or similar solid material.
- (3) If alcohol is served, area shall meet all applicable local, state, and federal regulations;
- (4) Tables must be removed from the public right-of-way when restaurant is not open;
- (5) A 5-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction;
- (6) An approved revocable usage license, issued by the City, and liability insurance shall be obtained before any tables can be placed within the right of way;
- (7) No accessory features, including but not limited to garbage cans, service stations, fencing, or similar features shall be permitted within the public right-of-way;
- (8) Seating shall be arranged to not interfere with pedestrian travel or the opening of car doors and shall be located between the front of the business and the edge of the curb;
- (9) No outdoor seating within the public right of way shall be permitted between November 1 and April 1; and
- (10) Per the moratorium approved by City Council, temporary approval may be granted for six months, or until amendments to the City Code regarding the use of public sidewalks by adjacent properties are effective, whichever occurs first. Applicants will need to seek full approval as required by the Zoning Code following the expiration.

OFFICE USE ONLY:
 Application Complete _____ \$25 Fee Paid _____ Date Paid _____
 Reviewed By _____ Approval Granted _____ Date of Approval _____
 Notes: _____



7 of 10

MARY STREET

Rope

Rope

5ft Rope

Handicap

16

Handicap

WATER ST.

Patio Sidewalk Cafe APP -



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/25/2023

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

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

PRODUCER Waterstone Insurance Agency P.O. Box 0975 Muskegon, MI 49443-0975 Stephon P. Vanderwater	231-726-4046	CONTACT NAME: Stephon P. Vanderwater PHONE (A/C, No, Ext): 231-726-4046 E-MAIL ADDRESS: spv@waterstoneinsurance.com	FAX (A/C, No): 231-726-4294
INSURED Wicks Park Bar & Grille Boat House Acquisition, Incdba P.O Box 58 Saugatuck, MI 49453		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Property Owners Insurance Co.	NAIC # 32905
		INSURER B: Midwest Employers Casualty Co.	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		16152362	05/04/2023	05/04/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WICKS-R	01/01/2023	01/01/2024	X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER City of Saugatuck PO Box 86 102 Butler Street Saugatuck, MI 49453	CITYSAU	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE

LICENSE NO.

SFE0303063176

ISSUED BY THE MI DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT TO OPERATE A FOOD SERVICE ESTABLISHMENT UNDER THE PROVISIONS OF THE MICHIGAN FOOD LAW BEING ACT 92 OF THE PUBLIC ACTS OF 2000

449 WATER ST SAUGATUCK MI 49453

IS GRANTED TO: CHRISTINE MURPHY PIERCE

WICKS PARK BAR & GRILLE
PO BOX 58
SAUGATUCK MI 49453



EXPIRES: 04/30/2023

THIS LICENSE IS NOT TRANSFERABLE AS TO PERSON OR PLACE. NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO CHANGE OF OWNERSHIP. (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: ALLEGAN COUNTY DEPT 0303
OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION 141191 FI-210 (9/2012)

REVOCABLE LICENSE AGREEMENT

FOR RESTAURANT SEATING IN THE PUBLIC RIGHT OF WAY

THIS AGREEMENT is made this ___ day of _____, 2023, by and between the CITY OF SAUGATUCK, (hereinafter “City”) a municipal corporation located in Allegan County, Michigan; and Wicks Park Bar and Grille (WPBG LLC), (hereinafter “Licensee”).

Recitals

- A. Licensee has ownership interest in real property located at 449 Water Street, in the City of Saugatuck, further described as PP No. 03-57-300-068-00. A restaurant is operated on the property.
- B. Licensee desires to place 10 tables, 12 chairs, and rope barrier within and on the public sidewalk adjoining the property, to be utilized in conjunction with the restaurant.
- C. The public sidewalk is under the control and jurisdiction of the City and the City is amenable to granting a revocable license to Licensee for the purposes described herein, subject to the terms of this Agreement.

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

Agreement

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

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

4. This Agreement is subject, without limitation, to the following general restrictions:
 - A. The use of the personal property on the Licensed Premises shall not be conducted in such a way as to become a public nuisance; and Licensee's use of the Licensed Premises shall not interfere with traffic or circulation on any adjoining streets, alleys, sidewalks or public open-space areas.
 - B. The Licensee is responsible for maintaining, in a clean and safe condition, the personal property as well as the Licensed Premises.
 - C. The personal property shall only be located in that area expressly designated on Exhibit A.
5. This Agreement shall not authorize the use or placement of any other personal property within or on the Licensed Premises, including, but not limited, to signage, fencing, trash cans, service stations, or features except those items referenced in Recital B above.
6. The Licensee shall hold the City and its officers, employees, and agents harmless from, and defend and indemnify them against, any and all claims or lawsuits seeking recovery for damage or injury, including death, and against any other legal proceedings instituted against any of them, directly or indirectly, arising from the use or placement of the tables and chairs within and on the public sidewalks or from the City's permitting the Licensee to install and maintain such encroachment, regardless of whether the Licensee or any of its officers, employees, or agents are negligent. The obligations of the Licensee under this paragraph shall survive the termination of this Agreement for a period of three years.
7. The license granted by this Agreement shall expire on November 1, 2023. Notwithstanding the foregoing, the license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee 15 days written notice of intent to revoke. Upon written notice to Licensee, mailed by regular mail to the Licensee at the property Licensee's address of record (PO Box 58, Saugatuck, MI 49453), Licensee shall forthwith remove the tables, chairs and rope barrier from within the City right-of-way. In the event the license is revoked, neither Licensee nor its successors or assigns shall be entitled to any compensation
8. Any food service shall conform to applicable local, county, state, and federal laws, regulations, licensing requirements, and standards, subject to any limits imposed in this license.
9. The Licensee shall obtain, continuously maintain for the duration of this Agreement, and provide the City prior to execution of this Agreement, and from time to time thereafter, with proof acceptable to the City Manager of commercial general liability

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

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

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

CITY OF SAUGATUCK, a municipal corporation

By: _____

Its: _____

_____, a _____

By: _____

Its: _____

EXHIBIT A



-Patio Sidewalk Cafe APP-



City Council Agenda Item Report

FROM: Ryan Cummins

MEETING DATE: 5/8/2023

SUBJECT: Book Nook – Right of Way Signage Request

DESCRIPTION:

Cheryl Whitfield of The Book Nook of Saugatuck, LLC has submitted an application to install a six square foot projecting sign. There will be at least seven feet of clearance below the sign. The sign will encroach into the City right of way (sidewalk).

The zoning ordinance requires the following:

154.141(L)(2) Any new permanent signs within the public right-of-way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right-of-way.

Attached is a Revocable License Agreement that would allow for The Book Nook to have a projecting sign that encroaches into the City right of way.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

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

SAMPLE MOTION:

Motion to **approve/deny** the Revocable License Agreement for a sign in the public right-of-way for The Book Nook of Saugatuck, LLC.

REVOCABLE LICENSE AGREEMENT

REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this _____ day of _____, 2023, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and THE BOOK NOOK OF SAUGATUCK, LLC, a Michigan limited liability company with leasehold interest in real property commonly known as 439 Butler Street, Saugatuck MI 49453, P.P. No. 57-300-064-00 (the “Licensee”).

Recitals

- A. Licensee has leasehold interest in real property located at 439 Butler Street in the City, further described as P.P. No. 57-300-064-00 (the “Property”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately six square foot projecting sign in the City’s right-of-way with at least seven feet of clearance below the sign (the “Encroachment”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Butler Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Butler Street, subject to terms of this Agreement.

Agreement

- 1. The City hereby grants to Licensee a revocable license for the Encroachment for the purpose of installing and maintaining the Encroachment in the precise location shown on Exhibit A subject to the terms of this Agreement. The Encroachment shall be as depicted on attached Exhibit A, which is incorporated by reference.
- 2. The Encroachment shall meet all requirements of the City of Saugatuck Code including, without limitation, any historic district requirements.
- 3. Licensee shall maintain the Encroachment in the public right-of-way in good condition at all times, and in compliance with all applicable laws and regulations of the City, County and State of Michigan.
- 4. Licensee shall indemnify and hold harmless the City, and its officers, agents, and employees, from any and all claims, demands, or suits by any person or entity for damages, injuries, or losses in any way connected or arising out of the placement, maintenance, existence or use of the Encroachment. The provisions of this section shall survive any termination of this Agreement.

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 450 Spear Street, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

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

City of Saugatuck, a Michigan municipal corporation

By: _____

Its: _____

By: _____

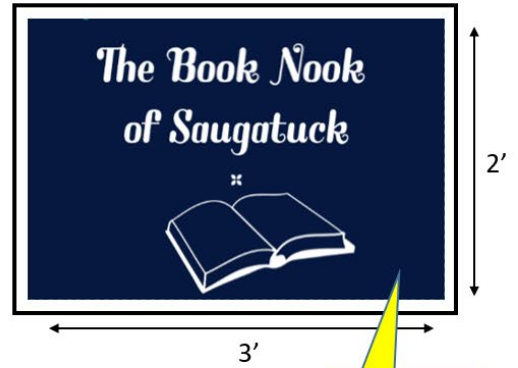
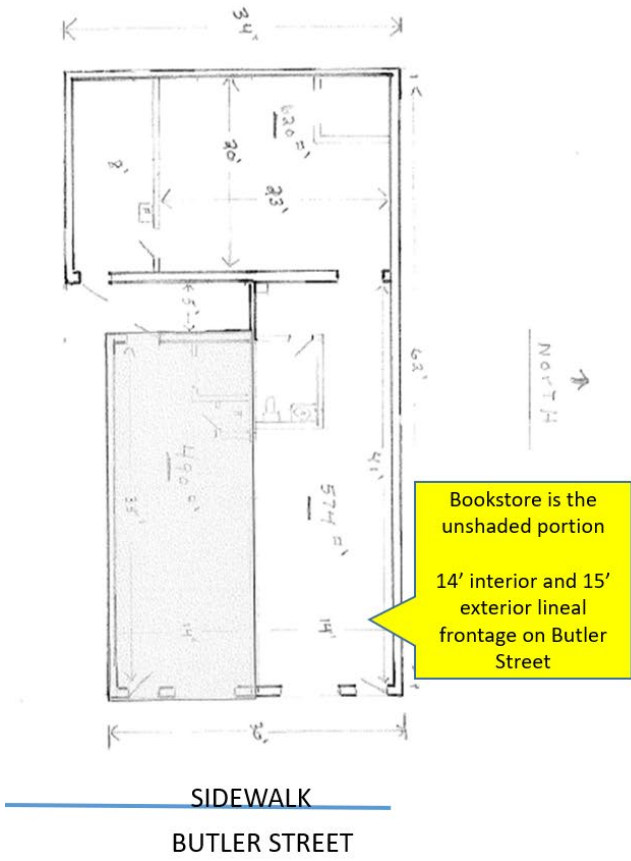
Its: _____

The Book Nook of Saugatuck, LLC, a Michigan limited liability company

By: _____

Its: _____

Exhibit A



Sign will be made out of aluminum or foam



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: 5/3/23

SUBJECT: Summer Events

DESCRIPTION:

Many thanks to your Saugatuck City team for facilitating special events. Please see the attached list of events received year to date (YTD).

Upcoming events:

- The **Memorial Day Parade** event has been reviewed and approved by City staff. Much appreciation for our Veterans who fought and served, and for those who continue to do so. Barricades for road closures will be managed in cooperation with the Saugatuck Douglas Fire Department.
- Of importance, please note that the **4th of July** events include arrangements for the parade, however fireworks are in limbo. With the shifting dynamics of volunteerism and the need for stronger Saugatuck City economic advocacy; the City staff will do its best to locate a vendor and sponsors (traditional vendor no longer available due to shortage of staff). Timing is poor, due to the necessity of permits from Coast Guard and Department of Natural Resources.
- Lacking in the City of Saugatuck is a strong economic development arm, that is willing and able to assist with special events. Please anticipate a budget request for additional contracted, or hired personnel to assist with economic development, special events and business communication.
- City staff is in the process of soliciting donations.

BUDGET ACTION REQUIRED: Unknown

COMMITTEE/COMMISSION REVIEW NA

LEGAL REVIEW: None

SAMPLE MOTION: NA

Event Type	Month	Date	Event Name	Location	Time	Received Application
Parade	February	21	Saugatuck Second Line Parade	Hoffman-Butler-Water-Lucy-Holland	5:30pm-7:00pm	Yes
Wedding	May	14	L Tantay Brunch	Coghlin Park	10:00am-2:00pm	Yes
Parade	May	29	Memorial Day Parade	Culver-Butler-Mary-Water-Main	9:00am-11:00am	Yes
Wedding	June	3	Joel & Taylor Wedding	Coghlin Park	2:00p-7:00p	Yes
Car Parade	June	3	Community Pride Car Parade	SHS to Butler St. to Blue Star Hwy	11:00	Yes
Market	June	9	The Market at SCA	The Culver Street Parking Lot (full closure)	7:00am-9:00am(set up) 9:00am-2:00pm(event hours)	Yes
Wedding	June	17	Amelia Anagnos Wedding	Coghlin Park	4:30-5:00	Yes
Race	June	17	Town Crier	SHS to Beery Field	6:00am-11:30pm	Yes
Celebration	Every Wednesday	June 21-Aug 30	Music in the Park	Wicks Park	7:00pm-9:00pm	Yes
Art Fair	July	1	Waterfront Inviational Fine Art & Craft Fair	Village Square Park	10:00am-5:00pm	Yes
Pallet Sign	July	16	Garden Club Pallet Banner	Saugatuck Sign	N/A	Yes
Parade	July	4	4th of July Parade	Downtown	12:00pm-1:00pm	Yes
Fireworks	July	4	4th of July Fireworks	Lake Kalamazoo	Dusk	No
Celebration	July	28-30	Venetian Festival	Coghlin Park	7/28 5:00pm-11:00pm 7/30 12:00pm-3:00pm	Yes
Art Fair	July	29	Waterfront Inviational Fine Art & Craft Fair	Village Square Park	10:00am-5:00pm	Yes
Market	August	4	The Market at SCA	The Culver Street Parking Lot (full closure)	7:00am-9:00am(set up) 9:00am-3:00pm(event hours)	Yes
Wedding	September	9	Masek Wedding	Coghlin Park	tbd	Yes
Celebration	August	11	Movie in the Park	Coghlin Park	5:00pm- 11:00pm	Yes
Sidewalk Sales	August	17	Annual Sidewalk Sales	Butler, Mason & Hoffman Streets	9:00am-5:00pm	Yes
Celebration	August		Annual Spear St & Friends Block Party	Spear Street between Holland & Butler	5:00pm-11:00pm	No
Bridge Walk	September		Annual Labor Day Bridge Walk	Blue Star Bridge	8:00am-10:00am	No
Race	September		Mt. Baldhead Challenge	Saugatuck/Douglas	8:45am-4:00pm	No
Art Fair	September		Art in the Park	Wicks Park	10:00am-4:00pm	No
Fundraising	September		Fall Fundraising Dinner	Wicks Park Parking Lot	5:00pm-7:00pm	No
Celebration	October		Glow in the Park	Coghlin Park	6:00pm-11:00pm	No
Parade	October		Saugatuck High School			No
Water Station	October		Camp Blodgett-Table set up for Water Station for Ride for the Kids Fundraiser	Wicks Park	9:00am-12:30pm	No
Festival	October	29	Halloween Festival & Downtown trick or treating	Wicks Park	12:00pm-2:00pm	Yes
Festival	November	24	Tree Lighting Ceremony	Wicks Park	3:00pm-6:00pm	Yes
Parade	December	2	Annual Holiday Parade	Wicks Park	1:00pm	Yes



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 8, 2023
SUBJECT: Special Event-The Market at SCA

DESCRIPTION:

Saugatuck Center for the Arts is hosting a farmer & artisan market with 41 vendors on two non-consecutive dates and requesting full parking lot closure of the Culver Street parking lot on each occasion. Approximately 800 guests at each date and there will be no music, alcohol, or fireworks. Fire, Police and DPW have given approval. Food trucks must have Fire Department inspections prior to event start time.

Breakdown of Event:

Name: The Market at SCA
Location: City of Saugatuck Culver Street parking lot
2 Dates: 6-9-23, 8-4-23
Time: 7am-3pm (*verified lot will be open by 5pm per SHS agreement*)
Vendors: 41 Tents (*vendor parking via interurban at Saugatuck Christian Reformed Church*)
All food trucks must contact STFD to schedule inspection prior to start of event

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny The Market at SCA hosted by Saugatuck Center for the Arts with dates of 6-9-23, 8-4-23.



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 & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Ctr for the Arts TELEPHONE: 2698572399
MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453
CONTACT NAME: Kristin Armstrong TELEPHONE: 2698572399
E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 2698572399

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman TELEPHONE: 2698572399
E-MAIL ADDRESS: market@sc4a.org CELL PHONE: 2692273448

EVENT INFORMATION

NAME OF EVENT: The Market at SCA DATE(S) OF EVENT: 06/09 & 08/04
PURPOSE OF EVENT: Farmer & Artisan Market RAIN DATE: none

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

EVENT LOCATION: Saugatuck Center for the Arts EVENT HOURS: 9am-2pm

ESTIMATED NUMBER OF ATTENDEES: 800 guests at each

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 06/09; 08/04 7:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/09; 08/04 3:00 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

"YARD" SIGNS - Number requested: 12 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

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

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

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

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

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** Max 41 (10' x 10')

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? Saugatuck Christian Reformed Church

Will the Interurban be utilized? Yes No Time(s) 7am-8:45am & 2pm-3:15pm

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: Culver City Parking Lot (partial closure, see attached map)

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: see attached note

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

2/28/23

Date

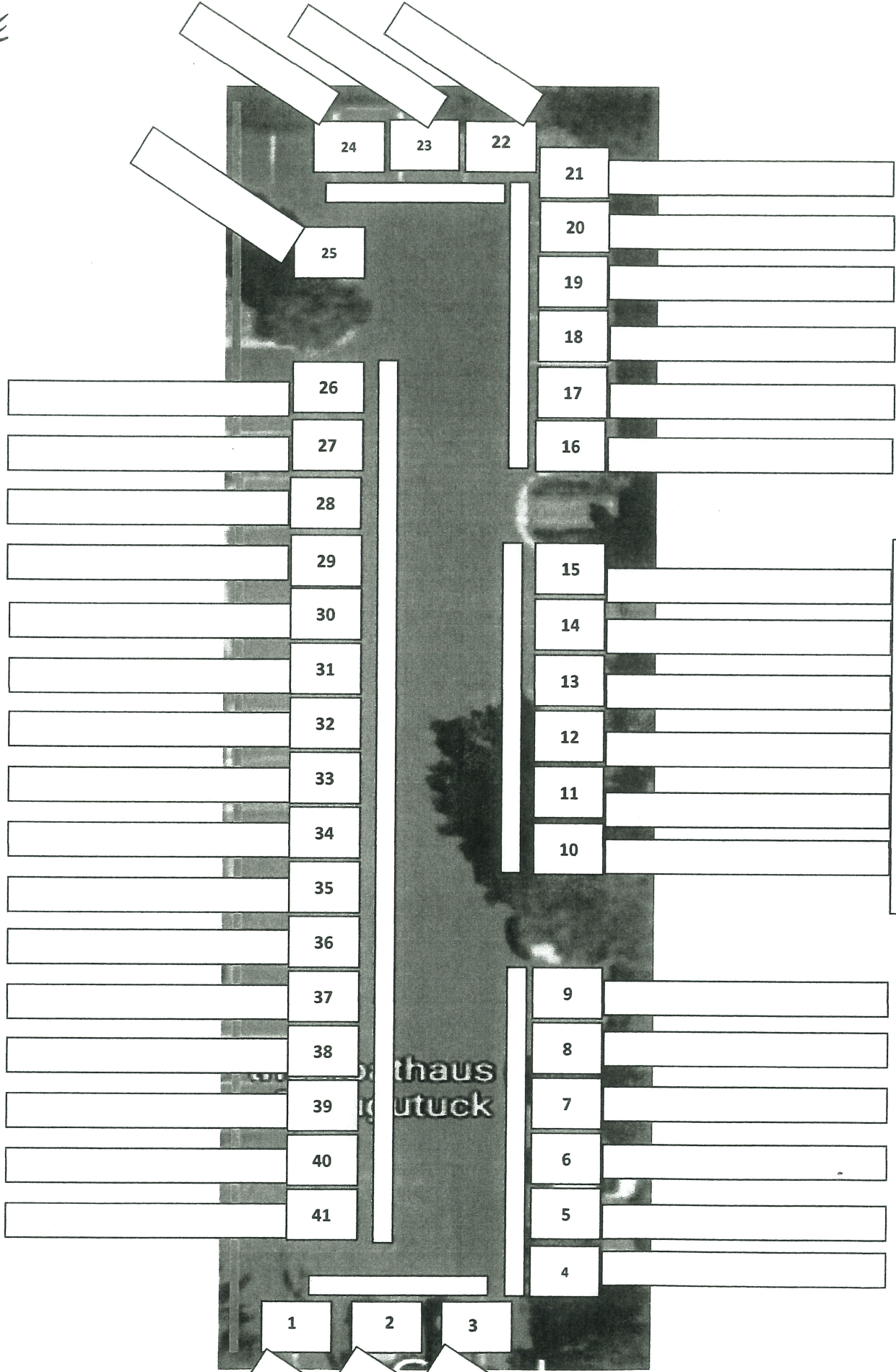
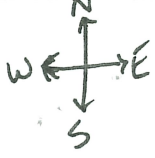
The Saugatuck Center for the Arts will need the use of the City Parking Lot for our weekly Market at SCA on the following dates:

- Jun 9, 2023
- Aug 4, 2023

See attached layout for the use of the city parking lot

Certificate of insurance should be on file

All food truck Friends that we have will have their food license, insurance paperwork and MI Sales Tax ID just as they do for our market.



SCA
BLDG

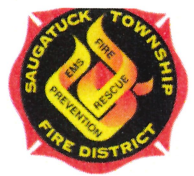
— = Safety cones or fencing
Spots marked would be Friendors
Tents/Booths.

CULVER ST



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

REQUIREMENTS FOR TENT STRUCTURES

Date: _____ Location: _____

Address: _____ Municipality: _____

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

Check off when complete:

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

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

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

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

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

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

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

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

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



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

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

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

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

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

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

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

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

_____ Means of egress shall be illuminated. (3103.12.7)

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

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

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

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

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM

Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Friday, April 14, 2023 10:44 AM
To: Jamie Wolters; Greg Janik; Michelle Green (mgreen@saugatuckfire.org); Mike Betts; Scott Herbert
Cc: Sara Williams
Subject: Re: Special Event SCA Markets

Ok

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 10:26:56 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Scott Herbert <scott@saugatuckcity.com>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Special Event SCA Markets

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.

Good Morning, Happy Friday,

Attached is the special event for the SCA Markets. The is a recurring annual event held twice a year. Main ask is asking City for use of Culver St Parking lot. I'm looking for you department approvals so I can move to Council. Fire- approval with the understanding that all food truck contact you for inspection prior to event start.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



Jamie Wolters

From: Scott Herbert
Sent: Monday, April 17, 2023 7:30 AM
To: Jamie Wolters
Cc: Sara Williams
Subject: RE: Special Event SCA Markets

Hi Jamie,

This has approval from DPW.

Thanks you,

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

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 10:27 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Brett Ensfield <bensfield@allegancounty.org>; Scott Herbert <scott@saugatuckcity.com>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Special Event SCA Markets

Good Morning, Happy Friday,

Attached is the special event for the SCA Markets. The is a recurring annual event held twice a year. Main ask is asking City for use of Culver St Parking lot. I'm looking for you department approvals so I can move to Council. Fire- approval with the understanding that all food truck contact you for inspection prior to event start.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406





City Council Agenda Item Report

FROM: Jamie Wolters
MEETING May 8th, 2023
DATE: SUBJECT: Special Event-Music in the Park

DESCRIPTION:

SDABA is hosting the Music in the Park series every Wednesday night from 7:00 p.m. – 9:00 p.m. starting on June 21, 2023. The event will be similar to previous years. Approval has been given by Fire, Police and DPW.

BREAKDOWN OF EVENT:

Name: Music in the Park
Date: Starting Wednesday June 21
Time: 7:00 p.m.- 9:00 p.m. Wicks
Location: Park
Attendees: 100-500
Volunteers: 4-5

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the 2023 Music in the Park series starting on June 21st organized by the Saugatuck Douglas Area Business Association.



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 & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

PURPOSE OF EVENT: _____

RAIN DATE: _____

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

EVENT LOCATION: _____

EVENT HOURS: _____

ESTIMATED NUMBER OF ATTENDEES: _____

ESTIMATED NUMBER OF VOLUNTEERS: _____

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

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

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Yes No

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)

Provide Copy of Michigan Liquor Control License

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

WILL FIREWORKS BE APART OF EVENT: Yes No

Provide Copy of Liability Insurance (listing the City as additionally insured)

Provide Copy of Fireworks Permit

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

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

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

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

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

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

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

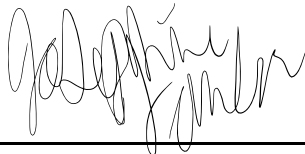
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



Applicant Signature

Date

Jamie Wolters

From: Scott Herbert
Sent: Monday, April 17, 2023 7:28 AM
To: Jamie Wolters; Greg Janik; Michelle Green (mgreen@saugatuckfire.org); Mike Betts; Brett Ensfield
Cc: Sara Williams
Subject: RE: Music in the Park

Hi Jamie,

This has approval from Public Works.

Thanks,

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

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Friday, April 14, 2023 11:16 AM
To: Greg Janik <gjanik@saugatuckfire.org>; Michelle Green (mgreen@saugatuckfire.org) <mgreen@saugatuckfire.org>; Mike Betts <mbetts@saugatuckfire.org>; Scott Herbert <scott@saugatuckcity.com>; Brett Ensfield <bensfield@allegancounty.org>
Cc: Sara Williams <Sara@saugatuckcity.com>
Subject: Music in the Park

Hello All,

Please see attached Music in the Park special event application. Annual event as in the past with first event on June 21. Looking for department approval on this to move to Council. Requests on application mainly for DPW along with Council approval on City parking lot closure.

Thank You,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



Jamie Wolters

From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Tuesday, May 2, 2023 11:26 AM
To: Jamie Wolters; Ben Haas
Subject: Re: Music in the Park

We are all set with it.

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Jamie Wolters <Jwolters@saugatuckcity.com>
Sent: Tuesday, May 2, 2023 11:22:27 AM
To: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>; Ben Haas <BHaas@ALLEGANCOUNTY.ORG>
Subject: RE: Music in the Park

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,

Thank you, can you give me an approval on this event please.

Thank you,

Jamie Wolters

City Clerk

City of Saugatuck

O: 269.857.2603

F: 269.857.4406



From: Brett Ensfield <BEnsfield@ALLEGANCOUNTY.ORG>
Sent: Friday, April 14, 2023 11:27 AM
To: Jamie Wolters <Jwolters@saugatuckcity.com>
Subject: Re: Music in the Park

Jamie,

I sent this to our new Sgt. Ben Haas in charge for the day to day functions. If you want to include him and me on any further events that would be great. His email is bhaas@allegancounty.org.

Thanks
Brett



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: May 8th, 2023
SUBJECT: Special Event-Town Crier Race

DESCRIPTION:

The Town Crier Race raises money for the Saugatuck Public Schools Cross Country, Track and Running Club. All races will begin at the Saugatuck High School and end in front of Beery Field in Douglas. Please see attached application and break down of event below. City Staff, Fire, Police, and event organizer will meet closer to the event date to discuss specifics needed from each department.

BREAKDOWN OF EVENT:

Location: Starting at Saugatuck High School and ending at Beery Field in Douglas
Race Date: 6/17/23
Event Hours: 6:00am-11:30am
-7:30am- Start of Half Marathon
-7:40am- Start of 10K
-7:50am- Start of 5K

Attendees: Maximum of 800 runners, as in the past- organizer encourage running on sidewalks and only on streets where necessary.
Volunteers: 30-50

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Town Crier Race event to take place on June 17th, 2023, organized by Town Crier Races, contingent on safety meeting with staff, Police and Fire departments.



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 & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Town Crier Races

TELEPHONE: 269.857.2133

MAILING ADDRESS: PO Box 1040, Douglas, MI 49406

CONTACT NAME: Susan Poolman

TELEPHONE: 269.227.3448

E-MAIL ADDRESS: towncrierrace@gmail.com

CELL PHONE: 269.227.3448

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Rick Bauer

TELEPHONE: 269.857.2133

E-MAIL ADDRESS: rbauer@saugatuckps.com

CELL PHONE: 616.848.9313

EVENT INFORMATION

NAME OF EVENT: Town Crier Races

DATE(S) OF EVENT: 06/17/2023

PURPOSE OF EVENT: \$\$ for SPS CC, Track & Running Club

RAIN DATE: n/a

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

EVENT LOCATION: City, Village & Township

EVENT HOURS: 6am-11:30am

ESTIMATED NUMBER OF ATTENDEES: Maximum of 800 runners

ESTIMATED NUMBER OF VOLUNTEERS: 30-50

ESTIMATE DATE / TIME FOR SET-UP: 06/17/2023 5:45 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/17/2023 11:30 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

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

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

BOOTHS – QUANTITY _____ **TENTS – QUANTITY** _____

AWNINGS – QUANTITY _____ **TABLES – QUANTITY** _____

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

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

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: Insurance is provided by Saugatuck Public Schools

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.

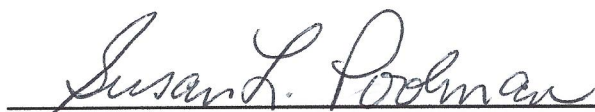
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

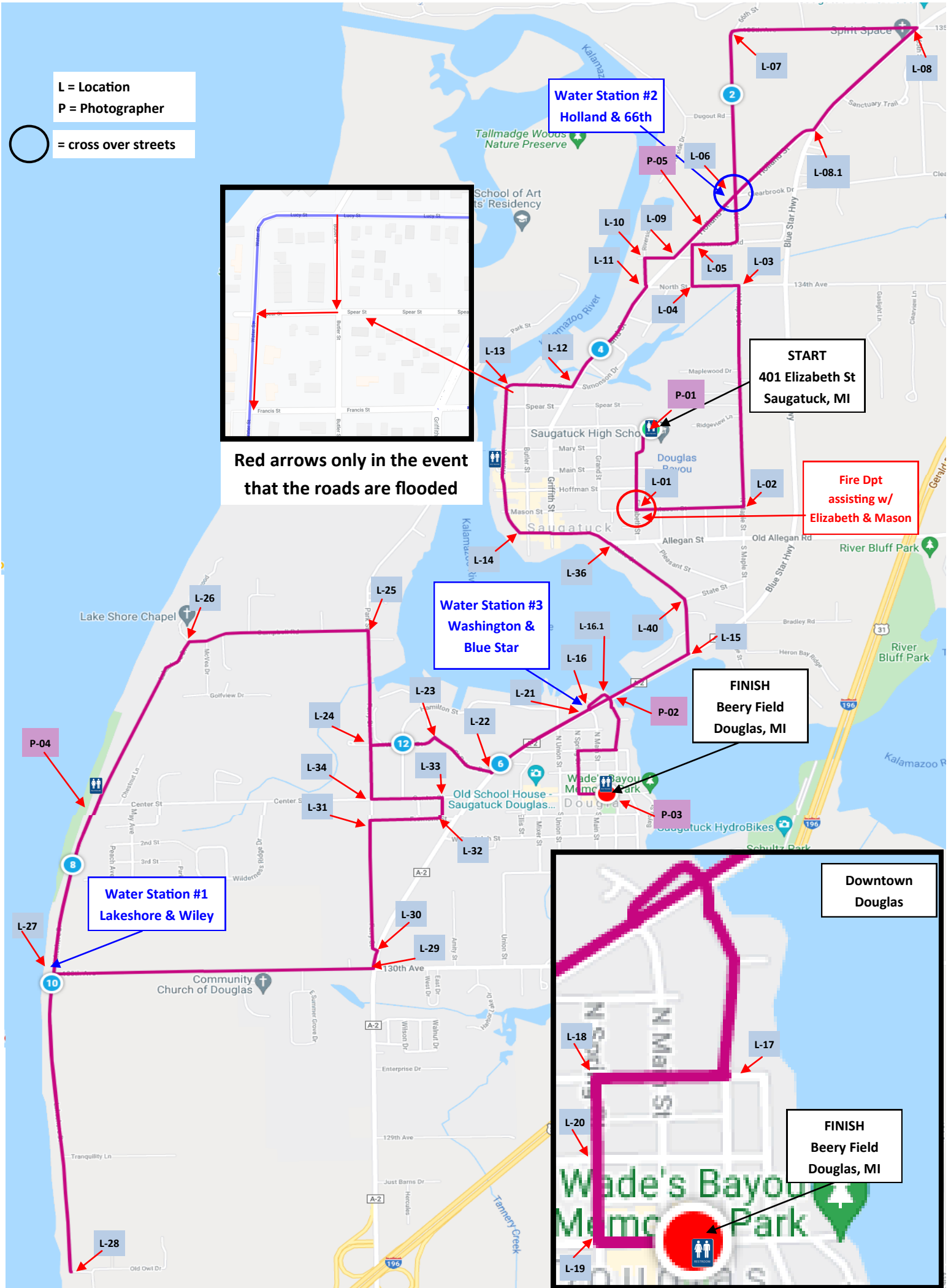


Applicant Signature

03/28/2023


Date

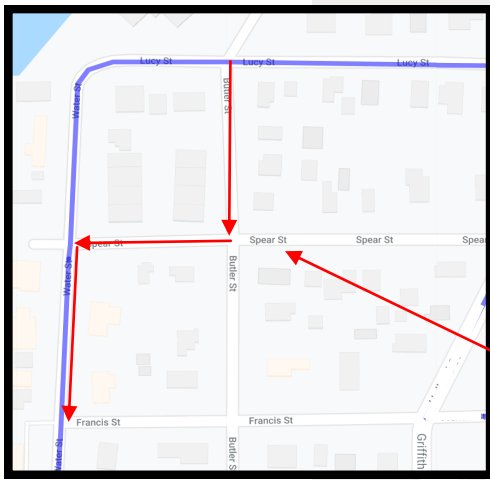
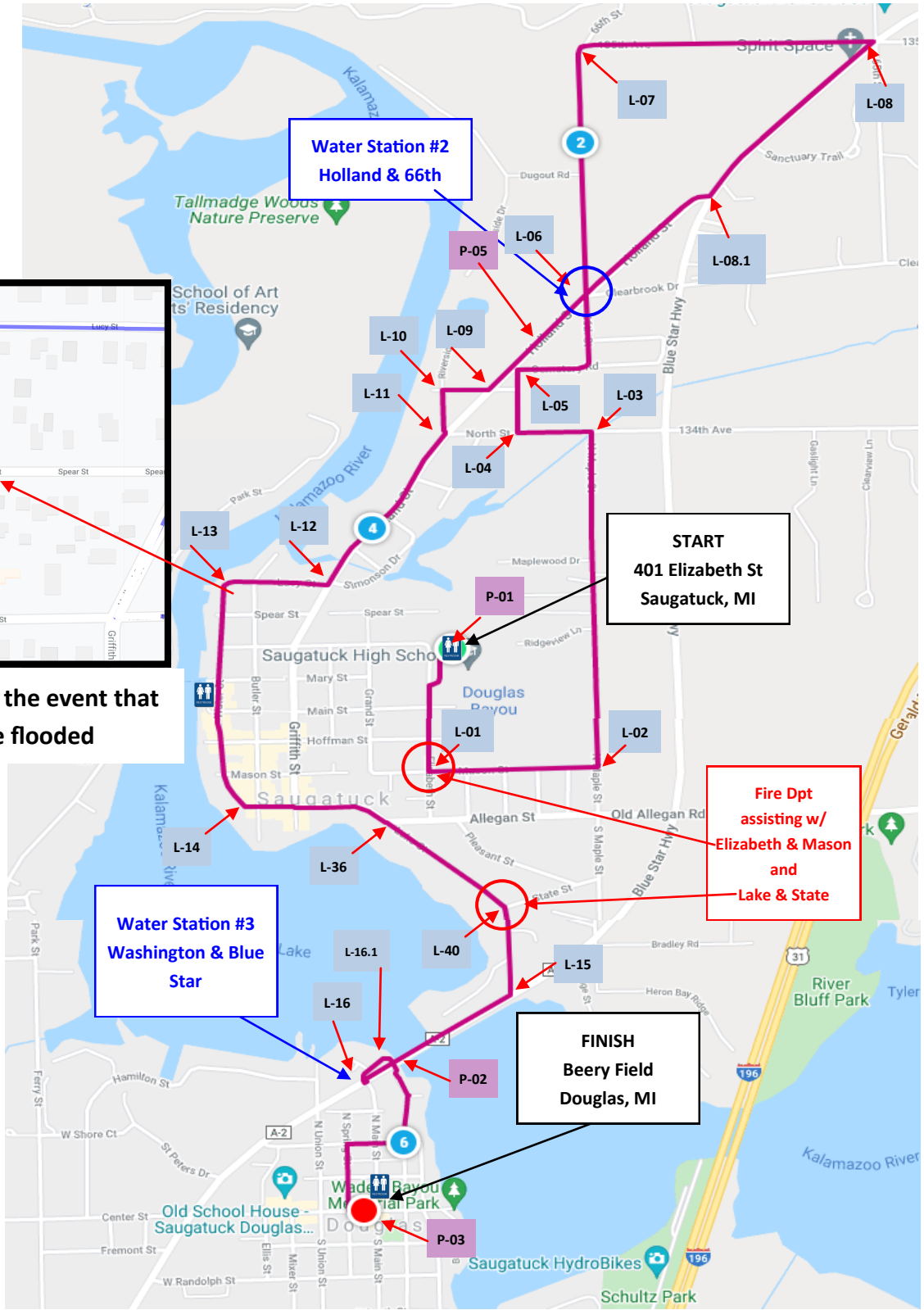
Town Crier Races - Half Marathon



= Public Restrooms

Town Crier Races - 10k

- L = Location
- P = Photographer
-  = cross over streets
- Officers Needed



Red arrows only in the event that the roads are flooded

 = Public Restrooms

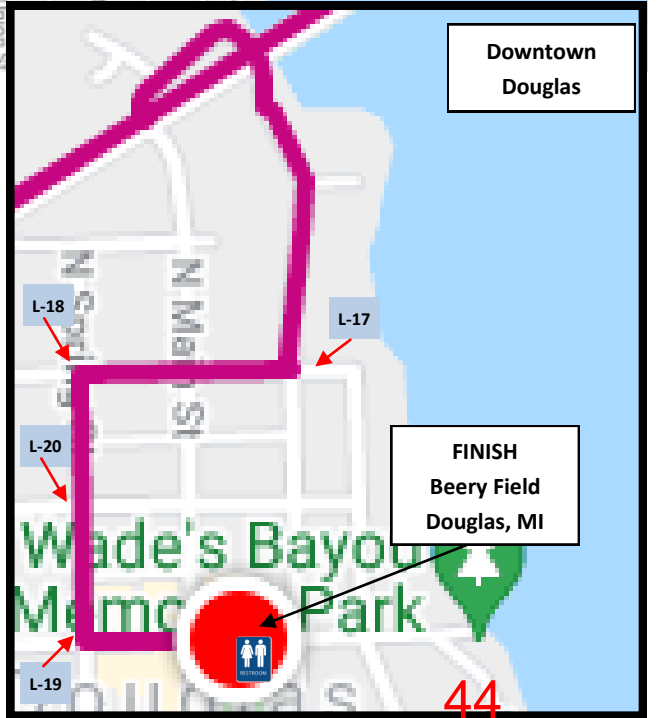
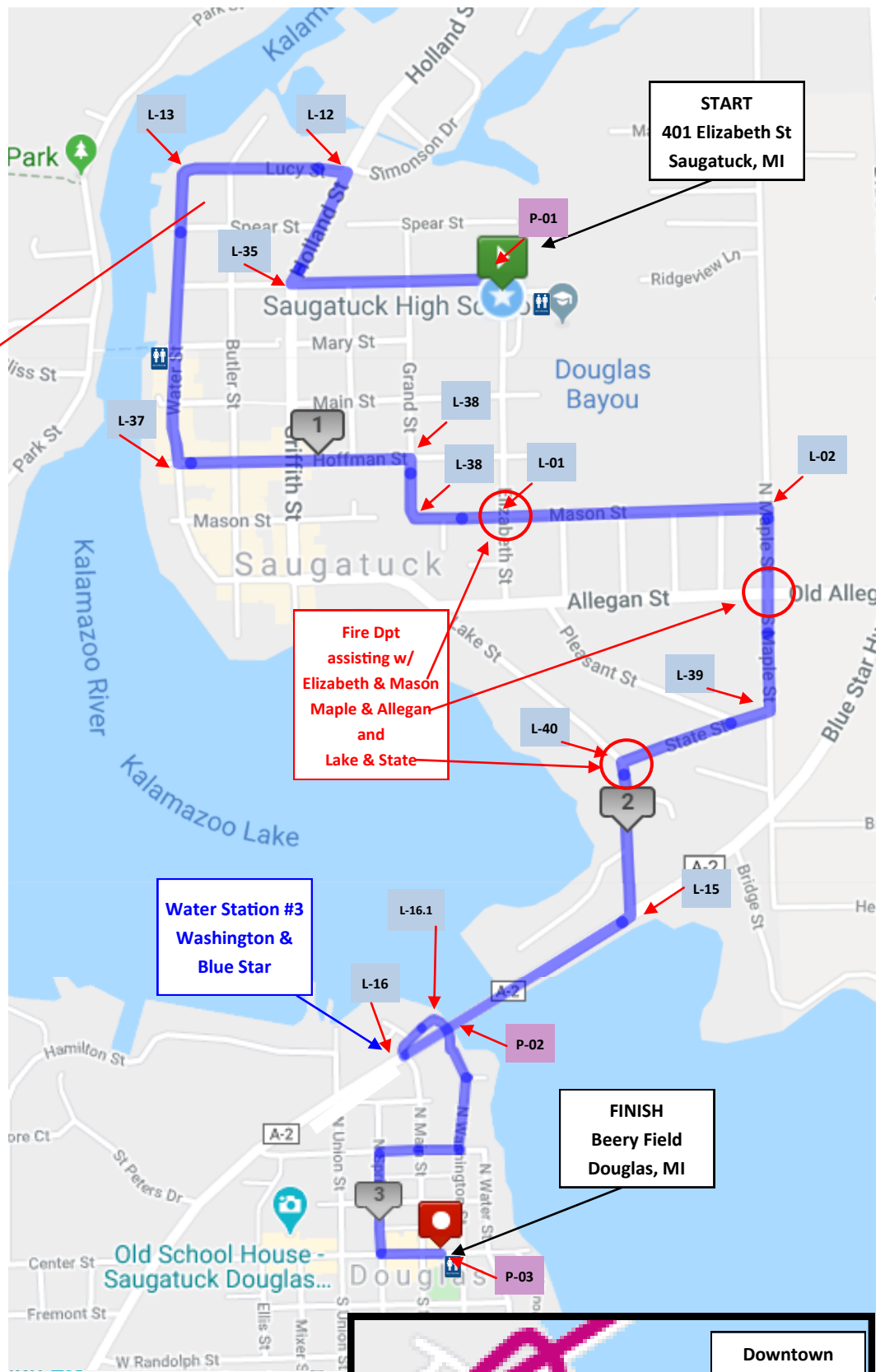


Town Crier Races - 5k




L = Location
 P = Photographer
 = Public Restrooms



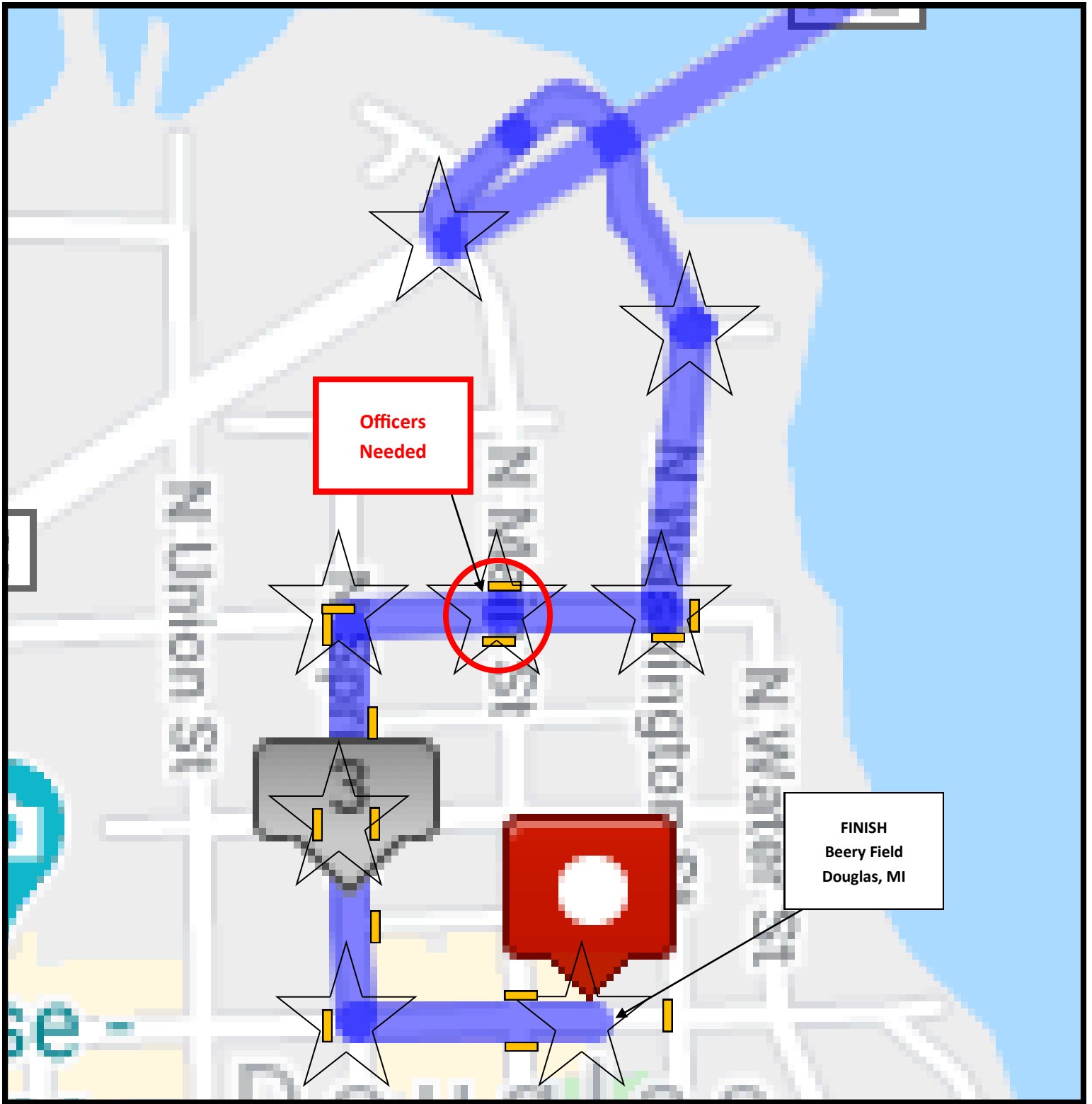
Red arrows only in the event that the roads are flooded



Downtown Douglas

-  = barricade
-  = partial barricade
-  = volunteers

 = Officers Needed



To Whom It May Concern:

I write today regarding evangelistic work that the Family Health and Education Resources ministry of the Seventh-day Adventist Church will soon be conducting in your community. Student literature evangelists will be going door-to-door distributing free religious literature, praying with community members, enrolling interested individuals in Bible Studies, and seeking donations to support the program.

The Literature evangelistic program of the Adventist Church has been in existence for well over 100 years and is an important part of the Church's missionary work and evangelism. As student literature evangelists they are following the Great Commission that Christ gave His followers in Matthew 28:18-20.

In order not to disturb the community or be bothersome, this program usually runs from 10:00am to 9:00pm, June 4-August 10, 2023. Further, all our students carry identification recognizing them as part of the Family Health and Education Resources Program. They also carry radios or cell phones to contact their onsite leader, who can provide more information while in the field.

As a youth program, we are instilling safety protocols for our students as well as the community in which we are seeking to share. To ensure public health and safety due to Coronavirus, our program will be complying with the guidelines and protection procedures as provided by the CDC as our students go door-to-door.

Some communities have ordinances governing door-to-door sales, canvassing, or solicitations. However, the Supreme Court has protected door-to-door advocacy based upon the free exercise and speech clauses of the First Amendment. The Court has been particularly suspicious of any prior restraint on these activities, such as requiring permit or registration process. If your city has an ordinance that it believes applies to our activities, I ask that you contact us as soon as possible so we can discuss this.

We believe our evangelistic activities fall squarely within the protected zone of the First Amendment. Unless we hear differently, we do not plan on applying for any permit or registering prior to beginning our missionary work.

It is our desire to provide family, health and educational resources that will serve to bless local communities. We are happy to provide more specific information regarding the program upon request, and we look forward to working in your community and with your office as necessary.

PLEASE FORWARD THIS INFORMATION TO YOUR LOCAL POLICE/SHERIFF DEPARTMENT.

Please accept this letter as acknowledgment of our Family Health and Education Resources Seventh-day Adventist youth missionary project that will take place in your area. If you have any other questions, please don't hesitate to call us at 517-316-1515.

Respectfully yours,



David Pano
Literature Ministries Director

As confirmation that you received this information, we would ask that you please fill out the following and fax this letter back to the number below. *We understand that your signature is not an endorsement of our project, but simply recognition of our presence in your community.*

PLEASE PRINT

Name of county: _____

Name of city/twp/village (circle one): _____

Received by: _____

(Signature)

(Print Name)

Date: _____

Return Fax Number: 517-999-0596

Return Email: fher@misda.org