



## CITY COUNCIL WORKSHOP AGENDA

**June 7, 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. Resolution 230612-A- MDOT Cat B Application
  - B. Ordinance 230612-A- Temporary Waterfront Moratorium
  - C. Revocable License- Pumpernickels
  - D. Revocable License- Scooters Café & Pizzeria
  - E. Special Event- Movie in the Park
  - F. Special Event- Saugatuck Film Festival
  - G. Special Event- Spear Street Block Party
  - H. Special Event- Fourth of July Parade
  - I. Special Event- Fourth of July Fireworks update
7. **Public Comments** (*Limit 3 minutes*)
8. **Closed Session:** –Pursuant to MCL 15.268(e) and (h) to discuss confidential written legal opinion regarding the ongoing lawsuit with Dune Ridge SA, LP.
9. **Correspondence**
  - A. Board/Commission Vacancy Notice
10. **Council Comments**
11. **Adjourn** (*Roll Call*)

**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](mailto: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](mailto:Wolters@saugatuckcity.com) for further information.

OFFICE OF ECONOMIC DEVELOPMENT  
TRANSPORTATION ECONOMIC DEVELOPMENT FUND  
CATEGORY B: COMMUNITY SERVICE INFRASTRUCTURE FUND APPLICATION

[Application Instructions](#)

**APPLICANT INFORMATION**

CITY OR VILLAGE NAME	MAILING ADDRESS	ZIP CODE	COUNTY
CONTACT PERSON	TITLE	PHONE NO. Ext:	E-MAIL ADDRESS
STATE SENATOR NAME	STATE SENATE DISTRICT NO.	STATE REP. NAME	STATE REP. DISTRICT NO.

**PROJECT INFORMATION**

1.) STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-----------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK (See [Application Instructions - Appendix I: Preventative Maintenance Guide](#))

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

STREET NAME	PROPOSED PROJECT LIMITS (Use Nearest Cross Streets)	ROADWAY CLASSIFICATION	CONSTRUCTION COST
-------------	--	------------------------	-------------------

DESCRIPTION OF PROPOSED WORK

<p>2.) IS ANY ADDITIONAL RIGHT-OF-WAY NEEDED FOR THE PROJECT(S)?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>3.) IF "YES" TO 2, PLEASE BRIEFLY DESCRIBE BELOW.</p>
--	--

<p>4.) WILL THE PROPOSED PROJECT(S) BE PAIRED WITH OTHER INFRASTRUCTURE WORK? – I.E. SEWER, WATER, ELECTRIC, OR OTHER?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>5.) IF "YES" TO 4, PLEASE BRIEFLY DESCRIBE BELOW.</p>
--	--

6.) REQUIRED DOCUMENTS CHECKLIST (Attach these documents along with this application to the submission email)

RESOLUTION OF SUPPORT     
  PHOTOS     
  MAP     
  PROJECT COST CALCULATIONS

7.) CATEGORY B FUNDS REQUESTED (PHYSICAL CONSTRUCTION ONLY)	8.) LOCAL CONSTRUCTION MATCHING FUNDS (50% MINIMUM MATCH REQUIREMENT)	9.) TOTAL CONSTRUCTION COSTS
---	---	------------------------------

IMPLEMENTATION INFORMATION		
10.) PROPOSED PROJECT START DATE (mm/dd/yyyy)	11.) WILL THE PROPOSED WORK BE PAIRED WITH OTHER ROADWORK BY ANOTHER AGENCY?  YES <input type="checkbox"/> NO <input type="checkbox"/>	12.) IF "YES" TO 11, PLEASE PROVIDE THE AGENCY'S NAME.  <hr/> 13.) WILL YOUR AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>
14.) IF "NO" TO 13, WILL ANOTHER LOCAL AGENCY OVERSEE THE GRANT IMPLEMENTATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	15.) IF "YES" TO 14, PLEASE PROVIDE THE AGENCY'S NAME.	
16.) IF "NO" TO 14, WILL A WILL A CONSULTANT ENGINEERING FIRM OVERSEE THE GRANT IMPLEMENTATION YES <input type="checkbox"/> NO <input type="checkbox"/>	17.) IF "YES" TO 16, PLEASE PROVIDE THE FIRM'S NAME.	
18.) ADDITIONAL COMMENTS		

Please submit application to: [MDOT-OED-CategoryB@Michigan.gov](mailto:MDOT-OED-CategoryB@Michigan.gov)

CITY OF SAUGATUCK  
RESOLUTION NO. 230612-A

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR ROADWAY IMPROVEMENTS ON MAPLE STREET FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM

Minutes of a regular meeting of the Council of the City of Saugatuck, Allegan County, Michigan held in City Hall at 102 Butler Street in said City, on June 12, 2023 at 7:00pm.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the City of Saugatuck is applying for \$250,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct roadway improvements on Maple Street.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Ryan Heise, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$541,000 toward the construction costs of the project, and all costs for non-participating work, design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

PRESENT:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED:

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Council in the City of Saugatuck held on June 12, 2023.

[name]  
[title]

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north from Blue Star Highway



Maple Street north of Blue Star Highway looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Failed pavement on Maple Street north of Blue Star Highway



Failed pavement on Maple Street north of Blue Star Highway



**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north toward State Street



Maple Street at State Street looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street north of State Street looking north



Maple Street looking north toward Allegan Street

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street at Allegan Street looking north



Sidewalk ramp in northwest quadrant of Maple Street and Allegan Street

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Sidewalk ramp at northeast quadrant of Maple Street at Allegan Street



Failed pavement on Maple Street north of Allegan Street looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Failed pavement on Maple Street north of Allegan Street looking north



Failed pavement on Maple Street north of Allegan Street looking west

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Patch from 2022 water main break on Maple Street south of Mason Street



Maple Street at Mason Street looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Spillway area in northwest quadrant of Maple Street and Mason Street



City stormwater outfall at Maple and Mason Street

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north from Mason Street



Wastewater lift station on west side of Maple Street north of Mason Street



**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Failed pavement on Maple Street north of Mason Street looking north



Failed pavement and slurry seal on Maple Street north of Mason Street looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street north of Mason Street looking north



Maple Street north of Mason Street looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street south of Ridgeview Lane looking north



Maple Street south of Ridgeview Lane looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street south of Ridgeview Lane looking north



Maple Street looking north toward Ridgeview Lane

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north from Ridgeview Lane



Maple Street north of Ridgeview Lane looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north toward Singapore Drive



Maple Street north of Singapore Drive looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Department of Public Works rear access on east side of Maple Street



Maple Street looking north from Department of Public Works

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street north of Department of Public Works looking north



Olde Mill Apartments on west side of Maple Street



**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Saugatuck Township Fire District rear access on east side of Maple Street



Maple Street north of Fire District looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street south of Ridgewood Oak Apartments looking north



Maple Street looking northeast toward Ridgewood Oak Apartments on east side

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Ridgewood Oak Apartments entrance on east side of Maple Street



Maple Street at Ridgewood Oak Apartments entrance looking north

**CITY OF SAUGATUCK  
MDOT CATEGORY B APPLICATION – PHOTOS OF PROJECT AREA**



Maple Street looking north toward North Street

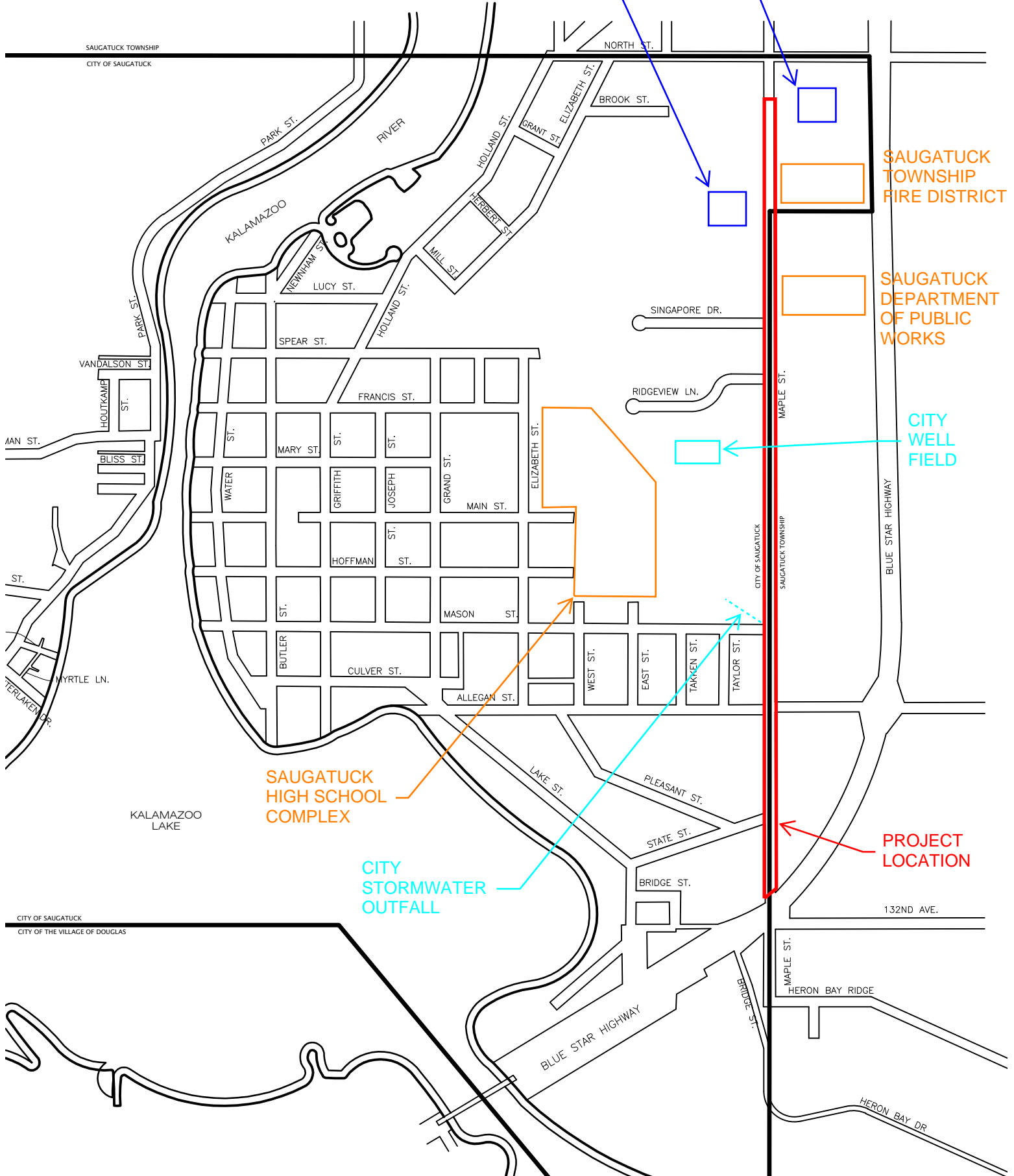


Wastewater lift station on east side of Maple Street south of North Street

CITY OF SAUGATUCK  
CATEGORY B APPLICATION  
PROJECT LOCATION MAP

OLDE MILL  
APARTMENTS

RIDGEWOOD OAK  
APARTMENTS



**City of Saugatuck**  
**Maple Street Improvements - Blue Star Highway to S of North Street**  
**Engineer's Pre-Design Estimate of Probable Project Cost**



Project No.: 3187  
 By: JWM  
 Date: 5/22/2023

**Part 1 - Road and Drainage Improvements (MDOT Category B Participating)**

Scope: Crush and Shape from Blue Star Highway to ~250' south of North Street with 20-foot new asphalt width and 3" thickness. Remove and replace ends of drive approaches as required to reconnect. Upgrade sidewalk ramps at Allegan Street to meet ADA guidelines.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 62,200.00	\$ 62,200.00
2	Preconstruction Video Survey	LSUM	1	\$ 3,000.00	\$ 3,000.00
3	Clearing and Tree Removal	LSUM	1	\$ 10,000.00	\$ 10,000.00
4	HMA Surface, Rem	Syd	500	\$ 8.00	\$ 4,000.00
5	Pavt, Rem	Syd	500	\$ 12.00	\$ 6,000.00
6	Sidewalk, Rem	Syd	10	\$ 15.00	\$ 150.00
7	Dr Structure, Temp Lowering	Ea	15	\$ 500.00	\$ 7,500
8	HMA Base Crushing and Shaping	Syd	10,800	\$ 5.00	\$ 54,000
9	Dr Structure Cover, Type Q	Ea	12	\$ 800.00	\$ 9,600
10	Dr Structure Cover, Adj	Ft	15	\$ 750.00	\$ 11,250
11	Stormwater Detention and Sewer Repairs	LSUM	1	\$ 100,000.00	\$ 100,000
12	Subbase, CIP	Cyd	1,500	\$ 20.00	\$ 30,000
13	Aggregate Base, 8 inch	Syd	4,000	\$ 15.00	\$ 60,000
14	HMA, 13A	Ton	2,000	\$ 120.00	\$ 240,000
15	HMA Approach	Ton	100	\$ 200.00	\$ 20,000
16	Curb Ramp, Conc, 6 inch	Sft	90	\$ 15.00	\$ 1,350
17	Driveway, Conc, 6 inch	Syd	500	\$ 50.00	\$ 25,000
18	Turf Restoration	Syd	5,000	\$ 8.00	\$ 40,000
19	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	9,500	\$ 0.25	\$ 2,375

Subtotal Construction (Rounded): \$ 687,000  
Undeveloped Details & Contingency (15%): \$ 104,000  
 Total Estimated Road Construction Cost: \$ 791,000

**Part 2 - Water Main Improvements and Sanitary Sewer Repairs (MDOT Category B Non-Participating)**

Scope: Replace existing 4-inch (BSH to Allegan) and 6-inch (Allegan to ~900' south of North) water main with 8-inch water main. Replace existing water services to the homes, where required. Replace existing hydrants and valves.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds & Insurances (10%)	LSUM	1	\$ 47,500.00	\$ 47,500.00
2	Hydrant, Rem	Ea	6	\$ 750.00	\$ 4,500
3	Connect to Existing Water Main	Ea	10	\$ 2,500.00	\$ 25,000
4	Water Main, DI, 8 inch	Ft	4,500	\$ 100.00	\$ 450,000
5	Tee, 8 inch x 6 inch	Ea	12	\$ 750.00	\$ 9,000
6	Tee, 8 inch x 8 inch	Ea	6	\$ 800.00	\$ 4,800
7	Fire Hydrant	Ea	10	\$ 4,000.00	\$ 40,000
8	Gate Valve and Box, 6 inch	Ea	12	\$ 2,500.00	\$ 30,000
9	Gate Valve and Box, 8 inch	Ea	12	\$ 3,000.00	\$ 36,000
10	Corporation Stop, 1 inch	Ea	50	\$ 500.00	\$ 25,000
11	Water Service, 1 inch	Ft	3,000	\$ 50.00	\$ 150,000
12	Curb Stop and Box, 1 inch	Ea	50	\$ 500.00	\$ 25,000
13	Water Service, Reconnect	Ea	50	\$ 250.00	\$ 12,500
14	Water Service, Building Connection	Ea	30	\$ 1,000.00	\$ 30,000
15	Sanitary Sewer Repairs	LSUM	1	\$ 25,000.00	\$ 25,000

Subtotal Construction (Rounded): \$ 915,000  
Undeveloped Details & Contingency (15%): \$ 138,000  
 Total Estimated Utility Construction Cost: \$ 1,053,000

Total Estimated Construction Cost: \$ 1,844,000  
Est. Engineering, Permitting and Administration (15%): \$ 277,000  
 Total Estimated Project Cost: \$ 2,121,000

*The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.*



## City Council Agenda Item Report

**FROM:** Ryan Cummins, Director of Planning and Zoning

**MEETING DATE:** June 12, 2023

**SUBJECT:** Ordinance No. 230612-A: Temporary Waterfront Commercial Development and Construction Moratorium Zoning Ordinance Amendment

### **DESCRIPTION:**

On March 16, the Planning Commission reviewed a proposed police power ordinance to enact a temporary moratorium on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. The Planning Commission voted 5-1 to recommend to City Council that they adopt a police power ordinance establishing a temporary waterfront commercial development and construction moratorium.

On March 27, the City Council adopted a police power ordinance (Ordinance No. 230322-B) that established a temporary waterfront commercial development and construction moratorium. This was published on April 6.

Now that the City Council has adopted a police powers ordinance and based on recent court decisions, staff and legal counsel are recommending that the City Council also review and consider a corresponding zoning ordinance amendment. The proposed corresponding zoning ordinance amendment is attached.

The Planning Commission held a public hearing on the zoning ordinance amendment on May 18 and unanimously recommended that the City Council adopt the amendment.

### **LEGAL REVIEW:**

The City Attorney prepared the draft zoning ordinance amendment. The City Attorney will be at your meeting to answer any questions you may have.

### **SAMPLE MOTIONS:**

Motion to adopt Ordinance No. 230612-A Temporary Waterfront Commercial Development and Construction Moratorium Zoning Ordinance Amendment.

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

**TEMPORARY WATERFRONT COMMERCIAL DEVELOPMENT AND  
CONSTRUCTION MORATORIUM**

**ZONING ORDINANCE AMENDMENT  
ORDINANCE NO.230612-A**

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on June 12, 2023 at 7:00pm p.m., City Council Member \_\_\_\_\_ moved to adopt the following ordinance, which motion was seconded by City Council Member \_\_\_\_\_.

*An ordinance to enact a temporary moratorium until September 30, 2023 or an earlier time in which the City adopts new regulations governing the activities regulated in this ordinance and rescinds this ordinance, on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. This temporary moratorium does not apply to any interior upfits, interior alterations, or changes in land use that do not require expansions to existing buildings or structures.*

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

**SECTION 1. FINDINGS:** The City Council of the City of Saugatuck finds that:

- a. The City of Saugatuck (“City”) has duly adopted a zoning ordinance (“Zoning Ordinance”) under the Michigan Zoning Enabling Act to, among other things, provide for the regulation of land development by creating zoning districts. See MCL 125.3201(1). The Zoning Ordinance intends to appropriately regulate land use and development by zoning districts to, among other reasons, ensure that use of land is situated in appropriate locations and relationships and to generally promote public health, safety, and welfare.
- b. The Zoning Ordinance includes the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts.
- c. There has been increased interest in continued waterfront development in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. Further new development in the zoning districts, if not appropriately regulated, could result in adverse effects such as increased traffic and congestion, stormwater impacts, environmental impacts due to the waterfront locations, inappropriate land use locations, and other adverse impacts that could negatively impact the public health, safety, and welfare.



- d. Accordingly, the City including its City Council, Planning Commission, Staff, and potentially retained consultants desire to review land use regulations for waterfront development in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. It specifically desires to forestall certain development in the area as detailed below to avoid negative impacts caused by potentially inappropriate current land use regulations in the Zoning Ordinance.

**SECTION 2. AMENDMENT TO ZONING ORDINANCE:** The City of Saugatuck Zoning Ordinance is amended to add Section 154-MISC that contains the following content below.

### **TEMPORARY WATERFRONT COMMERCIAL DEVELOPMENT AND CONSTRUCTION MORATORIUM**

The City enacts a temporary moratorium on permitting, accepting applications, approvals, and consideration of new site development including parking and site improvements, new building construction, and existing building expansion in the “Waterfront Commercial Temporary Moratorium Area” (an area of lands that: (1) are waterfront parcels on the Kalamazoo River or Kalamazoo Lake; and (2) are located in either the Water Street North, Water Street South, Water Street Commercial, or Resort Zoning Districts) under Michigan law until September 30, 2023 or an earlier time in which the City adopts new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area and rescinds this ordinance. This temporary moratorium shall not apply to any building interior upfits, building interior alterations, or changes in land use that do not require expansions to existing buildings, structures, or additional site development (parking and other site improvements) in the Waterfront Commercial Temporary Moratorium Area. The City Council may extend this temporary moratorium by resolution from time-to-time to finish adopting new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area.

This temporary moratorium shall have the effect of prohibiting consideration, acceptance of zoning applications, and any action on the land uses in the “Waterfront Commercial Temporary Moratorium Area” as specified above until the expiration of the temporary moratorium and shall supersede and take effect over all other contrary language in the Zoning Ordinance. If the City does not either extend this temporary moratorium or adopt new regulations governing land uses in the Waterfront Commercial Temporary Moratorium Area before its expiration, then the current language in the Zoning Ordinance shall resume to have full force and effect as before this temporary moratorium.

Waiver: In the event that a landowner will suffer immediate and irreparable harm for the short duration of this ordinance, or this ordinance otherwise violates applicable provisions of the state or federal constitution or other applicable law, a landowner may apply in writing for a waiver of the moratorium from the City Council. At a public hearing held on such an application, the landowner must bear the burden of demonstrating immediate and irreparable harm as a result of the moratorium. The City Council, upon a sufficient showing, may grant a waiver of the moratorium to the degree necessary to avoid the demonstrated immediate and irreparable harm.

**SECTION 3. SEVERABILITY:** Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

**SECTION 4. REPEAL:** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 5. EFFECTIVE DATE:** This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Scott Dean  
City of Saugatuck, Mayor

**CERTIFICATION**

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on \_\_\_\_\_, \_\_\_\_\_ 2023, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within the City of Saugatuck, on \_\_\_\_\_, 2023.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on \_\_\_\_\_, 2023.

ATTESTED:

\_\_\_\_\_  
Jamie Wolters  
City of Saugatuck, Clerk

**NOTICE OF ADOPTION**  
**ZONING ORDINANCE AMENDMENT**  
**City of Saugatuck**  
**Allegan County, Michigan**  
**ORDINANCE NO. \_\_\_\_**

Please take notice that on \_\_\_\_\_, 2023, the City Council of City of Saugatuck adopted Ordinance No. \_\_\_\_, which amends the City of Saugatuck Zoning Ordinance (“Zoning Ordinance”) to enact a temporary moratorium until September 30, 2023 or an earlier time in which the City adopts new regulations governing the activities regulated in the ordinance (and rescinds the ordinance) on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, or Resort Zoning Districts. The temporary moratorium does not apply to any interior upfits, interior alterations, or changes in land use that do not require expansions to existing buildings or structures. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453 during regular business hours.

The Zoning Ordinance Amendment has the following sections, which are summarized below: Section 1: Findings; Section 2: Amendment to Zoning Ordinance; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date which is seven days after publication of this notice of adoption unless referendum procedures are initiated under MCL 125.3402

Jamie Wolters  
City of Saugatuck, Clerk  
(269) 857-2603  
[JWolters@saugatuckcity.com](mailto:JWolters@saugatuckcity.com)

Publication Date: \_\_\_\_\_, 2023



## City Council Agenda Item Report

**FROM:** Ryan Cummins

**MEETING DATE:** 6/12/2023

**SUBJECT:** Sidewalk Seating Request – Pumpnickels

**DESCRIPTION:**

Carrie Caldwell, owner of Pumpnickels, has submitted the attached application and sketch plan to place 7 tables and 24 [chairs](#) on the public sidewalk adjoining the property.

Attached is a Revocable License Agreement that would allow for Pumpnickels to have temporary restaurant seating in the public right-of-way until November 1.

**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. Caldwell has been advised 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 in the public right-of-way for Caldwell & Caldwell LLC dba Pumpnickels.



# Temporary Sidewalk Restaurant Seating

## LOCATION INFORMATION APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Business Address 202 Butler St. Parcel Number \_\_\_\_\_

## APPLICANTS INFORMATION

Name PUMPERNICKELS Address / PO Box 488  
City SAUGATUCK State MI Zip 49453 Phone 954.529.4783  
Interest In Project \_\_\_\_\_ E-Mail CARRIEALLGAIER@ICMAIL.COM  
Signature [Signature] Date 5/31/23

## SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name FRED ~~PERCUM~~ SERIGERY Address / PO Box 2840  
City DOUGLAS State MI Zip 49406 Phone 561.889.3255  
E-Mail FREDSERIGERY@ICMAIL.COM

I hereby authorize that the applicant as 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. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Signature] Date 6/1/23  
SOLE MEMBER: FME INVESTMENTS, LLC

## BUSINESS PROPERTY INFORMATION

Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_  
Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

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

15 TABLES TO LINE MASON AND BUTLER STREETS  
BETWEEN SIDEWALK AND CURB.  
9AM - 9PM  
NO MORE THAN 40 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 CEMENT
- 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.



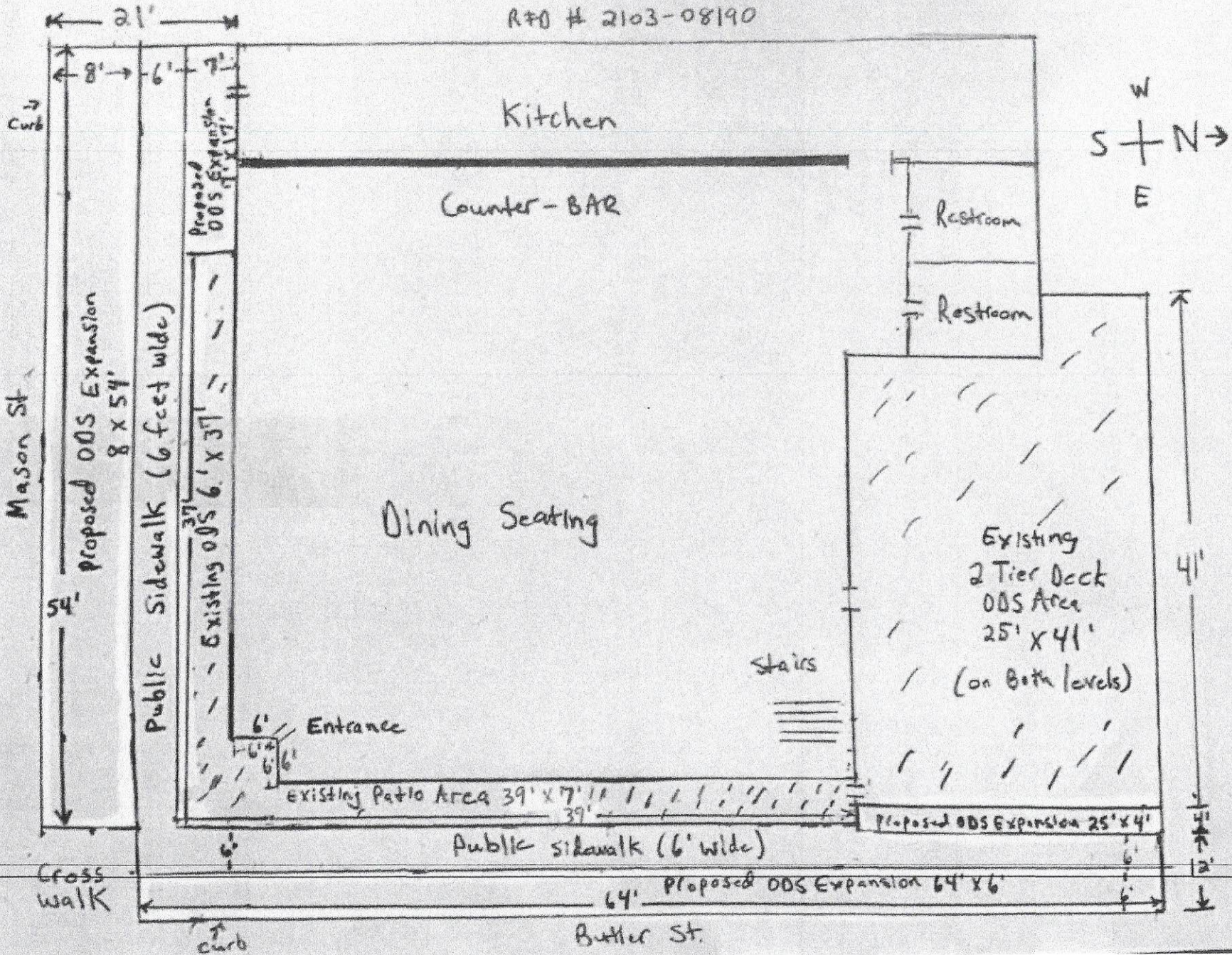
## Temp. Sidewalk Restaurant Seating

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

RFD # 2103-08190





## 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 Caldwell & Caldwell LLC dba Pumpnickels (hereinafter “Licensee”).

#### **Recitals**

- A. Licensee has leasehold interest in real property located at 202 Butler Street, in the City of Saugatuck, further described as PP No. 03-57-300-146-00. A restaurant is operated on the property.
- B. Licensee desires to place 7 tables and 24 chairs 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 488, Saugatuck, MI 49453), Licensee shall forthwith remove the tables and chairs 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: \_\_\_\_\_

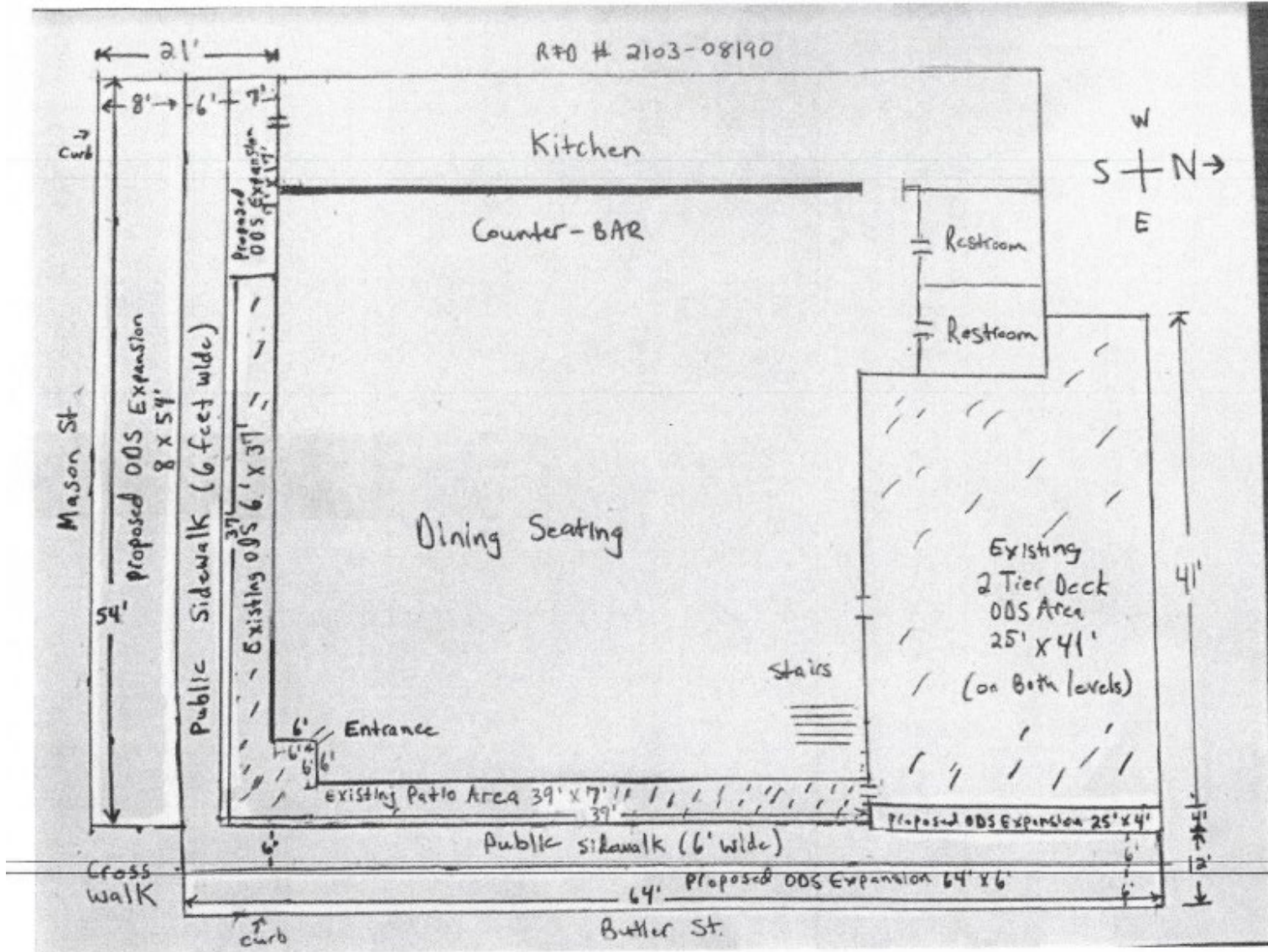
Its: \_\_\_\_\_

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

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

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

EXHIBIT A







ELW 3870

FROM  
LUPPA &  
CANTO  
HERE







## City Council Agenda Item Report

**FROM:** Ryan Cummins

**MEETING DATE:** 6/12/2023

**SUBJECT:** Sidewalk Seating Request – Scooters Café & Pizzeria

**DESCRIPTION:**

Charles Myers, managing partner of Scooters Café and Pizzeria, has submitted the attached application and sketch plan to place 2 [tables \(of a size to seat two persons\)](#), 2 tables (of a size to seat four persons), and 12 [chairs](#) on the public sidewalk adjoining the property.

Attached is a Revocable License Agreement that would allow for Scooters Café and Pizzeria to have temporary restaurant seating in the public right-of-way until November 1.

**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. Mr. Myers has been advised 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 in the public right-of-way for Scooters Café & Pizzeria LLC.



## Sidewalk Restaurant Seating

### LOCATION INFORMATION APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Business Address 322 Culver Street Parcel Number 0357-900-488-00

### APPLICANTS INFORMATION

Name Scooters Cafe & Pizzeria LLC Address / PO Box 6189 Bayou Trail  
City Saugatuck State MI Zip 49453 Phone 269-857-1041  
Interest In Project Owners E-Mail CAMyers63@gmail.com  
Signature Charles A Myers Date 5/12/2023

### SUBJECT PROPERTY OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Charles A. Myers - Managing Partner Address / PO Box 6189 Bayou Trail  
City Saugatuck State MI Zip 49453 Phone 616-405-5602  
E-Mail CAMyers63@gmail.com

I hereby authorize that the applicant as 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. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature Charles A Myers Date 05/12/2023

### BUSINESS PROPERTY INFORMATION

Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use Restaurant  
Check all that apply: Waterfront \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

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

2 - Two tops w/chairs on pavement between building front and sidewalk, and 2-four top tables w/chairs located on paved curb lawn between sidewalk and street.  
This is the same layout and number of seats as approved by the city in years between 2012 and COVID, long before on street seating was allowed.  
Alcohol is served and licensed by the MLCC and insurance is provided and the City is Named on a rider on our business owners insurance, as it always has been.  
This arrangement for seating on the paved curb lawn was pre-approved by the city YEARS before the Current COVID response allowing on-street parking which we never used.

### 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.



## 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 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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/15/2023

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).

<b>PRODUCER</b> Lighthouse, an Alera Group Company 56 Grandville Ave SW, Ste 300  Grand Rapids MI 49503		<b>CONTACT NAME:</b> CL Grand Rapids CT <b>PHONE (A/C, No, Ext):</b> (800) 344-3531 <b>FAX (A/C, No):</b> (616) 455-9489 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> SCOOTERS CAFE & PIZZARIA LLC 6189 BAYOU TRAIL  SAUGATUCK MI 49453		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Fremont Insurance Co. NAIC # 13994 <b>INSURER B:</b> Star Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:** 22-23 LL/ 23-24                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		B 0025442	02/28/2023	02/28/2024	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						PERSONAL & ADV INJURY	\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						GENERAL AGGREGATE	\$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCP 0010235	02/28/2023	02/28/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	\$
B	Liquor Liability			LL0919105	10/08/2022	10/08/2023	General Aggregate	500,000
							Each Occurrence	500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
City of Saugatuck is included as additional insured in regards to the general liability.

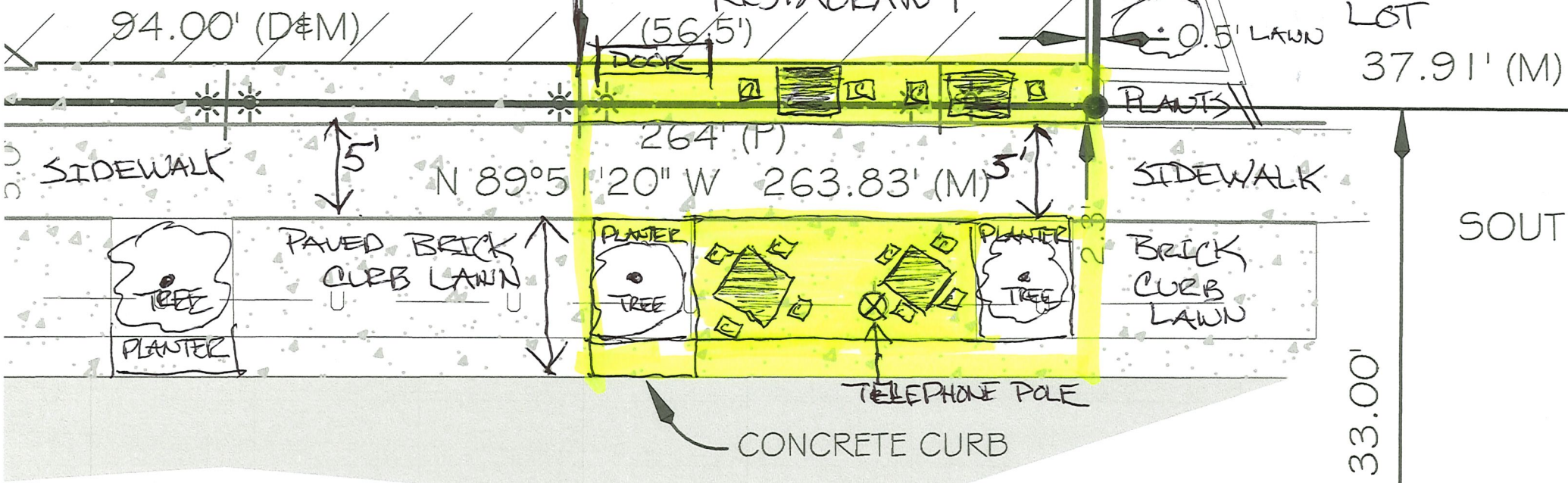
<b>CERTIFICATE HOLDER</b>  City of Saugatuck 102 Butler Street  Saugatuck MI 49453	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Marie Notman</i>
---	---

EL BURRITO  
MEXICAN  
RESTAURANT

AND LIGHTING  
(TYPICAL)

SCOOTERS  
RESTAURANT

PARKING  
LOT



SILVER STREET  
(PUBLIC RIGHT-OF-WAY)

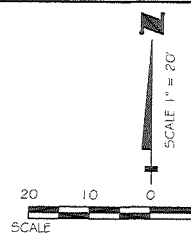
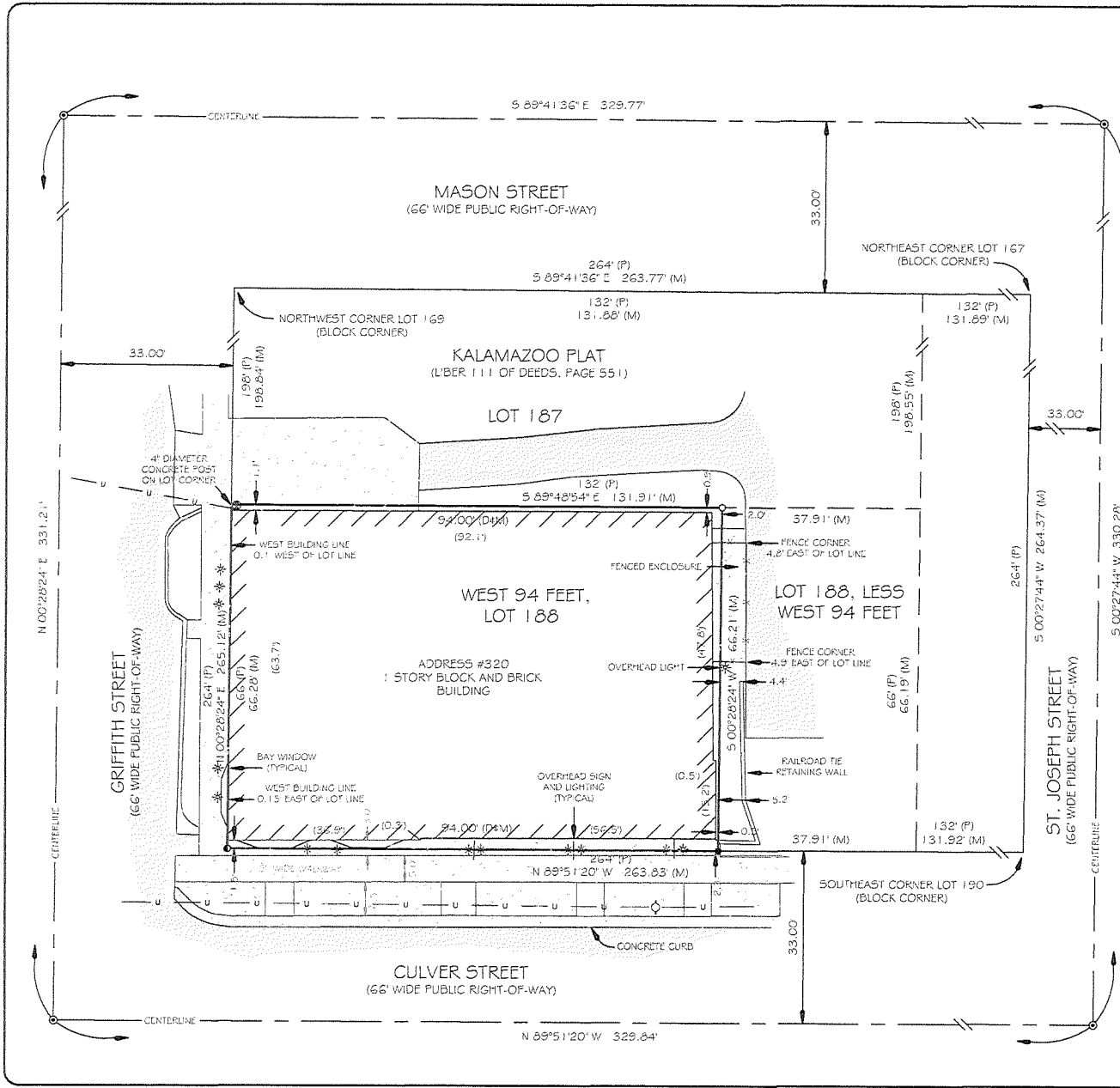
SCOOTERS SIDEWALK SEATING

- 2-2 TOPS Against building on paved private sidewalk
- 2-4 tops on Paved Bricks curb lawn ROW

Licensed Seating Area from City

Licensed Alcohol Serving from MLCC

TTL SEATING - 12 seats



**CERTIFICATE OF SURVEY**

**LEGEND:**

- SET 1/2" STEEL ROD WITH CAP #45500
- FOUND CUT "1" IN CONCRETE PAVEMENT
- SET CUT "1" IN CONCRETE PAVEMENT
- LOCATION OF PREVIOUSLY FOUND MONUMENTATION PER HOLLAND ENGINEERING, INC. REFERENCE SURVEYS
- UTILITY POLE (92.1) - BUILDING DIMENSIONS
- ⊙ GAS METER (P) PLATTED DIMENSION
- \* OVERHEAD LIGHT (C) - COMPUTED DIMENSION
- - - OVERHEAD UTILITY LINES (M) - MEASURED DIMENSION (D) - DESCRIPTION DIMENSION
- x - WOOD FENCE
- ▨ CONCRETE PAVEMENT
- ▨ ASPHALT PAVEMENT

**DESCRIPTION:**

THE WEST 94.00 FEET OF LOT 188 OF KALAMAZOO PLAT, VILLAGE (NOW CITY) OF SAUGATUCK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN LIBER 111 OF DEEDS, PAGE 551, PUBLIC RECORDS OF ALLEGAN COUNTY, MICHIGAN.

**GENERAL NOTES:**

THIS SURVEY WAS PREPARED FOR THE LANDS AS DESCRIBED HEREIN WITHOUT THE BENEFIT OF CURRENT TITLE WORK. IT IS NOT A CERTIFICATION OF TITLE, ZONING OR FREEDOM OF ENCUMBRANCES.

UTILITIES SHOWN HEREON ARE FROM ABOVE GROUND OBSERVATIONS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA. THE LOCATION OF UNDERGROUND UTILITIES HAS NOT BEEN DETERMINED IN THIS SURVEY.

BEARINGS ARE BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 83 (1994).

DATE OF FIELD SURVEY: OCTOBER 8, 2014.

HOLLAND ENGINEERING, INC.  
220 HOOVER BLVD., SUITE 2  
HOLLAND, MI 49423  
616-392-5938

DOUGLAS J. LANSKY  
MICHIGAN PROFESSIONAL SURVEYOR #45500  
NOT VALID UNLESS SEALED WITH THE EMBOSSED SEAL

**HOLLAND ENGINEERING**  
INCORPORATED  
220 HOOVER BLVD., SUITE 2  
HOLLAND, MICHIGAN 49423  
616-392-5938

PROJECT LOCATION:  
320 CULVER STREET  
SAUGATUCK, MICHIGAN 49453

CLIENT:  
A/T/H: FRED GERBERY  
PL/C: INVESTMENTS, LLC  
P/O: BOB LIPP  
DOUBAS, MICHIGAN 49405

NO.	DATE	DESCRIPTION

Prepared by: DOUGLAS J. LANSKY
Checked by: ERIC VANDER MEULEN
Drawn by: ERIC VANDER MEULEN
Scale: AS SHOWN
Issue Date: 10-16-14

PROJECT NUMBER:  
14-09-042

SHEET TITLE:  
**CERTIFICATE OF SURVEY**

SHEET NO.:  
1 OF 1

## 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 Scooters Café & Pizzeria LLC, (hereinafter “Licensee”).

#### **Recitals**

- A. Licensee has leasehold interest in real property located at 322 Culver Street, in the City of Saugatuck, further described as PP No. 03-57-300-195-00. A restaurant is operated on the property.
- B. Licensee desires to place 2 tables (of a size to seat two persons), 2 tables (of a size to seat four persons), and 12 chairs 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 (6189 Bayou Trail, Saugatuck, MI 49453), Licensee shall forthwith remove the tables and chairs 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: \_\_\_\_\_

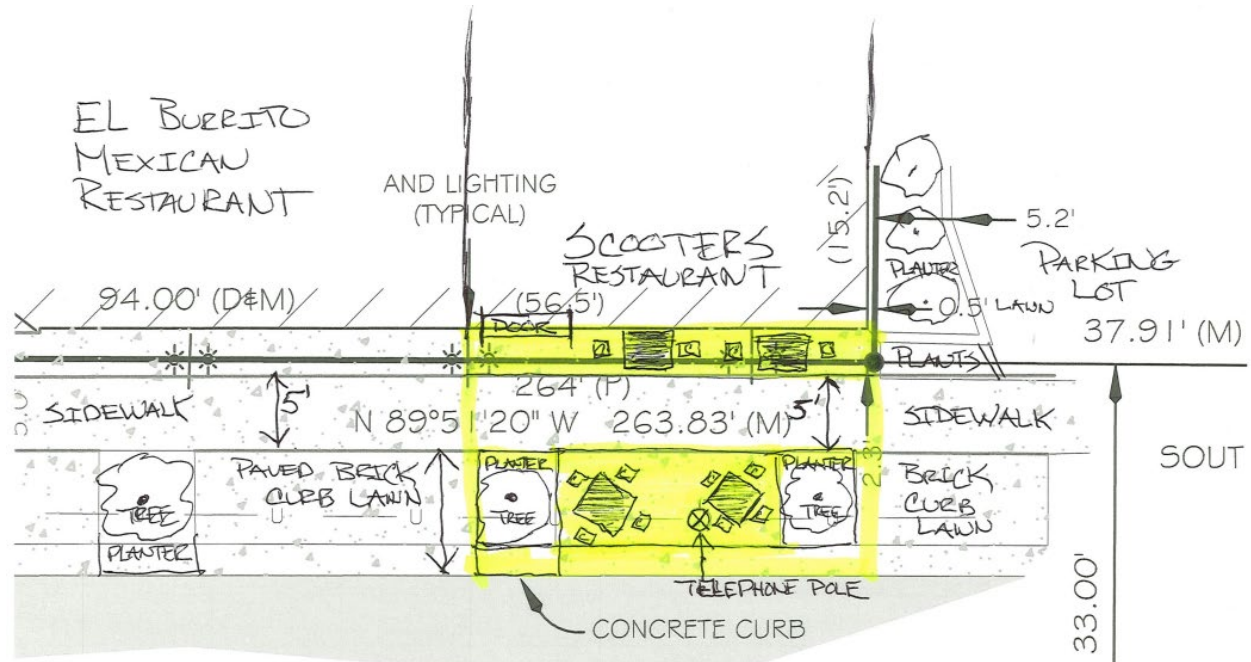
Its: \_\_\_\_\_

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

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




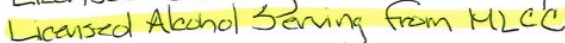
Its: \_\_\_\_\_

EXHIBIT A



OLVER STREET  
(PUBLIC RIGHT-OF-WAY)

SCOOTERS SIDEWALK SEATING

-  - 2 - 2 TOPS Against building on paved private sidewalk
-  - 2 - 4 tops On Paved Brick curb lawn ROW
-  Licensed Seating Area from City
-  Licensed Alcohol Serving from MLCC
- TTL SEATING - 12 seats



City Council Agenda Item Report

**FROM: MEETING**            Jamie Wolters  
**DATE:**                        June 12<sup>th</sup>, 2023  
**SUBJECT:**                    Special Event-Movie in the Park

**DESCRIPTION:**

6th Movie in the Park organized by Mill Pond Realty.

**BREAKDOWN OF EVENT:**

**Location:**            Coghlin Park

**Date:**                    8/11/23

**Event Hours:** Dusk-11:00pm

**Attendees:**    125

**Volunteers:**    25

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny Movie in the Park to take place on August 11th, 2023, organized by Mill Pond Realty, contingent on approval from Fire, Police & DPW.



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

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

### SPECIAL EVENT & PARADE APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mill Pond Realty, Inc.

TELEPHONE: 269-857-1477

MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453

CONTACT NAME: Laura Durham

TELEPHONE: 269-857-1477

E-MAIL ADDRESS: laura@millpondrealty.com

CELL PHONE: 616-836-0113

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Laura Durham

TELEPHONE: 269-857-1477

E-MAIL ADDRESS: laura@millpondrealty.com

CELL PHONE: 616-836-0113

#### EVENT INFORMATION

*6th annual (six)*

NAME OF EVENT: Movie in the Park - Free for the community

DATE(S) OF EVENT: Aug 11, 2023

PURPOSE OF EVENT: Free movie for the community

RAIN DATE: NA

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

EVENT LOCATION: Coughlin Park

EVENT HOURS: Dusk to 11pm

ESTIMATED NUMBER OF ATTENDEES: 125

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: 08/11/2023      5:00       A.M.     P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 08/11/2023      11:00       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: 4 (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): Near corner of Griffith and Culver Streets.

Description of signs: Same signs as every year, no changes.

(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.

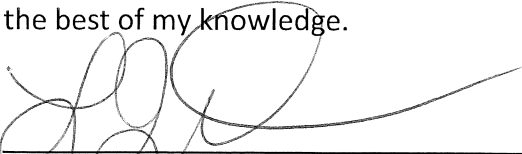
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

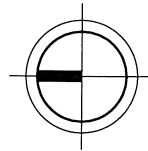
  
\_\_\_\_\_  
Applicant Signature

04/14/2023

\_\_\_\_\_  
Date



# CULVER STREET



NORTH



SCALE IN FEET

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

CITY OF SAUGATUCK  
 ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK

PARK USE PERMIT APPLICATION

2011

3187



City Council Agenda Item Report

**FROM: MEETING**                 Jamie Wolters  
**DATE:**                             June 12, 2023  
**SUBJECT:**                         Special Event-Saugatuck Film Fest

**DESCRIPTION:**

Logan White submitted a special event application for the Saugatuck Film Festival.

**BREAKDOWN OF EVENT:**

Date: November 4, 2023  
Time: 12pm-10pm  
Estimated number of attendees: 100  
Volunteers: 10

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny Saugatuck Film Festival to take place on November 11th, 2023, organized by Saugatuck Film Fest, contingent on approval from Fire, Police & DPW.



**Council Action**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

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

### SPECIAL EVENT & PARADE APPLICATION

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

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SAUGATUCK FILM FEST TELEPHONE: 616 836-5428  
MAILING ADDRESS: PO BOX 302 SAUGATUCK MI 49453  
CONTACT NAME: LOGAN WHITE TELEPHONE: 616 836-5428  
E-MAIL ADDRESS: LOGAN@SAUGATUCKFILMFEST.ORG CELL PHONE: \_\_\_\_\_

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: LOGAN WHITE TELEPHONE: 616-836-5428  
E-MAIL ADDRESS: LOGAN@SAUGATUCKFILMFEST.ORG CELL PHONE: \_\_\_\_\_

#### EVENT INFORMATION

NAME OF EVENT: SAUGATUCK FILM FEST DATE(S) OF EVENT: 11/4/23  
PURPOSE OF EVENT: ARTS & CULTURE RAIN DATE: none

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

EVENT LOCATION: SAUGATUCK WOMEN'S CLUB EVENT HOURS: 12 P-10P

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 11/3/23 8  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 11/5/23 9  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: No minors are permitted  
at the event, IDs will be checked at point of sale

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): \_\_\_\_\_

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) (last year's)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable) (last year's, we don't have this year's yet and won't for a while)
- 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. ✓

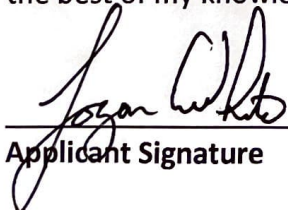
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies. ✓

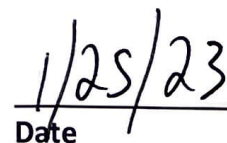
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during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



City Council Agenda Item Report

**FROM: MEETING**                      Jamie Wolters  
**DATE:**                                      June 12, 2023  
**SUBJECT:**                                Special Event-11<sup>th</sup> Annual Spear St & Friends Block Party

**DESCRIPTION:**

Logan White submitted a special event application for the 11<sup>th</sup> Annual Spear St & Friends Block Party.

**BREAKDOWN OF EVENT:**

Date: August 19, 2023  
Time: 5pm-11pm  
Estimated number of attendees: 60-70  
Volunteers: 5

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny 11<sup>th</sup> Annual Spear St & Friends Block Party to take place on August 19, 2023, organized by Spear St. Block Party Committee, contingent on approval from Fire, Police & DPW.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

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

## SPECIAL EVENT & PARADE APPLICATION

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

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Spear St. Block Party Centre

TELEPHONE: 616-836-5428

MAILING ADDRESS: PO Box 302 Saugatuck MI 49453

CONTACT NAME: LOGAN WHITE

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

E-MAIL ADDRESS: L.WHITE@ME.COM

CELL PHONE: 616-836-5428

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: LOGAN WHITE

TELEPHONE: 616.836.5428

E-MAIL ADDRESS: L.WHITE@ME.COM

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

### EVENT INFORMATION

NAME OF EVENT: 11th Annual Spear St & Friends Block Party

DATE(S) OF EVENT: 8/19/23

PURPOSE OF EVENT: Neighborhood Solidarity & Enjoyment

RAIN DATE: none

- |  |  |  |   |
|--|--|--|---|
| <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 checked="" type="checkbox"/> Other <u>Resident Sponsored</u> |

EVENT LOCATION: Spear St. Between Holland & Butler

EVENT HOURS: 5p to 11p

ESTIMATED NUMBER OF ATTENDEES: 60-70

ESTIMATED NUMBER OF VOLUNTEERS: 5

ESTIMATE DATE / TIME FOR SET-UP: 8/19/23

3 \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 8/19/23

11 \_\_\_\_\_  A.M.  P.M.



**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 7 pm END: 9:30 pm

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): On "Road Closed" Signs  
Description of signs: Small handmade  
(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 2

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: 8/19/23

3  A.M.  P.M.

Street re-open date/time: 8/19/23

11  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.

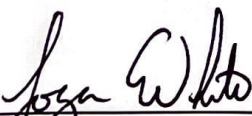
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

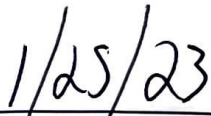
Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during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

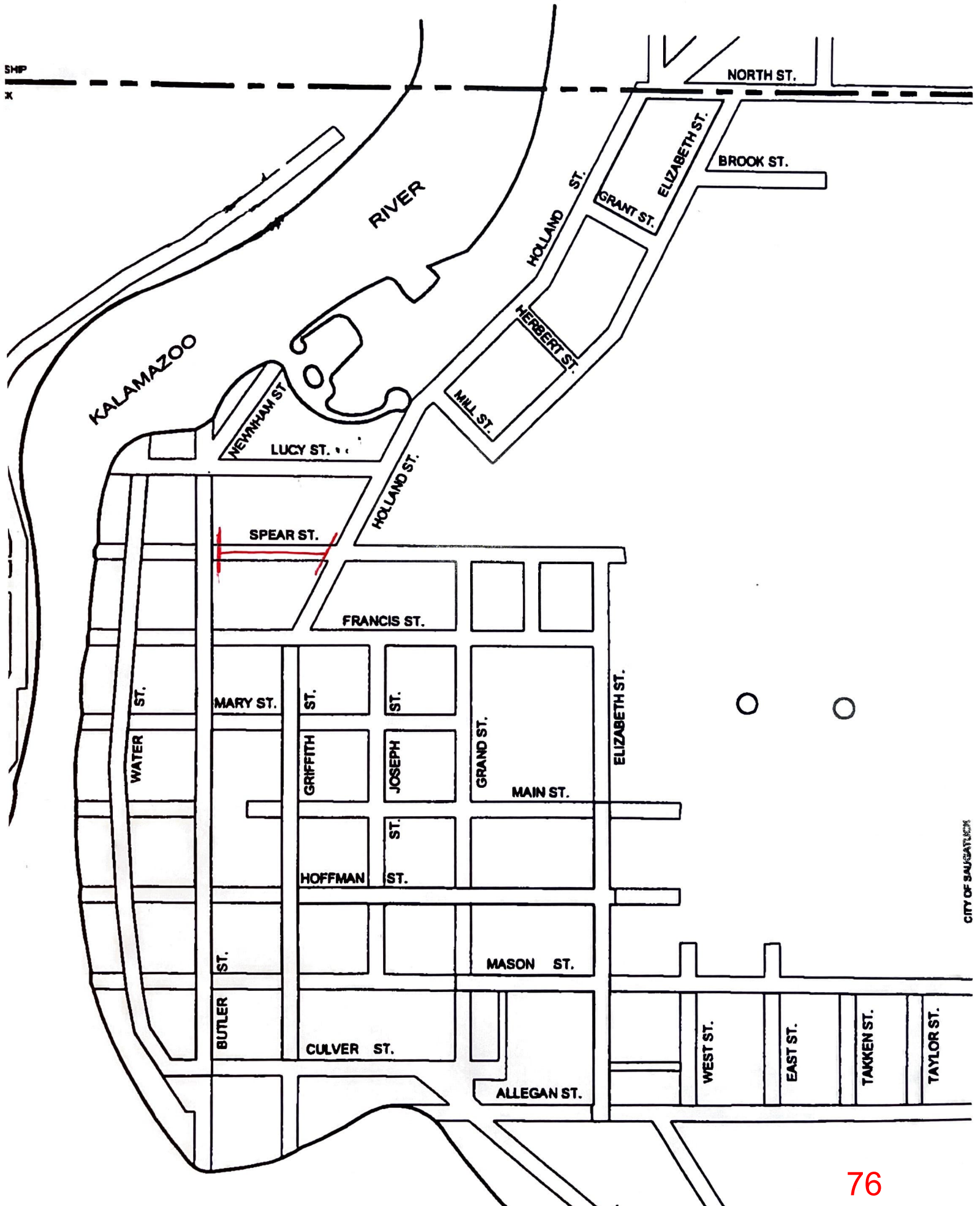
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, 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

# Downtown Street / Sidewalk Closure(s)





City Council Agenda Item Report

**FROM:** Jamie Wolters  
**MEETING DATE:** June 12<sup>th</sup>, 2023  
**SUBJECT:** Special Event-Fourth of July Parade

**DESCRIPTION:**

Birdie Holley has submitted a special event application for the Fourth of July Parade. A safety meeting is scheduled for Thursday June 8<sup>th</sup> with Fire, Police & DPW.

**BREAKDOWN OF EVENT:**

**Date:** 7/4/23

**Location:** See attached map

**Event Hours:** 12pm-1pm

**Attendees:** 250

**Volunteers:** 5-10

**BUDGET ACTION REQUIRED:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to approve/deny the Fourth of July Parade to take place on July 4th, 2023, organized by Birdie Holley, contingent on approval from Fire, Police & DPW.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

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

## SPECIAL EVENT & PARADE APPLICATION

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

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: N/A INDIVIDUAL APPLYING – BIRDIE HOLLEY TELEPHONE: 904-655-4101 \_\_\_\_\_

MAILING ADDRESS: 6335 127<sup>TH</sup> AVE, FENNVILLE 49408 \_\_\_\_\_

CONTACT NAME: BIRDIE HOLLEY \_\_\_\_\_ TELEPHONE: SAME \_\_\_\_\_

E-MAIL ADDRESS: BIRDIEWESTER@GMAIL.COM \_\_\_\_\_ CELL PHONE: SAME \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: SAME AS ABOVE \_\_\_\_\_ TELEPHONE: SAME \_\_\_\_\_

E-MAIL ADDRESS: SAME \_\_\_\_\_ CELL PHONE: SAME \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT: 4<sup>TH</sup> OF JULY PARADE \_\_\_\_\_ DATE(S) OF EVENT: 7/4/23 \_\_\_\_\_

PURPOSE OF EVENT: CELEBRATE AMERICA! \_\_\_\_\_ RAIN DATE: N/A \_\_\_\_\_

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <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: DOWNTOWN, WOULD LIKE TO MAP ROUTE W/FIRE DEPT EVENT HOURS: 12P-1P \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: 250 \_\_\_\_\_

ESTIMATED NUMBER OF VOLUNTEERS: 5-10 \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: LINE UP AT 11AM \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: ENDS AT 1PM \_\_\_\_\_  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 be 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.

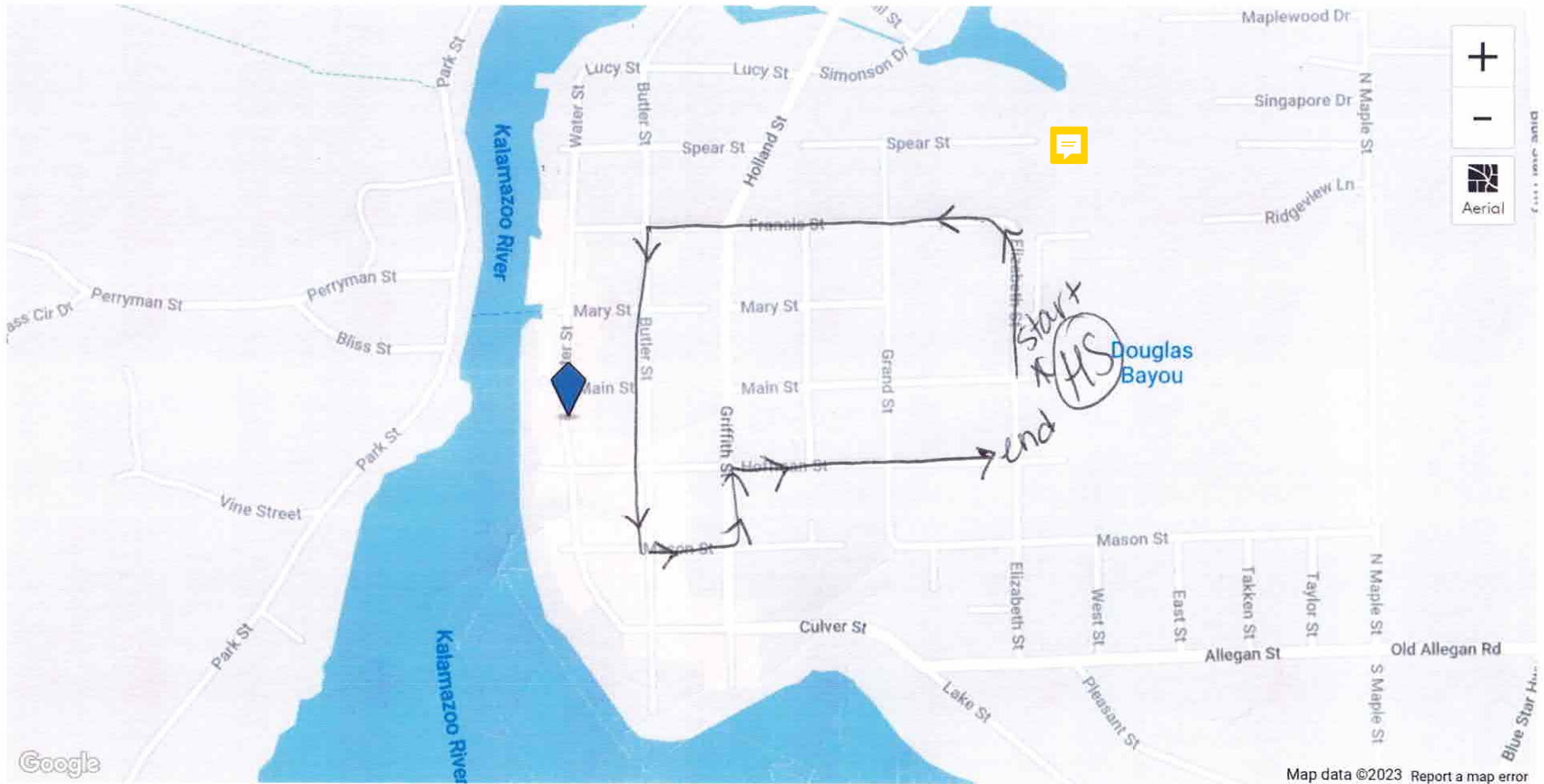
ELIZABETH "BIRDIE" HOLLEY

Applicant Signature

3/29/23

Date

# Map View



[← Back to Listing](#)   [↔ Directions](#)   [🗨 Street View](#)



## City Council Agenda Item Report

**FROM:** Jamie Wolters

**MEETING DATE:** 6/12/2023

**SUBJECT:** Board and Vacancy Notice

**DESCRIPTION:**

Per Resolution 200311-B: A Resolution to approve the City of Saugatuck Boards and Commissions Selection Policy:

- A. When a vacancy occurs on a City appointive body, the City Clerk will notify the City Council and prepare a notice which provides the necessary information needed for citizens to apply. The notice shall be included on the next regular Saugatuck City Council agenda under “Communications.”
- B. The notice shall be posted at City Hall and may be advertised via electronic and/or print media.
- C. Applications will be available at City Hall and on the City’s web site.
- D. The Mayor or his/her designee, a representative from the body which has the vacancy (typically the chair or vice chair based on availability) and a City staff member shall review applications, interview applicants and recommend a candidate to the Mayor.
- E. The Mayor shall forward a recommendation for the appointment to the City Council, which recommendation shall be treated as a recommendation, appointment or otherwise as provided by the applicable statute or ordinance. The City Council must approve any appointment before the same may take effect. The City Council will be provided with a list of all applicants that applied with supporting material for the vacancy to be filled.

**UPCOMING VACANCIES:**

**Zoning Board of Appeals expiring July 1, 2023:**

James Bouck  
Open Alternate Seat

**Planning Commission expiring July 1, 2023:**

Steven Manns  
Ann Broeker

**Historic District Commission expiring August 1, 2023**

John Cannarsa  
Daniel Panozzo

## NOTICE

The CITY OF SAUGATUCK is accepting applications for appointments to the following Boards/Commissions:

### **Historic District Commission:**

The City of Saugatuck Historic District Commission (HDC) is a seven-member commission with an expertise in historic preservation or historic architecture that makes quasi-judiciary decisions on design review for proposed exterior work in the designated historic district. Commission members are residents of the City of Saugatuck appointed by the Mayor with City Council approval to serve three-year terms.

Saugatuck Historic District Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:00 p.m. on the 1st Thursday of each month unless otherwise noted.

### **Planning Commission:**

The City of Saugatuck Planning Commission is a seven-member commission empowered by City Council and is given the authority to establish procedures, standards and administrative rules whereby applicants are required to submit for review and approval a site development plan. The powers and duties of the Planning Commission are provided by Act No. 285 of the Public Acts of the State of Michigan, as amended.

Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3rd Thursday of each month unless otherwise noted.

### **Zoning Board of Appeals:**

The City of Saugatuck Zoning Board of Appeals (ZBA) is a five-member board with two alternates. They receive, review and decide on applications for variances, or relief from specific sections of the zoning ordinance. The ZBA was created to

provide residents a forum at which they can appeal issues arising from interpretations of the City's zoning ordinance.

Saugatuck Zoning Board of Appeals meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 2nd Thursday of each month unless otherwise noted.

If you are a resident of the City of Saugatuck and have the desire and ability to serve, please contact City Hall at (269) 857-2603 for more information or to request an application.

Jamie Wolters

Saugatuck City Clerk

Dated: June 1, 2023

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