



**CITY COUNCIL WORKSHOP AGENDA
February 18, 2021 – 4:00 P.M.**

1. CALL TO ORDER
2. ATTENDANCE (*ROLL CALL*)
3. AGENDA CHANGES (ADDITIONS/DELETIONS)
4. PUBLIC COMMENT AGENDA ITEMS ONLY (*Limit 3 minutes*) *Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.*
5. DISCUSSION ITEMS.
 - A. **Pop Up Patios**
 - B. **Park Use Policy**
 - C. **Special Event for Wedding in Coghlin Park**
 - D. **Special Event Wicks Park Bar and Grille Tent Request**
 - E. **Social District**
 - F. **Moratorium Floating Homes**
6. PUBLIC COMMENT (*Limit 3 minutes*) *Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.*
7. COUNCIL COMMENTS
8. ADJOURN (*ROLL CALL*)

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

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

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

Then enter “Meeting ID”:
2698572603

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

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



5A

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: February 22, 2021

SUBJECT: Pop up patios 2021

DESCRIPTION

Due to the Covid-19 pandemic and Executive Orders, our businesses have turned to the City for assistance. When allowed to open to the public, restaurants will have reduced occupancy rates and will have to comply with the social distancing protocols.

First utilized in 2020, the pop-up-patios were quite successful and increased business in some cases to be greater than the previous year.

COMMITTEE/COMMISSION REVIEW

Jane Verplank, Chris Peterson, and Cindy Osman put this information together in 2020, and it was reviewed in 2021 by Lauren Stanton, Peterson, and Osman for some small adjustments to allow DPW staff access for routine street maintenance. The requirement for removal if plowable snowfall is forecasted was added when the pop-up-patio permits were extended through November.

LEGAL REVIEW

Was reviewed by city attorney.

POSSIBLE MOTION

Motion to allow for staff to administratively issue permits for the pop-up-patios as described in the attached documents.



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

____ Approved
____ Denied
____ Date

FOOD SERVICE POP-UP-PATIO (PuP) 2021, APRIL 1 – NOVEMBER 31

Fill out in its entirety & return to the planning and zoning office with required attachments. Applications will be reviewed by the applicant and the zoning administrator in the zoning office by appointment only.

Failure to provide all attachments may result in a delay of processing.

LEGAL BUSINESS NAME: _____

TELEPHONE: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

CONTACT INFORMATION OF THE PERSON RESPONSIBLE FOR THE POP-UP-PATIO

CONTACT NAME: _____

TELEPHONE: _____

E-MAIL ADDRESS: _____

CELL PHONE: _____

POP-UP LOCATION: _____

HOURS: _____

WILL ALCOHOL BE SERVED: Yes No

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

PARKING LOT CLOSURES: Yes No

Parking Lot Location: _____

APPLICATION CHECK LIST

Completed Application

Current photo(s) of the front of your business that includes the curb strip and parking space

- Pop-up Map (includes detailed seating layout, trash container, and sanitation station with exact measurements and indication/location of any manhole covers within the PuP site (“Premises”))**
- Description or photos of proposed barriers, tables, and chairs on Premises**
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)**
- Michigan Liquor Control Commission License (if applicable) Attached In process**
- Health Department Food Service License (if applicable)**
- Include a lighting plan with a statement that the PuP be lit 24 hours a day.**
If document is missing, please explain: _____

The applicant or sponsoring organization understands and agrees, as a condition of its use of the Premises, to:

Provide a certificate of insurance with all coverages deemed necessary for the pop-up, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate with this application.

Comply with all City and County Ordinances and applicable State laws, COVID limitations, and City policies and acknowledges that the pop-up license does not relieve the Applicant or organization from meeting any applicable requirements of law or other public bodies or agencies.

The patio furniture/barriers shall not extend more than 8 feet from the face of the curb, and not exceed 60 feet in length. Tents or enclosures are **not** allowed in the street under this license. All heating equipment must be approved by the Fire Department. The Applicant’s use of the Premises is expressly limited to only that area designated on the approved Pop-up Map, a copy of which is attached.

PuP owners and operators shall allow access to the Premises to the City’s DPW for any maintenance purpose including without limitation storm drain cleaning, line painting and marking utilities by the associated utility companies.

PuPs must be completely removed from the Premise when there is a forecast of plowable snowfall. The City will attempt to notify you of the forecast, but it is your responsibility to monitor the weather.

Applicant or sponsoring organization further understands the approval of this license may include additional requirements and/or limitations based on the City’s review of this application. The Applicant or sponsoring organization understands that it is required to meet with City staff during the review of this application.

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 pop-up permit 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



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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.

Applicant shall, at the end of the term of the license, remove any of the objects placed by Applicant on the Premises. In the event the Applicant elects not to remove the aforesaid objects, then ownership of the same shall be with the City, which may dispose of such structures or equipment as it, in its sole discretion, deems fit and without any payment to Licensee.

Applicant shall, at all times, keep the Premises free of debris and in a neat, clean, safe, reasonable and orderly condition, and keep all objects and items located thereon in good and safe maintenance and repair.

The City shall have the right to terminate this license at any time upon two days' prior written notice to the Applicant for any reason, including but not limited to, the City's need for parking infrastructure, utilities, or other City needs in its sole discretion.

The parties agree that the Applicant takes the Premises "as-is" and in its current condition. The City makes no representations, warranties, or promises regarding the Premises or the ability of the Applicant to use the Premises. Further, the Applicant acknowledges and agrees that use of the Premises by it is deemed permissive and Applicant agrees not to claim any right or assert any cause of action regarding adverse possession, prescriptive easement, acquiescence, or similar legal theory against the City or with regard to the Premises. The Applicant acknowledges that its rights hereunder are secondary to the rights of the City.

Property taxes, including personal property taxes shall be paid in full before a license will be issued.

Applicant agrees that it (as well as its contractors, subcontractors, employees, customers and invitees) shall comply with any and all applicable ordinances, codes, laws, and regulations regarding the Premises and any use thereof. Applicant shall not create or permit any nuisance to occur on the Premises.

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

Applicant Signature

Date



5 B

City Council Agenda Item Report

FROM: Ryan Heise
MEETING DATE: February 22, 2021
SUBJECT: Coghlin Park Rental Policy

DESCRIPTION:

Amended Policy to allow use of park space beyond the gazebo for private events in Coghlin Park. The Council directed staff to develop an amended policy that would allow for administrative approval of private events in Coghlin Park; expanding beyond the limits of the gazebo space. Considering that many of the rules and regulations related to park rental are covered in the existing Coghlin Park Gazebo Policy, the approach taken was to amend and broaden the existing policy. Included in the packet is a red-lined version of existing policy, a document that highlights concerns and considerations for council, and a list of events that either historically take place in Saugatuck and/or that are on the books for this year.

BUDGET ACTION REQUIRED:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Council's 1st review, no recommended motion at this time.

Policy/Procedure: Coghlin Park Gazebo & Park Space Rental Policy

Date Adopted or Implemented: 03-13-2017amended 2-22-2021

Resolution Number (if applicable):

CITY OF SAUGATUCK

The City of Saugatuck allows the use of the Coghlin Park Gazebo for private events such as wedding/commitment ceremonies, family reunions, club or organization picnics. Private use of Coghlin Park is subject to the policies and rules set forth herein. **The City of Saugatuck expressly reserves the right in its sole discretion to cancel a private event for City purposes and applicant agrees, as a term of its use of Coghlin Park, to release and waive all claims of any kind (including a claim for consequential damages), against the City, its officers or employees arising out of cancellation of the user's event.**

Site Users: Please be aware that Coghlin Park is a public park and will remain open to the public during your rental.

Reservations: Reservations are on a first come, first serve basis. Only one event may be held at a given time. The responsible party who has reserved this gazebo must be present during the period the gazebo is used. The dates listed on Exhibit A are not available for rental.

Rental Fee: Non-refundable fee of \$500.00 - event date will not be secured until payment is made.

Refunds: No refunds will be provided unless the City cancels the rental as provided for in this Policy, in which case the City will issue a full refund of any rental fee paid to the City.

Time Parameters: Five (5) hour maximum time allotment.

Seating: Setting up of chairs is permitted (200 maximum) as identified on the attached drawing. Chairs can be set up two (2) hours prior to event and must be removed no later than two (2) hours after event. Actual ceremony maximum time is one (1) hour. To avoid damage to the City's property, the applicant is required and may only use a vendor approved by the City in advance for delivery, setup and removal of chairs. The City is not involved in organizing this service and applicant remains responsible to make all arrangements with the a vendor. ~~Approved vendor— The Rental Company, 430 W. 17th Street, Holland, MI 49423, 616-396-7300.~~

Decorations: Potted flowers/plants may be used to decorate the gazebo. No tape, wire, screws, nails, staples, tacks or other fasteners are permitted. Gazebo may not be decorated prior to the rental period. All decorations must be removed by the end of the rental period. Wedding arches are permitted but are not allowed to be staked.- Throwing or dispersing rice, birdseed or other similar food material, confetti or other material is prohibited. Blowing soap bubbles or similar acts that neither create a littering problem nor attract birds or other animals to the site are permitted.

Restrictions: In accordance with the City of Saugatuck Code of Ordinances, the following is strictly prohibited:

- Alcohol – City Ordinance 95.02 prohibits alcoholic beverages in any City park.
- Open Flame / Fire - including but not limited to Chinese Lanterns, torches and candles.
- “Roping off” or otherwise limiting access to other sections of the Park outside of the approved location of event.
- ~~Tent~~ Staking- due to underground sprinkling and electrical lines.
- Electronic sound amplification equipment of any nature unless approved in advance by the City Manager or his/her designee.

Personal Items: The City is not responsible for lost or stolen articles.

Clean Up/Damages: Please be respectful of our City Parks and facilities. If any City property is damaged, please inform City Hall at the conclusion of your event, 269-857-2603. Resolution of any damages will be handled on a case-by-case basis.

Insurance: Applicant must procure and maintain Comprehensive General Liability insurance for the event, with combined single limits of \$1,000,000 for any one occurrence in which bodily injury or property damage is alleged. Applicant shall furnish the City with a Certificate of Insurance evidencing such coverage naming the City, its officers and employees as additional insureds on the Comprehensive General Liability Policy. The insurance policy shall provide that it may not be canceled, revoked or modified unless thirty (30) days prior written notice is given to the City.

Expanded use of Coughlin Park policy considerations

Should the City limit the area in which private events can take place? Understanding there are natural confines for event setup.

Pros for limiting the space:

Limiting the space would allow for concurrent public use of the park.

Cons for limiting the space:

Could cause wear and tear on the grounds.

Does not allow flexibility for events based on unique customer preferences.

Difficult for City to enforce.

Does not allow flexibility to meet the COVID-19 restrictions for outdoor public gatherings.

Block out peak weekends for tourism and events that historically occur in the City.

Included in the packet is a list of events that historically take place, and/or private events on the books for this year.

Additional consideration- Block out other dates which have public events planned regardless of location given existing workload on staff.

Parking

Consideration for requiring that Saugatuck Center for the Arts affiliated events require parking in their parking lot.

Consideration for requiring that private events taking place in June, July and August provide a shuttle service for attendees and park remotely.

Reservations

No bookings allowed for next calendar year.

Should more than one event per day be allowed to occur in the park?

Restrictions

Allow for arches, but no staking.

Must stay in strict compliance with COVID-19 requirements for outdoor public gatherings.

2021 Events

Month	Date	Event	Location	Time	Organizer	Phone	Email	Liquor	Notes	Status
May	31	Memorial Day Parade	Butler St. & Village Square Park	10:00 AM						
June	19	Deaver Wedding	Coghlin Park	5:00 PM	Megan Deaver			No	100 Guests	Pending Council Approval, payment and insurance
June	23	Music in the Park								
June	26	Vazquez Wedding	Coghlin Park		Jessica Vazquez			No	40 Guests	Pending Payment and Insurance
June	30	Music in the Park								
July	3	Waterfront Art Fair	Cook Park							
July	4	4th of July Parade	Butler St.	2:00 PM						
July	4	Rotary 4th of July Dinner	Coghlin Park	4:00-10:00 pm (ish)						
July	4	4th Fireworks	All Parks							
July	7	Music in the Park								
July	10	Cleghorn Kooiker Wedding	Coghlin Park	3:00-6:00 pm	Callie Kooiker			No	125 Guests	Confirmed
July	14	Music in the Park								
July	30	Venetian Fest	Coghlin Park							
July	31	Village Square Art Fair	Village Square							
August	14	Movie in the Park	Coghlin Park							
August	19	Sidewalk Sale								
September	6	Labor Day								
September	11	Hubbard Minning Wedding	Coghlin Park	3:00-5:00 pm	Kuu Hubbard			No	150 Guests	Confirmed
September	?	Mt. Baldhead Challenge								
October	?	Chili Cook-off	Cook Park							
August	?	National Night Out								
November	11	Veteran's Celebration	Village Square							



Meeting Date: February 18, 2021 - Council Workshop
February 22, 2021 - Council Meeting

From: Erin Wilkinson

To: Ryan Heise

Subject: Special Event Application - Spoelstra Wedding

Description:

The City of Saugatuck has received a request from Megan Deaver to have her wedding in Coghlin Park on June 19th, 2021 at 5:00 pm. Under our current process and policy, Coghlin Park Gazebo Rentals for private events are approved administratively by staff, but must adhere to the adopted policy.

Alternately, Special Event Applications are typically for public events but require Council approval. I asked Ms. Deaver to submit the attached application, to allow her to move forward with planning, while council reviews the park rental policy.

Ms. Deaver would like to setup 100 chairs and an arch at the top of the hill, near the sculpture. If approved by Council, the applicant will adhere to all other specifications stipulated in the adopted Gazebo Rental Policy, including a \$500 non-refundable deposit and proof of insurance as specified.

Budget Action Required: N/A

Committee/Commission Review: N/A

Legal Review: N/A

Sample Motion:

Motion to approve/deny the Special Event Application for the Spoelstra Wedding on June 19th, 2021 as presented.



Council Action

_____ Approved

_____ Denied

_____ Date

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SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Spoelstra Wedding TELEPHONE: (757) 846-6363

MAILING ADDRESS: 101 Westover Avenue, Apt 306, Norfolk, VA USA 23507

CONTACT NAME: Megan Deaver TELEPHONE: _____

E-MAIL ADDRESS: deaverml@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Angela Schultz TELEPHONE: 616-293-0690

E-MAIL ADDRESS: angela@miflowergirlevent.com CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Spoelstra Wedding DATE(S) OF EVENT: 6/19/2021

PURPOSE OF EVENT: _____ RAIN DATE: _____

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

EVENT LOCATION: Coghlin Park EVENT HOURS: 3-8 pm

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: 6/19/2021 4:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 6/19/2021 6:00 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: 5:00 pm **END:** 5:30 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’ x2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): _____
 Description of signs: _____
 (Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY** _____
- AWNINGS – QUANTITY** 1 - arch _____
- TENTS – 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 turn off sprinkling by 6/17/2021

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: Payment and proof of insurance will be proved after approved.

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

SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway
Saugatuck, MI 49453
269-857-3000 269-857-1228(Fax)
Greg Janik
Fire Chief/Fire Marshal

REQUIREMENTS FOR TENT STRUCTURES

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

Check off when complete:

- _____ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment.
- _____ Fire apparatus access roads shall be provided.
- _____ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District.
- _____ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents.
- _____ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC.
- _____ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
- _____ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District.
- _____ Combustible materials shall not be located within any tent structure.
- _____ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent.
- _____ Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC.

_____ The occupant load shall be stated.

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

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

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

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

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

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

_____ Means of egress shall be illuminated.

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

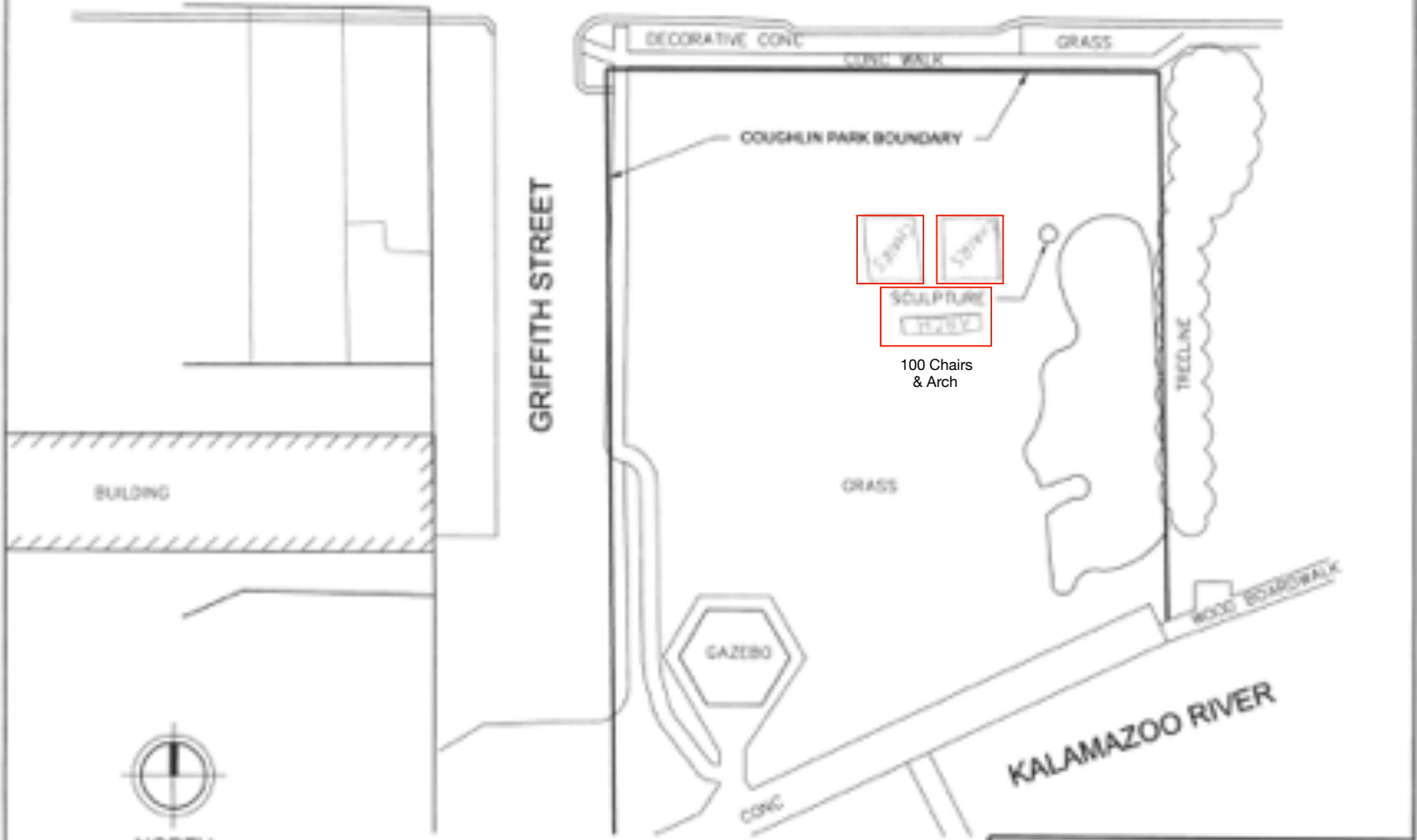
_____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.

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

_____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

CULVER STREET



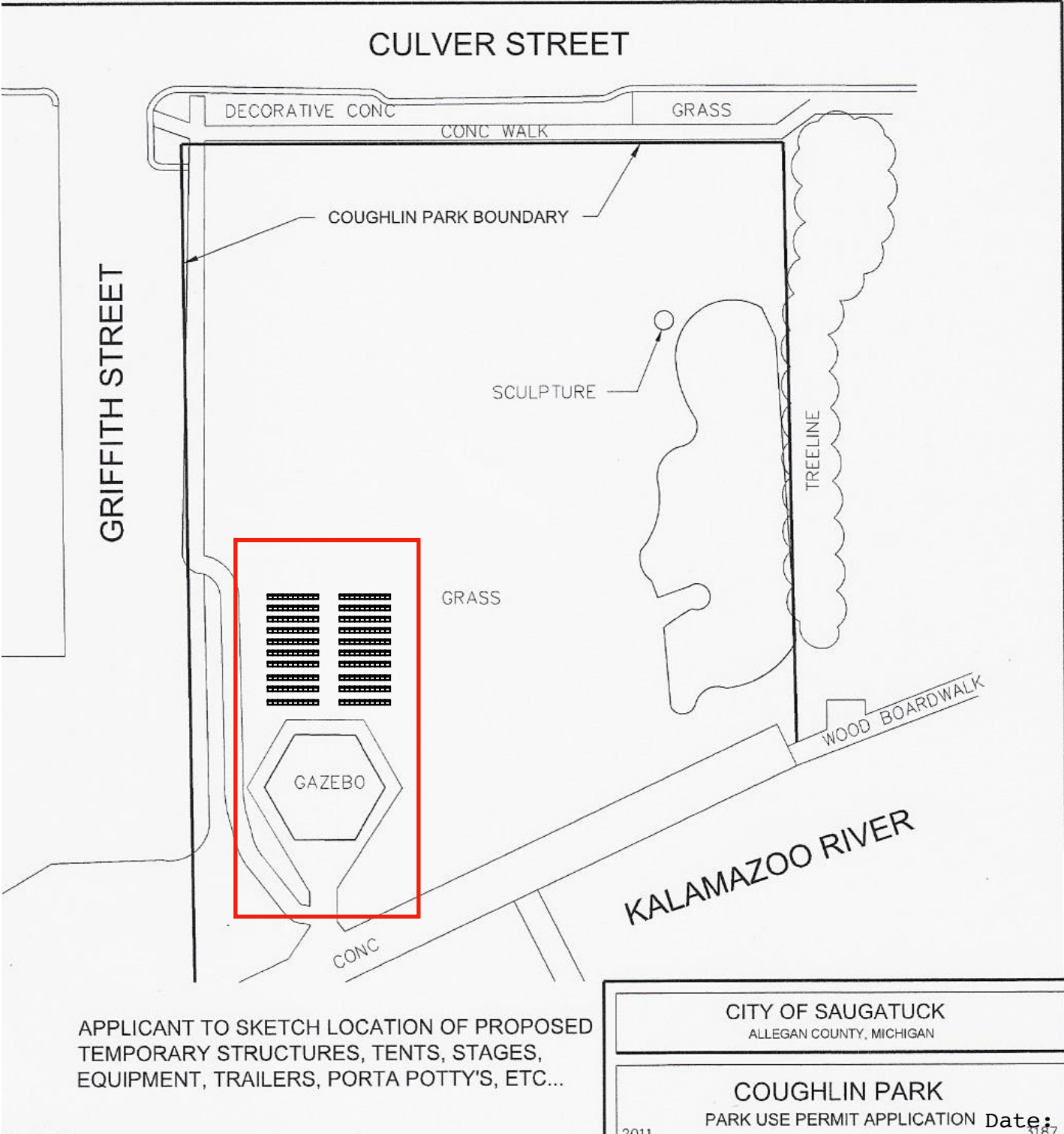
APPLICANT TO SKETCH LOCATION OF PROPOSED
 TEMPORARY STRUCTURES, TENTS, STAGES,
 EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK
 ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
 PARK USE PERMIT APPLICATION

Coghlin Park Gazebo Rental Policy

Allowable Area



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 Date: _____

FROM: Cindy Osman Planning and Zoning

MEETING DATE: February 22, 2021

SUBJECT: Wicks Park Bar and Grill Special Event Application

DESCRIPTION: Restaurants and bars have been particularly hard hit by the Covid-19 restrictions in place to help curb the spread of the virus. Specifically, Restaurants and Bars are limited to 25% occupant load indoor seating, outdoor seating, and take-out. Christine Pierce from Wicks Park Bar and Grill is requesting a Special Event Permit to allow for a tent in the parking places adjacent to her business for additional outdoor seating to allow more people to enjoy the two weekends book-ending St. Patrick's Day with alcohol and food service.

Alternately, the westmost 30 feet of Mary Street could be closed and the tent could be placed on Mary Street as it is not as heavily traveled as Water Street. No adjacent driveways would be blocked.

See attached email from Christine Pierce.

DETAILS:

The 15 x 60 foot, or a 30 x 40 foot tent would be set up **on or after March 11, 2021 and removed on or before March 26, 2021.**

The sidewalk shall remain open at all times.

At the Water Street location, the tent must be at least 15 feet from the crosswalk to prevent line of site issues for vehicular traffic.

Traffic control barriers will be coordinated with the DPW.

The set up and location of any heating devices are required to be approved by the Fire Department. See attached check list.

Wicks will supply all trash containers.

In the event of snow or rain, the event will be cancelled or moved to a week later.

Certificate of insurance is on file.

MOTION:

Motion to approve/deny the Wicks Park Bar and Grill special event application for outdoor seating with food and alcohol service at (Water Street/Mary Street) with partial road closing as described in the application contingent on Fire Department approval.

SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway
Saugatuck, MI 49453
269-857-3000 269-857-1228(Fax)
Greg Janik
Fire Chief Fire Marshal

REQUIREMENTS FOR TENT STRUCTURES

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

Check off when complete:

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

Fire apparatus access roads shall be provided.

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

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

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

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

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

Combustible materials shall not be located within any tent structure.

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

Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC.

The occupant load shall be stated.

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

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

point.

__ A minimum number of means of egress and means of egress widths are as follows:

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

__ Exits shall be clearly marked if the occupant load is 50 or more.

_ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated.

__ Means of egress shall be illuminated.

__ Required width of exits, aisles and passageways shall be maintained at all times.

__ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager / supervisor for every 250 occupants.

__ "No Smoking" signs shall be posted in conspicuous locations.

__ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

FOLLOW UP IN REGARDS TO SPECIAL PERMIT APPLICATION FOR A TENT MARCH 12TH – MARCH 22ND

Spoke with Cindy today (2/15/2021) and she said there are a few concerns regarding my permit for the tent application I submitted.

First I want to express that if we are up to 100% capacity inside dining I will not be doing tent.

Second if there is still mounds of Snow and the temperature forecast is looking to be cold – I will not be doing the tent during the dates requested – will push the dates forward.

Third I am trying to get the sidewalk cleaned up in front of my property – this year is not like any other year that I have been in business so I wasn't able to do all the winterize of things for my property that I would normally do – so please when making the decision to approve my permit for a tent don't think that I will not be respectful of the rules and keeping my property area clean and nice. In the past 12 years I have been in business I have always done my best to follow all the guidelines for the city so my history with the city and guidelines has always been in compliance.

Fourth I just trying to give tourist (still coming into town) a place to safely hang out and have a good time. I want tourist and guest to know that Saugatuck is still open and ready to entertain and be the fun destination that we always have been!

When I submitted the permit application I requested it to be in front of my building on Water Street – then I meet with Cindy a week after that and she asked if I can put it on Mary Street – from what she said logistical the council would feel like that is safer on Mary Street - by closing the street for the requested time, I was ok with Mary Street – the tent will not go past the handicap spot so that the residential drive way will not be blocked or impacted from my tent. I am fine with the tent either on Water Street (same spot I had on NYE) or Mary Street.

I am more then willing to meet with whoever to walk through how the tent will be – I am using Taylor Rental which has a long history for putting up safe and nice tents.

I am again just trying to be pro active in this very uncertain time. I understand the concerns and I am here to answer any questions. I know that no one has a crystal ball to see exactly how everything is going to look in the future but I am just trying to put together some type of business plan to be ready for different scenarios.

Thank you very much –

Christine Murphy Pierce
239-272-4296

From: Christine Pierce <christine@wickspark.com>

Sent: Friday, January 29, 2021 2:44 PM

To: 'Cindy Osman' <Cindy@saugatuckcity.com>

Cc: 'Holly Leo' <hleo@saugatuckcity.com>; 'Chris Peterson' <cpeterson@saugatuckcity.com>; 'Holly Leo' <hollyvox@gmail.com>

Subject: Special Permit - Wicks Park Bar & Grille

I just submitted a special event permit for usage of the parking spaces in front of my building and putting up a tent. The new MDHHS ruling that starts on 2/1/2021 gives restaurants 25% capacity for dine in – that is hardly any seats so I would like permission to put up a tent that will be up for the month of February and March.

I am currently trying to secure a tent which is taking a bit of time – I need to talk with the fire department about heating the tent etc ... and I need to work with the DPW on the logistical side of snow removal etc

I understand that this is a very vague and crazy request but I am worried that the 25% capacity is going to continue for the months of February and March maybe even longer – and I need more seats for my customers and those tourist that are visiting the area.

I also understand that there is a lot of moving parts in this scenario and I am not sure how it will all play out but I would like the opportunity to try.

Please let me know your thoughts, concerns etc....

Thank you –

Christine

239-272-4296





Council Action
_____ Approved
_____ Denied
_____ Date

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

SPECIAL EVENT APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Wicks Park Bar & Grille TELEPHONE: 239-272-4296
 MAILING ADDRESS: 449 Water St.
 CONTACT NAME: Christine Murphy Pierce TELEPHONE: 239-272-4296
 E-MAIL ADDRESS: christine@wicksbar.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Same TELEPHONE: _____
 E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Winter Tent for Outdoor Dining DATE(S) OF EVENT: Feb. - March
 PURPOSE OF EVENT: COVID-19 RAIN DATE: _____

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

EVENT LOCATION: Wicks Park Bar & Grille EVENT HOURS: business hours

ESTIMATED NUMBER OF ATTENDEES: depends on tent size - 25 people

ESTIMATED NUMBER OF VOLUNTEERS: _____

ESTIMATE DATE / TIME FOR SET-UP: not sure _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: not sure _____ A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

- TRASH RECEPTACLES – QUANTITY _____
- BARRICADES – QUANTITY not sure
- TRAFFIC CONES – QUANTITY _____
- PARKING SIGNS – QUANTITY _____
- FENCING WATER ELECTRIC
- RESTROOM CLEANING
- OTHER _____

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

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

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

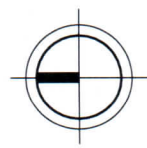
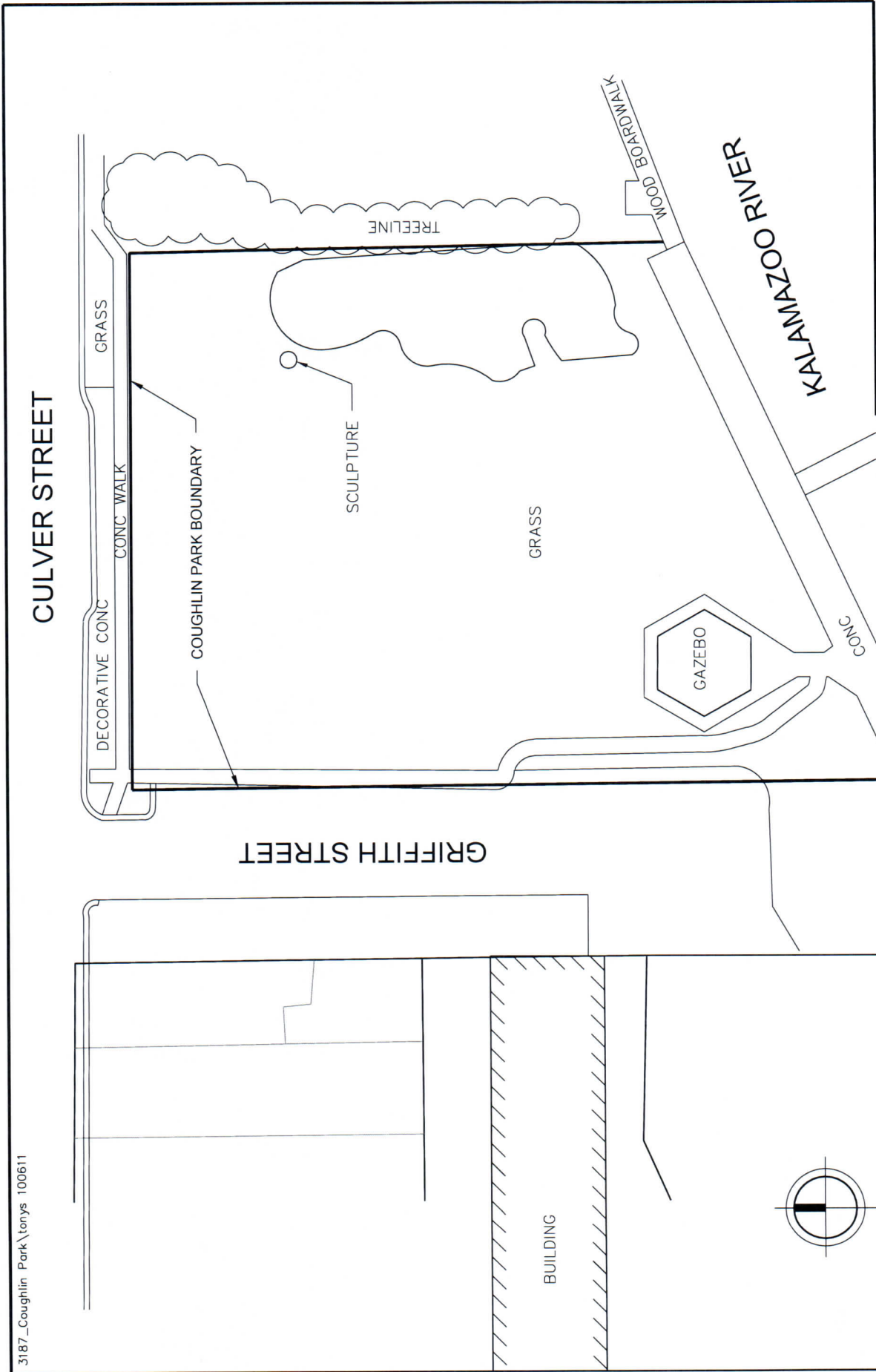
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

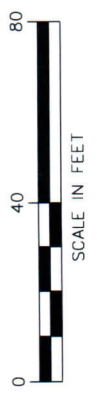
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature

Date



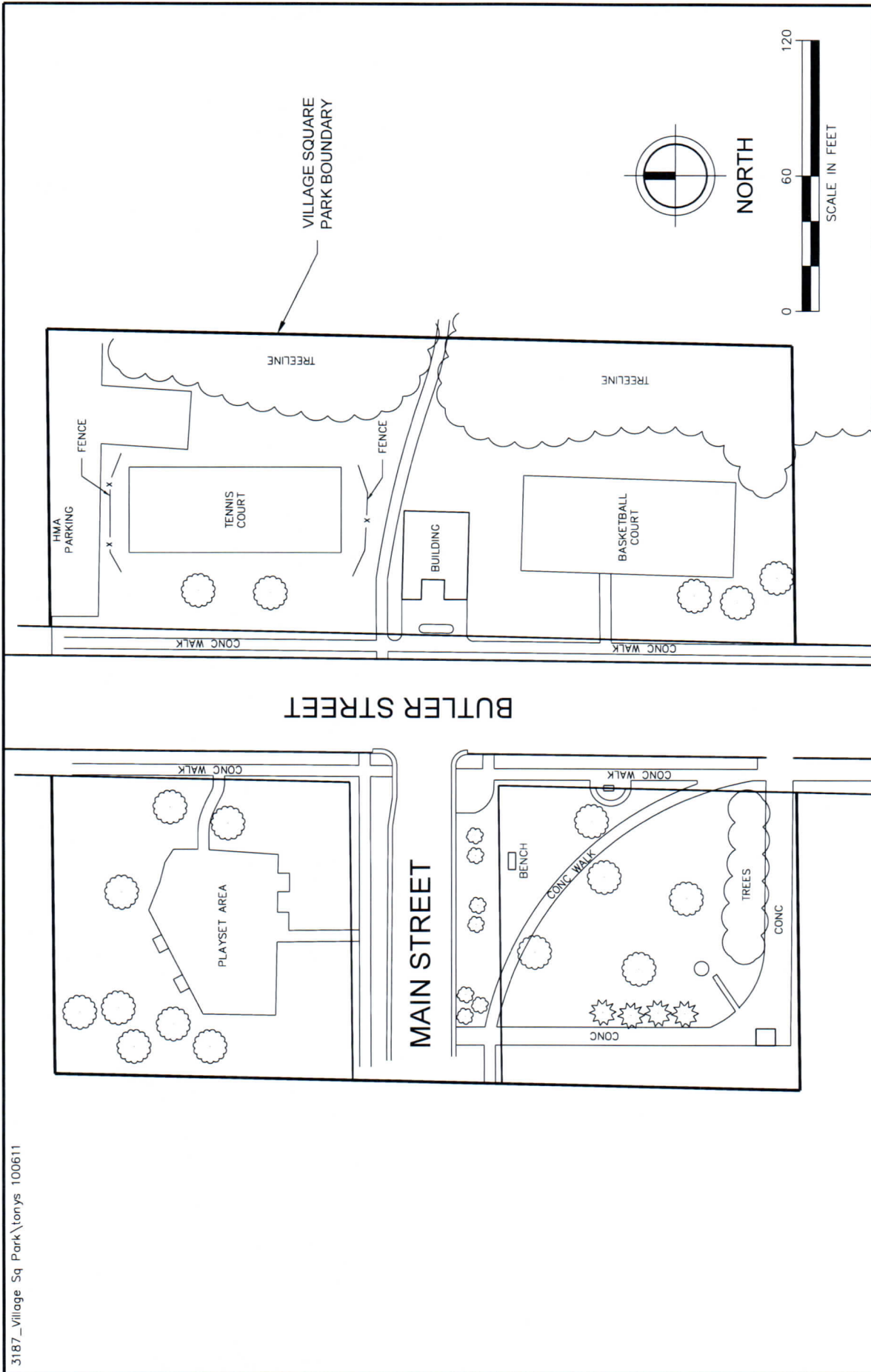
NORTH



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



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

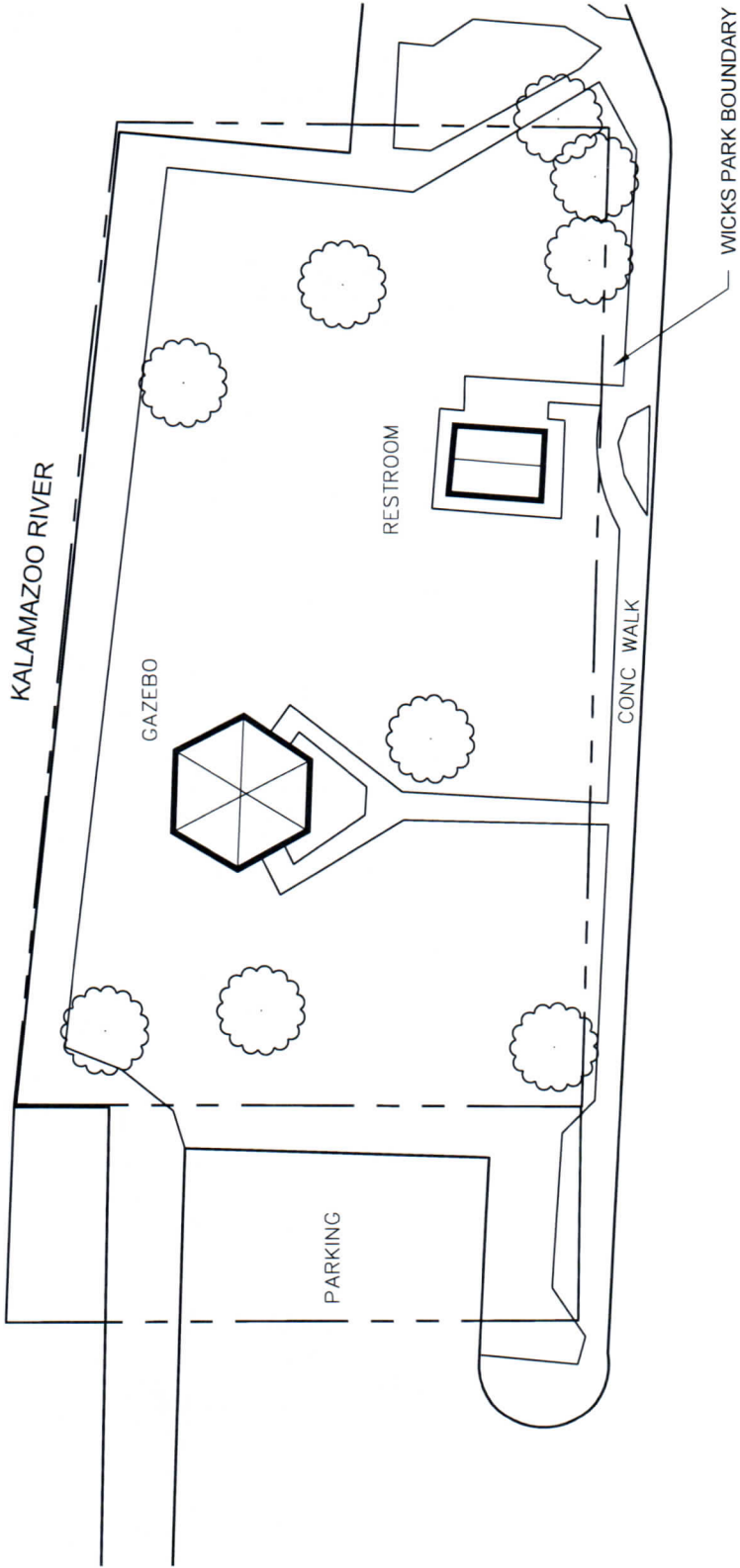
VILLAGE SQUARE PARK
PARK USE PERMIT APPLICATION

2011 3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.

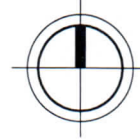
3187_Wicks Park\Ricks 2/3/2016



WATER STREET

MAIN STREET

MARY STREET



NORTH



SCALE IN FEET

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION

2016

3187

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

FLEIS & VANDENBRINK ENGINEERING, INC.

Downtown Street / Sidewalk Closure(s)



SAUGATUCK TOWNSHIP FIRE DISTRICT

3342 Blue Star Highway
Saugatuck, MI 49453
269-857-3000 269-857-1228(Fax)
Greg Janik
Fire Chief/Fire Marshal

REQUIREMENTS FOR TENT STRUCTURES

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

Check off when complete:

- A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment.
- Fire apparatus access roads shall be provided.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District.
- An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents.
- All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC.
- Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
- A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District.
- Combustible materials shall not be located within any tent structure.
- Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent.
- Portable fire extinguishers shall be provided at the exits. A minimum size of 2A 10BC.

- _____ The occupant load shall be stated.
- _____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent.
- _____ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point.
- _____ A minimum number of means of egress and means of egress widths are as follows:

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"
- _____ Exits shall be clearly marked if the occupant load is 50 or more.
- _____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated.
- _____ Means of egress shall be illuminated.
- _____ Required width of exits, aisles and passageways shall be maintained at all times.
- _____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.
- _____ "No Smoking" signs shall be posted in conspicuous locations.
- _____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____



5E

FROM: Cindy Osman, Planning and Zoning

MEETING DATE: February 22, 2021

SUBJECT: Social District 2021

DESCRIPTION:

In accordance with Public Act 124 of 2020 (MCL Section 436.1551) which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas. Qualified licensees whose license premises are contiguous to the Commons Area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District.

The list of eligible businesses is shown on the attached plan. Because the Southerner is not contiguous to the District, it is not able to participate.

COMMITTEE/COMMISSION REVIEW:

Stanton, Peterson, Osman, and Heise met to discuss this proposal, it is strongly patterned after the City of Allegan's plan.

LEGAL REVIEW:

Currently under review by Municipal Attorney Jeff Sluggett

POSSIBLE MOTION:

Motion to adopt resolution 210222-A for the creation of the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area pursuant to the Downtown Saugatuck Social District Plan as presented in the Plan.

CITY OF SAUGATUCK

RESOLUTION ESTABLISHING A SOCIAL DISTRICT AND COMMONS AREA IN THE CITY OF SAUGATUCK AND APPROVING A SOCIAL DISTRICT PLAN

WHEREAS, Public Act 124 of 2020 (PA 124), was signed into law on July 1, 2020; and

WHEREAS, PA 124 established Section 436.1551, which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, under which the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas; and

WHEREAS, qualified licensees whose licensed premises are contiguous to a Commons Area within the Social District, and that have been approved for and issues a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District; and

WHEREAS, the City of Saugatuck intends to establish the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area which would be managed by the City.; and

WHEREAS, the Downtown Saugatuck Social District would generally be located in downtown Saugatuck area with the boundaries defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the Downtown Saugatuck Commons Area’s boundaries are defined in the Downtown Saugatuck Social District Plan; and

WHEREAS, the City of Saugatuck will follow all stipulations of Michigan Public Act 124 of 2020 and through its Social District Plan arrange for appropriate controls and maintenance of the Social District.

NOW, THEREFORE, BE IT RESOLVED that the Saugatuck City Council approves the Downtown Saugatuck Social District Plan as presented; and

BE IT FURTHER RESOLVED that the Saugatuck City Council does hereby approve the creation of the Downtown Saugatuck Social District and Downtown Saugatuck Commons Area pursuant to the Downtown Saugatuck Social District Plan.

Council Member _____, offered the following resolution and moved for its adoption, seconded by Council Member _____:

YEAS: Council Members: _____

NAYS: Council Members: _____

ABSTAIN: Council Members: _____

ABSENT: Council Members: _____

ADOPTED this ____ day of _____, 2021

Signed: _____

Erin Wilkinson, City Clerk

CERTIFICATION

I, Erin Wilkinson, the duly appointed clerk of the City of Saugatuck do hereby certify the foregoing is a true and complete copy of a resolution adopted by the Saugatuck City Council at a regular meeting held _____, 2021, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended. The minutes of the meeting were kept and will be or have been made available as required by said Act.

Signed: _____

Erin Wilkinson, City Clerk

Downtown Saugatuck Social District Plan

Introduction

In accordance with Public Act 124 of 2020 (MCL Section 436.1551) which authorizes the issuance of Social District Permits for the sale of alcohol by the MLCC, the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas. Qualified licensees whose license premises are contiguous to the Commons Area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District.

The City of Saugatuck has developed this Social District Plan and supplemental Social District Plan Maps to establish the Downtown Saugatuck Social District, the Commons Area, and provide for the administration of these areas. The Plan and associated Maps define the Downtown Social District, Commons Area, and hours of operation as well as plans for signage, security, and sanitation, and other considerations.

- A) Management.** The Downtown Saugatuck Social District will be managed by the City of Saugatuck through the City Manager’s Office. Day-to-day Operations will be assisted by the Allegan Sheriff’s Department and the Department of Public Works.

- B) Social District Boundaries.** The Downtown Saugatuck Social District is generally located in Downtown Saugatuck. It includes the C-1 City Center, the C-2 Water Street East, the C-1 Water Street North, and the C-2 Water Street South. A Downtown Saugatuck Social District Map is included as Appendix A to this plan.

- C) Commons Area.** The Commons Area within the Downtown Social District is defined on the Downtown Saugatuck Social District Commons Area Map included as Appendix A.

- D) Businesses within the Downtown Saugatuck Social District.**
 - 1) Liquor Licenses Eligible for Social District Permit.** As of February 8, 2021, the following businesses located within the Downtown Social District are eligible to receive a Social District Permit:
 - i. Sand Bar Saloon - 141 Butler St.
 - ii. Coral Gables etc. 220 Water St.
 - iii. Marro’s Restaurant 147 Water St.

- iv. The Butler – 40 Butler St
- v. Wally’s – 128 Hoffman St.
- vi. Phil’s Bar and Grill – 215 Butler St.
- vii. Wicks Park Bar and Grill – 449 Water St.
- viii. Wine Sellers of Saugatuck – 247 Butler St Unit 1.
- ix. Scooters Café and Pizzeria – 322 Culver St.
- x. Bowdies – 230 Culver St.
- xi. Loco Burrito – 322 Culver St.
- xii. Mermaid Bar and Grill – 360 Water St. Units 1-6 and 12.
- xiii. Lucy’s Little Kitchen – 149 Griffith St.
- xiv. Coppercraft Distillery – 360 Water St. Units 9, 10, and 11.
- xv. The Barge – 528 Water St.
- xvi. Retro Boat Rentals – 730 Water St.
- xvii. The Mitten Brewing Company – 329 Water St.
- xviii. Grow – A Saugatuck Diner – 302 Culver St.
- xix. Pumpernnickel’s – 202 Butler St.
- xx. Coast 236 – 236 Culver St.
- xxi. New Holland Brewing – 201 Culver St. Unit 3.

2) Businesses Ineligible to allow Alcohol on Premises. As per MCL 436.1913, downtown commercial establishments that sell food but are not licensed under the Michigan Liquor Control Code (Act 58 of 1998) are not permitted to allow the consumption of alcoholic liquor on its premises. Other businesses, including those licensed under Act 58 of 1998 may otherwise be restricted by one or more sections of the Act.

3) Businesses Eligible to allow Alcohol on Premises. Other businesses located in the Downtown Social District that are not otherwise restricted from allowing alcohol on their premises by the Michigan Liquor Control Code or other State or local law may allow beverages from the Downtown Saugatuck Social District in their store if their business is accessible from the Commons Area in the District. Such businesses choosing to allow alcohol in their establishment will be provided a window cling or other identifier by the City.

E) Commons Area Hours of Operation. The Downtown Saugatuck Commons Area is open from October 15 to April 1, seven days a week, from 11:00 am until 11:00 pm. After 11:00 pm, consumption of alcoholic beverages must be contained within the license holders’ service areas. For an individual Social District Permit holder, sale of Downtown Saugatuck Social District beverages for consumption in a Commons Area may only occur during the legal hours for sale of the Permittee as per Section 436.1551 of Act 58 of 1998.

F) Commons Area Signage and Marking. The Commons Area in the Downtown Saugatuck Social District will be identified with signage and/or other markings. Flyers identifying the boundaries

of the Commons Area will be available at all Social District Permit Holders as well as other strategic locations.

G) Commons Area Beverage Container Identification. The City of Saugatuck will provide to all Participating Social District Permit Holders a Commons Area Logo. This logo must be used on a beverage container, alongside the Social District Permit Holder's logo, compliant with Section 436.1551 of Act 59 of 1998 in order to be removed by a patron into the Commons Area. The City will work with Social District Permit Holders to design the format of the beverage container itself.

H) Operational Considerations.

1) Public Safety Enforcement. All Commons Areas will be monitored by the Allegan Sheriff Deputies as part of regular patrol shifts. Patrol needs will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.

2) Sanitation. The Commons Area will have public trash receptacles positioned as needed. Trash collection will be handled by a waste service on a regular basis. Sanitation needs, including placement of additional receptacles and/or additional collection times will be evaluated over the course of time as well as enhanced during activities that would be expected to draw large crowds.

3) Insurance. The City will insure its management and operation of the Downtown Social District and its Commons Area through its municipal umbrella insurance policy. Participating Social District Permit holders are responsible for their own liability insurance.

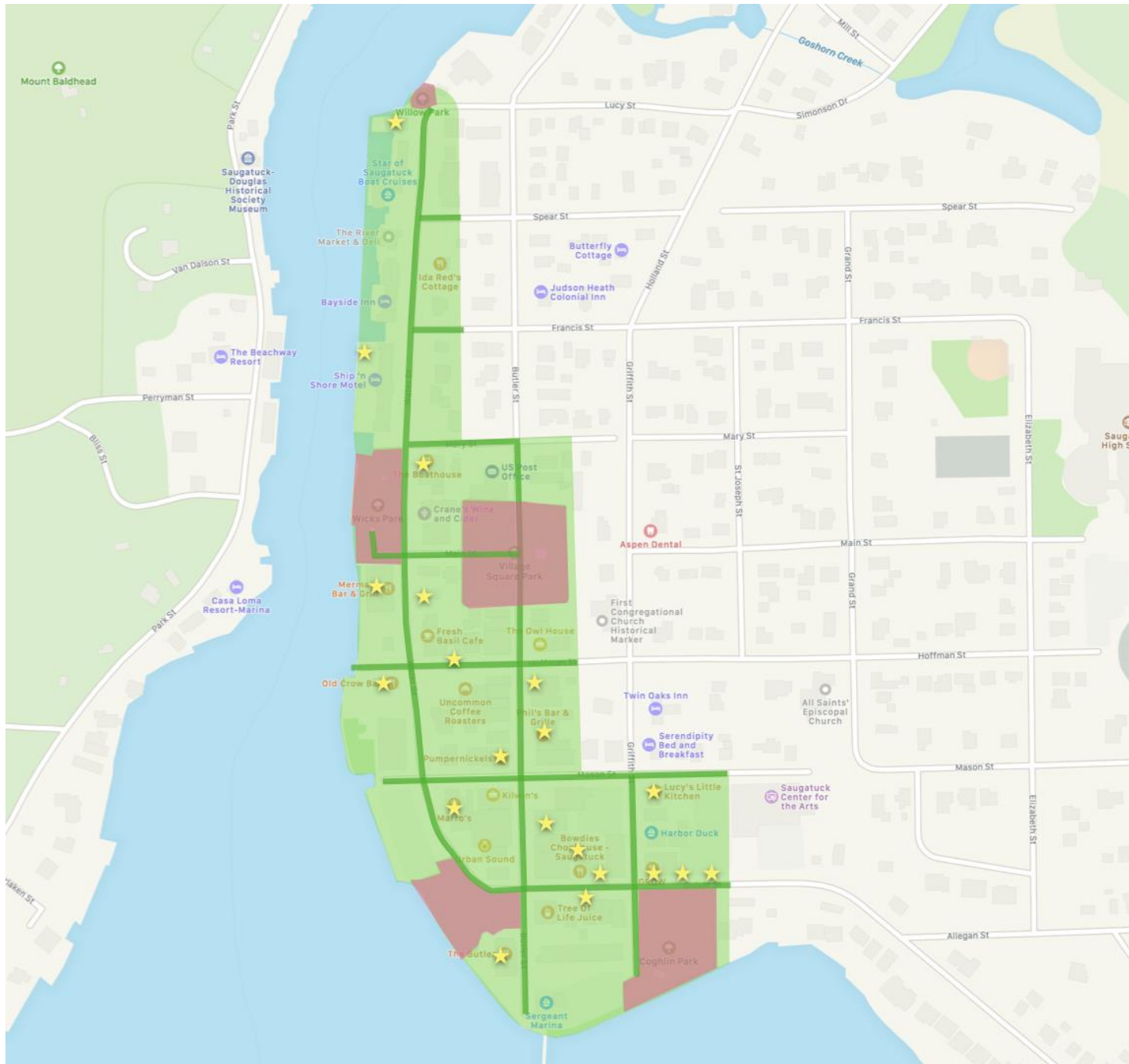
I) Festivals/Special Events. During festivals or special events that do not include issuance of a special license by the Michigan Liquor Control Commission, the Commons Area in the Downtown Saugatuck Social District will remain open. Where a festival or event located in the Downtown Saugatuck Social District includes issuance of a special license by the Michigan Liquor Control Commission, as per Section 436.1551 of Act 58 of 1998, holders of a Social District Permit in the District shall not sell or serve alcoholic liquor to be consumed in a Commons Area.

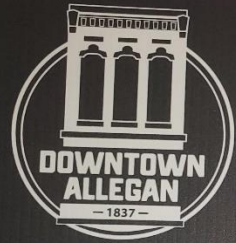
Appendix A

Downtown Saugatuck Social District Boundaries and Commons Map

Light green – Social District Boundaries

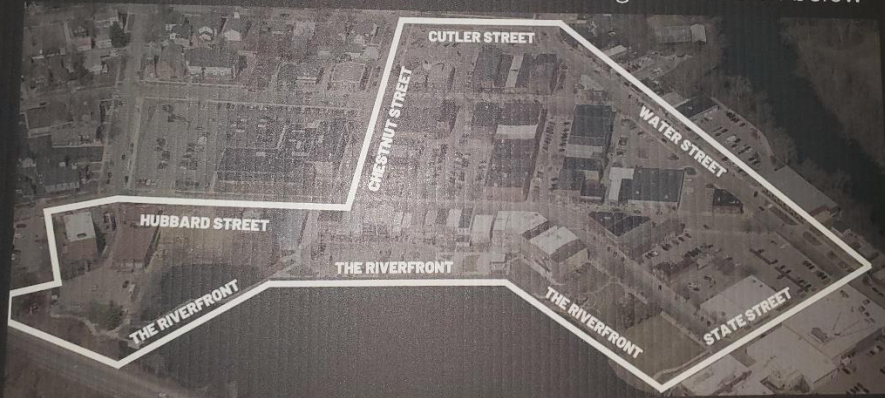
Darker green and pink (streets and parks) – Social Commons



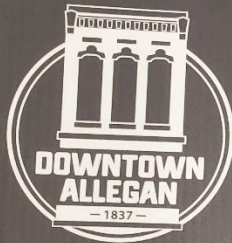


SOCIAL DISTRICT BOUNDARY BEGINS HERE

alcoholic drinks may be purchased from participating bars and restaurants and enjoyed throughout Downtown Allegan as shown below

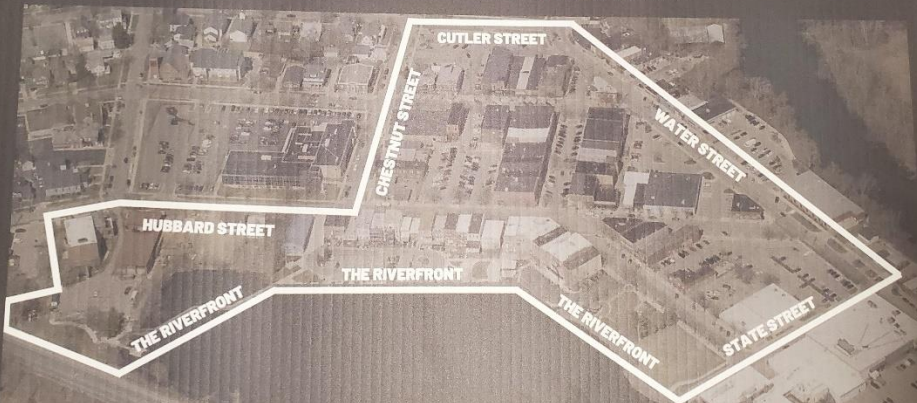


LOOK FOR RETAIL BUSINESSES THAT ALLOW DRINKS WHILE YOU SHOP!



SOCIAL DISTRICT BOUNDARY ENDS HERE

please finish your beverage and properly dispose of your cup before exiting the social district as shown below



LOOK FOR RETAIL BUSINESSES THAT ALLOW DRINKS WHILE YOU SHOP!

Allegan County

- Allegan City

Bay County

- Bay City

Calhoun County

- Battle Creek City
- Marshall City

Emmet County

- Petoskey City

Kalamazoo County

- Kalamazoo City
- Vicksburg Village

Kent County

- Grand Rapids City
- Lowell City
- Rockford City

Lenawee County

- Adrian City
- Tecumseh City

Monroe County

- Dundee Village

Muskegon County

- Muskegon City

Newaygo County

- Newaygo City

Oakland County

- Clarkston City
- Farmington City
- Lake Orion Village

St. Clair County

- Port Huron City

St. Joseph County

- Sturgis City

Washtenaw County

- Dexter City
- Milan City

Wayne County

- Belleville City
- Grosse Pointe Park City
- Northville City
- Wyandotte City

Wexford County

- Cadillac City



From: Ryan Heise
Meeting Date: February 22, 2021
Subject: Floating Home Moratorium 2nd version

Description:

Legal has updated the floating home moratorium. According to legal counsel, this version is “more targeted.” Attorney Cliff Bloom will be present at the Thursday workshop to review the moratorium and answer any questions. Two items included in the packet are the notice of adoption and moratorium ordinance. The moratorium ordinance will need to specify length and height of the floating home. The permanent ordinance will likely be presented at your March meeting.

Budget Action Required:

N/A

Legal Review:

Yes

Sample Motion:

Approve the amended moratorium as presented.

NOTICE OF ADOPTION
MORATORIUM ORDINANCE
CITY OF SAUGATUCK

On February ____, 2021, the City Council for the City of Saugatuck adopted a Moratorium Ordinance for floating homes. This is an emergency ordinance, which will be applicable throughout the City of Saugatuck. A summary of the Moratorium Ordinance is as follows:

Section 1. Findings.

This Section lists the detailed findings made by the Saugatuck City Council supporting the enactment of the Moratorium Ordinance.

Section 2. Definition.

This Section defines a “floating home” for purposes of the Moratorium Ordinance.

Section 3. Administrative Action; Prohibitions.

This Section indicates that a temporary moratorium is imposed upon the issuance of any City permit, license or approval for any floating home, floating home slip, mooring, dock or pier, and further provides that during the time that the moratorium is in effect, no floating home shall be used, placed, moored or docked within the City of Saugatuck or along the shoreline, bottomlands or properties within the City of Saugatuck. Finally, during the time that the moratorium is in effect, no pier, dock, mooring or similar facility shall be used for a floating home and no parking area shall be used for or in conjunction with a floating home.

Section 4. Term of the Ordinance.

The moratorium imposed by this Ordinance shall remain in effect for 5 months following the effective date of the Ordinance or until a regulatory ordinance covering floating homes is enacted by the City Council, whichever occurs first. The City Council may extend the moratorium, however.

Section 5. Exemption.

Any floating home that lawfully existed and was located on or in the Kalamazoo River as of July 1, 2020 is exempt from this Ordinance.

Section 6. Repeal.

Upon the effective date of this Ordinance, Ordinance No. _____ will be deemed repealed.

Section 7. Effective Date.

The Moratorium Ordinance is declared to be an emergency ordinance and shall become effective on the day following its publication (or a summary thereof) in the newspaper.

A full copy of the Moratorium Ordinance may be reviewed, inspected or purchased at the Saugatuck City Hall located at 102 Butler Street, Saugatuck MI, 49453 during normal business hours (M-F 8:30AM to 5:00PM) or by calling the Saugatuck City Clerk at (269) 857-2603. The Moratorium Ordinance is declared to be an emergency ordinance and shall become effective one day after this notice appears in the newspaper. The moratorium shall last 5 months unless further extended by the Saugatuck City Council.

Respectfully submitted by,

Erin K. Wilkinson
Saugatuck City Clerk
(269) 857-2603

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

(Ordinance No. ____)

At a _____ meeting of the City Council for the City of Saugatuck held on _____, 2021, beginning at ____ p.m., the following Ordinance was offered for adoption by Council Member _____, and was seconded by Council Member _____:

AN ORDINANCE TO IMPOSE A TEMPORARY MORATORIUM AND PROHIBITION ON THE ISSUANCE OF ANY PERMIT, APPROVAL OR LICENSE FOR THE USE OF ANY FLOATING HOME MOORING OR ANY FLOATING HOME ISSUED BY ANY CITY OF SAUGATUCK OFFICIAL, OFFICER OR BODY AND MANDATING THAT FLOATING HOMES SHALL NOT BE USED, MOORED OR KEPT OUTDOORS WITHIN THE CITY OF SAUGATUCK (OR ALONG THE SHORELINE OF THE CITY OF SAUGATUCK) DURING THE TIME THAT THE MORATORIUM IS IN EFFECT.

THE CITY OF SAUGATUCK (the “City”) ORDAINS:

1. Findings.

The City Council finds as follows:

- a. The mooring, docking and / or use of floating homes along the shoreline of the City, at or adjacent to docks, piers and mooring slips within or adjacent to the City and at similar locations and the residential dwelling use of floating homes will likely create problems for, and negative impacts upon, adjacent and nearby lawful uses within the City as well as present unreasonable challenges to and negative impacts upon navigation by other boats and vessels.

- b. The long term mooring or use of floating homes as dwellings or structures of habitation will negatively impact the aesthetics of the City's waterfront areas as well as block the view of the Kalamazoo River at places by tourists and the occupants of many houses and dwellings located upland from the floating home mooring site, thus hurting tourism and lowering property values.
- c. Allowing floating homes to be used as habitable structures or dwellings would potentially circumvent many of the safeguards for dwellings and houses contained in both the City Code and the City's zoning regulations, including, but not limited to, provisions regarding setbacks, parking requirements, zoning permits, building codes and permits, open space, and buffers.
- d. Marina facilities, docks, piers and other amenities and appurtenances along the waterfront within the City were intended to be utilized for temporary use for conventional boats and vessels, not for permanent or semi-permanent homes, dwellings or similar habitable structures. Furthermore, it is in the best interest of the City, as well as its residents, visitors and property owners, to have the waterfront generally clear of boats and vessels during the off season, not only for purposes of aesthetics but for environmental and safety reasons as well.
- e. Floating homes present many potentially challenging and unhealthy situations, including, but necessarily limited to, the disposal of sewage, providing clean potable water to the users and occupants of floating homes, managing trash and

garbage disposal and ensuring that a floating home is not damaged or swamped by storms, severe wave action and impact with other boats or vessels.

- f. Floating houses and *de facto* housing subdivisions on or off shore are not compatible with the City's waterfront areas, building codes for dwellings, master plan or zoning regulations.
- g. The City is diligently working on an ordinance to prohibit or regulate floating homes, but needs time to complete and to enact the ordinance.
- h. The City Council finds that this moratorium is both reasonable and prudent, and will promote the public health, safety and welfare of the residents, property owners and visitors of and to the City.

Section 2. Definition. For purposes of this moratorium ordinance, a “floating home” shall be defined and mean as follows:

“Floating home” means any structure or item which is waterborne or is supported by means of flotation (or suspension over a river or lake), designed to be used without a permanent foundation, used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or which is occupied for living purposes with facilities for living and sleeping, and often cooking and eating as well. The term “floating home” shall also include a “floating house,” “liveaboards”, “ark,” “barge”, and any other boat or vessel which is designed or used primarily for living or as a house, domicile or dwelling rather than for water

transport or recreational purposes. The definition of floating home can also include a “houseboat” which exhibits any of the following traits:

- (1) Is over _____ feet long.
- (2) Is over _____ feet in height above the water when calm.
- (3) Cannot be readily propelled through the water at a speed of at least 15 miles per hour.
- (4) Is not certified by the United States Coast Guard as a water-worthy boat or watercraft.

When determining whether a boat, vessel or float is a “floating home” for purposes of this Ordinance, the City of Saugatuck Building Official (or such other official as the City Council may designate) shall also consider the following:

- a. Whether the structure is usually kept at a fixed mooring point;
- b. Whether the structure is actually used on a regular basis for transportation or navigation;
- c. Whether the structure has a permanent or continuous connection to the shore for electrical, plumbing, water, or other utility service;
- d. Whether the structure has the performance characteristics of a vessel typically used for navigation or transportation on water;
- e. Whether the structure can be readily removed from the water;
- f. Whether the structure is used for intermittent or extended human-habitation or occupancy;

- g. Whether the structure clearly has a means of substantial and continuous propulsion, and appropriate power / size ratio;
- h. Whether the structure is safe to navigate or use for transportation purposes; and
- i. That a structure could occasionally move from place to place, or that it qualifies under a federal or state regulatory program as a vessel or boat, are factors that would not be determinative.
- j. Such other factors as are relevant to determining the nature of the item or vessel at issue.

Section 3. Administrative Action; Prohibitions.

- a. A moratorium is hereby imposed upon the issuance of any City permit, license, zoning approval, variance, or similar approval for any floating home. During the moratorium term specified in this Ordinance, no City official, employee, body, commission or agent shall issue or approve any permit, zoning approval, sewer or water hookup permit, building permit, license, variance or other approval for any floating home or any floating home slip, mooring, dock or pier.
- b. During the time that this moratorium is in effect, no floating home shall be used, placed, moored or docked within the City of Saugatuck or at or along the shoreline, bottomlands or properties within the City of Saugatuck.
- c. During the time that this moratorium is in effect:
 - (i) No pier, dock, mooring or similar facility shall be used for a floating home.
 - (ii) No parking area shall be used for or in conjunction with a floating home.

Section 4. Term of This Ordinance. The moratorium imposed by this Ordinance shall remain in effect for five (5) months following the effective date of this Ordinance or until the regulatory ordinance specified above is enacted by the City Council and becomes effective, whichever occurs first. Prior to the expiration of this moratorium, the City may extend the moratorium term to allow sufficient time to complete and enact any such ordinance.

Section 5. Exemption. Any floating home that lawfully existed and was located on or in the Kalamazoo River as of July 1, 2020 is exempt from this Ordinance.

Section 6. Repeal. Upon the effective date of this Ordinance, Ordinance No. _____ will be deemed repealed.

Section 7. Effective Date. This Ordinance is declared to be an emergency ordinance and shall become effective the day following its publication (or a summary hereof) in a newspaper of general circulation within the City.

The vote in favor of this Ordinance was as follows:

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true copy of an emergency Ordinance adopted by the City Council for the City of Saugatuck at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,

By: _____

Erin K. Wilkinson
Saugatuck City Clerk