



**CITY COUNCIL AGENDA  
APRIL 22, 2019 – 7:00 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF MINUTES
  - A. **Regular City Council Meeting of April 8, 2019**
5. MAYOR'S COMMENTS
6. CITY MANAGER'S COMMENTS
7. AGENDA CHANGES (ADDITIONS/DELETIONS)
8. GUEST SPEAKERS:
  - A. **Lt. Brett Ensfield – Allegan Co. Sheriff Department**
  - B. **Allegan County Legal Assistance Center**
9. PUBLIC COMMENT *Agenda Items Only (Limit 3 minutes)*
10. REQUESTS FOR PAYMENT
  - A. **Approval of Accounts Payable**
11. INTRODUCTION OF ORDINANCES:
  - A. **Chapter 154 - Section 154.041 – C2 Water Street South District**
12. PUBLIC HEARINGS: **None**
13. UNFINISHED BUSINESS: **None**
14. NEW BUSINESS
  - A. **Resolution No. 180422-A – Off-Premises License Application New Holland Brewing (ROLL CALL)**
  - B. **Revocable License Agreement – Old Pike Sign (VOICE VOTE)**
  - C. **Special Event Application – Eat Drink SDF (VOICE VOTE)**
  - D. **Special Event Application – Annual Venetian Festival (VOICE VOTE)**
  - E. **Special Event Application – Annual Free Movie in the Park (VOICE VOTE)**
  - F. **Special Event Application – Ferrari Club Parking (VOICE VOTE)**
15. CONSENT AGENDA: **None**
16. PUBLIC COMMENTS *(Limit 3 minutes)*
17. COMMUNICATIONS:
  - A. **Douglas Dutchers Base Ball Club – Accept as information**
  - B. **Law Enforcement Expenditure Report – Accept as information**
18. BOARDS, COMMISSIONS & COMMITTEE REPORTS
  - A. **KLSWA, Fire Board, Planning Commission**
19. COUNCIL COMMENTS
20. ADJOURN

**NOTICE**

This facility is wheelchair accessible with accessible parking spaces available. 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 [monica@saugatuckcity.com](mailto:monica@saugatuckcity.com) for further information.

**Proposed Minutes**  
**Saugatuck City Council Meeting**  
**Saugatuck, Michigan, April 8, 2019**

The City Council met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Mayor Pro-Tem Spangler at 7:00 p.m.
2. **Pledge of Allegiance**
3. **Attendance:**  
Present: Spangler, Bekken, Johnson, Hess & Verplank  
Absent: Peterson & Trester  
Others Present: City Manager Harrier & City Clerk Nagel

A motion was made by Johnson, 2<sup>nd</sup> by Hess, to excuse Council Member Peterson and Mayor Trester with prior notification. Upon voice vote the motion carried unanimously.

4. **Approval of Minutes:**  
**A. Regular City Council Meeting of March 25, 2019:** A motion was made by Hess, 2<sup>nd</sup> by Bekken, to approve the March 25, 2019 regular meeting minutes as presented. Upon voice vote the motion carried unanimously.

**B. Special City Council Meeting of April 1, 2019:** A motion was made by Johnson, 2<sup>nd</sup> by Verplank, to approve the April 1, 2019 special meeting minutes as presented. Upon voice vote the motion carried unanimously.

5. **Mayor's Comments:** None

6. **City Manager's Report:** None

7. **Agenda Changes:** None

8. **Guest Speakers:**

**A. Dr. Tim Travis – SPS Superintendent - May 7, 2019 Bond Proposal:** Dr. Tim Travis, Saugatuck Public Schools Superintendent, presented Council with information regarding the upcoming school bond proposal placed on the May 7, 2019 special election ballot.

**B. Lt. Brett Ensfield – Allegan County Sheriff's Department:** Lt. Ensfield updated Council on various Sheriff Department activities including the Incident Analysis Report dated March 25, 2019 thru April 8, 2019.

9. **Public Comment:** None

10. **Request for Payment:** A motion was made by Hess, 2<sup>nd</sup> by Johnson, to approve the accounts payable in the amount of \$46,805.91. Upon voice vote the motion carried unanimously.

11. **Introductions of Ordinances:** None

12. **Public Hearings:** None

13. **Unfinished Business:** None

**14. New Business:**

**A. Coghlin Park Floating Dock – Recommendation of Award:** A motion was made by Johnson, 2<sup>nd</sup> by Hess, to approve the recommendation from the City's engineering firm and award the Coghlin Park Floating Dock project to Meeco Sullivan in the amount of \$170,977 contingent upon final approval from the MDNR Waterways staff. Upon voice vote the motion carried unanimously.

**15. Consent Agenda:** None

**16. Public Comment:** John Sharar (*resident*) expressed concerns over the city's current Street-End Licensing Policy.

Dan Fox (*resident*) expressed concerns with Saugatuck Public Schools Facilities Survey listed on the schools website.

**17. Communications:** None

**18. Boards, Commissions & Committee Reports:** Council received reports from the following committee(s): None

**19. Council Comments:** Council Members Hess and Johnson attended a learning lunch provided by the Allegan County Sheriff's Department regarding recreational marijuana.

**20. Adjournment:** Mayor Pro-Tem Spangler adjourned the meeting at 8:16 p.m.

Respectfully Submitted,

Monica Nagel, CMC  
City Clerk

10A

Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES	13.07
2. BLOOM SLUGGETT PC	LEGAL	1,039.50
	ORDINANCE LEGAL	181.50
	LEGAL	4,098.50
	TOTAL	5,319.50
3. DELUXE	CHECK STOCK	159.71
4. DIANNA MC GREW	ASSESSING SERVICES	2,535.08
5. DUNESVIEW KWIK SHOP INC	GASOLINE & DIESEL	1,846.66
	GASOLINE & DIESEL	716.57
	GASOLINE & DIESEL	582.66
	TOTAL	3,145.89
6. FLEIS & VANDENBRINK ENGINEERING INC	ENGINEERING FEES	222.00
	2018 STREET IMPROVEMENTS	4,073.97
	SHOPPER DOCK DESIGN	2,320.00
	MANCHESTER DRIVE	1,272.71
	TOTAL	7,888.68
7. FRIS OFFICE OUTFITTERS	COPY PAPER	66.37
8. HIGH POINT ELECTRIC	WICK PARKS STERNBERGS	250.40
9. HOLLAND P.T.	CAT BACKHOE REPAIRS	59.01
10. IHLE AUTO PARTS	SUPPLIES	365.77
11. KAECHELE PUBLICATIONS	ELECTION NOTICE	83.00
12. KALAMAZOO LAKE SEWER & WATER	WATER	948.20
13. MERS	RETIREMENT	2,397.00
14. MINER SUPPLY CO	SUPPLIES	361.84
15. OTTAWA AREA INTERMEDIATE	SCHOOL DIS	6.00
	PROPERTY TAXES	
16. PRIORITY HEALTH	HEALTH INSURANCE	7,034.07
17. RATHCO SAFETY SUPPLY CO	SIGNS SNOW	330.31
18. REPUBLIC SERVICES	TRASH	318.65
19. SAUGATUCK DOUGLAS GARDEN CLUB	ANNUAL FLOWERS	1,200.00
20. SAUGATUCK FIRE	RENTAL INSPECTIONS	825.00
21. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES	4,801.91
22. SHELL	GASOLINE & DIESEL	930.04
23. SHORELINE TECHNOLOGY SOLUTIONS	COMPUTER SERVICES	508.25
	COMPUTER SERVICES	35.00
	TOTAL	543.25

Vendor Name	Description	Amount
24. SUPERIOR ASPHALT INC	COLD PATCH ASPHALT	140.00
25. WYOMING ASPHALT PAVING CO	HOT PATCH ASPHALT	218.90
	HOT PATCH ASPHALT	219.45
	TOTAL	<u>438.35</u>
TOTAL - ALL VENDORS		40,161.10
<b>FUND TOTALS:</b>		
Fund 101 - GENERAL FUND		25,045.94
Fund 202 - MAJOR STREETS		5,148.97
Fund 203 - LOCAL STREETS		478.35
Fund 661 - MOTOR POOL FUND		4,654.06
Fund 701 - CURRENT TAX FUND		4,820.98
Fund 715 - ROSE GARDEN		12.80



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning

**MEETING DATE:** **Introduction:** April 22, 2019  
**Action date:** May 13, 2019

**SUBJECT:** Introduction of Ordinance: Chapter 154, Sections 154.041

## **DESCRIPTION**

Ordinance amendment to return the permitted uses in the WSS zone district to the pre-2010 status when single family zone districts were not permitted uses, either by right, or as a special land use.

## **BUDGET ACTION REQUIRED**

N/A

## **COMMITTEE/COMMISSION REVIEW**

Planning Commission voted unanimously to recommend that Council adopt this ordinance amendment on March 21, 2019.

## **LEGAL REVIEW**

The ordinance amendment was prepared by Municipal Attorney Jeff Sluggett.

## **SAMPLE MOTION:**

Motion to **approve/deny** placing the Ordinance amendment to amend section Chapter 154 Sections 154.041 of the Code of the City of Saugatuck on the May 13, 2019 regular Council meeting agenda for action.

CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_-\_\_

AN ORDINANCE TO AMEND CHAPTER 154, SECTIONS 154.041, OF THE  
CODE OF THE CITY OF SAUGATUCK

The City of Saugatuck Ordains:

Section 1. Amendment of Section 154.041. That Section 154.041, Chapter 154 of the Code of the City of Saugatuck, entitled “C-2 WATER STREET SOUTH DISTRICT (WSS),” is amended to read as follows:

§ 154.041 C-2 WATER STREET SOUTH DISTRICT (WSS).

(A) *Generally.* This district will provide an area for waterfront retail and commercial land use. The Water Street South District will provide for a less intense commercial use than the City Center District and promote visual access to the Kalamazoo River. The intent of the district is to coordinate the aspects of a central business district with that of waterfront property and blend commercial uses that ~~complement~~complement and enhance the waterfront.

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Retail stores;
- (3) Bed and breakfasts;
- (4) Domestic and business repairs;
- (5) Personal service establishments;
- (6) Art gallery;
- (7) Restaurants;
- (8) Business, professional offices;
- (9) Parks;
- ~~(10) Dwelling, single-family detached;~~
- (11) Second- and third-floor apartments;
- (12) Home occupations; and
- (13) Short-term rental unit on second or third floors.

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

- (1) Hotel/inn;
- (2) Motel/motor court;
- (3) Motion picture facilities;
- (4) Marina commercial/private;
- (5) Community center;
- (6) Club and fraternal organization;
- (7) Amusement and recreational services;
- (8) Recreational transportation rental facilities; and
- (9) Parking facilities.

(D) *Dimension and area regulations:*

(1) Permitted uses and special uses: 5. Community center, 6. Club and fraternal organization, 7. Amusement and recreational services, and 8. Recreational transportation rental facilities.

□

Front setback	0 feet
Side setback	10 feet
Rear setback	15 feet
Minimum lot area	6,600 square feet
Minimum lot width	66 feet of street frontage
Maximum lot depth	100 feet
Maximum lot coverage	45%

(2) Special uses: 1. Hotel/inn, 2. Motel/motor court, 3. Motion picture facility, and 4. Marina commercial/private:

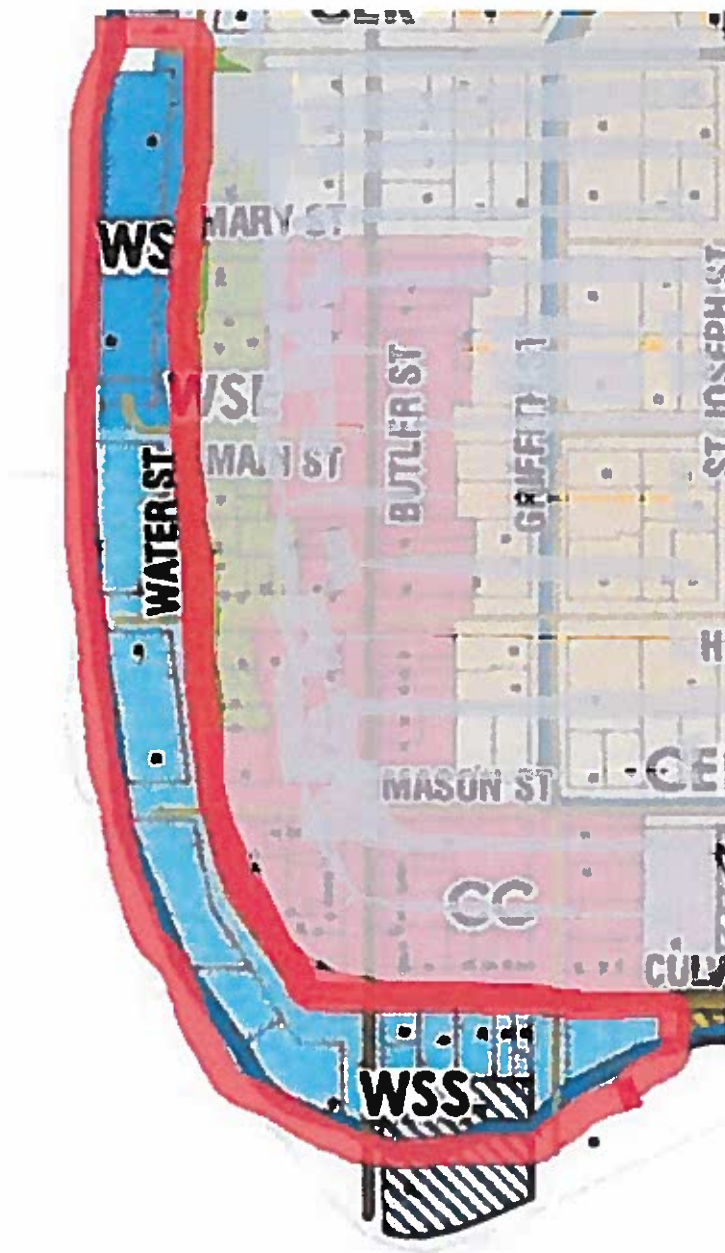
□

Front setback	0 feet
Side setback	10 feet



Rear setback	15 feet
Minimum lot area	13,200 square feet
Minimum lot width	132 feet
Minimum lot depth	100 feet
Maximum lot coverage	45%

(Ord. 050711, passed - Am. -; Ord. passed 6-24-1996; Am. Ord. 02-02, passed 2-11-2002; Am. Ord. 090824-1, passed 8-24-2009; Am. Ord. 100510-1, passed 5-10-2010; Am. Ord. 101122-1, passed 11-22-2010; Am. Ord. 111212-1, passed 12-12-2011; Am. Ord. 140714-1, passed 7-14-2014; Am. Ord. 150427-1, passed 4-27-2015)



360 Water Street	Mermaid condo
326 Water Street	DeVos
201 Culver Street	Building where Del Sol was
Cook Park	Cook Park
220 Water Street	Coral Gables
48 Water Street	Butler Enterprises
303 Culver	Coughlin Park
249 Culver	Amazwi
60 Griffith	Amazwi
241 Culver	Bubble & Spoon
233 Culver	Bright World
221 Culver	Cynthia Kollen
40 Butler	Butler Enterprises
64 Griffith	Condos
528 Water	Ship n Shore
Wicks Park	Wicks Park



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning

**MEETING DATE:** April 22, 2019

**SUBJECT:** Resolution No. 180422-A (Off-Premises License Application)

**DESCRIPTION:**

New Holland Brewing Company LLC, has applied for an Off-Premises License from the Michigan Liquor Control Commission (MLCC). New Holland Brewing is proposing to have on premise consumption of alcohol at 201 Culver Street unit #3. Unit #3 was previously occupied by Del Sol.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** a local government recommendation for approval of an Off-Premises Tasting Room License for New Holland Brewing Company LLC at 201 Culver Street #3.

# RESOLUTION NO. 180422-A



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: 18749  
Request ID: \_\_\_\_\_  
(For MLCC use only)

## Local Government Approval For Off-Premises Tasting Room License (Authorized by MCL 436.1536)

### Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

### Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Saugatuck city council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)  
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from New Holland Brewing Company  
(name of applicant - if a corporation or limited liability company, please state the company name)

### for a NEW OFF-PREMISES TASTING ROOM LICENSE

to be located at: 201 Culver Street, Unit 3

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

### Vote

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_  
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

## LEASE

This lease agreement is entered into effective as of March 29, 2019, by and between J & D CONNER PROPERTIES, LLC, a Michigan limited liability company, of 5825 Hunters Ridge, Fennville, Michigan 49408 (the "Lessor"), New Holland Brewing Company, LLC, a Michigan limited liability company of 684 Commerce Court, Holland, MI 49424 (the "Lessee"), whereby the Lessor and the Lessee mutually agree and promise to lease certain property (the "Premises"), which is described below, upon the terms and conditions set forth in this agreement.

### Section 1. Term of Lease.

(a) In consideration of the rents, covenants, and conditions which the Lessee agrees herein to pay, keep, and perform, the Lessor hereby leases to the Lessee the Premises described in Section 2, below, for a term of one year commencing on April 1, 2019 and terminating on March 31, 2020. **This lease is contingent on the Lessee obtaining approval from the City of Saugatuck for operating a tasting room for the Lessee's business in the Premises.** If this approval is not obtained within 30 days from the date hereof, then the Lessee may terminate this lease by providing written notice of termination to the Lessor. If notice of termination is not received within 30 days from the date hereof, then this contingency shall be waived.

(b) This lease and its terms may be extended for one year at Lessee's request with the following conditions:

- Lessee must notify Lessor of their intent to renew this lease by December 31, 2019.
- Lessee must not be in default of any terms of this lease.
- Lessor shall not increase Base Rent for 2020.

Section 2. Description of Premises. As used in this lease agreement, the "Premises" shall mean the retail space contained in condominium unit #3 of Interurban Square Condominium in the building located at 201 Culver Street, Saugatuck, Michigan.

Section 3. Use of Premises. The Lessee shall use the Premises for retail sales and a tasting room in the operation of the Lessee's business, and for other commercial purposes and uses normally incident thereto. The Lessee may not store any materials outside the building on the Premises. The Lessee shall comply with all applicable federal, state, and municipal statutes, ordinances, rules, and regulations applicable to the Lessee's use of the Premises, including but not limited to, the specific requirements as further provided in Sections 17 and 27, below. The Lessee also shall comply with all applicable covenants and use and occupancy restrictions of the Interurban Square Condominium Master Deed and Bylaws.



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: 18740  
Request ID: \_\_\_\_\_

### Off-Premises Tasting Room License & Permit Application

(For MLCC Use Only)

For information on manufacturer and wholesaler licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): New Holland Brewing Company, LLC			
Address to be licensed: 201 Culver Street, Unit 3			
City: Saugatuck		Zip Code: 49453	
City/township/village where license will be issued: City of Saugatuck			County: Allegan
Contact name: Sheila Cunningham	Contact phone: 61 5	Contact email: s_____@_____	
Check all applicable license types that you hold at your licensed manufacturing premises:			
<input type="checkbox"/> Small Wine Maker license	<input checked="" type="checkbox"/> Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.	
<input type="checkbox"/> Wine Maker license	<input type="checkbox"/> Distiller license		
<input type="checkbox"/> Brandy Manufacturer license			

#### Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:	Base Fee:	Fee Code MLCC Use Only
<input checked="" type="checkbox"/> Off-Premises Tasting Room License	\$100.00	4038
<input checked="" type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033
<input checked="" type="checkbox"/> Sunday Sales Permit (PM) **	\$15.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	4031
<input type="checkbox"/> Dance Permit	No Charge	
<input type="checkbox"/> Entertainment Permit	No Charge	

\*Sunday Sales Permit (AM) allows the sale of spirits and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

\*\*Sunday Sales Permit (PM) allows the sale of spirits on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of wine on Sunday after 12:00 noon.

Specific Purpose Permit (list activity below): \_\_\_\_\_

Days/Hours requested: \_\_\_\_\_

Extended Hours Permit No Charge

Check type(s):  Dance  Entertainment

Days/Hours requested: \_\_\_\_\_

Outdoor Service No Charge

Direct Connection(s) No Charge

Inspection Fees:	\$ 70.00
License & Permit Fees:	275.00
<b>TOTAL FEES:</b>	<b>345.00</b>

Make Checks Payable to State of Michigan

#### Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

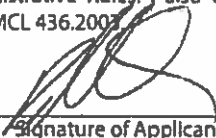
Off-Premises Tasting Room License Designation (Select One):	<input checked="" type="checkbox"/> Full Drinks	<input type="checkbox"/> Samples Only
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**Part 3 - Signature of Applicant**

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing false or fraudulent information is a violation of the Liquor Control Code pursuant to MCL 436.2007.

Brett VanderKamp, President



\_\_\_\_\_  
Print Name of Applicant & Title

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

\_\_\_\_\_  
Date

Please return this completed form along with corresponding documents and fees to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-284-8557



# City Council Agenda Item Report

City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning  
**MEETING DATE:** April 22, 2019  
**SUBJECT:** Revocable License Agreement (Old Pike Sign)

**DESCRIPTION:**

Section 154.141 (L) states:

*“Permanent signs in the public right-of-way or in city parks.*

(1) All existing non-conforming signs, supports, and structures located in the public right-of-way may continue to occupy the right-of-way until such time that they are accidentally destroyed, removed, or become non-functional. These signs shall not be replaced without approval of the Planning Commission for a sign permit, the City Council for a revocable license, and the Historic District Commission if located in the Historic District.”

The former Back Bay has been sold to Relax Rentals, the new owner proposes to install the new sign for Old Pike Cottages in the ROW a little further from the traveled portion of the street than the current sign.

**BUDGET ACTION REQUIRED**

N/A

**COMMITTEE/COMMISSION REVIEW**

The Historic District Commission granted administrative approval on March 20, 2019. The Planning Commission granted approval on March 21, 2019.

**LEGAL REVIEW**

Municipal Attorney Jeff Sluggett prepared the attached license agreement.

**SAMPLE MOTION:**

Motion to **approve/deny** the license agreement between the City of Saugatuck and Relax Rentals as presented.



Exhibit A

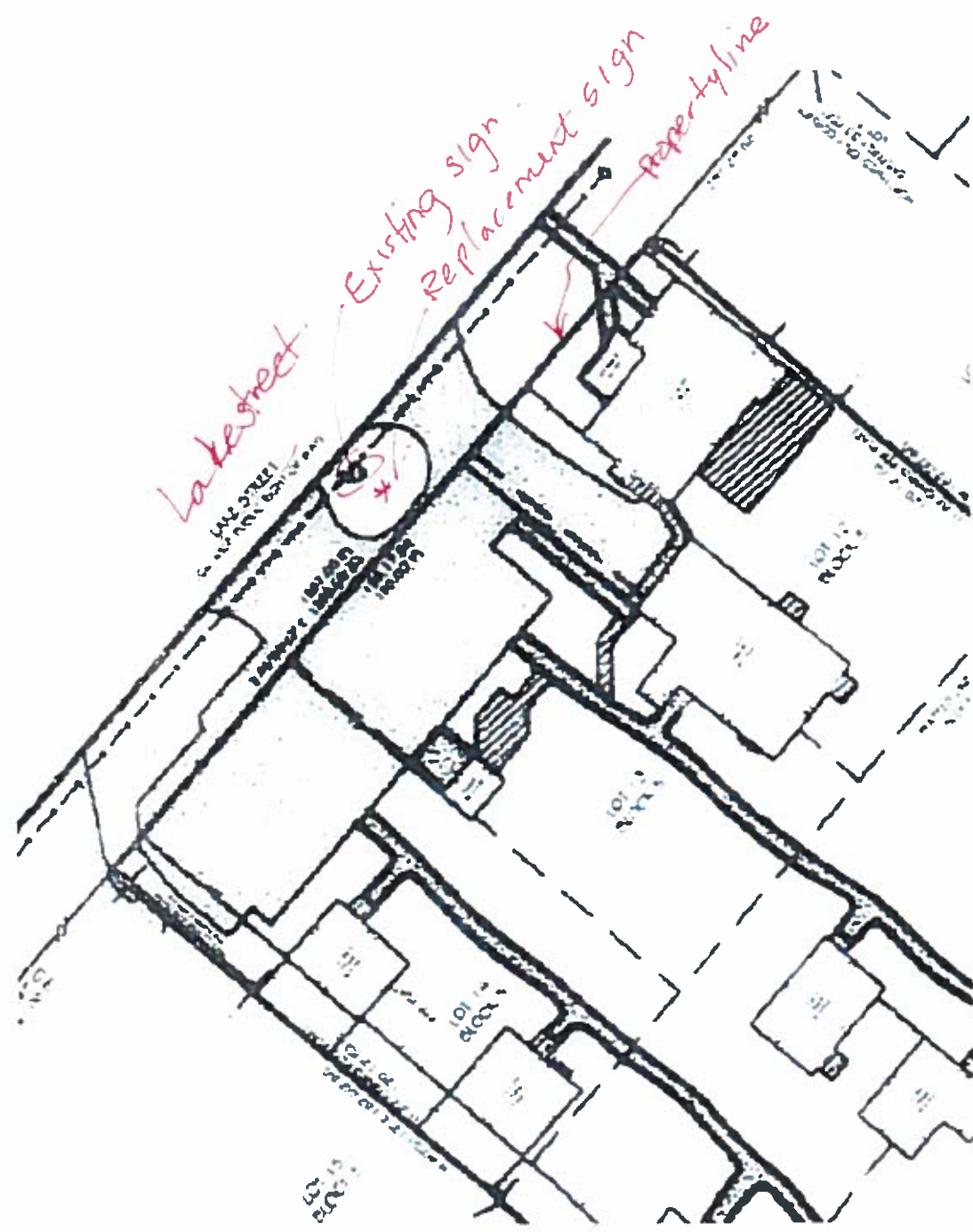


Exhibit B



PREPARED EXCLUSIVELY FOR:

Old Pike Cottages - Road Sign - R1

3-9-2018

\$1000.00

## REVOCABLE LICENSE AGREEMENT

### REGARDING SIGN IN THE RIGHT-OF-WAY

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, between the CITY OF SAUGATUCK (the “City”) a Michigan municipal corporation located in Allegan County, Michigan, and RELAX RENTALS, LLC, a Michigan limited liability company and the owner of real property commonly known as 625 and 645 Lake Street, Saugatuck MI 49453, P.P. No. 57-515-067-00 and 57-515-006-00 (the “Licensee”).

#### Recitals

- A. Licensee is the owner of the real property located at 625 Lake Street in the City, further described as P.P. No. 57-515-067-00 and 57-515-006-00 (the “Property”).
- B. A public right-of-way owned and controlled by the City crosses the Property as shown on the sketch map attached as Exhibit A and incorporated by reference.
- C. Licensee desires to install an approximately 5 and ½ square foot sign in the City’s right-of-way on a pole 12 feet in height (the “Encroachment”). Licensee seeks a license in order to install the Encroachment.
- D. Licensee will insure and maintain the Encroachment within and immediately adjacent to the public right-of-way for Lake Street as hereinafter described.
- E. The City is amenable to granting a revocable license to Licensee for the installation and maintenance of the Encroachment within the right-of-way for Lake Street, subject to terms of this Agreement.

#### Agreement

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

5. Licensee shall obtain and maintain general liability insurance in a form and amount satisfactory to the City for the Encroachment at all times that this Agreement is in effect and the City shall be named as an additional insured on any such policy.
6. The placement of the Encroachment in no way creates any title, claim of right, or other property rights or interest for Licensee in any public right-of-way.
7. The license granted to the Licensee and this Agreement shall not be assigned or otherwise transferred by Licensee to any other person or business entity without the City's prior written approval.
8. The license granted by this Agreement shall be revocable at the will of the City, with or without cause, by the City giving Licensee or its successor thirty (30) days written notice of intent to revoke. Upon written notice to Licensee or its successor, mailed by regular mail to 625 Lake Street, Saugatuck, MI 49453, Licensee or its successor shall immediately remove the Encroachment and discontinue placing anything in the City right-of-way. The area where the Encroachment was removed shall be returned to its previous condition by the Licensee at no cost to the City.
9. At the time of execution of this Revocable License Agreement, Licensee shall pay to the City the cost of preparation of this Agreement.

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

City of Saugatuck, a Michigan municipal corporation

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

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

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

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

Relax Rental, LLC, a Michigan limited liability company

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

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



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** April 22, 2019  
**SUBJECT:** Special Event Application (Eat Drink SDF)

**DESCRIPTION:**

Special event request from Eat Drink SDF to hold a food and beverage tasting event on June 1, 2019 in Wicks Park.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application to hold a food and beverage tasting event in Wicks Park contingent on the city receiving the signed letter of understanding from Eat Drink SDF.



**2019 Eat Drink SDF**  
**Letter of Understanding**

April 22, 2019

Eat Drink SDF  
P.O. Box 55  
Douglas, MI 49406

**Re: Letter of Understanding**

Dear Ms. Bale:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Eat Drink SDF’s** (“Applicant”) proposal to hold, operate and conduct a **Food & Beverage Tasting** within the City on **June 1, 2019** (“Event”).

The Special Event Application and associated materials dated April 10, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Wicks Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Provision of security fencing. *\*It is the responsibility of the applicant to install and remove security fencing.*
- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. *\*It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive written approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.
- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of waste containers located throughout the event grounds and they are emptied during the Event in order to prevent overflow. If the waste generated by the event exceeds the capacity of Applicants on-site containers/dumpster(s), it is the Applicants responsibility to remove the excess waste from the site. *\*The City maintains a list of local waste hauler vendors. It is the responsibility of Applicant to arrange for all waste removal activities.*

- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of portable toilets for the Event and they are serviced during the event. *\*The City maintains a list of local portable toilet vendors. It is the responsibility of Applicant to arrange for all portable toilet facilities.*

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Kirk Harrier, City Manager

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

Eat Drink SDF

Date: \_\_\_\_\_, 2019

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

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





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 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: EAT DRINK SDF

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

MAILING ADDRESS: P.O. BOX 55 DOUGLAS, MI 49406

CONTACT NAME: KIMBERLY BALE

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

E-MAIL ADDRESS: Kim@borrowedtime.saugatuck.com

CELL PHONE: 616-233-1111

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Kimberly Bale

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

E-MAIL ADDRESS: \_\_\_\_\_@\_\_\_\_\_ .com

CELL PHONE: 616-233-1111

#### EVENT INFORMATION

NAME OF EVENT: Taste of EatDrinkSDF

DATE(S) OF EVENT: 06/01/2019

PURPOSE OF EVENT: Food & Beverage Tasting

RAIN DATE: N/A

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

EVENT LOCATION: Parking Lot by Wick's Park

EVENT HOURS: 1pm - 4pm

ESTIMATED NUMBER OF ATTENDEES: ~~500~~ 1000

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: 06/01/2019 8:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/01/2019 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: 1pm END: 4pm

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: Guests 21+ will be given wristbands

and TIPS trained volunteers will pour/serve/sell all alcoholic beverages only to guests with wristbands.

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): HANGING FROM TENT AT ENTRANCE  
Description of signs: BANNER SIGN "TASTE OF FAT DRINK SIDE"  
(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 ESTIMATED 20 10'x10' tents  
 AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY ESTIMATED 10 picnic tables  
 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: Adjacent to Wicks Park

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: Street parking  
will be encouraged,

## 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: any missing still pending approval

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.

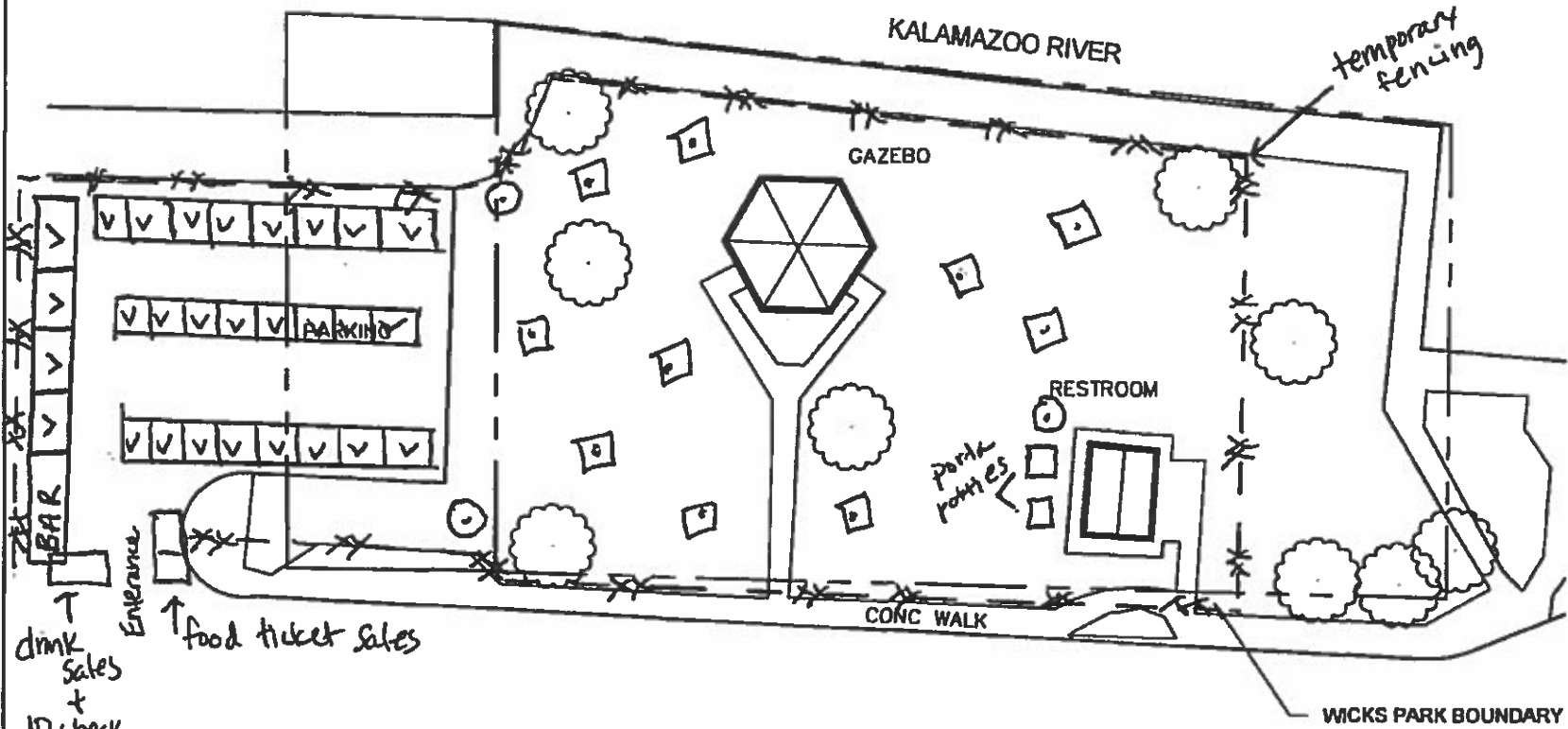
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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.

Kimberly Bal  
Applicant Signature

4/10/19  
Date



WATER STREET

MAIN STREET

MARY STREET

0 40 80  
SCALE IN FEET

NORTH

- = picnic tables
- ⊙ = trash receptacles
- V = Vendor 10x10 tent

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

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

WICKS PARK  
PARK USE PERMIT APPLICATION

2016 3187



# City Council Agenda Item Report

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City of Saugatuck

**FROM:** Kirk Harrier, City Manager  
**MEETING DATE:** April 22, 2019  
**SUBJECT:** Special Event Application (Venetian Festival)

**DESCRIPTION:**

Special event request from Cow Hill Yacht Club to hold a Venetian Festival event from July 26 thru July 28, 2019 in Coghlin Park.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application to hold a Venetian Festival event in Coghlin Park contingent on the city receiving the signed letter of understanding from Cow Hill Yacht Club.



**2019 Venetian Festival**  
**Letter of Understanding**

April 22, 2019

Cow Hill Yacht Club  
P.O. Box 13  
Saugatuck, MI 49453

**Re: Letter of Understanding**

Dear Ms. Broadwater:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Cow Hill Yacht Club’s** (“Applicant”) proposal to hold, operate and conduct a **Venetian Festival** within the City from **July 26 thru July 28, 2019** (“Event”).

The Special Event Application and associated materials dated March 13, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Coghlin Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Provision of available security fencing. *\*It is the responsibility of the applicant to install and remove security fencing.*
- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. *\*It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive written approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be the responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.
- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of waste containers located throughout the event grounds and they are emptied during the Event in order to prevent overflow. If the waste generated by the event exceeds the capacity of Applicants on-site containers/dumpster(s), it is the Applicants responsibility to remove the excess waste from the site. *\*The City maintains a list of local waste hauler vendors. It is the responsibility of Applicant to arrange for all waste removal activities.*



- It is the responsibility of the Applicant to furnish and ensure there are a sufficient number of portable toilets for the Event and they are serviced during the event. *\*The City maintains a list of local portable toilet vendors. It is the responsibility of Applicant to arrange for all portable toilet facilities.*

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Kirk Harrier, City Manager

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

Cow Hill Yacht Club

Date: \_\_\_\_\_, 2019

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

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

March 17, 2019

Attention: City of Saugatuck and City Council Members

From: Bonnie Broadwater  
Cow Hill Yacht Club

Subject: Venetian Festival Event Application

Cow Hill Yacht Club (CHYC) does hereby apply to continue the tradition of Venetian Festival (VF) in the City of Saugatuck. We are proposing VF be held from July 26, 2018 thru July 28, 2018. We propose the following schedule for VF weekend:

1. Friday, July 26<sup>th</sup>- Party in Coghlin Park with the band Starfarm, dancing, beer tent, limited bar, food truck, activities for children.
2. Saturday, July 27<sup>th</sup> - 6:30-8:00 Waterski Demo Event at Coghlin Park with beer, wine and food truck , Dinghy Poker Run in Kalamazoo River starting at noon, Boat Parade at dusk followed by fireworks over the Kalamazoo River.
3. Sunday, July 28<sup>th</sup> --Presentation of prizes for Boat Parade and voting for VF 2019 Theme.

Additionally, CHYC proposes another boat landing on July 17<sup>th</sup> during Music in the Park event. The theme for 2019 VF is "Island Life". We request the ability to land one or more vessels in Wick's Park to support the theme for the 2019 VF. If our production should involve the need for other permits or permissions, we will bring that request to the council for approval.

CHYC will plan and manage these events with support from our organization, other organizations, local businesses and local residents.

CHYC is a registered 501C3 in the State of Michigan and will distribute profits from VF to those in need locally as we have in the past.

CHYC will fund the Festival including fireworks for Saturday night and pay rent for the park at the rate of 5% of the net proceeds from the Friday Night Beer Tent to the City of Saugatuck. CHYC requests these funds be earmarked for The Sparkle Committee with hopes they may continue their work making our community bright during the holidays.

CHYC will adhere to the rules of The City of Saugatuck, the guidelines from the Fire Department, The Department of Public Works and the State of Michigan.

CHYC will be transparent with any and all funds raised for and during these events. We will continue our banking with Chemical Bank as previously established and provide statements for VF for the City's review if requested.

CHYC will raise funds from community sponsors to assist in covering costs associated with VF so we may use more of our funds to help locals in need.

CHYC will install fencing provided by the City around Coghlin Park and take it down again on or about Sunday, July 28th. Tents will go up on Thursday, July 25<sup>th</sup> and will be taken down no later than Monday, July 29<sup>th</sup>.

CHYC (with assistance from the City) will install banners and signs prior to the event and take them down after the event.

CHYC asks the City of Saugatuck to provide sufficient trash receptacles, traffic cones, fencing, etc as in past years. After VF, we will gather these items for pick up by the City at the corner of the park as in past years.

CHYC requests permission from the City to sell items at VF (if desired) and to promote the sale of our raffle tickets.

CHYC is a non-profit, registered 501C3 established years ago to help those less fortunate in our communities. We offer short term solutions to many unforeseen financial problems without all the red tape required by most. Our hope is to provide an immediate bridge to those in need until they are able to conquer the problems that have besieged them.

CHYC respectfully asks your consideration to approve our application to keep Saugatuck Venetian Festival a Cow Hill Yacht Club event. We will continue to use the funds raised during VF to continue our good works. We are thrilled to continue the tradition of a festival our community can be proud of and our visitors depend on. We hope the City is pleased with how we've presented VF, our transparency and our contributions to those less fortunate in our communities.

Thank you for your consideration,

Bonnie Broadwater  
Venetian Captain



<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 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: Cow Hill Yacht Club

TELEPHONE: 616.836.5849

MAILING ADDRESS: PO Box 13 Saugatuck, MI 49453

CONTACT NAME: Sherry Tedaldi / Bonnie Broadwater

TELEPHONE: 616.836.5849

E-MAIL ADDRESS: sherry0808@me.com / bbroadwater@gmail.com

CELL PHONE: 616.836.5849

*Sherry:*  
*Bonnie:*  
*734.709.3730*

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Adam Mendes

TELEPHONE: 616.886.7830

E-MAIL ADDRESS: mendesadam1979@gmail.com

CELL PHONE: 616.886.7830

#### EVENT INFORMATION

NAME OF EVENT: Venetian Festival

DATE(S) OF EVENT: 7/26/2019-7/28/2019

PURPOSE OF EVENT: Fundraiser

RAIN DATE: None

- |  |   |  |                                       |
|--|---|--|---------------------------------------|
| <input checked="" 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 checked="" type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production   | <input type="checkbox"/> Other _____  |

EVENT LOCATION: Coghlin Park

EVENT HOURS: 7/26/2019 5PM- 11:15 PM,  
7/27/19 12:00 PM

ESTIMATED NUMBER OF ATTENDEES: 7/26/2019 -2500, 7/27/2019 -1,000

ESTIMATED NUMBER OF VOLUNTEERS: 7/26/2019 50, 7/27/2019 -50

ESTIMATE DATE / TIME FOR SET-UP: 7/25/2019 10:00  A.M.  P.M.  
ESTIMATE DATE / TIME FOR CLEAN-UP: 7/29/2019 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: 7/26/2019 7:00 PM END: 7/26/2019 11:15 PM

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_  
Wrist bands, crowd spotters/security, ID Checks, and TIPS trained bartenders

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

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: 30 (Maximum size is 2' x 2'. Cannot be displayed no more than 1 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): Coghlin park, various sites

Description of signs: Surrounding event and directional 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 4

AWNINGS – QUANTITY \_\_\_\_\_

TABLES – QUANTITY 65

PORTABLE TOILETS – QUANTITY 20

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

If yes, where do you propose your vendors park? Griffith & Culver

Will the Interurban be utilized?  Yes  No

Time(s) All weekend

**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 15                       BARRICADES – QUANTITY 6
- TRAFFIC CONES – QUANTITY 35                       PARKING SIGNS – QUANTITY 20
- FENCING                       WATER                       ELECTRIC                       RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times: 2 Deputies Friday 7/26/2019

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

Street closure date/time: 7/26/2019 10:00  A.M.  P.M.

Street re-open date/time: 7/29/2019 3:00  A.M.  P.M.

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

Describe Sidewalk Use: East side of Griffith, half of street for entry, etc.

Sidewalk closure date/time: 7/25/2019 10:00  A.M.  P.M.

Sidewalk re-open date/time: 7/30/2019 3:00  A.M.  P.M.

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

Parking Lot Location: East side of Griffith, south side of Culver

Sidewalk closure date/time: 7/25/2019 10:00  A.M.  P.M.

Sidewalk re-open date/time: 7/30/2019 1:00  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: Current City parking and use of the Interurban for parking at the High School

## **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) to follow
- Fireworks Permit (if applicable) to follow
- Michigan Liquor Control Commission Special Event License (if applicable) to follow
- Health Department Food Service License (if applicable)

If document is missing, please explain: Permits, licenses and insurance to be provided when use is granted, prior to event.

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.

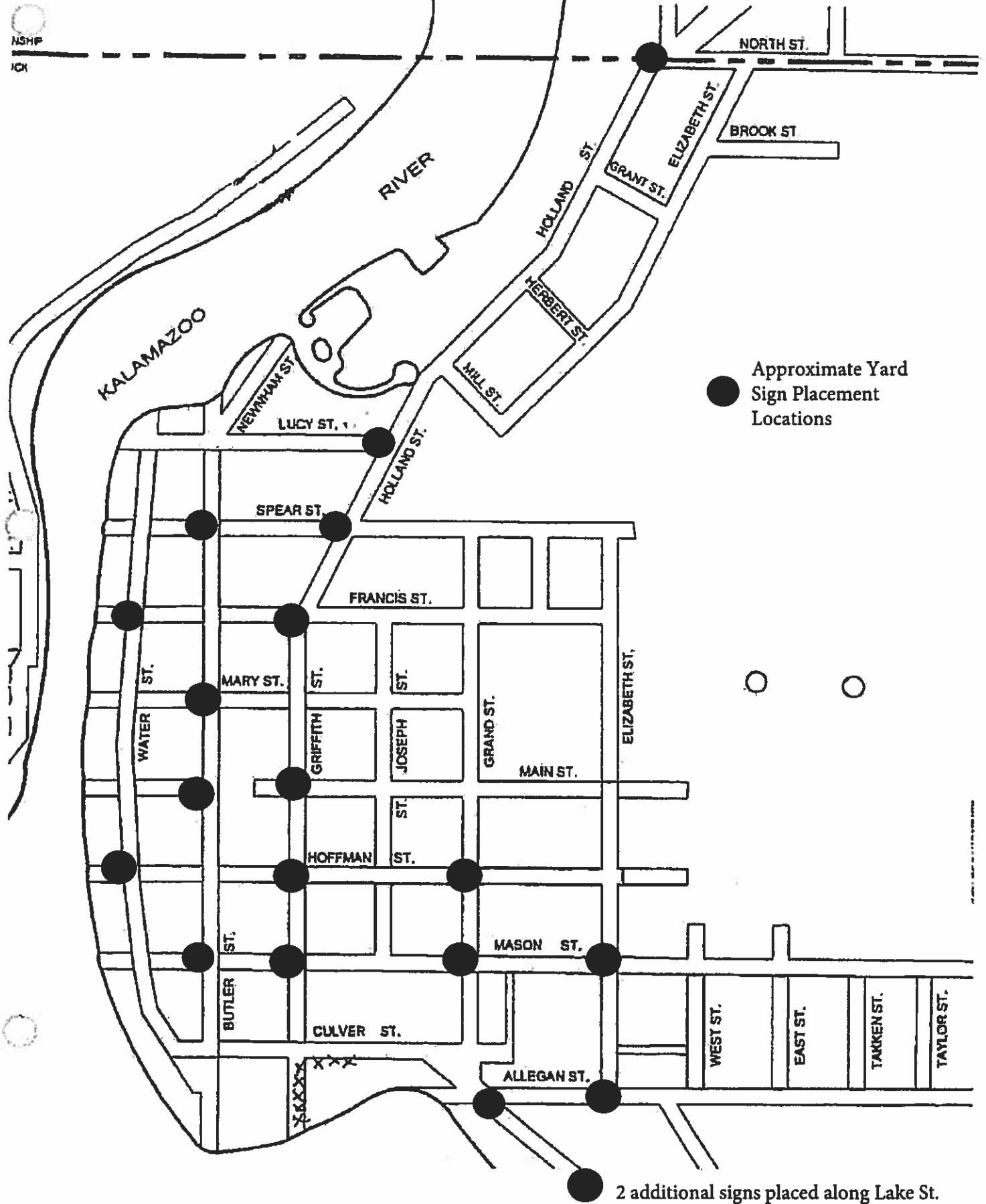
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Bonnie Broadwater  
Applicant Signature

3/13/2019  
Date



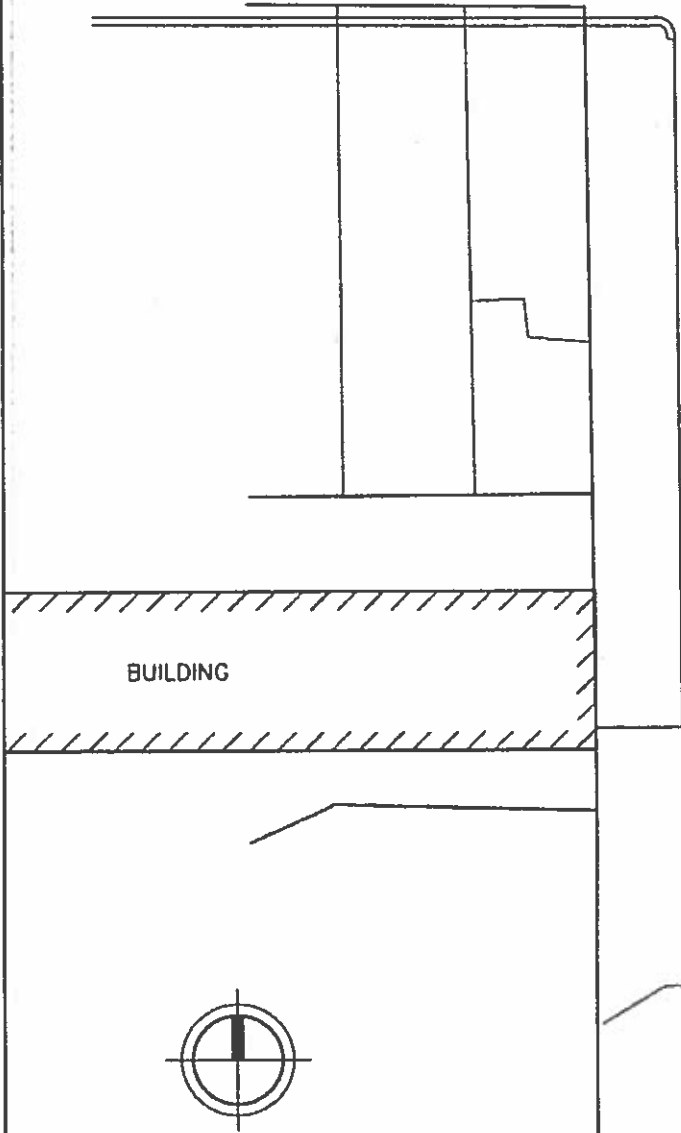
# Downtown Street / Sidewalk Closure(s)



● Approximate Yard Sign Placement Locations

2 additional signs placed along Lake St.

# CULVER STREET



GRIFFITH STREET

DECORATIVE CONC      CONC WALK      GRASS

COUGHLIN PARK BOUNDARY

STAGE      40 X 120 TENT

SCULPTURE

40 X 105 TENT

TREELINE

BUILDING

FOOD TRUCK

GRASS

DUMPSTER

PORTA POTTIES

GAZEBO

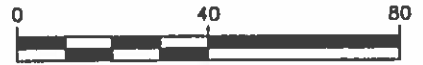
WOOD BOARDWALK

KALAMAZOO RIVER

--- FENCE



NORTH



SCALE IN FEET

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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

PARK USE PERMITS DIVISION

201

3187



# City Council Agenda Item Report

---

City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** April 22, 2019

**SUBJECT:** Special Event Application (Mill Pond Realty Free Movie Night)

**DESCRIPTION:**

Special event request from Mill Pond Realty to hold a free movie night on August 16, 2019 in Coghlin Park.

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application to hold a free movie night event in Coghlin Park contingent on the city receiving the signed letter of understanding from Mill Pond Realty.



**2019 Mill Pond Realty Free Community Movie Night**  
**Letter of Understanding**

April 22, 2019

Mill Pond Realty  
P.O. Box 1093  
Saugatuck, Michigan 49453

**Re: Letter of Understanding**

Dear Ms. Durham:

This Letter of Understanding (“Letter”) is intended to memorialize the City of Saugatuck’s understanding with respect to **Mill Pond Realty’s** (“Applicant”) proposal to hold, operate and conduct a **Free Community Movie Night** within the City on **August 16, 2019** (“Event”).

The Special Event Application and associated materials dated March 19, 2019 (collectively, the “Application”) to the City which has been reviewed by the City Council. After due consideration, the City Council has approved that Application subject to Applicant’s willingness to sign this Letter. This Letter shall be construed to incorporate and include the Application as well as the materials attached thereto. In the event of a conflict between the terms of this Letter and the Application, the terms of this Letter shall control.

In granting approval for the event, the City is consenting to the use of **Coghlin Park**. In addition, the City agrees that, subject to compliance with this Letter, the City shall provide the following at its cost for the Event:

- Assistance in installing banner under City “Pallet” sign at Lake Street and Blue Star Highway. No signage may be installed as part of the Event without the City’s prior approval, which approval shall not be unreasonably withheld.
- Use of City owned electrical outlets/services in event location. City does not supply electrical extension cords. *\*It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed.*

In exchange for the City's approval and commitments as set forth above, Applicant agrees to the following:

- Attend a pre-event planning meeting if requested by City.
- Compliance with all adopted local, county and state codes, regulations, and laws including applying for and obtaining any required state or county alcohol/food service permits.
- No later than five (5) business days prior to the Event, Applicant shall receive written approval of the Allegan County Sheriff's Office (ACSO) and the Saugatuck Township Fire District (STFD). Failure to receive written approval from the ACSO & STFD) will result in cancellation of the Event.
- Provide adequate event personnel for the safety and well-being of attendees.
- No later than five (5) business days prior to the Event, Applicant shall provide to the City Clerk a valid certificate of insurance for the Event with a minimum of \$1,000,000 per occurrence. Without limiting the foregoing, the certificate must identify the City as additional insured. All special events that involve the approved sale and consumption of alcoholic beverage must provide a liquor liability endorsement coverage limit of no less than \$1,000,000 for each occurrence. Failure to produce a valid Certificate of Insurance will result in cancellation of the Event.
- Return the area(s) to a condition similar to that prior to use immediately after Event. Applicant may be charged a cleanup fee if property is left in an unreasonable disorderly condition. Any damage to underground utilities or irrigation system will be responsibility of Applicant.
- The City of Saugatuck may cancel or postpone Event for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the Event were permitted to take place.

Assuming the above accurately reflects the Applicant's understanding and agreement please have an authorized official(s) sign and date where indicated below and return one original copy of this Letter to the City.

Sincerely,

CITY OF SAUGATUCK

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_  
Kirk Harrier, City Manager

The foregoing accurately reflects the understanding and our agreement with respect to our proposal to hold, operate and conduct the Event in the City of Saugatuck.

Mill Pond Realty

Date: \_\_\_\_\_, 2019

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

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



<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 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: Mill Pond Realty, Inc TELEPHONE: 269-857-1777  
 MAILING ADDRESS: PO Box 1093, Saugatuck, MI 49453  
 CONTACT NAME: Laura Durham TELEPHONE: 269-857-1777  
 E-MAIL ADDRESS: laura@millpondrealty.com CELL PHONE: 616-333-1777

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Laura Durham TELEPHONE: 269-857-1777  
 E-MAIL ADDRESS: laura@millpondrealty.com CELL PHONE: 616-333-1777

#### EVENT INFORMATION

NAME OF EVENT: Movie night - free for the community DATE(S) OF EVENT: Aug 16, 2019  
 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: 100

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE / TIME FOR SET-UP: 08/16/19 5  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 08/16/19 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: \_\_\_\_\_ 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): Near corner of Griffith & Culver.

Description of signs: Same signs as the last two years.

(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: INSURANCE PENDING

The applicant and sponsoring organization understand and agrees to:

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

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

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

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

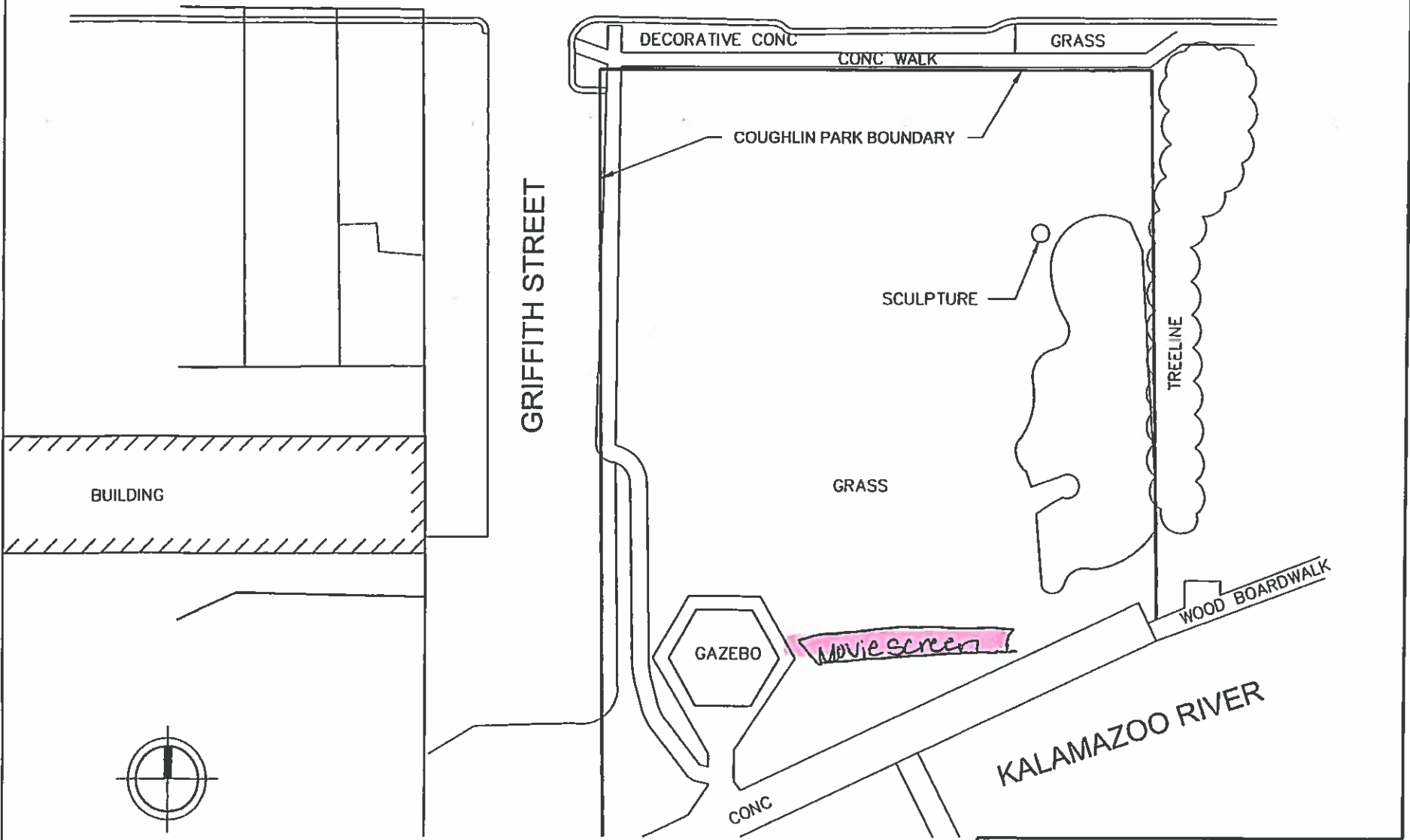
Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,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

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

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

03/19/19  
\_\_\_\_\_  
Date

# CULVER STREET



BUILDING

GRIFFITH STREET

DECORATIVE CONC

CONC WALK

GRASS

COUGHLIN PARK BOUNDARY

SCULPTURE

TREELINE

GRASS

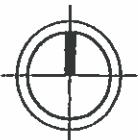
WOOD BOARDWALK

GAZEBO

MOVIE SCREEN

KALAMAZOO RIVER

CONC



NORTH



SCALE IN FEET

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

CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK  
PARK USE PERMIT APPLICATION

2011

3187



# City Council Agenda Item Report

---

City of Saugatuck

**FROM:** Kirk Harrier, City Manager

**MEETING DATE:** April 22, 2019

**SUBJECT:** Special Event Application (Ferrari Club Parking)

**DESCRIPTION:**

Special event request from Ferrari Club of America to reserve parking on Water Street to hold a Ferrari club event on August 24, 2019

**BUDGET ACTION REQUIRED:**

N/A

**COMMITTEE/COMMISSION REVIEW:**

N/A

**LEGAL REVIEW:**

N/A

**SAMPLE MOTION:**

Motion to **approve/deny** special event application from Ferrari Club of America as presented.



<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 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: Ferrari Club of America

TELEPHONE: (616) . . . . . 3

MAILING ADDRESS: 8915 Ransom St Zeeland MI 49464

CONTACT NAME: Doug Newhouse

TELEPHONE: (616) . . . . . 33

E-MAIL ADDRESS: Dc . . . . . com

CELL PHONE: (616) . . . . . 3

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Doug Newhouse

TELEPHONE: (616) . . . . . 33

E-MAIL ADDRESS: Dc . . . . . com

CELL PHONE: (616) . . . . . 3

### EVENT INFORMATION

NAME OF EVENT: West Michigan road trip

DATE(S) OF EVENT: August 24

PURPOSE OF EVENT: Shopping, Dining & Enjoy the city!

RAIN DATE: NA

- |  |  |  |   |
|--|--|--|---|
| <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>club event</u> |

EVENT LOCATION: Water Street parking

EVENT HOURS: 10am - 2:00pm

ESTIMATED NUMBER OF ATTENDEES: 20-25 vehicles, 35-40 people

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: 8-24

8:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: NA

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

## **EVENT DETAILS**

**WILL MUSIC BE PROVIDED DURING THIS EVENT:**  Yes  No

**TYPE OF MUSIC PROPOSED:**  Live  Amplification  Recorded  Loudspeakers

**PROPOSED TIME MUSIC WILL BEGIN:** \_\_\_\_\_ **END:** \_\_\_\_\_

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

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

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

---

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

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

- “YARD” SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

- BOOTHS – QUANTITY** \_\_\_\_\_  **TENTS – QUANTITY** \_\_\_\_\_
- AWNINGS – QUANTITY** \_\_\_\_\_  **TABLES – QUANTITY** \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

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

If yes, where do you propose your vendors park? \_\_\_\_\_

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

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

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

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

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUGK 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.

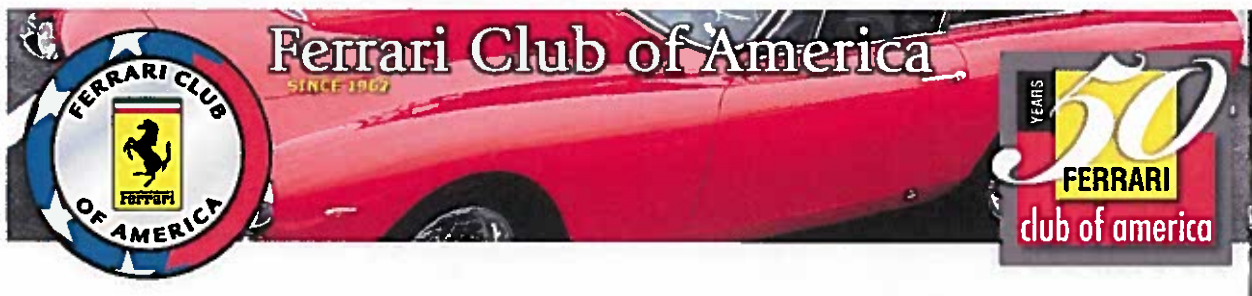
  
\_\_\_\_\_  
Applicant Signature

April 19, 2019

\_\_\_\_\_  
Date



# Requested Parking Area (Water Street)





Member of



Vintage Base Ball  
Association  
vbba.org

17A

## Douglas Dutchers Base Ball Club

March 23, 2019

Saugatuck City Hall  
PO Box 86  
Saugatuck, MI 49453

Dear Council Members,

Round up the wagons, gather the children, and head on down to Main and Center where we'll lace up the knickers and step back in time for another historic season of Vintage Base Ball. This year's schedule features some unique events. The Dutchers will kick it off against Continental Base Ball Club of Kalamazoo on Saturday, May 4 during the Tulip Time Festival at Riverview Park in Holland. Other highlights on the schedule this year include a trip to Lincoln Park in Chicago to face the Chicago Salmon BBC and a Labor Day weekend at The Ohio Cup with 25-30 vintage baseball clubs in Columbus, Ohio. The Dutchers will also be featured in the Holland Tulip Time Muziek Parade and the Saugatuck 4th of July Parade.

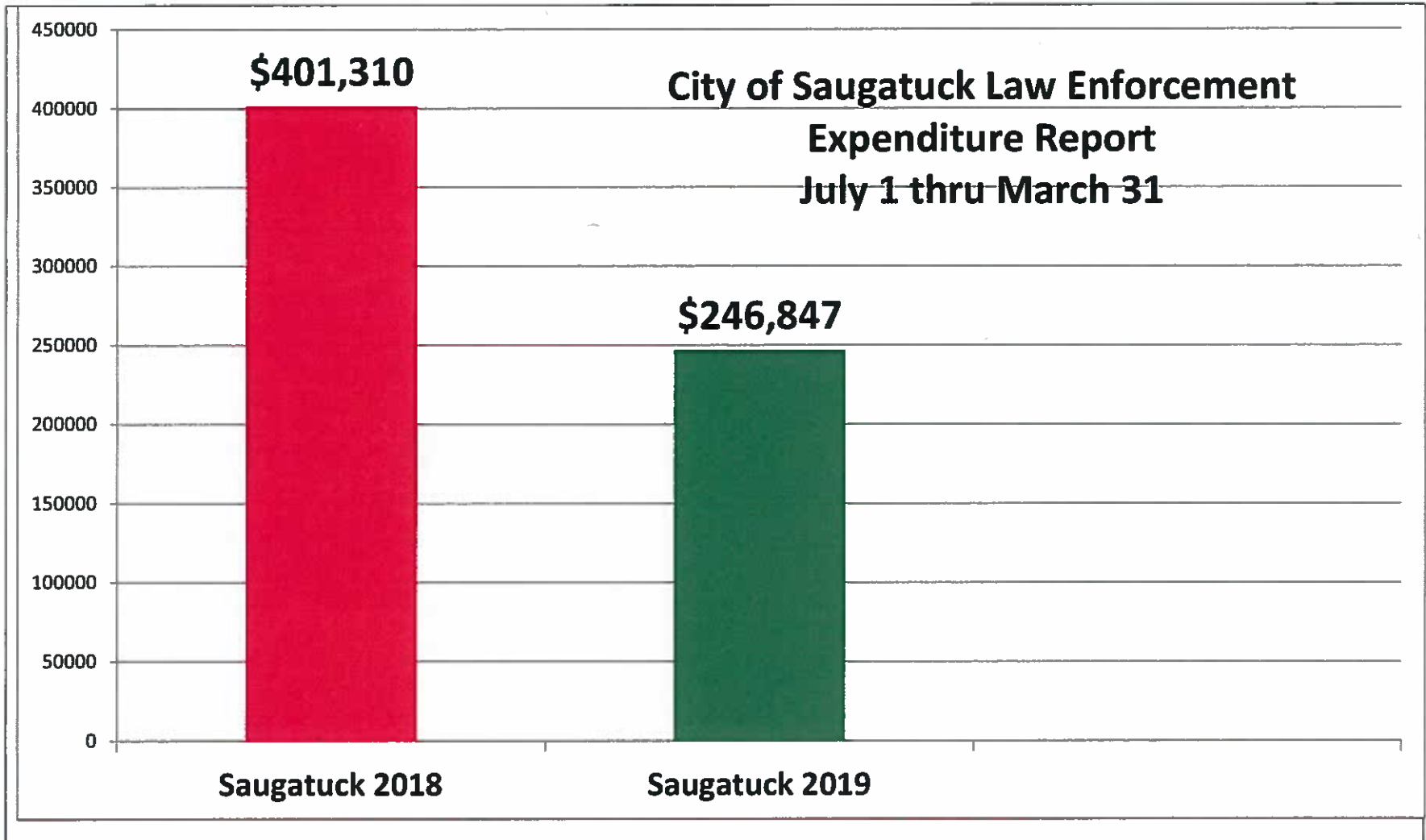
Beery Field in Douglas will be host to The Dudleyville Festival of Vintage Base Ball on June 22 & 23 where three other clubs will come to town for a weekend display of 1860's attire and competition. This event is expected to bring in over 250 people to town for dining, shopping and leisure. The Dutchers will also challenge The House of David Echoes BBC from Benton Harbor at Beery Field on Saturday, August 3.

As we enter our 17th season, we appreciate the generosity of the donors and patrons like you who have made it possible to travel to various events, purchase vintage balls and bats, print attractive programs, and maintain a high quality website. All of these things help to attract visitors to the Saugatuck/Douglas community for tourism, shopping, and vacations. We wish to thank you for your support in the past and ask if you would be so kind as to purchase an advertisement in the Douglas Dutchers' program and on the website again. The Dutchers are pleased to provide free historical sporting events for base ball enthusiasts of all ages.

Thank you for considering this request!

For the love of the game,

**Helen F. DeGeatano**  
President & Founder  
VBBA Trustee



***The City of Saugatuck's 2018-19 law enforcement expenditures from July 1 thru March 31 are 39% (\$154,462) lower contracting with Allegan County Sheriff compared to same reporting period in 2017-18 contracting with the City of Douglas.***