



JOINT CITY COUNCIL & PLANNING COMMISSION WORKSHOP AGENDA

November 9, 2022 – 4:00 pm

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

1. Call to Order
2. Roll Call
3. Agenda Changes (Additions/Deletions)
4. Guest Speaker:
 - A. Jennifer Rigterink (Assistant Director of State & Federal Affairs Michigan Municipal League)- Short-Term Rental Bill- HB 4722
5. Public Comment on Agenda Items Only (Limit 3 minutes)
6. Discussion Items:
 - A. Special Event- Tree Lighting Ceremony
 - B. Special Event-Christmas Parade
7. Public Comments (Limit 3 minutes)
8. Correspondence
9. Council Comments
10. Adjourn (Roll Call)

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

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

Then enter "Meeting ID":
2698572603

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

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 JWolters@saugatuckcity.com for further information.



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: November 14, 2022
SUBJECT: Special Event Application- Tree Lighting

DESCRIPTION:

Attached is the special event form for the Tree Lighting sponsored by SDABA

| | |
|-----------------------|----------------------------|
| Special Event: | Tree Lighting |
| Date: | 11/25/22 |
| Location: | Coghlin Park |
| Event Hours: | 12pm decorating, 6pm event |
| Estimated Attendees: | 200-300 |
| Estimated Volunteers: | 10 |
| Banner Palette Sign: | No |
| Barricades: | Yes |
| Music: | 6:00pm- Christmas caroling |
| Alcohol: | No |
| Road Closure: | No |

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 Tree Lighting sponsored by SDABA to be held on November 25th, 2022, contingent on safety approval by Police, Fire and City Staff.

RECEIVED

SEP 19 2022



Council Action

Approved

Denied

Date

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

CITY OF SAUGATUCK

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: SDABA
MAILING ADDRESS: PO BOX 221 Saugatuck Mi 49453
CONTACT NAME: Josephine Fowler
E-MAIL ADDRESS: puddingstonesales@gmail.com

TELEPHONE: 269-857-1626
TELEPHONE: 269-455-5631
CELL PHONE: 269-759-0266

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Josephine Fowler
E-MAIL ADDRESS: puddingstonesales@gmail.com

TELEPHONE: 269-455-5631
CELL PHONE: 269-759-0266

EVENT INFORMATION

NAME OF EVENT: Tree Lighting
PURPOSE OF EVENT: Community and Business Enrichment

DATE(S) OF EVENT: 11/25/2022
RAIN DATE: na

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

EVENT LOCATION: Coghlin Park
ESTIMATED NUMBER OF ATTENDEES: 200-300

EVENT HOURS: 6pm - 12pm
Decorating 12pm, Ceremony

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 11/25/22 12:00pm

ESTIMATE DATE / TIME FOR CLEAN-UP: 11/25/22 6:00pm

- A.M. P.M.
 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers
6pm

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): On Gazebo
Description of signs: test
(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. _____

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

9-19-22

Date



City Council Agenda Item Report

FROM: Jamie Wolters
MEETING DATE: November 14, 2022
SUBJECT: Special Event Application- Christmas Parade

DESCRIPTION:

Attached is the special event form for Christmas Parade sponsored by SDABA. A safety meeting has been conducted. Police have approved the attached barricade map and are waiting on approval from Fire.

Special Event: Christmas Parade
Date: 12/03/22
Location: Coghlin Park
Event Hours: 12:30pm line up, 1:00pm start
Estimated Attendees: 200-300
Estimated Volunteers: 10
Banner Palette Sign: No
Barricades: Yes
Music: No
Alcohol: No
Road Closure: Yes

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 Christmas Parade sponsored by SDABA to be held on December 3rd, 2022, contingent on final approval of barricade map from Fire and Staff.

RECEIVED

SEP 19 2022



Council Action

Approved

Denied

Date

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

CITY OF SAUGATUCK SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

SDABA
 LEGAL BUSINESS NAME: _____ TELEPHONE: 269-857-1626
 PO BOX 221 Saugatuck Mi 49453
 MAILING ADDRESS: _____
 Josephine Fowler
 CONTACT NAME: _____ TELEPHONE: 269-455-5631
 puddingstonesales@gmail.com
 E-MAIL ADDRESS: _____ CELL PHONE: 269-759-0266

CONTACT PERSON ON DAY OF EVENT

Josephine Fowler
 CONTACT NAME: _____ TELEPHONE: 269-455-5631
 puddingstonesales@gmail.com
 E-MAIL ADDRESS: _____ CELL PHONE: 269-759-0266

EVENT INFORMATION

Annual Christmas Parade
 NAME OF EVENT: _____ DATE(S) OF EVENT: 12/03/2022
 Community and Business Enrichment
 PURPOSE OF EVENT: _____ RAIN DATE: na

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

Starting on water street in front of vic's park gazebo, going south to Culver st. Turning left onto butler st. Parade proceeds north on Butler street to Mary street, turning left onto Mary then turning left onto water street. Parade ends at vic's park gazebo.
 EVENT LOCATION: _____ EVENT HOURS: 12:30 line up, 1:00 start

ESTIMATED NUMBER OF ATTENDEES: 200-300

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE / TIME FOR SET-UP: 12/3/22 11 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 12/3/22 4-5 A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

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

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

SIGNAGE AT EVENT SITE - Location(s): _____

Description of signs: _____

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

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

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

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

PORTABLE TOILETS – QUANTITY _____

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

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

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

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Authorized Personnel Signature

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

TRASH RECEPTACLES – QUANTITY _____

BARRICADES – QUANTITY ¹⁴ _____

TRAFFIC CONES – QUANTITY _____

PARKING SIGNS – QUANTITY ² _____

FENCING WATER ELECTRIC

RESTROOM CLEANING

OTHER _____

POLICE DEPARTMENT

APPROVED

DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

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

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

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED

DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

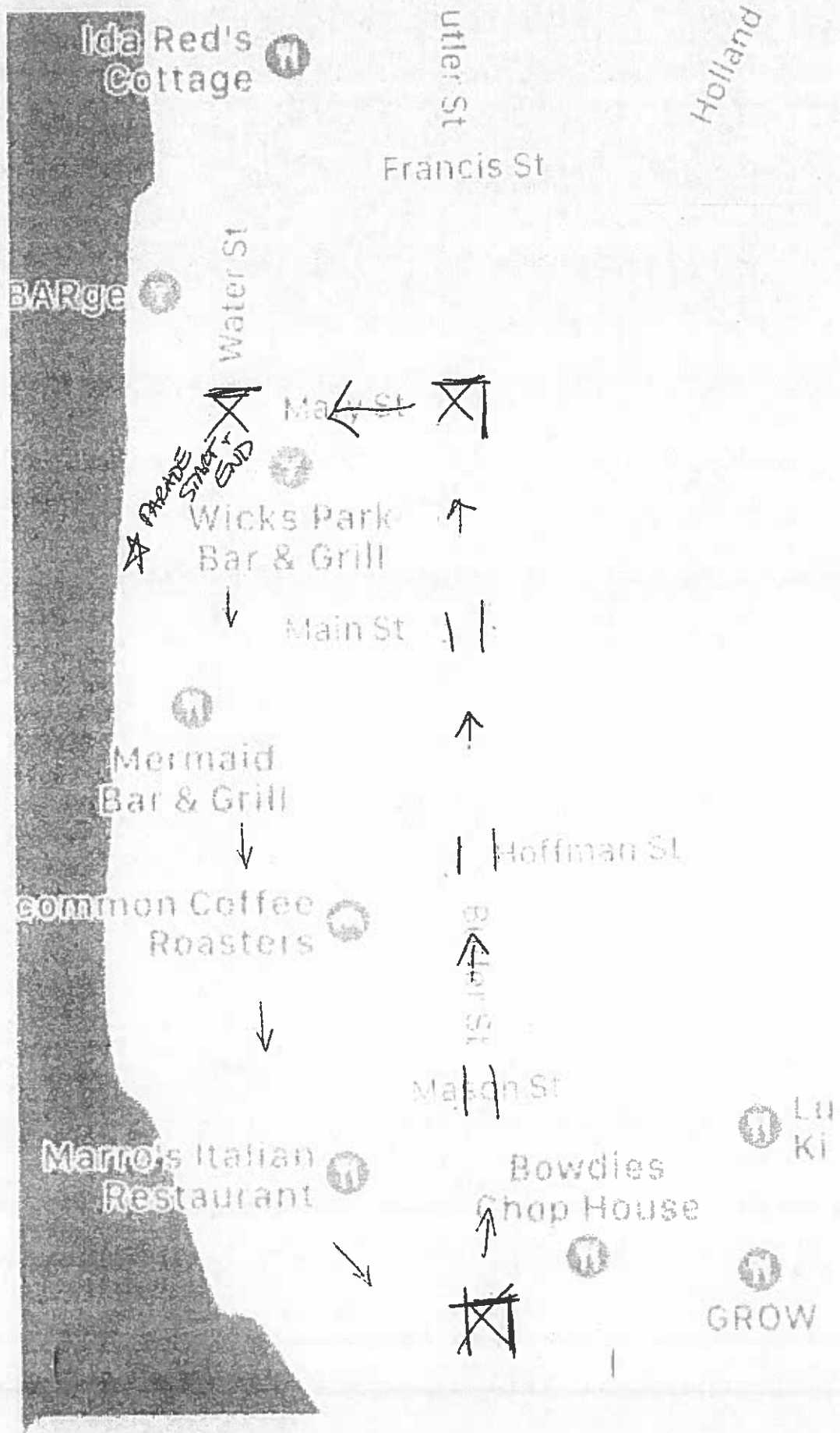
PARKING LOT CLOSURES: Yes No (use attached map to outline proposed closures)

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____



APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

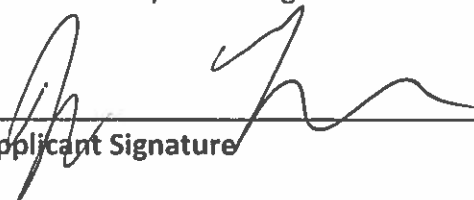
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

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

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

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



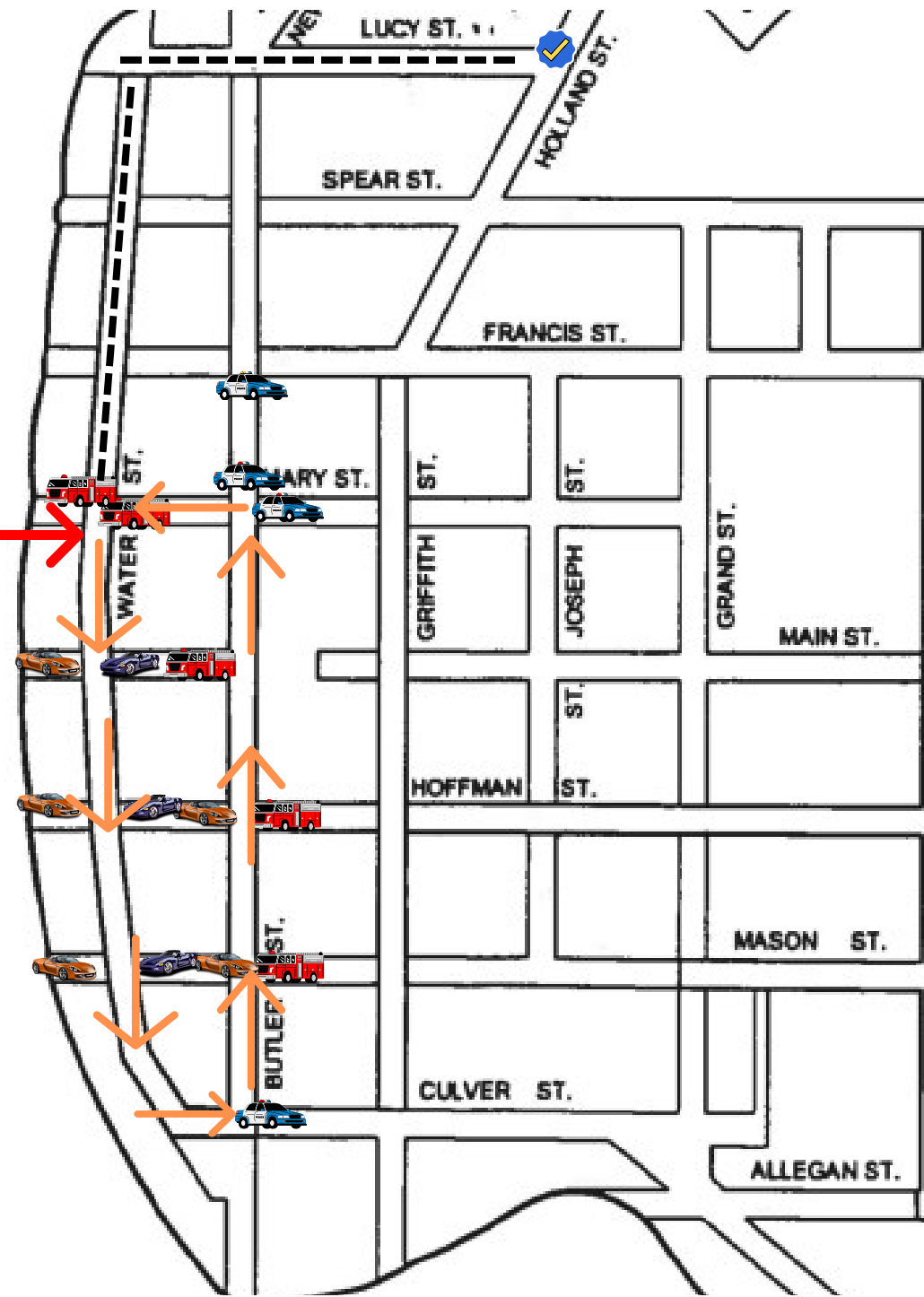
Applicant Signature



















9-19-22

Date

Christmas Parade

Start and Finish at Water/Mary St.



-  SDABA Parade Check-In
-  Staging Area
-  SDABA Volunteer Vehicles
- Water St.
 - North of Mary St. 
 - Mary St. East 
 - Main St. West 
 - Main St. East 
 - Hoffman St. West 
 - Hoffman St. East 
 - Mason St. West 
 - Mason St. East 
 - Culver St./Butler St. 
- Butler St.
 - Mason St. West 
 - Mason St. East 
 - Hoffman St. West 
 - Hoffman St. East 
 - Main St. West 
 - Mary St. North 
 - Butler and Francis Turn around 