



CITY COUNCIL WORKSHOP AGENDA

September 7, 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:**
- 5. Public Comment on Agenda Items Only** (Limit 3 minutes)
- 6. Discussion Items:**
 - A. Special Event- Glow In The Park
 - B. Special Event- Chili Cookoff
 - C. Special Event- Mt. Baldhead 24 Hour Climb-A-Thon
 - D. Special Event- Fall Fundraising Dinner
 - E. SHPO Mt. Baldhead
- 7. Public Comments** (Limit 3 minutes)
- 8. Correspondence:** None
- 9. Council Comments**
- 10. Adjourn** (Voice 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: September 12, 2022
SUBJECT: Special Event Application- Glow in the Park

DESCRIPTION:

Attached is the special event form for the Glow in the Park sponsored by Hystopolis Productions.

Special Event:	Glow in the Park
Date:	10/1/22
Location:	Coghlin Park
Event Hours:	6 p.m. - 11 p.m. (Set up 9/30 at 1 p.m. and Clean up 10/3 1 p.m.)
Estimated Attendees:	1,500-3,500
Estimated Volunteers:	20-30
Banner Palette Sign:	No
Barricades:	TBD
Music:	6:00 p.m. – 11:00 p.m.
Alcohol:	Yes
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 Glow in the Park sponsored by Hystopolis Productions to be held on October 1st, 2022, contingent on staff approval after safety meeting is conducted.

RECEIVED

AUG 12 2022



Council Action
_____ Approved
_____ Denied
_____ Date

CITY OF SAUGATUCK

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Hystopolis Productions

TELEPHONE: 312-787-7387

MAILING ADDRESS: 2729 Cherry St., Fennville, MI 49408

CONTACT NAME: Michael Schwabe

TELEPHONE: 312-787-7387

E-MAIL ADDRESS: hystopolis@gmail.com

CELL PHONE: 312-787-7387

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Erin Wilkinson

TELEPHONE: 616-990-1817

E-MAIL ADDRESS: erinwilkinson@mac.com

CELL PHONE: 616-990-1817

EVENT INFORMATION

NAME OF EVENT: Glow in the Park

DATE(S) OF EVENT: Oct. 1, 2022

PURPOSE OF EVENT: Family Friendly Community Event

RAIN DATE: None

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

EVENT LOCATION: Coghlin Park

EVENT HOURS: 6-11 pm

ESTIMATED NUMBER OF ATTENDEES: 1,500 - 3,500

ESTIMATED NUMBER OF VOLUNTEERS: 20-30

ESTIMATE DATE / TIME FOR SET-UP: 9/30/2022 1:00 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10/3/2022 1:00 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: 6:00 pm END: 11:00 pm

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

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

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: A secure perimeter will be setup around the event and all adults will be carded to get a 21+ wrist band, as well as security.

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: 20 (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): Signage around the park entrance and within the park
Description of signs: Several banners and yard signs to promote and direct the event
(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 14
- PORTABLE TOILETS – QUANTITY 10+2

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? Street end will be blocked off for setup

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 10

BARRICADES – QUANTITY 4

TRAFFIC CONES – QUANTITY 30

PARKING SIGNS – QUANTITY 4-6

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: 10/1/2022 9am A.M. P.M.

Street re-open date/time: 10/2/2022 1pm A.M. P.M.

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

Describe Sidewalk Use: Road end will be blocked w/ fence around park, but sidewalk will be open

Sidewalk closure date/time: 10/1/2022 5pm A.M. P.M.

Sidewalk re-open date/time: 10/1/2022 11pm 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: public parking

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)

Liquor License and insurance will be provided closer to event
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

8-12-22
Date



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

HYSTOPOLIS PRODUCTIONS

a nonprofit corporation existing under the laws of the state of Illinois

was validly authorized to conduct affairs in Michigan on the 1 day of April, 2019 in conformity with 1982 PA 162.

Said corporation is authorized to conduct in this state any affairs of the character set forth in its application which a domestic corporation formed under this act may lawfully conduct. The authority shall continue as long as said corporation retains its authority to conduct such affairs in the jurisdiction of its incorporation and its authority to conduct affairs in this state has not been surrendered, suspended, or revoked.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 1st day of April, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

Internal Revenue Service
District Director

Department of the Treasury

Date: 8 - OCT 1986

▷ Hystopolis Productions, Inc.
441 W North Ave.
Chicago, IL 60610

Employer Identification Number:

96-335 983 f

Accounting Period Ending:

December 31st

Foundation Status Classification:

509(c)(2)

Advance Ruling Period Ends:

December 31, 1989

Person to Contact:

Ms. R. Wallace

Contact Telephone Number:

(312) 886-1278

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(c)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(c)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(c)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(c)(2) organization.

(over)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

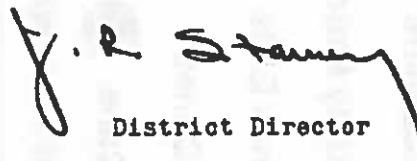
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.








Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

DPW Provided

- (2) 3 Bar Barricades 
- (2) Triangle Barricades 
- (2) Cement Barriers 
- (1000') Security Fence 
- (3) Emergency Exits 
- (30) Traffic Cones 
- (10) Trash Cans 
- (10) Cement Tires w/Poles 

Park Layout





- Search Light 
- Space Heaters 
- Terrainable Ride 
- Hay-bail Foosball 



40x100' Tent

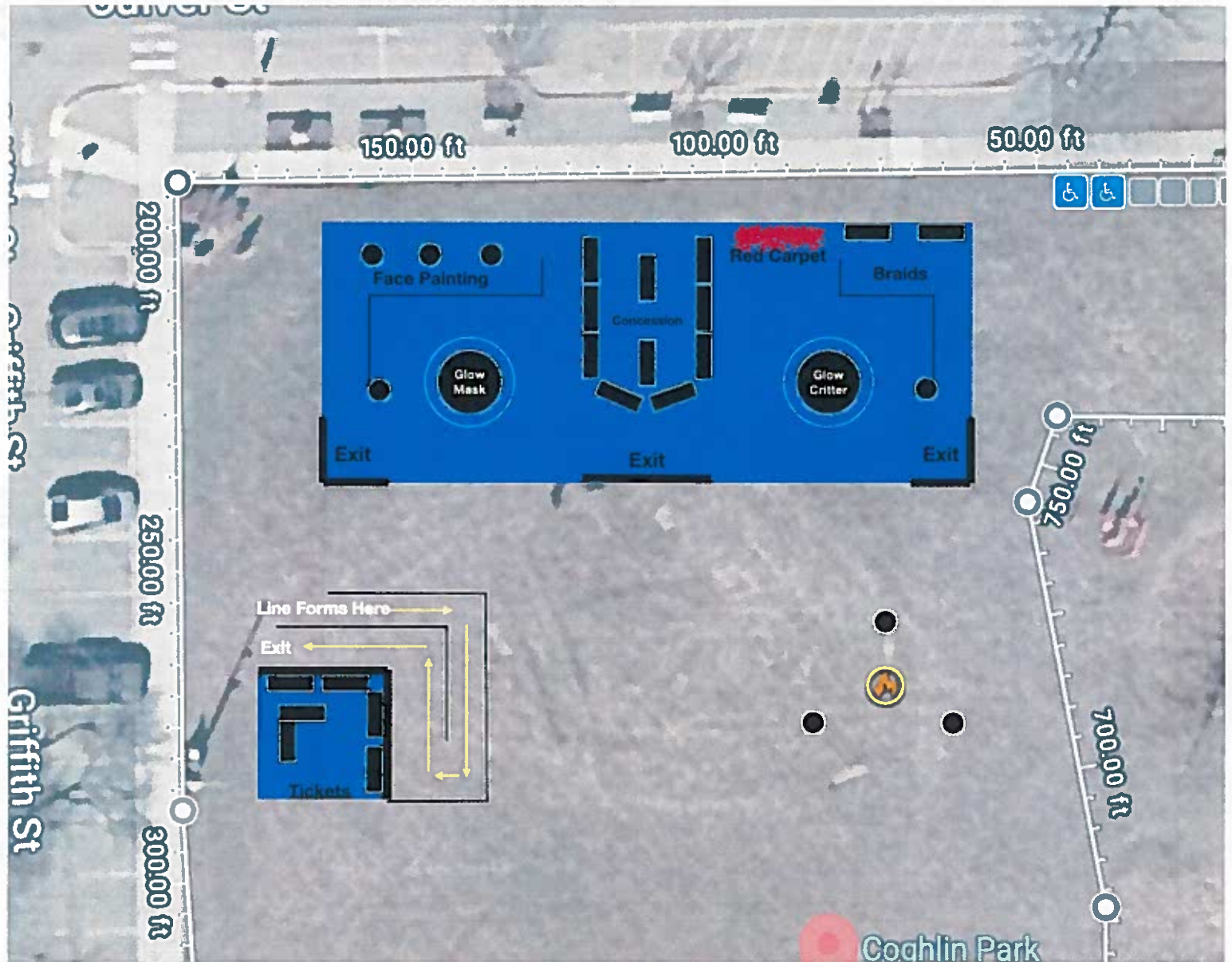
The large tent will have a two areas roped off for facepainting and hair braiding. There will be two large round craft tables and the concession stand. There will not be food preparation requiring an open flame, but we will have cotton candy and popcorn. There will be exits on 3 sides of the tent, with both corners open facing the field.

Inside the tent:

-  (2) 72" Round Table w/ 8 Chairs
-  (10-12) 8' Tables
-  (2) 42" Cocktail Table w/ 2 tall bar stools
-  Exits

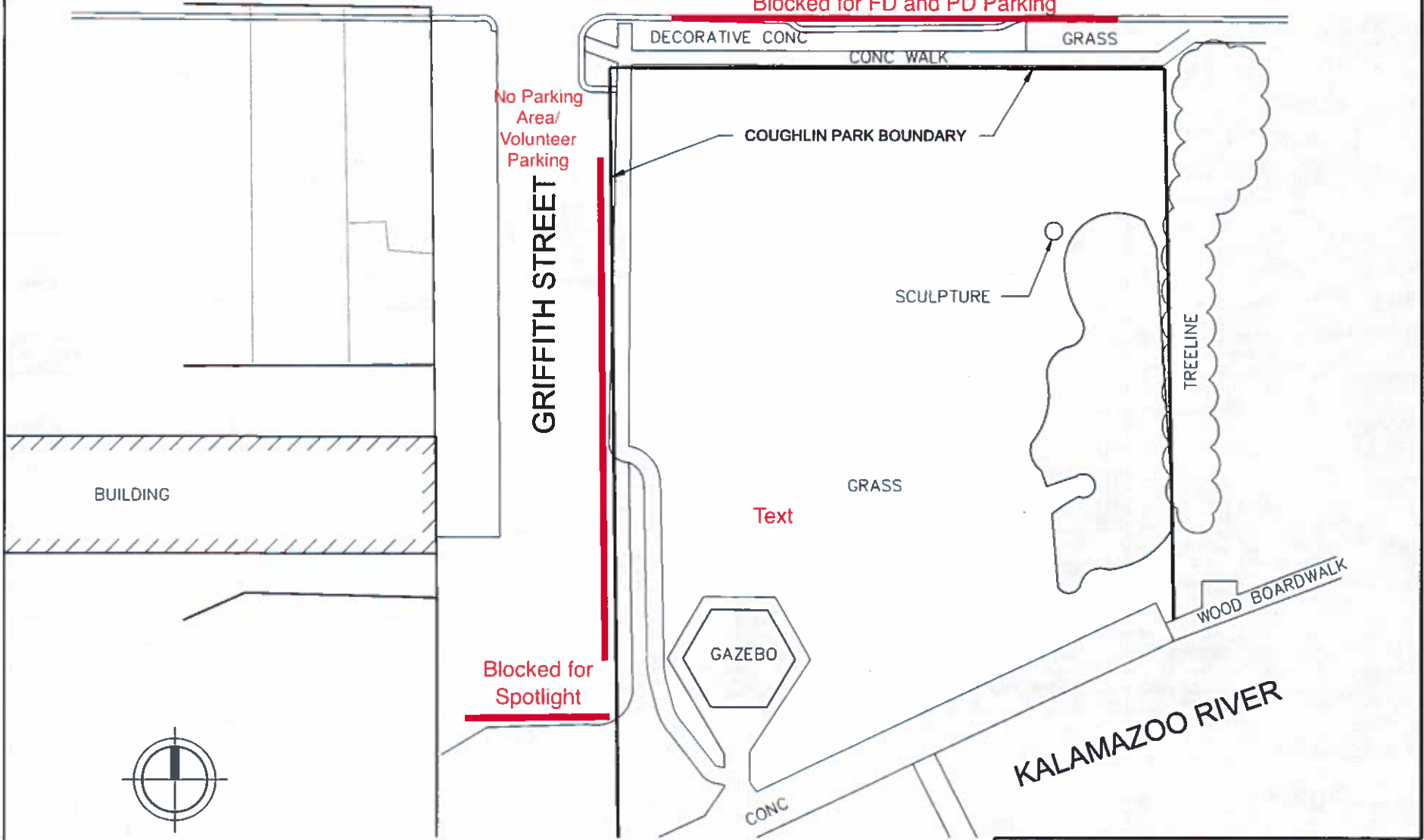
20x20' Tent

The small tent will be for ticket sales and will have two sides open. There will be about (4-6) 6' tables and a few chairs.



CULVER STREET

Blocked for FD and PD Parking



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

FROM: Jamie, Wolters
MEETING DATE: September 12, 2022
SUBJECT: Special Event Application- Cow Hill Yacht Club Chili Cookoff

DESCRIPTION:

Attached is the special event form for the Chili Cookoff sponsored by Cow Hill Yacht Club.

Special Event: Cow Hill Yacht Club Chili Cookoff
Date: 10/9/22
Location: Wicks Park
Event Hours: 1 p.m. - 7 p.m. (Setup at 7 a.m. and Cleanup 7 p.m.)
Estimated Attendees: 500
Estimated Volunteers: 15
Banner Palette Sign: Yes
Barricades: TBD
Music: 1:00 p.m. – 11:00 p.m.
Alcohol: Yes
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 Chili Cookoff sponsored by Cow Hill Yacht Club to be held on October 9th, 2022, contingent on staff approval after safety meeting is conducted.

RECEIVED

AUG 15 2022



Council Action

Approved

Denied

Date

CITY OF SAUGATUCK

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Cow Hill Yatch Club TELEPHONE: _____

MAILING ADDRESS: P.O. Box 544 Saugatuck MI 49453

CONTACT NAME: Anthony Doucette TELEPHONE: 269-543-4105

E-MAIL ADDRESS: doucettea677@gmail.com CELL PHONE: 269-214-2813

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Anthony Doucette TELEPHONE: 269-543-4105

E-MAIL ADDRESS: doucettea677@gmail.com CELL PHONE: 269-214-2813

EVENT INFORMATION

NAME OF EVENT: Cow Hill Yatch Club Chili Cookoff DATE(S) OF EVENT: 10-9-22

PURPOSE OF EVENT: FUND RAISER RAIN DATE: 10-9-22
50130

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

EVENT LOCATION: WICKS PARK SAUGATUCK EVENT HOURS: 1pm till 7pm

ESTIMATED NUMBER OF ATTENDEES: 500

ESTIMATED NUMBER OF VOLUNTEERS: 15

ESTIMATE DATE / TIME FOR SET-UP: 10-9-22 7 AM A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 10-9-22 7 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: 1 PM END: 6 PM

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

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

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

I.D. CHECKED AT GATE W/ 1ST BANDS FOR 21 AND OVER.

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: 10 (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): ENTRANCE
Description of signs: COW HILL YATCH CLUB CHILLI COOK OFF
(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 35
 PORTABLE TOILETS - QUANTITY 2 - 1 STANDARD / 1 HANDICAP

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 6 BARRICADES – QUANTITY _____
 TRAFFIC CONES – QUANTITY _____ PARKING SIGNS – QUANTITY 6
 FENCING WATER ELECTRIC RESTROOM CLEANING
 OTHER FENCING PER MAP NO PARKING SIGNS ON WATER ST.

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times 1 TO 6 PM SUNDAY 1 OR 2 OFFICERS

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

PER CHIEF JANIK RECOMMENDATION

Street closure date/time: 10-9-2022 11 A.M. P.M.

Street re-open date/time: 10-9-2022 7 A.M. P.M.

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

PER CHIEF JANIKS RECOMMENDATION

Describe Sidewalk Use: _____

Sidewalk closure date/time: 10-9-2022 11 A.M. P.M.

Sidewalk re-open date/time: 10-9-2022 7 A.M. P.M.

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

Parking Lot Location: WEST SIDE OF WATER ST MAIN ST TO GAZEBO

Sidewalk closure date/time: 10-9-2022 7 A.M. P.M.

Sidewalk re-open date/time: 10-9-2022 7 A.M. P.M.

What parking arrangements are proposed to accommodate potential attendance: FIRST COME

FIRST SERVE

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: Applied For

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.

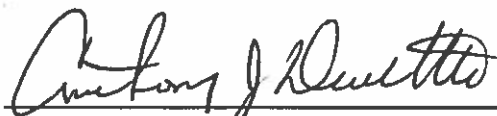
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

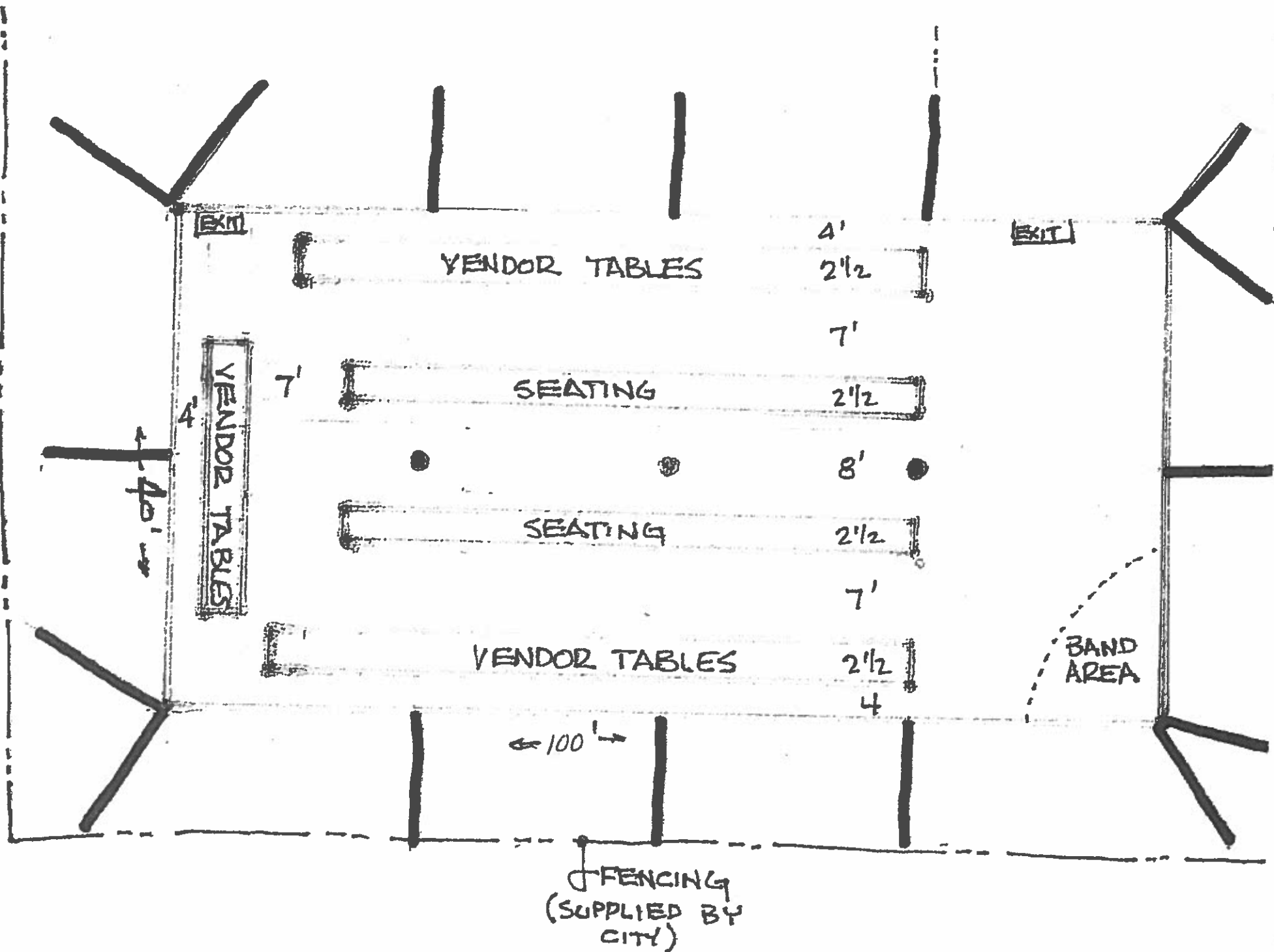
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

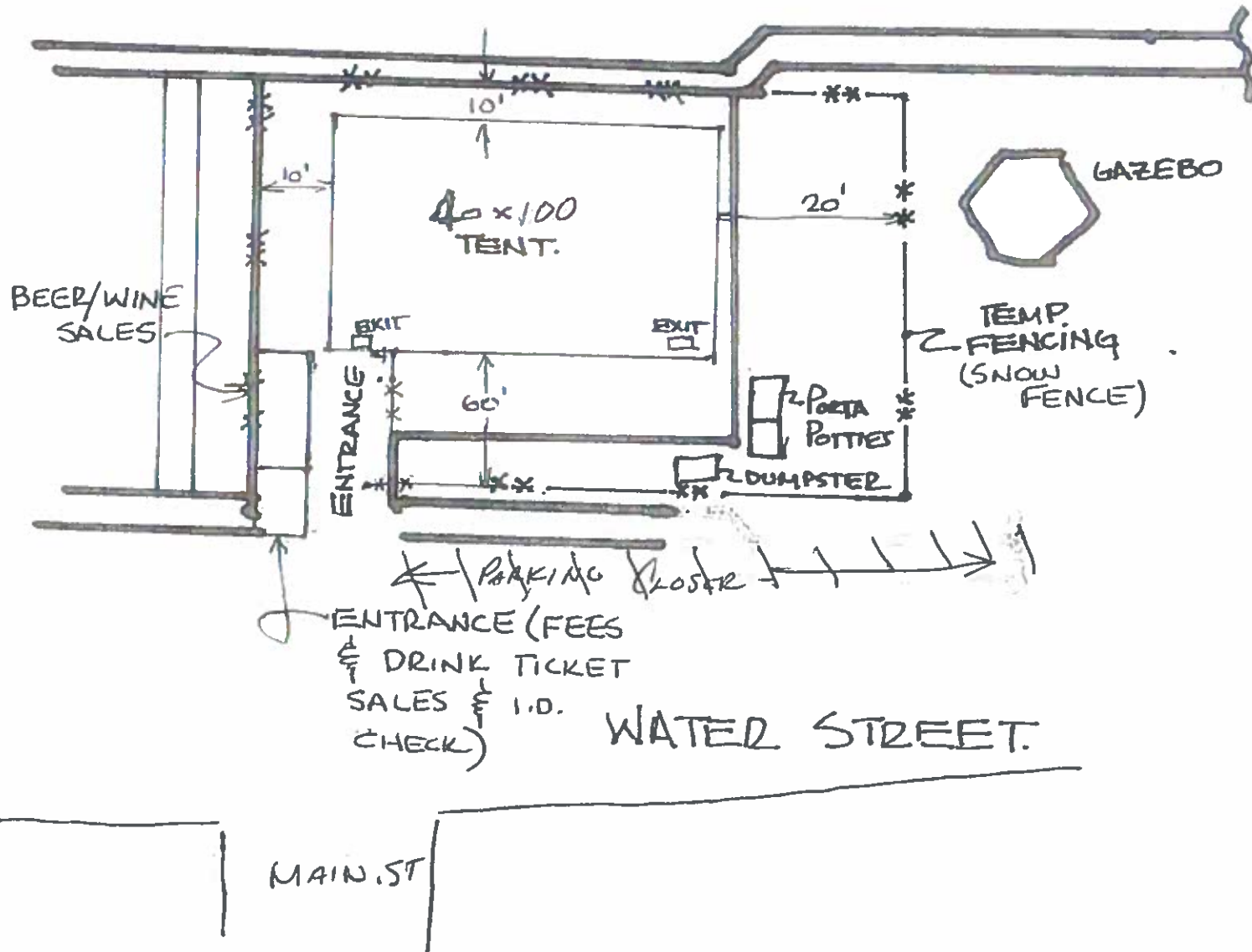


Applicant Signature

10-9-2022

Date





Certificate of Flame Resistance

Date Manufactured
8/14/2020

AZTEC TENTS
2665 COLUMBIA ST
TORRANCE, CA 90503
(800) 228-3687

Invoice Number: 0243304-IN
Customer P.O.: 0224080619835
Customer Number: TAYL494

This is to certify that the materials described below have been flame retardant treated (or are inherently flame retardant).

Taylor Rental Center #13775-5

True Value Corporate
P.O. Box 31850
Chicago, IL 60631

Certification is hereby made that the articles described below hereof are made from a flame-retardant fabric or material registered and approved by the California State Fire Marshal for such use. The fabric has been tested and passes the following standards; NFPA 701 Large Scale, UK BS7837:1996 (2015), Canadian-CAN/ULC S109-03, European M2. See chart to right for trade name of flame-resistant fabric or material used and additionally referenced on the label of the fabric panel.

Vendor	Trade Name	CA Cert. #
Brun	Hard-Green	F-222-01
Brun	Flexon	F-223-04
California Comb	Lam-Tex 12, 14, 16, 16oz	F-419-01
Coated Fabrics	Clear Vinyl 16oz / 20oz	F-570-02
DAF	Clear Vinyl 16oz / 20oz	F-553-01
DAF	DAF	F-553-02
Exclusively Es	Polysteen Liner	F-434-01
Ferran	Precentum 502	F-444-01
Ferran	Precentum 702	F-444-04
Phide Textiles	Fluor-Tex Liner	F-500-01
PVC Tech	Dece-Gen / Vicon	F-504-01
Snyder	Weatherspan	F-140-01
In Vantage	Forest-Sunbrella	F-368-05
In Vantage	Patio 500	F-121-02
In Vantage	Big Top	F-121-10
In Vantage	Vanguard Trellis	F-069-01
In Vantage	Weldon / Coatsone	F-069-01
versadag	Durastan 01671, 01513	F-530-01

THE FLAME RETARDANT PROCESS USED WILL NOT BE REMOVED BY WASHING

David Bradley

General Manager- Manufacturing

Name of Applicator or Production Superintendent

Title of Applicator or Production Superintendent

**2022 Cow Hill Yacht Club
Chili Cook Out
40 x 100 White Rope Tent
All Attached Sidewalls**



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



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

REQUIREMENTS FOR TENT STRUCTURES

Date: OCT 9-2022 Location: WICKS PARK

Address: WICKS PARK Municipality: SAUGATUCK
WATER ST.

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

Check off when complete:

- A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- Combustible materials shall not be located within any tent structure. (3104.5)
- Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



- Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)
 - The occupant load shall be stated. (3104.14 / Chapter 10)
 - Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)
 - Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)
 - A minimum number of means of egress and means of egress widths are as follows:
(3102.12.5.1)
- | Occupant Load | Min. # of Means of Egress | Min. Width of Egress |
|---------------|---------------------------|----------------------|
| 10-199 | 2 | 72" |
| 200-499 | 3 | 72" |
- Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)
 - Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)
 - Means of egress shall be illuminated. (3103.12.7)
 - Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)
 - Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)
 - "No Smoking" signs shall be posted in conspicuous locations. (3104.6)

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

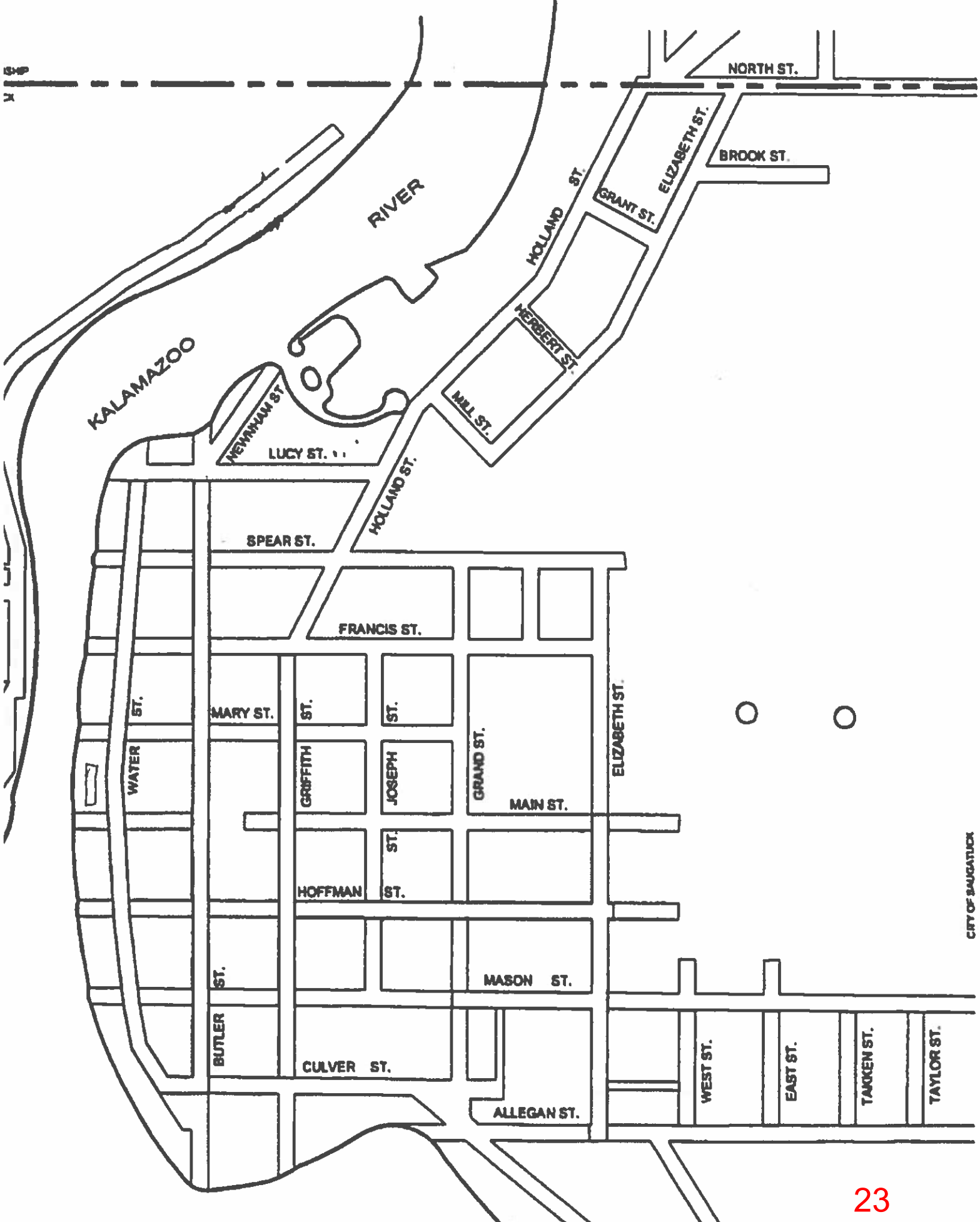
Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: Anthony J. Poveretto

Signature of Fire Inspector: _____

Date: 10-9-2022

Downtown Street / Sidewalk Closure(s)



CITY OF BAUGATUSCK



City Council Agenda Item Report

FROM: Jamie, Wolters
MEETING DATE: September 12, 2022
SUBJECT: Special Event Application- Mt. Baldhead 24 Hour Climb-A-Thon

DESCRIPTION:

Attached is the special event form for the Mt. Baldhead 24 Hour Climb-A-Thon sponsored by Michigami Collective LLC.

Special Event: Mt. Baldhead 24 Hour Climb-A-Thon
Date: 10/22/22-10/23/22
Location: Mt. Baldhead Park
Event Hours: 1 p.m. - 7 p.m. (Setup at 7 a.m. and Cleanup 7 p.m.)
Estimated Attendees: 5
Estimated Volunteers: N/A
Banner Palette Sign: No
Barricades: No
Music: No
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 Mt. Baldhead 24 Hour Climb-A-Thon sponsored by Michigami Collective LLC to be held on October 22nd-23rd, 2022, contingent on staff approval after safety meeting is conducted.

RECEIVED

AUG 15 2022



Council Action
_____ Approved
_____ Denied
_____ Date

CITY OF SAUGATUCK

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Michigami Collective LLC TELEPHONE: 231-736-8947
 MAILING ADDRESS: 115 N Weber Rd. North Muskegon, MI, 49445
 CONTACT NAME: Daniel Bonner TELEPHONE: 231-736-8947
 E-MAIL ADDRESS: daniel.bonner4@gmail.com CELL PHONE: 231-736-8947

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Daniel Bonner TELEPHONE: 231-736-8947
 E-MAIL ADDRESS: daniel.bonner4@gmail.com CELL PHONE: 231-736-8947

EVENT INFORMATION

NAME OF EVENT: Mount Baldhead 24 hour Climb-A-Thon DATE(S) OF EVENT: Oct 22/23, 2022
 PURPOSE OF EVENT: To raise money for Mt. Baldhead Park RAIN DATE: NA

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

EVENT LOCATION: Mt. Baldhead Park EVENT HOURS: 24

ESTIMATED NUMBER OF ATTENDEES: 5

ESTIMATED NUMBER OF VOLUNTEERS: NA

ESTIMATE DATE / TIME FOR SET-UP: October 22, 2022 8 A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: October 23, 2022 8 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: NA END: NA

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): 8.5"x11" flyer at base of stairs to raise funds for Park
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

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

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

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No
If yes, where do you propose your vendors park? _____

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

DEPARTMENT OF PUBLIC WORKS

APPROVED DENIED

Authorized Personnel Signature

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

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

POLICE DEPARTMENT

APPROVED DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

APPROVED DENIED

Authorized Personnel Signature

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

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

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

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

Describe Sidewalk Use: _____

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

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

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

Parking Lot Location: _____

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

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

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

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

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

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

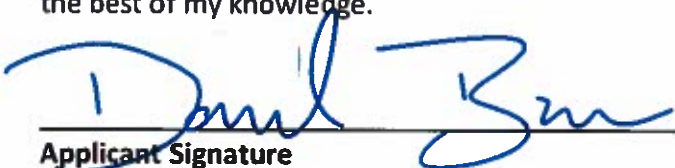
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

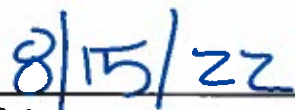
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

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



Applicant Signature



Date



City Council Agenda Item Report

FROM: Jamie, Wolters
MEETING DATE: September 12, 2022
SUBJECT: Special Event Application- Fall Fundraising Dinner

DESCRIPTION:

Attached is the special event form for the Fall Fundraising Dinner sponsored by Friends of the Saugatuck/Douglas Library.

Special Event: Fall Fundraising Dinner
Date: 9/27/22
Location: Wicks Park parking lot
Event Hours: 5 p.m. - 7 p.m. (Setup 3 p.m. and Cleanup 7 p.m.)
Estimated Attendees: 50-60 vehicles
Estimated Volunteers: 8-10
Banner Palette Sign: No
Barricades: No
Music: No
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 Fall Fundraising Dinner sponsored by Friends of the Saugatuck/Douglas Library to be held on September 27th, 2022, contingent on staff approval after safety meeting is conducted.

August 29, 2022

City of Saugatuck
P. O. Box 856
Saugatuck, MI 49453

To Whom it May Concerned,

Please find enclosed an application for a Special Event from Friends of Saugatuck Douglas District Library for an event we are planning for September 27, 2022

The event that we have planned is a Fall Fundraising Dinner provided by Baldy's. The dinners will be preordered and "to-go." It is hoped that vehicles can drive into the Water Street parking lot to pickup orders (see map),

Please feel free to call me with any questions you may have about the event.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Gini Cooper".

Gini Cooper for FOL

Attachment: Event Application with supporting material.

RECEIVED

AUG 29 2022



Council Action	
_____	Approved
_____	Denied
_____	Date

CITY OF SAUGATUCK

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

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Friends of the Saugatuck Douglas Library TELEPHONE: 269-857-2287
 MAILING ADDRESS: P.O. Box 205, Douglas, MI 49406
 CONTACT NAME: Gini Cooper TELEPHONE: 269-857-2287
 E-MAIL ADDRESS: ginicooper@comcast.net CELL PHONE: 616-212-5365

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Gini Cooper/Keith Charak TELEPHONE: Keith: 269-543-7547
 E-MAIL ADDRESS: ginicooper@comcast.net/einstein042@gmail.com CELL PHONE: Gini: 616-212-5365

EVENT INFORMATION

NAME OF EVENT: Fall Fundraising Dinner DATE(S) OF EVENT: September 27, 2022
 PURPOSE OF EVENT: Raise funds for providing for the library RAIN DATE: _____

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

EVENT LOCATION: Parking lot between Baldy's & Wicks Park EVENT HOURS: 5:00 pm - 7:00

ESTIMATED NUMBER OF ATTENDEES: 50-60 vehicles passing through to pick up take-out meals

ESTIMATED NUMBER OF VOLUNTEERS: 8-10

ESTIMATE DATE / TIME FOR SET-UP: 3:00 _____ A.M. P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7:00 _____ A.M. P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

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

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

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

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

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

- "YARD" SIGNS - Number requested: ____ (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): Parking lot between Baldy's & Wicks Park
Description of signs: A volunteer will be holding a sign "FOL Dinner" at the entrance
(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 1
- 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: Water Street

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: N/A since drive thru

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.

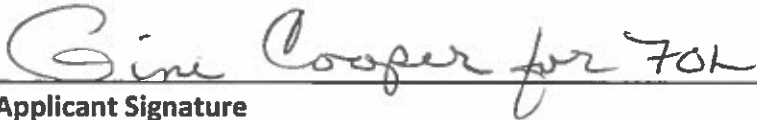
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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.

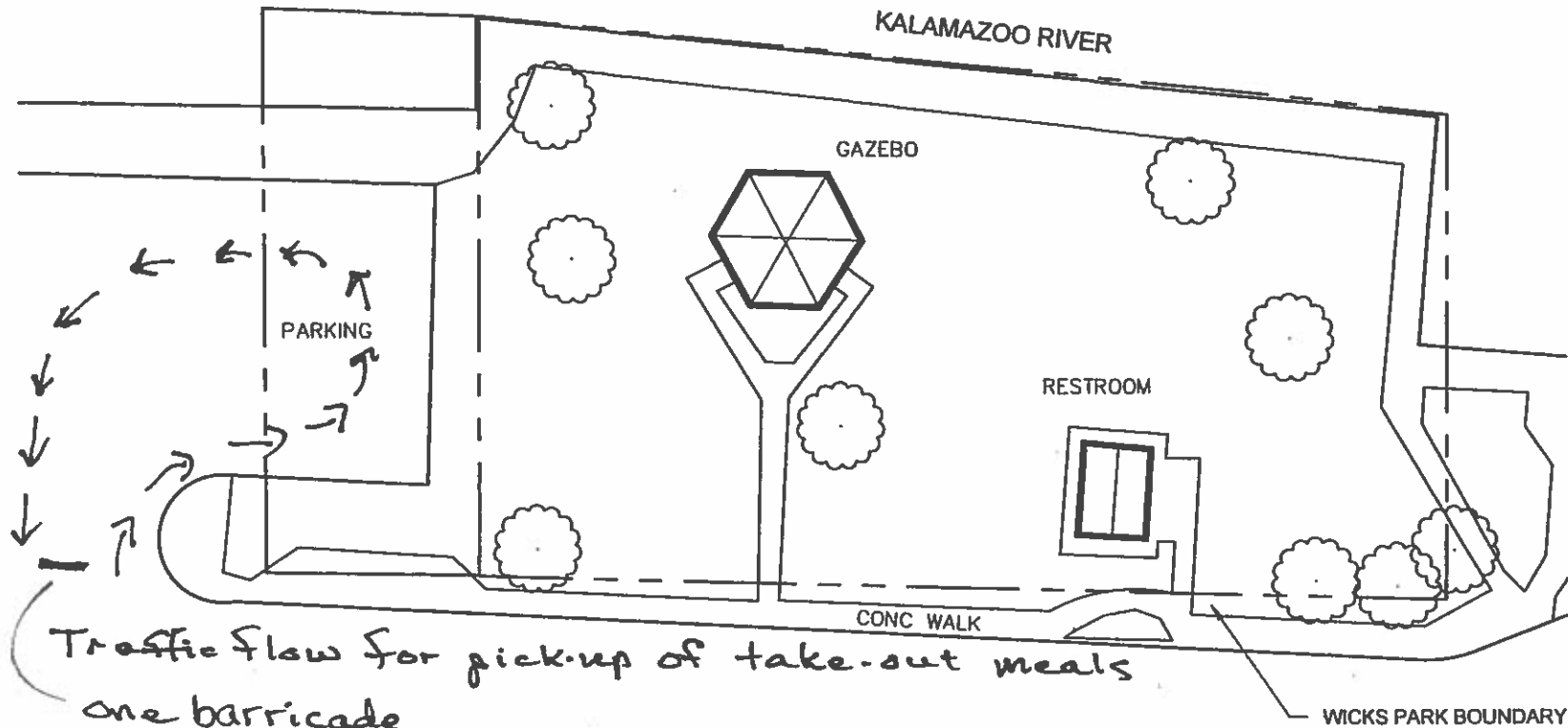
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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

8-29-22
Date

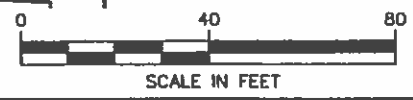


Traffic flow for pick-up of take-out meals
one barricade

WATER STREET

MAIN STREET

MARY STREET



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

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

WICKS PARK
PARK USE PERMIT APPLICATION
2016 3187



City Council Agenda Item Report

FROM: Ryan Heise

MEETING DATE: September 12, 2022

SUBJECT: Letter of support for Saugatuck Gap-Filler Radar Station National Register of Historic Places nomination

DESCRIPTION:

Attached is a draft letter from the City of Saugatuck to the Michigan State Historic Preservation Review Board in support of the site being added to the National Register of Historical Places. The SHPO Board is scheduled to review (and presumably approve) this nomination on September 23, 2022. The deadline to submit letters of support is September 15.

The application to list this property on the National Register of Historical Places was started in September 2017 by Chuck Gustafson (private citizen), Eric Gollanek (Executive Director, Saugatuck-Douglas History Center) and Paula Bradford (volunteer, Saugatuck-Douglas History Center).

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to **approve/deny** the letter of support to the Michigan State Historic Preservation Board to add the Saugatuck Gap-Filler Radar Station to the National Register of Historic Places.

Michigan State Historic Preservation Review Board
MEDC Building
300 North Washington Square
Lansing, MI 48913

To Whom It May Concern:

As owner of the Saugatuck Gap-Filler Radar Station located at 753 Park St., Saugatuck MI, the City of Saugatuck requests the designation as a historic property and supports the nomination as written by Chuck Gustafson, member, Mt. Baldhead Radar Station Workgroup, Paula Bradford, volunteer, Saugatuck-Douglas History Center, and Eric Gollanek, PhD, Executive Director, Saugatuck-Douglas History Center.

Thank you for your consideration.

Sincerely,

Ryan Heise
City Manager, City of Saugatuck



STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

GRETCHEN WHITMER
GOVERNOR

QUENTIN L. MESSER, JR.
PRESIDENT

Friday, August 19, 2022

Mr. Ryan Heise, City Manager
City of Saugatuck
PO Box 86
Saugatuck, Michigan 49453

Dear Mr. Heise,

I am pleased to inform you that **Saugatuck Gap Filler Annex, 753 Park Street, Saugatuck, Allegan County, Michigan**, will be considered for nomination to the National Register of Historic Places by the State Historic Preservation Review Board at the meeting to be held on **Friday, September 23, at 10:00 a.m.** The meeting is scheduled to be held in the Lake Michigan Room of the Michigan Economic Development Corporation headquarters, 300 North Washington Square, Lansing, Michigan. The meeting will also be available by Zoom. More information and meeting links will be available at www.michigan.gov/shpo.

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

Listing in the National Register provides federal recognition of a property's historic significance, enables historic preservation tax incentives for certain properties, and enables review of federal or federally assisted projects. Listing in the National Register does not interfere with the right of a private property owner to use, alter, manage, or dispose of their property. Please see the enclosed notices for additional information about the results of listing in the National Register and the rights of property owners to comment on or object to listing their property in the National Register of Historic Places.

You are invited to attend the review board meeting at which the nomination will be considered. You may also provide written comments concerning the nomination of this property prior to the meeting. All written correspondence should be sent in time to be received prior to the date of the review board meeting. Please note that owners may object to listing by submitting a letter that has either been notarized by a notary public or that meets the requirements of 28 U.S.C. 1746. The letter must certify that a party is the sole or partial owner of the property, as appropriate, and state that they object to the listing.

Any comments or questions you may have concerning the nomination of this property, the National Register program, or the State Historic Preservation Review Board may be directed to Todd A. Walsh, National Register coordinator, by e-mail at WalshT@michigan.gov or by mail at the address below.

Sincerely yours,

Martha MacFarlane-Faes
Deputy State Historic Preservation Officer



300 NORTH WASHINGTON SQUARE • LANSING, MICHIGAN 48913
michigan.gov/shpo • (517) 335-9840