



City Council Agenda Item Report

FROM: MEETING Jamie Wolters

DATE: 3-5-25

SUBJECT: Special Event – Wicks Park Bar & Grille

DESCRIPTION:

A special event safety planning meeting was held via zoom on March 3, 2025, with Fire, Police and DPW. A recap of the discussion is as follows:

- **Tent Rental from Taylor Rental:**
 - The requested tent would be installed on Friday, March 14, 2025, and the applicant would need contact the Saugatuck Township Fire Department to schedule an inspection.
 - The tent will be removed on Monday, March 17, 2025.
- **Barricades Needed:**
 - **Concrete:** Six (6) concrete barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025.
 - **Three-Tier:** Two (2) three-tier barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025, will be placed on the west and east sides of the tent.
- **Event Monitoring:** The Applicant will provide a minimum of three (3) employees to oversee tent activity to ensure attendee safety and well-being.
- **Insurance Requirements:** No later than **five (5) business days prior to the Event**, the Applicant shall provide the City Clerk with a valid Certificate of Insurance for the Event with a minimum coverage of **\$1,000,000 per occurrence**. The certificate must name the **City of Saugatuck as an additional insured**. Failure to provide the required Certificate of Insurance will result in cancellation of the Event.
- **Post-Event Cleanup:** The Applicant agrees to restore the event area to its original condition on **Monday, March 17, 2025**.

LEGAL REVIEW: None.

SAMPLE MOTION: Workshop Discussion.



Council Action

____ Approved

____ Denied

____ Date

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

SPECIAL EVENT & 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: Boat House Acq - Wicks Park Bar & Grille
MAILING ADDRESS: PO Box 58 Saugatuck, MI 49453
CONTACT NAME: Christine Murphy Pierce
E-MAIL ADDRESS: christine@wickspark.com

TELEPHONE: 269-857-2888

TELEPHONE: 239-272-4296

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Christine Murphy Pierce
E-MAIL ADDRESS: christine@wickspark.com

TELEPHONE: 239-272-4296

CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: St. Patricks Day 3/15/2025 - Overflow for Tent

DATE(S) OF EVENT: 3/15/2025

PURPOSE OF EVENT: Annual Pub Crawl - Over Flow for attendance

RAIN DATE: NONE - weather depending

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

EVENT LOCATION: Mary Street

EVENT HOURS: 11:00 - 9:00PM

ESTIMATED NUMBER OF ATTENDEES: last year there was 350 sign up for the pub crawl - it start and ends at Wicks Park Bar & Grille

ESTIMATED NUMBER OF VOLUNTEERS: In the tent there will be 3 volunteers

ESTIMATE DATE / TIME FOR SET-UP: Friday 3/14/2025 - Taylor Rental

Noon ☐ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: Monday 3/17/2025

8:00AM ☐ 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: _____

Wicks is in the Social District - _____

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: 0 (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): NONE

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

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

☐ BOOTHS - QUANTITY 0 ☐ TENTS - QUANTITY 1
☐ AWNINGS - QUANTITY 0 ☐ TABLES - QUANTITY 3
☐ PORTABLE TOILETS - QUANTITY 0

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): _____

SUBSIDIARY TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

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

Street closure date/time: Need to Discuss

☐ 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) *ON FILE*
- ☒ Fireworks Permit (if applicable)
- ☒ Michigan Liquor Control Commission Special Event License (if applicable) *ON FILE*
- ☒ 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.

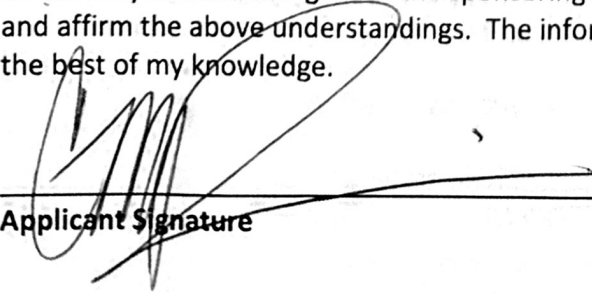
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

2/10/2025
Date



** all depending on weather*
SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Attached Tent INFO

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

REQUIREMENTS FOR TENT STRUCTURES

Date: 3/15/2025 Location: MARY STREET / Water St.
Address: 449 Water / MARY St. Municipality: Saugatuck CORNER

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) *100 people*
- ☒ 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)

N/A 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
<u>10-199</u>	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)

N/A 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: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM

Frame Tents



Frame Tent Pricing

10 x 10 White Tent = \$150.00
 10 x 20 White Tent = \$250.00
 15 x 15 White Tent = \$250.00
 20 x 20 White Tent = \$400.00
 20 x 30 White Tent = \$550.00
 20 x 40 White Tent = \$750.00

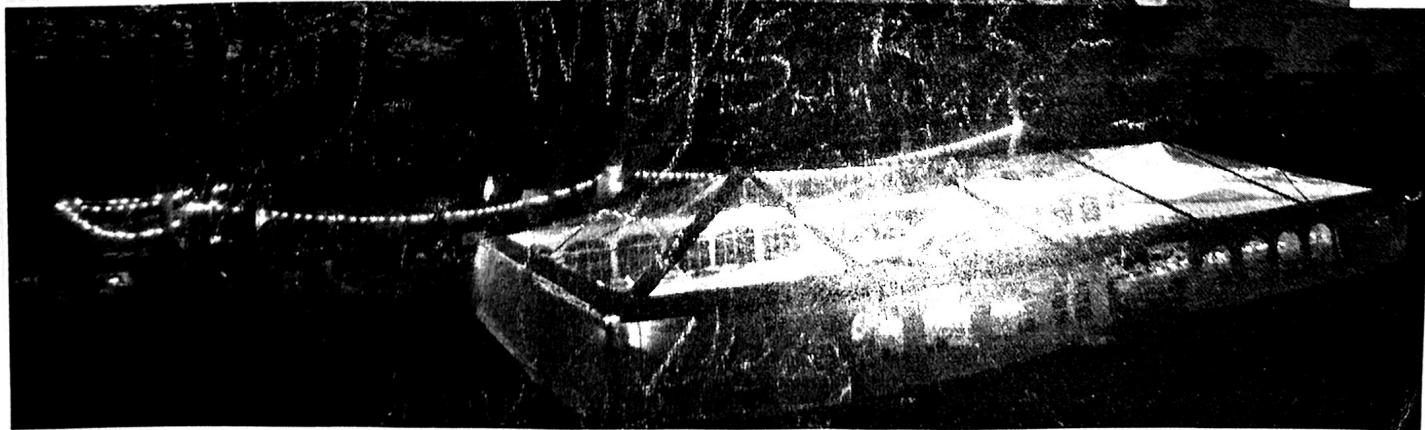
30' Wide JumboTrac Lite Frame Tent Pricing

30 x 30 White Tent = \$880.00
 30 x 45 White Tent = \$1210.00
 30 x 60 White Tent = \$1540.00
 30 x 75 White Tent = \$1870.00
 30 x 90 White Tent = \$2200.00
 30 x 30 Clear Top Tent = \$1760.00
 30 x 45 Clear Top Tent = \$2420.00
 30 x 60 Clear Top Tent = \$3080.00
 30 x 75 Clear Top Tent = \$3740.00
 8'x20' Windowed Sidewall = \$75.00
 8'x30' Windowed Sidewall = \$85.00
 8'x20' Solid Sidewall = \$55.00
 8'x30' Solid Sidewall = \$70.00

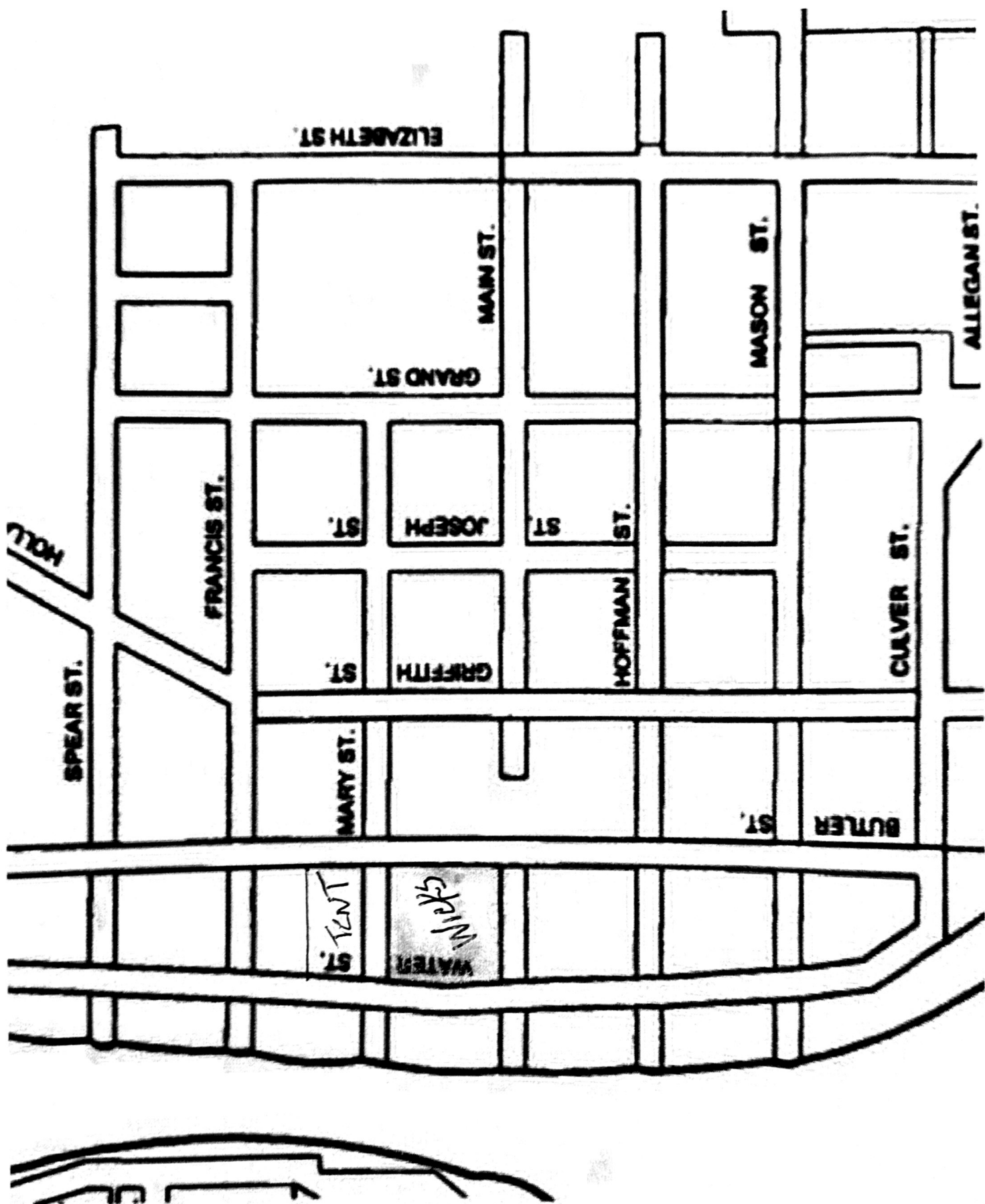


40' Wide JumboTrac Frame Tent Pricing

40 x 40 White Tent = \$1600.00
 40 x 60 White Tent = \$2040.00
 40 x 80 White Tent = \$2480.00
 40 x 95 White Tent = \$2920.00
 40 x 110 White Tent = \$3360.00
 40 x 125 White Tent = \$3800.00
 15' or 20' Window Tent Sidewall = \$90.00
 15' or 20' Solid WHT Sidewall = \$90.00



Frame tents and Clear top frame tents are supported by an aluminum frame. While no guy lines or stakes are required for support; they are needed to make sure the tent is anchored in place from potential winds, but far fewer are used than for a pole tent. If staking cannot be an option concrete weights will be required to secure the tent. Weights rent for an additional \$30-35 per weight. Another benefit to a frame style tent is that there are no supporting center poles inside the tent allowing more creative use of the available space. We are happy to provide a CAD layout for you of your tent with the items you are thinking about putting under it (tables, chairs, dancefloor, etc) to make sure you have the best possible fit for your event. We also provide site checks at no cost to ensure that your space is big enough to accommodate the tent you want. Please call to set up a site check with us! 616-392-8539. For all tent set ups, it is important that you call MISS DIG several days prior to our arrival 1-800-MISSDIG



Half of Mary St.

Barrels → Barricades ←

has Traffic Reflector
TENT
15 x 15

Barrels

→ Barricades from City ←

MARY STREET

sidewalk

The Cottage

ALLEY Behind Wicks

WICKS

Water St.

: legal description shown above. The description should be compared with the Abstract of Title or
nents and exceptions.









Hello Luke and Ryan,

I wanted to send over a few comments on the current situation regarding my renewal application for Short Term Rental License CSTR-210102 for the property located at 150 Taylor Street in advance of the workshop scheduled for March 5.

My wife and I fell in love with the Saugatuck area years ago when we would go there to meet my sister who lives in Western Michigan. After many visits we decided we wanted to buy a vacation home there to visit whenever we could find the time. In late 2021 we purchased our home at 150 Taylor Street and have enjoyed numerous holidays and extended stays in Saugatuck. Our newborn son was baptized in Saugatuck last April. We feel a strong connection to the community, even if it is our second home.

However, we do depend on some income from renting the house out when we are not there. I also feel that is a better use of the home than having it sit empty for weeks at a time between our visits. We have been license holders since early 2022 and have always sought to be responsible STR operators and respectful of our neighbors with whom we have a good relationship. If we lose our license and do not have the ability to rent the home out part-time, we would not be able to continue to make the mortgage and tax payments and would likely lose our home. I am sure there are others who are in my same situation; and I would assume the City would want to avoid the upheaval this could cause to multiple property owners all at once.

I understand there has been an effort from some in the community to push short-term rentals out of Saugatuck. While I personally disagree with many of the arguments made, I respect the newly published regulations and have worked hard to stay informed on the changes and ensure we would be able to keep our license under the new STR guidelines, especially with the cap levels that have been established. To now be denied a renewal of my license for an event that occurred more than 2 years ago seems not in the spirit of the law to grandfather in those responsible STR license holders.

From a legal standpoint, it is the City's interpretation that an individual property owner deeding their property to a single member LLC, of which the property owner is the sole member, can be retroactively considered a "change of ownership" under the Ordinance, allowing the City to then claim my license as void. I am not convinced a court would agree with the City's interpretation. There are multiple analogous instances under MI law which clearly indicate such a transfer does not constitute a "change of ownership."

- MCL 125.525(4) – A transfer to an LLC is not considered a transfer of ownership under Michigan's Housing Law if the transferring owner is the same as the LLC's member(s) and both the transferring party and the recipient are under common control
- MCL 211.27a – Transfers between entities under common control are exempt from an uncapping of property taxes under Michigan's General Property Tax Act. The Transfer of Ownership Guidelines issued by the Tax Commission dictate that initial transfers by individuals of a fee simple interest in a property, made to an LLC, are considered to be transfers between commonly controlled entities and not transfers of ownership, if the

ownership interests and extent of control which the individual(s) have in the entity are identical to the ownership interest and extent of control which the individual(s) had in the property prior to the initial transfer

- MCL 207.526 – A transfer between any LLC and its member is not a taxable transfer under Michigan's Real Estate Transfer Tax Act if the ownership interests in the LLC are held by the same person(s) and in the same proportion as in the LLC prior to the transfer.

In this instance, I transferred my property to an LLC of which I am the only member. This was not a transfer to an LLC with other passive investors who have no connection to Saugatuck and who are detached from the ownership, maintenance, and operation of the property. I remained solely responsible for ensuring compliance with all ordinances, and I would have had to answer for any violations the City needed to take action on.

Also, Ordinance Section 154.022.V.2.f requires notice for change of mailing address, contact information, or rental agency, but in my case none of that information changed so I don't see that there was any notice of change to the approved application required. Even after deeding the property to my LLC, I remained fully contactable and fully accountable regarding any ordinance violations. Most importantly, I am still the owner of the property as the sole managing member of Blue Star Homestead LLC.

I would also note that the attached Certificate Details, found on the City website and maintained by the City, indicate the Property Owner/Certificate Holder is Blue Star Homestead LLC. Given this, it would seem the City was fully aware I had deeded the property to my LLC. Had I known this would create an issue, I would have immediately provided updated information regarding the transfer if the City had raised a concern in 2022.

I hope that you would consider these circumstances and allow for the processing of my renewal application as soon as possible. If there is any information you would like me to provide regarding my LLC, I would be happy to do so.

Regards,

Alex Weir
150 Taylor Street
Saugatuck, MI 49453

Certificate Details: CSTR-210102

Property Address: 150 TAYLOR ST, SAUGATUCK, MI 49453 | Parcel: [57-750-008-00](#)

Property Owner: BLUE STAR HOMESTEAD LLC

Summary Information

> 0 Inspection(s) Found

Certificate Information

Number	CSTR-210102	Status	Certified
Type	Short-Term Rental		
Description	No Data to Display		
Bldg/Ref #	No Data to Display	Buildings	0
Complex	No Data to Display	Billing Class	No Data to Display
Since	03/30/2017	Expires	03/10/2025
Issued	03/10/2022		
Inspector	Fire Dept	Group	No Data to Display
Stipulations	No Data to Display		

Amount Due

Certificate - Short-Term Rental Total **\$0.00**

Inspection Information

Inspection Type	Inspector	Status	Scheduled Date	Completed Date	Result	
No records to display.						

Fees & Payments

Date	Action	Qty	Description	Billed	Paid
5/3/2022	Invoice Item	1.00	Inspection: Rental Reinspection (Invoice Number: 00001138)	\$100.00	
12/20/2021	Invoice Item	1.00	Rental Fee: Rental Registration (Invoice Number: 00001020)	\$250.00	
6/16/2022	Transaction		Transaction Number: 00001000		\$100.00
12/21/2021	Transaction		Transaction Number: 00000861		\$250.00

Certificate Holder Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654				
Phone	No Data to Display	Fax	No Data to Display		
Mobile	No Data to Display	Other Phone	No Data to Display		

Responsible Party Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654				
Phone	(913) 638 7996	Fax	No Data to Display		
Mobile	No Data to Display	Other Phone	No Data to Display		

Certificate Agent Information

Address	WEIR ALEX 348 W HURON ST A CHICAGO, IL 60654				
Phone	No Data to Display	Fax	No Data to Display		
Mobile	No Data to Display	Other Phone	No Data to Display		

Miscellaneous Fields

Max Occupants	12
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Jamie Wolters

From:
Sent: Tuesday, February 25, 2025 11:39 AM
To: Jamie Wolters
Subject: Village square courts

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

>
> Hi Jamie,
>
> I read a recent city council report. It had an estimate for redoing the basketball and tennis courts. One of the line items on the estimate was for 530 or 540 feet of 4 foot fencing around the courts. In my humble opinion I don't think they are needed and we could possibly save some money by not installing them.
>
> Since 1978 I lived just around the corner on Griffith St. Coming down the Main Street side walk there is a nice open view. I often walk across either court when going to the post office or downtown. During the summer months I often notice people loitering around the area, enjoying the open space, maybe picnicking under the tree line watching freind's play pickle ball, or just relaxing. Art shows often use these spaces also, limiting access with fencing would just seem to crowd an already busy spot and bog down the flow of people. Parades also bring down a lot of people again fencing would just seem to chop the area up.
>
> Can't say that I have ever seen a full on basketball game, lots of pick up game 6 or 7 people, usually less, often just half court. Nobody ever really watching the game, a couple of benches woud probably surface, not sure bleachers are needed, again they might even detract from the natural beauty of the tree line as it works it way up the hill side, is there really a need for more built infrastructure (probably aluminum, not very historic) that would probably not see much use.
>
> Just my point of view from walking through there the past 46 years.
>
> If you can share this note with city council as a communication and possibly the park committee it would be appreciated.
>
> Respectful
>
> Kam
> 446 Griffith
>
>