

Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701
Telephone: (231) 436-5351 Fax: (231) 436-4166
www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY COUNCIL AGENDA AUGUST 7, 2014 - 7:00 P.M. VILLAGE HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. PRESENTATIONS AND RECOGNITIONS
- III. APPROVAL OF AGENDA - Amend Add VII. K, Schedule Council
- IV. COUNCIL MINUTES Committee of Whole
A. Approval of the regular minutes for July 17, 2014 Work Session
VII. G.
- V. PUBLIC COMMENTS
Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the President.
- VI. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION
- VII. BUSINESS REPORTS AND RECOMMENDATIONS
 - A. Site Plan Review – 2014-SP-001 Mackinaw Lakeshore Development [Action Item]
 - B. Site Plan Review – 2014-SP-005 ENJO Properties Inc. [Action Item]
 - C. Temporary Use Request -2014-SP-005 ENJO Properties Inc. [Action Item]
 - D. MDOT Performance Resolution for Governmental Agencies [Action Item]
 - E. Christmas in Mackinaw Special Event [Action Item]
 - F. Winterfest Special Event [Action Item]
 - G. Special Event Applications ~~(X)~~ 3 [Action Item]
 - H. MML Workers' Compensation Fund Board of Trustees Election [Action Item]
 - I. Amdt. to Ord. No. 32-Emergency Response Services Cost Recovery [Action Item]
 - J. Liquor License Inspection Agreement – Mackinaw Township [Action Item]
 - K. Schedule Council Committee of the Whole Work Session - Budget Discussion
- VIII. ACCOUNTS PAYABLE [Action Item]
 - A. Accounts Payable for August 7, 2014
- IX. COMMITTEE/DEPARTMENT REPORTS
 - A. Council Committees (3)
 - B. Department Reports
- X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION
- XI. ADJOURNMENT



UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

July 17, 2014

7:00 P.M.

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
President Jeff Hingston called the meeting to order and with the following Trustees present – Robert Glenn, Matt Yoder, Belinda Mollen, Sandy Planisek, Richard Perlick, and Paul Michalak. Also present, Villager Manager Adam Smith, Fire Chief Fred Thompson, Jr., and Clerk Lana Jaggi.
- Visitors – List Attached.
- Pledge of Allegiance
- II. PRESENTATIONS AND RECOGNITIONS**
A. Huron Shores Blueways Water Trail-Rick Deuell, NEMCOG
- III. APPROVAL OF AGENDA**
Motion Yoder seconded Mollen to approve the agenda as presented with addition of VII. D. Scheduling Committee of Whole Meeting. Voice vote – motion carried unanimously.
- IV. COUNCIL MINUTES**
A. Motion Glenn seconded Plan to approve the regular meeting minutes of July 01, 2014 as presented. Voice vote-motion carried unanimously.
B. Motion Mollen seconded Glenn to approve the special meeting minutes of July 09, 2014 as presented. Voice vote-motion carried unanimously.
- V. PUBLIC COMMENTS Agenda or Non Agenda**
Ron Wallin-Village Resident
- VI. PUBLIC HEARING AND SUBSEQUENT ACTION**
- VII. BUSINESS REPORTS AND RECOMMENDATIONS**
A. Motion Hingston seconded Glenn to approve the adoption of Resolution No 2014-04 authorizing Village Operating Millage Restoration Proposal. Roll call: Ayes-Glenn, Yoder, Mollen, Hingston, Planisek, Perlick, Michalak. Motion carried.
B. Motion Mollen seconded Perlick to postpone action regarding Police and Fire Protection Act 33 of 1951 until after the November 04, 2014 General Election. Roll call: Ayes-Yoder, Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Motion carried.
C. Motion Hingston seconded Yoder to provide 12 month notice regarding Fire Protection Agreement to Wawatam and Mackinaw Townships and release draft letter regarding such. Voice vote-motion carried unanimously.
D. Council Committee of the Whole was scheduled for July 28, 2014, 5:00 PM with Agenda Item, Events

**UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY**

7:00 P.M.

Page 2

July 17, 2014

- VIII. Accounts Payable**
Motion Planisek seconded Glenn to pay accounts payable for July 17, 2014
in the amount of \$123,743.90. Voice vote-motion carried **unanimously.**
- IX. Committee/Department Reports**
A. Ordinance and Policy Sub Committee Reports (2)-Trustee Michalak, Chair
submitted/placed on file.
- XI. Adjournment at 8:17 PM**

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

CLARK HILL

Kenneth P. Lane
T 616.608.1134
F 616.608.1180
Email: klane@clarkhill.com

Clark Hill PLC
200 Ottawa Avenue NW
Suite 500
Grand Rapids, MI 49503
T 616.608.1100
F 616.608.1199

clarkhill.com

July 23, 2014

Ms. Deborah Downing
312 North Huron
P.O. Box 181
Mackinaw City, MI 49701

Re: Encroachment on to Village park property

Dear Ms. Downing:

We are attorneys for the Village of Mackinaw City, the owner and operator of the Gary G. William Memorial Park located adjacent to your property. Based on our review of a recent survey we have determined that a portion of your home and certain structures, specifically a child's swing set and a portion of a deck, encroach upon the Village park property. We have enclosed a copy of the survey with the encroachment area highlighted in yellow.

In the coming weeks, the Village intends to install a boundary marker (*i.e.*, a fence, wall, hedge or similar boundary) along the property lines of the park to protect neighboring private property owners and to define the park for visitors. Accordingly, the child's swing set must be immediately moved and relocated on to your property.

Notwithstanding the other encroachments, the Village will not currently require you to relocate the deck or renovate your home. Rather, the Village grants permission for those portions of the deck and your home to be located on the park property. This permission does not grant or convey to you any rights, title, or interest in the Village park property. The Village retains all of its property rights.

Be advised, however, if the deck or your home require repairs or improvements, they must be moved from the Village park property and relocated on to your property at the time of such repairs or improvements. Additionally, be advised that the Village may revoke the permission referenced in this letter at any time and require that all encroachments be removed from the park property.

Please feel free to call us with any questions.

Sincerely,

CLARK HILL PLC



Kenneth P. Lane

cc: Mr. Adam Smith

201187614.1 26571/105172

July 30, 2014

Members of the village council of Mackinaw City:

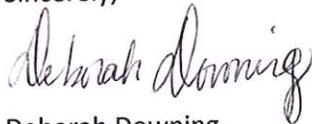
This letter is written in response to a letter I received from the village attorney regarding a recent survey conducted at the Gary Williams Park property. The survey shows a portion of my deck and .8 of a foot of the corner of my house lies on the park property, unbeknownst to me. I appreciate the village's current position on allowing this to remain as is.

My requests are two-fold:

1. I would like reasonable assurance that this position will continue for as long as I own the home.
2. I am asking the village to reconsider installing a boundary marker along the property line. I welcome visitors and have had many conversations; answered many questions about the area and have taken many photos of families visiting our town. I do not have a need to protect my property by having a fence installed. Secondly, and most importantly the placement of the boundary marker will deny me access to my backyard on the north side. It will be about halfway down a hill and rest against the back corner of my home. I hope you will visit the site to see for yourself the inconvenience this will cause me and my family.

I am asking for a written response to my letter in a timely fashion and would be happy to meet with the committee or persons involved to come to a reasonable solution.

Sincerely,



Deborah Downing
312 N. Huron Ave.
Mackinaw City, MI 49701
(231) 818-1204



Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: August 1, 2014
Re: Manager Report & Recommendations for August 7, 2014 Council Meeting



VII. A. Site Plan Review – 2014-SP-001 Mackinaw Lakeshore Development [Action Item]

Per Council direction on July 1, 2014, professional services (c2ae) site plan review has been completed and is attached. Please note the attached professional services amendment letter dated July 31, 2014 regarding the initial review letter on July 10, 2014. Also attached are the Planning Commission minutes of June 26, 2014 which were approved on July 24, 2014 that represent an all in favor carried motion to recommend approval of the site plan with a 90 day window for landscaping obligations. On July 31, 2014 the Village received revised documentation from the applicant addressing the various items noted in the professional services review document, this revised site plan documentation is also included for your consideration. Please note that staff and professional services review of the revised documentation is underway but not complete at the time of this report.

Per Village of Mackinaw City Zoning Ordinance 138, Sec. 4-117, as amended, Site Plan Review and Approval, B. Submission Requirements, 2. a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

I recommend approval of the Planning Commission recommendation subject to compliance with the professional services identified inconsistencies between the site plan and zoning ordinance. All site plan inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional service fees is made prior to issuance of an approved zoning permit.

Alternative action would be to deny, approve as presented without conditions, or postpone for further information or clarification.

Please refer to attached professional services review letters dated July 10 & 31, 2014, applicants revised site plan documentation, Planning Commission minutes of June 26, 2014, background documentation as previously provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended.

VII. B. Site Plan Review – 2014-SP-005 ENJO Properties Inc. [Action Item]

Per Council direction on July 1, 2014, professional services (c2ae) site plan review has been completed and is attached. Please note the attached professional services amendment letter dated



July 31, 2014 regarding the initial review letter on July 21, 2014. Also attached are the Planning Commission minutes of June 26, 2014 which were approved on July 24, 2014 that represent a carried motion to recommend approval of an amended site plan that accurately depicts parking spaces in question as a designated dumpster area. On July 31, 2014 the Village received revised documentation from the applicant addressing the various items noted in the professional services review document, this revised site plan documentation is also included for your consideration. Please note that staff and professional services review of the revised documentation is underway but not complete at the time of this report.

Per Village of Mackinaw City Zoning Ordinance 138, Sec. 4-117, as amended, Site Plan Review and Approval, B. Submission Requirements, 2. a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

I recommend approval of the Planning Commission recommendation subject to compliance with the professional services identified inconsistencies between the site plan and zoning ordinance. All site plan inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional service fees is made prior to issuance of an approved zoning permit.

Alternative action would be to deny, approve as presented without conditions, or postpone for further information or clarification.

Please refer to attached professional services review letters dated July 21 & 31, 2014, applicants revised site plan documentation, Planning Commission minutes of June 26, 2014, background documentation as previously provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended.

VII. C. Temporary Use Request 2014-SP-005 ENJO Properties Inc. [Action Item]

Attached is a written request from Joseph Lieghio received on July 30, 2014 [dated Thursday, 1 July 2014] for temporary use of office space for political office work and two existing signs be used for political work at 706 S. Huron from August 1, 2014 until December 31, 2014.

Per the Village of Mackinaw City Zoning Ordinance, temporary building or use is defined as a structure or use permitted by the Village to exist during periods of construction of the main use or for special events, not to exceed six months. Attachment A, Article 7 – Schedule of Regulations for Temporary Signs, g. Election signs, ground-pole signs advocating or opposing a candidate or a position on an issue to be determined at the election, may be erected without permit; type of structure – ground pole; area sq. ft. – 8; placement – not to exceed 5 ft. in height, all permitted temporary signs shall be located in any required yard but shall not be permitted within the public right-of-way; maximum duration – until 2 days after election, maximum 60 days.

I recommend approval of a temporary political office work use request at 706 S. Huron Ave subject to full compliance with all applicable ordinances including but not limited to the Schedule of Regulations for Temporary Signs and the Zoning Ordinance.

Alternative action would be to deny, approve as presented without conditions, or postpone for further information or clarification.

Please refer to attached applicant letter, Zoning Ordinance and Schedule of Regulations for Temporary Signs supporting documentation.

VII. D. MDOT Performance Resolution for Governmental Agencies [Action Item]

The Performance Resolution is required by the Michigan Department of Transportation (MDOT) for purposes of issuing to a municipality an individual permit for use of state highway right of way or an annual application and permit for miscellaneous operations within state highway right of way. The resolution authorizes DPW Superintendent Karll, Police Chief Wyman, and Fire Chief Thompson to apply to MDOT for the necessary permit to work within the State Highway Right of Way on behalf of the Village of Mackinaw City.

Secondly, attached is a written request from the Mackinaw City Lions Club requesting the permission of the Village Council to conduct their annual fundraisers on Labor Day, Monday, September 1, 2014 utilizing five property areas for car parking including State Highway Right of Way.

I recommend approval of the MDOT Performance Resolution for Governmental Agencies authorizing Karll, Wyman, and Thompson to apply for necessary permit work within the State Highway Right of Way.

Furthermore, I recommend approval and application on behalf of the Mackinaw City Lions Club for an individual application permit to use property to hold annual fundraiser by parking cars for the Labor Day Bridge Walk to be held on September 1, 2014 within the State Highway Right of Way.

Please refer to attached draft MDOT Performance Resolution for Governmental Agencies, Mackinaw City Lions Club letter requesting permission of annual fundraiser, 2013 MDOT Individual Construction Permit reference, and their certificate of liability insurance for the Village of Mackinaw City.

VII. E. Christmas in Mackinaw Special Event [Action Item]

Action item follow-up from Village Council Committee of the Whole meeting held on July 28, 2014. Item reserved for action on co-sponsoring future Christmas in Mackinaw special events and charging for related municipal service costs (i.e. applicable labor cost, equipment rental, and materials). This agenda item is driven by the Village's limited financial resources. *Please refer to attached past Special Event Application-2013.*

VII. F. Winterfest Special Event [Action Item]

Action item follow-up from Village Council Committee of the Whole meeting held on July 28, 2014. Item reserved for action on co-sponsoring future Winterfest special events and charging for related municipal service costs (i.e. applicable labor cost, equipment rental, and materials). This agenda item is driven by the Village's limited financial resources. *Please refer to attached past Special Event Application-2014.*

VII. G. Special Event Applications (4) [Action Items]

1. 2014-SE-059 Charlevoix-Emmet Department of Human Services (Labor Day #3)
2. 2014-SE-060 Michigan Land Use Institute (Labor Day #4)
3. 2014-SE-061 St. Ignace Visitors Bureau – Mighty Mac Bridge Race
4. 2015-SE-001 Fort Michilimackinac Pageant Committee – Rendezvous and Trade Fair

VII. H. MML Workers' Compensation Fund Board of Trustees Election

Attached is the Village of Mackinaw City ballot for this year's Michigan Municipal League Workers' Compensation Fund Board of Trustees election. Three (3) incumbent Trustees have agreed to seek re-election. A brief biographical sketch of each candidate is provided for your review. Completed ballots are due no later than August 12, 2014.

I recommend affirming the work of the Nominating Committee and submitting your ballot online.

Alternatively you may write in one or more candidates of your choice.

Please find attached Trustees election cover letter, ballot, and candidates brief biographical sketch.

VII. I. Amendment to Ordinance No. 32 Fire Department **[Action Item]**

An ordinance to add sections 40.200 through 40.205 to the Compiled Code of the Village of Mackinaw City, to provide for fees and recovery costs associated with certain emergency response services. This Ordinance is proposed to defray some costs incurred in providing certain emergency response and ambulance services. It is not the purpose of this Ordinance to provide complete reimbursement or funding for the Village of Mackinaw City fire department. The attached draft has been prepared by legal counsel for your consideration.

I recommend approval of the Council's Public Safety Committee recommendation to add sections 40.200 through 40.205 to the Compiled Code of the Village of Mackinaw City to provide for fees and recovery costs associated with certain emergency response services.

Alternative action would be to not amend the ordinance.

Please refer to attached draft ordinance document.

VII. J. Liquor License Inspection Agreement Resolution – Mackinaw Township

[Action Item]

A resolution adopting agreement for liquor license inspection assistance between the Township of Mackinaw and the Village of Mackinaw City. The Mackinaw City Police Department would perform monthly inspections of establishments (4) with liquor licenses in the Township of Mackinaw according to the Mackinaw Township Liquor Control Ordinance and the Liquor Inspection Form (Authorized by MCL 436.1217). Liquor inspection forms shall be turned in to the Township Clerk on a quarterly basis. The length of the initial contract shall be for 9 months (July 2014-March 2015) with total compensation in the amount of \$600. Payment will be made quarterly, that being the 15th day of September, December and March in the amount of \$200 per quarter. This agreement shall end on March 31, 2015, unless extended, or by either party giving 30 day written notice of termination of agreement.

Chief Wyman and I recommend approval of the Council's Public Safety Committee recommendation to adopt the Liquor License Inspection Agreement Resolution.

Alternative action would be to not provide the contracted liquor license inspection services to the Township through our Police Department.

Please refer to attached draft resolution.



July 31, 2014

Village of Mackinaw City
Mr. Adam Smith, Village Manager
102 South Huron Ave. P.O. Box 580
Mackinaw City, MI 49701

Re: Mackinaw Lakeshore Development
Site Plan Review 2014-SP-001
Special Use Permit 2014-SUP-001

ENJO Properties, Inc.
Site Plan Review 2014-SP-005
Special Use Permit 2014-SUP-002

Dear Mr. Smith and Village Council:

Mr. Fred Thompson pointed out three items where I mis-interpreted the Ordinance during the above site plan reviews. I offer this letter as clarification for these items.

<u>Section Reference</u>	<u>Comment</u>
IV.Sec 4-114.G	This section states that required landscaping areas within parking lots shall be <u>included</u> as part of 25% landscape requirements as required in RM, B1, B2, MR, MRS, MC and CR Districts.

Mackinaw Lakeshore Development

Trees Required:

Parking Lot Area Trees = two trees (included as part of the number of Landscaping Trees required)

Berm Trees Required = three trees (berm trees have recently been included as part of the number of Landscaping Trees required)

Evergreen Trees = 1/1000 sft lot area = 22 trees

Deciduous Trees = 1/2000 sft lot area = 11 trees

Total = 33 Trees

Trees Provided:

Evergreen Trees = 1/1000 sft lot area = 22 trees

Deciduous Trees = 1/2000 sft lot area = 11 trees

Total = 33 Trees

Mr Adam Smith
July 31, 2014
Page 2 of 2

Complies with Ordinance.

ENJO Properties, Inc.

Trees Required:

Parking Lot Area Trees = 23 (included as part of the number of Landscaping Trees required)

Evergreen Trees = 1/1000 sft lot area = 63 trees

Deciduous Trees = 1/2000 sft lot area = 32 trees

Total = 95 Trees

Trees Provided (as indicated on the Applicant Submittal):

Evergreen Trees = 1/1000 sft lot area = 71 trees

Deciduous Trees = 1/2000 sft lot area = 32 trees

Total = 103 Trees

Complies with Ordinance.

XI.Sec.11-104

A B1 District requires the following yard setbacks for the ENJO Property:

- Front - 10 feet. (No modification required based on Section 22-102E).
- Sides - 10 feet, total of two sides = 20 feet. (No modification required based on Sec. 22-102G because the side yard does not abut a residential property or public street right-of-way).
- Rear - 10 feet. (No modification required based on Section 22-102F because the rear yard does not abut a residential property or public street right-of-way).

However, this was a previously non-compliant structure along the north property line.

I apologize for any confusion I have caused.

Sincerely,

C2AE



Kevin Makarewicz, P.E.
Civil Engineer

KM/keb



July 10, 2014

Village of Mackinaw City
Mr. Adam Smith, Village Manager
102 South Huron Ave. P.O. Box 580
Mackinaw City, MI 49701

Re: Mackinaw Lakeshore Development
Site Plan Review 2014-SP-001
Special Use Permit 2014-SUP-001

Dear Mr. Smith and Village Planning Commission:

We have reviewed the following items for the "Mackinaw Lakeshore Development - Starline Seasonal Parking Lot along Lake Street", submitted by the Architect Forum:"

- Special Use Permit Application & Site Plan Review Application, both dated December 31, 2013
- C1.0 Site Plan (dated December 31, 2013)

The site is located at 204 & 206 Lake Street, within the Village limits, and is zoned B1-Business District. This review was for compliance with the current Village of Mackinaw City Zoning Ordinance adopted June 16, 2011 and as amended February 7, 2013. Specific attention was given to Sections 4-111 and 23-134 of the Ordinance.

These review comments for consideration by the Village are as follows:

<u>Section Reference</u>	<u>Comment</u>
IV.Sec 4-110.A	The width of the two-way driveway off Lake Street is dimensioned at 24 feet per Sheet C1.0. Complies with Ordinance.
IV.Sec 4-110.D.1	Location of driveway is near the intersection of Lake and Third Streets (curbed). The location of the driveway is greater than 60 feet from the intersection. Complies with Ordinance.
IV.Sec 4-111.B	Parking lots in all districts having sixteen to one hundred (16 to 100) parking spaces shall allocate 5% of the parking area to landscaping. The Applicant submittal indicates that the parking lot area is 15,257 square feet the minimum 5% is 763 square feet and the parking lot landscaping area provided is 945 square feet (Concur). (Section 4-111.G, which states the parking lot area can be included (combined) as part of the 25% landscape requirement.) Complies with Ordinance.

- IV.Sec 4-111.D One tree shall be required for every 10 parking spaces over 15 spaces. 33 parking spaces are proposed, a total of two trees are required, two trees are provided. Complies with Ordinance.
- IV.Sec 4-111.E.3 All landscaped areas that abut a parking lot or any landscaped area which is internal to a parking lot shall be protected with curbing material approved by the Zoning Administrator. No curb is proposed on the east, west and south sides of the lot, or on the landscaped islands. A 4"x6" landscape timber curb is proposed on the north side. The proposed lot will be gravel. Does not comply with the Ordinance.
- IV.Sec 4-111.G Required landscaping areas within parking lots shall be included as part of 25% landscaping requirements. (Our interpretation of the Ordinance is that the parking area landscaping can be combined with the 25% landscaping required, but that the number of trees required for the parking area would be in addition to the trees required for the 25% landscaping area.)
- IV.Sec 4-113.B This section states that Non-Residential Uses abutting Residentially Used Lots shall be screened. Sheet C1.0 indicates fencing on the property, but it is unknown if the fence is existing or proposed (assumed existing). The adjoining properties are all zoned B1. However, sheet C1.0 indicates that the lot to the east is a Residence. The language of this section talks of residential lots, not residential districts. As such, it is our interpretation of the Ordinance that some sort of screening is required along the east property line. Does not comply with the Ordinance.
- IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, MC and CR Districts shall require a minimum of 25% of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the lot size is 21,512 square feet. As such, 5,378 square feet of greenspace is required (concur) and 6,355 square feet is provided (we calculated 5,710 square feet). Open space areas shall be landscaped with a minimum of one evergreen tree or shrub for every 1,000 square feet of lot area, plus a minimum of one deciduous tree or shrub for every 2,000 square feet of lot area.
- Trees Required:
Parking Lot Area Trees = two trees (see IV.Sec. 4-111.D discussion above)
Berm Trees Required = three trees (see XXIII.Sec 23-134.C discussion below)
Evergreen Trees = 1/1000 sft lot area = 22 trees
Deciduous Trees = 1/2000 sft lot area = 11 trees
Total = 38 Trees
- Trees Provided:
Evergreen Trees = 1/1000 sft lot area = 22 trees
Deciduous Trees = 1/2000 sft lot area = 11 trees

Total = 33 Trees
Does not comply with Ordinance.

- IV.Sec 4-117.B.2a A professional review by an approved engineer was required by the Village.
- IV.Sec 4-117.D.6 No lighting is proposed for this seasonal parking lot.
- IV.Sec 4-117.D.9 As noted above, Sheet C1.0 indicates fencing on the property, but it is unknown if the fence is existing or proposed (assumed existing). Further, it is our interpretation of the Ordinance that some sort of screening is required along the east property line. Additional information regarding the fencing/screen is required from the Applicant. Does not comply with the Ordinance.
- IV.Sec 4-117.D.10 The right-of-way width for the abutting Lake Street was not included. Does not comply with Ordinance.
- IV.Sec 4-117.D.11 A site construction and improvement timeline was provided via email on June 2, 2014 (90 days from permit to completion). Complies with Ordinance.
- IV.Sec 4-117.D.13 The Ordinance requires that a 10-year storm event study and Grading Plan with topographic elevations of the area be provided. Neither Item was provided. The lot will be gravel. However, the Applicant must provide additional information to verify that storm water will not leave the site. Does not comply with Ordinance.
- IV.Sec 4-117.D.18 The submittal must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan. Verify with Village staff that the submittal included the required seal and thus complies with the Ordinance.
- XI.Sec.11-102.I Temporary and Seasonal Unpaved Boat Line Parking is a Permitted Use subject to a Special Use Permit for the B1 zoned district. Complies with Ordinance.
- XI.Sec.11-103 For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.
- XI.Sec.11-104 A B1 District requires the following yard setbacks:
- Front - 10 feet. (No modification required based on Section 22-102E).
 - Sides - 10 feet, total of two sides = 20 feet. (No modification required based on Sec. 22-102G).
 - Rear - 10 feet. (No modification required based on Section 22-102F).
- Complies with Ordinance.
- XXIII.Sec 23-134.B It should be noted that a Conditional Use Permit for temporary unpaved seasonal parking can be issued for a period of no more than three years. A renewal may be requested by the property owner for two additional periods for a total of nine years. This section states that the intent is that the area will be developed into a permanent use or the lot will be developed in accordance with

Mr. Adam Smith
July 10, 2014
Page 4 of 4

the provisions of Section 4-109 upon expiration of the Special Use Permit.

XXIII.Sec 23-134.C

Parking areas shall be landscaped along 50% of all public transportation corridors. This landscaping shall consist of a berm with a minimum height of three feet and maximum height of five feet. Berms shall be landscaped with shrubs or other natural landscape material. The height of shrubbery shall not exceed a height of three feet at maturity. The Ordinance does not provide the required number of shrubs per foot. However, it does indicate that one deciduous tree shall be provided for every 50 feet of lot frontage. The Applicant complies with the Ordinance with respect to the berm. But it is our interpretation that the Applicant does not comply with the Ordinance with respect to the shrubs required on the berm. It is also our interpretation that the number of deciduous trees would be in addition to the trees required for the parking area and the landscape area. Three deciduous trees would be required for the berm area, plus shrubbery as determined by the Planning Commission. The Applicant does not comply with Ordinance with respect to the number of shrubs on the berm and the total number of trees required for the project (See IV.Sec 4-114 discussion above).

Please let us know if you, the Planning Commission or the Village Council have questions or comments.

Sincerely,

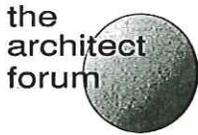
C2AE



Kevin Makarewicz, P.E.
Civil Engineer

KM/keb

O:\2014\140528_MackinawCityGeneralS\Correspondence\Site_Plan_Review\140528_140710_Ltr_MackinawLakeshore.doc



707 North Huron - Suite #2, P.O. Box 548 Mackinaw City, Michigan 49701
Phone 231.436.7376 archforum@sbcglobal.net
fax 508.657.9591

July 31, 2014

Re: Mackinaw Lakeshore Development
Site Plan Review 2014-SP-001
Special Use Permit 2014-SUP-001

Response to c2ae review letter dated July 10, 2014.

IV Sec 4-101.a:	Complies, no response required.
IV Sec 4-110D.1	Complies, no response required.
IV Sec 4-111.B	Complies, no response required.
IV Sec 4-111.D	Complies, no response required.
IV Sec 4-111.E.3	See revised plan for parking area curbing
IV Sec 4-111 G	Complies, no response required.
IV Sec 4-113 B	See revised plan for additional screening compliance.
IV Sec 4-114	Since the tree calculation requirements are based on the entire parcel size, the standard for minimum tree inventory is based on the 1 per 1000 and 1 per 2 thousand standards. The Village has at no time required the parking lot tree and/or berm inventory to be in addition to the above standard minimum trees. The method for tree determination has been the above standard as the minimum trees and the parking area tree requirement is part of that total allocation.
IV Sec 4-115	See revised drawing for lot screening detail.
IV Sec 417 B.2a	Complies, no response required.
IV Sec 4-117.D.6	Complies, no response required.
IV Sec 4-117 D.9	See revised drawing for lot screening detail.
IV Sec 4-117.D.10	See revised plan for R.O.W. identified.
IV Sec 4-117.D.11	See revised plan for timeline schedule.

RECEIVED
7-31-14

July 31, 2014

IV Sec 4-117.D.13	See revised drawing for lot storm water containment information.
IV Sec 4-117.D.18	Complies, no response required.
XI Sec 11-102.I	Complies, no response required.
XI Sec 11-103	Complies, no response required.
XI Sec 11-104	Complies, no response required.
XXIII Sec 23-134.B	Complies, no response required.
XXIII Sec 23-134 C	See response to IV Sec 4-114.

Sincerely,

David McFarland
The Architect Forum

2014-SUP-001
↓ 200⁰²
Receipt # 5807

SPECIAL USE PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

This application is necessary for your intended use in the zoning district your property is located in. This does not mean that your use is not permitted. Rather, it means that the general use you propose is acceptable, but that the nature of such development is one that the Village should take certain precautions within its review process.

Applicant Name: MACKINAW LAKESHORE DEVELOPMENT

Mailing address: 587 N STATE ST

City ST IGNACE State MI Zip 49781

Phone no: 800-638-9892 Cell: _____

Address of Development: 204 & 206 LAKE ST

Property Tax Id No.: 012-W10-008-014-00, 012-018-300-003-01, 012-W10-008-013-00, and 012-W10-008-013-01

012-W10-008-013-02
Parcels combined

Special Use: SEASONAL FERRY BOAT PARKING

Description of Development: _____

FOR USE AS A SEASONAL FERRY BOAT PARKING AS PERMITTED
IN ORDINANCE 138, SECTION 23-134.

A notice of this application will be published. A public hearing will be held pursuant to the Zoning Ordinance.

Date: 12-31-2013


Signature
David McFarland
Print Name

2014-SR001

#200⁰⁰
Receipt # 5807

**SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

Project: STARLINE SEASONAL PARKING LOT-LAKE STREET

Property Owned by:

Name: MACKINAW LAKESHORE DEVELOPMENT

Address: 587 N STATE ST

City: ST IGNACE

State: MI

Zip: 49781

Telephone Home: 800-638-9892

Cell: _____

Fax No.: _____

Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY

State: MI

Zip: 49701

Telephone Home: 231-436-7376

Cell: _____

Fax No.: _____

Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

If No, provide name, address, phone of applicant: _____

Site Characteristics:

General site location: SOUTH SIDE OF LAKE STREET BETWEEN NICOLET AND HURON

Property address: 204 & 206 LAKE ST

Current Zoning District: B-1

Proposed Use of Property: SEASONL FERRY PARKING

Site Size (square feet/acres): 21,512

Proposed building square footage: 0

Number of dwelling units: NONE

Estimated construction cost (include parking and utilities): \$1000 - CHANGE OF USE

Notes:

- Village processing fee of \$200 due upon submittal of this application.
- Applicant required to pay all additional fees necessary for site plan review.

SITE PLAN REVIEW CHECKLIST

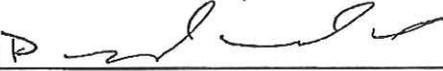
Project: STARLINE SEASONAL PARKING LOT-LAKE STREET

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- X 1. Appropriate Scale
- X 2. Date, North Point, Street Names (existing and proposed right of way).
- X 3. Name of person preparing plan.
- X 4. Proposed site location map.
- X 5. Property line dimensions.
- X 6. Zoning setback lines, distance between buildings (nearest point to nearest point)
- NA 7. Location of new buildings.
- X 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.
- X 9. Access drives, internal roads (note public or private, identify right of way) service roads.
- X 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.
- NA 11. Table of parking spaces required, parking spaces provided.
- NA 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).
- X 13. Existing easements (utility access) within site limits. If none, state this on the plan.
- NA 14. Loading/unloading, service areas.
- X 15. Sidewalks (internal and public within road right of way).
- NA 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

- X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).
- NA 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.
- NA 19. Proposed retention/sedimentation ponds.
- NA 20. Snow storage/snow management plan.
- X 21. Dumpster location, screening indication.
- NA 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).
- X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- X 24. Fire hydrants.
- NA 25. Acceleration/deceleration lanes.
- NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).
- NA 27. Types of surfacing (paving, turfing or grated) to be used.
- X 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.
- NA 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).
- NA 30. General floor plan indicating internal function.
- NA 31. Numbered hotel rooms/residential units on floor plan.
- NA 32. Identify water main on floor plan.

Applicant's Signature:  Date: 12-31-13

Print Applicant Name: JERRY FETTY / David McFarland

Project Name: STARLINE-SEASONAL PARKING LOT-LAKE STREET

ARTICLE XI. B1 - BUSINESS DISTRICT

Sec. 11-101 PRINCIPAL PERMITTED USES.

In the B1 District, no uses shall be permitted unless otherwise provided in this Ordinance except the following:

- A. Grocery store, including beer, wine and liquor, fruit, vegetable, meat, dairy products, and baked goods.
- B. Confectioneries, delicatessens, restaurants and taverns.
- C. Museums.
- D. Financial institutions.
- E. Laundromat & dry cleaning.
- F. Offices for plumbing, roofing, heating contractors, decorators, upholsterers, and similar establishments.
- G. Funeral parlors and mortuaries.
- H. Shoe repair shop.
- I. Watch, television, and radio repair shops.
- J. Barber and beauty shop.
- K. Professional office, except medical or dental clinics.
- L. Retail shops.
- M. Theaters, assembly halls, concert halls and similar places of assembly.
- N. Public utilities.
- O. Single and two-family dwellings.
- P. Mixed uses i.e., commercial and residential uses combined in one (1) building.
- Q. New and used car sales including outdoor displays of vehicles.
- R. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
- S. Off-street parking in accordance with the requirements of Section 4-109.
- T. Car Wash.
- U. Health Spa.

Sec. 11-102 PERMITTED USES SUBJECT TO SPECIAL USE PERMIT.

- A. Hotels, motels, and motor court in accordance with Section 23-105.
- B. Medical or Dental Clinics in accordance with Section 23-114.
- C. Office Developments in accordance with Section 23-115.
- D. Hospitals in accordance with Section 23-124.
- E. Bowling Alleys, skating rinks and indoor recreation facilities subject to 23-108.
- F. Gasoline filling stations as defined in Section 2-102 subject to Section 23-125.
- G. Employee/Boarding Housing in accordance with Section 23-130.
- H. Assisted Living Facility in accordance with Section 23-133. (Amended 9/04)
- I. Temporary and Seasonal Unpaved Boat Line Parking. (Amended 4/10)
- J. All open air businesses in accordance with Section 23-109. (Amended 6/16/11)

Sec. 11-103 SITE PLAN APPROVAL.

For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

Sec. 11-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. Lot Dimensions

1. Minimum Lot width: 50 ft.
2. Minimum Lot Area: 6,500 sq. ft.
3. Max. Lot Coverage: -

B. Maximum Building Height

1. Stories: 4
2. Height: 45 feet (maximum 30 feet for all structures between I-75 and Nicolet Street, which are also north of the I-75 exit #338 to protect viewshed from highway towards the downtown and the water)
(Amended 9/05)

C. Yard Setbacks

1. Front: 10 ft. (See Sec. 22-102E)
2. Sides: 10 ft. (See Sec. 22-102G)
 - a. Total of 2: 20 ft.
3. Rear: 10 ft. (See Sec. 22-102F)

D. Minimum Building Dimensions

1. 1st Floor Area (single family): 800 sq. ft.
2. 1st Floor Area (two family): 1,200 sq. ft.
3. Principle Use 1st Floor Area: 500 sq. ft. (Amended 6/03)

E. Accessory Buildings, Detached Garages

1. Maximum height: 30 ft.
2. Side Yard setback: 10 ft. (See Sec. 22-102G)
3. Rear Yard setback: 10 ft. (See Sec. 22-102F)
4. Front Yard setback: Must be no closer to front property line than an allowable or existing primary structure, whichever is the greater distance.
5. Maximum floor area: 864 ft.
6. Minimum distance from main bldg.: 6 ft.

8. **Minimum Site Area.** The minimum eligible site area shall be twenty (20) acres, but a minimum of five (5) acres of site area is required for each WTG tower proposed within an eligible property.

Sec. 23-133 ASSISTED LIVING FACILITY

- A. The facility shall provide a central dining room, central lounge, community activity areas, and laundry facilities for the benefit of the residents and their guests. The total area of the amenities (not including food preparation and storage areas) shall equal not less than fifty (50) square feet for each dwelling unit. Other services customarily accessory to and incidental to such a use shall be permitted.
- B. Walkways shall be provided from the main building entrances to all parking areas and to any sidewalks along the adjacent public street. Sidewalks may be required along the public street(s) if not already constructed.
- C. When located in a residential district the facility shall:
1. Have a solid ornamental fence on any side which abuts a lot which is residentially zoned or is a residential use. This fence shall separate the buildings, parking and waste disposal from the surrounding property(ies).
 2. Provide a setback of at least 25 feet around all property boundaries, or the required setback in that residential district for a particular yard, whichever is the greater of the setbacks.
- (Amended 11/04)

 **Sec. 23-134 TEMPORARY AND SEASONAL UNPAVED BOAT LINE PARKING**

- A. As used in this Section "Seasonal" means beginning mid June through mid September, also Memorial Day weekend, Labor Day weekend and two other miscellaneous weekends in the spring or fall.
- B. A Conditional Use Permit for temporary unpaved seasonal parking will be issued for a period of no more than three (3) years. A renewal may be requested by the property owner for two (2) additional periods for a total of nine (9) years. The intent is that the area will be developed into a permanent use or the lot will be developed in accordance with the provisions of Section 4-109 upon expiration of the Special Use Permit.
- C. Parking areas shall be landscaped along fifty (50%) percent of all public transportation corridors, including roadways, alleys, and trails. Landscaping shall consist of a berm of not less than a height of three (3') feet and not more than a height of five (5') feet as measured from the elevation along the right of way line. Berms shall be landscaped with shrubs and other natural landscape material. The height of shrubbery shall not exceed a height of three (3') feet at maturity. One (1) deciduous tree shall be provided for every fifty (50') feet of lot frontage along the public transportation corridor. Landscaping shall be evenly distributed along the public transportation corridor. A landscape plan shall be provided as part of the site plan. Landscape requirements shall conform to all provisions identified under Section 4-111 Landscape Requirements for parking areas.
- D. Unpaved parking area, not including landscaping, shall not exceed one (1) acre.
- (Amended 4/10)

reception

From: Fred Thompson
Sent: Friday, June 27, 2014 1:18 PM
To: reception
Subject: FW: Starline Seasonal Parking
Attachments: 1327C1_0 SITEPLAM Model (1).pdf

From: David McFarland [mailto:mcfarland_david@sbcglobal.net]
Sent: Friday, June 27, 2014 11:03 AM
To: Fred Thompson
Subject: FW: Starline Seasonal Parking

Fred, the Starline Construction Timeline is 90 days from permit to completion.

David McFarland - Project Director
The Architect Forum
231.436.7376
www.mackinawarchitect.com

From: David McFarland [mailto:mcfarland_david@sbcglobal.net]
Sent: Wednesday, June 25, 2014 3:39 PM
To: 'fthompson@mackinawcity.org'
Subject: Starline Seasonal Parking

Construction Timeline



102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY PLANNING COMMISSION

NOTICE OF PUBLIC HEARING ON SPECIAL USE PERMIT AND SITE PLAN REVIEW

PLEASE TAKE NOTICE that an application has been made by Mackinaw Lakeshore Development for a **SPECIAL USE PERMIT** and **SITE PLAN REVIEW**. This Special Use Permit and Site Plan Review are required of the applicant under Section 23-104 of Mackinaw City Zoning Ordinance No. 138 to use 204 and 206 Lake Street, Mackinaw City, MI 49701 as Seasonal Ferry Boat Parking. The case number for this Special Use Permit is 2014-SUP-001 and Site Plan Review is 2014-SP-001. The property identification number is 012-W10-008-013-02.

A Public Hearing regarding the Special Use Permit and Site Plan Review will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, June 26, 2014, at 7:00 p.m. within the Village Council Chambers located at 102 S. Huron Ave, Mackinaw City, MI 49701.

Written comments will be received at the Village Hall or by mail at the Village of Mackinaw City, PO Box 580, Mackinaw City, MI 49701, or by phone at (231) 436-5351.

Additional information regarding this application can be viewed at the Village Hall at the above address.

Please be prepared to present your case in detail and with all evidence at this hearing.

Rosada Mann
Planning Commission Chair



Village of Mackinaw City
Mackinaw Lakeshore Development
Seasonal Parking-Lake Street
Analysis
June 20, 2014

Mackinaw Lakeshore Development (Starline Ferry) has submitted a Special Use Permit and Site Plan Review to construct Temporary and Seasonal Unpaved Boat Line Parking on 204 and 206 Lake Street, Mackinaw City, MI 49701.

SPECIAL USE PERMIT: 2014-SUP-001

Requirements: Section 23-134 and Section 4-111 of Village Zoning Ordinance No. 138 outlines the procedures for the review of a Special Use Permit. Section 23-134 identifies the criteria that a development must address to obtain a Special Use Permit for the construction of temporary and seasonal unpaved boat line parking.

Requested Action: The applicant has requested the approval of a Special Use Permit based on the requirements listed in Ordinance 138.

Findings of Fact: Staff offers the following findings for consideration:

- Property is located in the B1 Zoning District
- Plan identifies fifty percent of all transportation corridors as landscaped with a Berm and landscaping as required by Section 23-134 part C
- Parking lot does not exceed one acre in size

SITE PLAN REVIEW: 2014-SP-001

Requested Action: Applicant is requesting approval of a site plan for seasonal unpaved boat line parking on Lake Street, parcel ID # 012-W10-008-013-02.

District Evaluation: Proposed development is permitted in the B1 District .

Applicable Parking: The proposed Site Plan identifies an area that can accommodate up to thirty-three cars.

Site Drainage: The Site Plan identifies drainage will remain on site and the lot and landscaping consists of pervious material.

Green Space: The Plan conforms to the Village's green space requirements.

Findings of Fact: Staff offers the following findings for consideration:

The Site Plan submitted by Mackinaw Lakeshore Development will complete the following:

- Continue parking area that accommodates thirty-three vehicles.
- Parking area maintains drainage on site and is constructed of pervious materials.
- Fifty percent of the parking area adjacent to public transportation corridors will contain a landscaped berm.

CONCLUSION: Based on the plans submitted and the findings of fact, the proposed Site Plan meets the requirements of the Village's Zoning Ordinance.

**Unapproved Mackinaw City Planning Commission
Minutes Council Chambers-Village Hall
102 S. Huron Ave. Mackinaw City, MI 49701
Agenda Regular Meeting
June 26, 2014**

1. Call to order:

Commissioner Mann called the meeting to order at 7:10 p.m.

2. Roll Call:

All commissioners were present.

3. Pledge of Allegiance.

4. Approval of minutes:

A motion was made by Heilman, seconded by Clark to approve amended minutes for the Public Hearing held on 6-12-2014. Voice vote- motion carried.

A motion was made by Heilman, seconded by Gustafson to approve amended minutes for special meeting held on 6-12-2014. Voice vote-motion carried.

5. Change Agenda:

A motion was made by Heilman to change the wording on this meetings agenda from Special Meeting to Regular Meeting. All commissioners were in favor, motion passed.

6. Public Comment: NONE

7. New Business:

I. Special Use and Site Plan Review for Mackinaw Lakeshore Development parcel #012-W10-008-013-02 for seasonal Ferry Boat parking.

A. A motion was made by Taylor to approve special use permit #2014-sup-001 for Parcel #012-W10-008-013-02 as requested by Mackinaw Lakeshore Development, seconded by Dye, a roll call vote was taken, all were in favor, motion carried.

B. A motion was made by Heilman to recommend approval of site plan as submitted for parcel number 012-W10-008-013-02 with a 90 day window for

landscaping obligations upon approval of City Council, seconded by Taylor, a roll call vote was taken, all were in favor, motion carried.

II. Special Use Permit and Site Plan Review for ENJO Properties Inc. for parcel #012-W10-008-002-02 at 708 S. Huron Ave, Mackinaw City, MI 49701 for the addition of 4 cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent).

A. Special Use Request:

A motion was made by Taylor to approve the special use permit on parcel #012-W10-008-002-02, seconded by Dye, all were in favor, motion carried.

B. Site Plan Review:

A motion was made by Mann to send site plan #012-W10-008-002-02 to engineering consultants for further review over designated parking spaces that are in the right of way of garbage dumpsters. A roll call vote was taken, 2 votes yes, 5 votes no, the motion did not carry.

A motion was made by Dye seconded by Gustafson to approve an amended site plan for parcel #012-W10-008-002-02 to accurately show the parking spaces in question as a designated dumpster area before it goes to Council. A roll call vote was taken, 2 votes no, 5 votes yes. Motion carried.

8. Old Business: NONE

9. Commissioners Comments.

**10. Commissioners Calendar:
July 24, 2014**

11. Adjournment:

Motion was made by Cooley to adjourn this meeting seconded by Gustafson. Meeting was adjourned at 8:21.

M.J. Cooley, Secretary

Rosada Mann, Chairperson



July 21, 2014

Village of Mackinaw City
Mr. Adam Smith, Village Manager
102 South Huron Ave. P.O. Box 580
Mackinaw City, MI 49701

Re: ENJO Properties, Inc.
Site Plan Review 2014-SP-005
Special Use Permit 2014-SUP-002

Dear Mr. Smith and Village Council:

We have reviewed the following items for the "ENJO Properties, Inc. – Bayside Motel/Comfort Suites/Econolodge", submitted by the Architect Forum:

- Special Use Permit Application & Site Plan Review Application, both dated May 5, 2014
- C1.1 Site Plan (dated May 7, 2014)

The site is located at 708 South Huron Avenue, within the Village limits, and is zoned B1-Business District. This review was for compliance with the current Village of Mackinaw City Zoning Ordinance adopted June 16, 2011 and as amended February 7, 2013. Specific attention was given to Sections 4-118, 23-105 and 23-109 of the Ordinance. The Village also requested a review of the entire site to verify that previous amendments comply with the Zoning Ordinance as well.

These review comments for consideration by the Village are as follows:

<u>Section Reference</u>	<u>Comment</u>
IV.Sec 4-109	<p>The Applicant submittal indicates that the overall development requires 230 parking spaces and 249 spaces are provided. This information concludes that parking requirements for the four new cabins complies with the Ordinance.</p> <p>To complete the verification that the off-street parking provided for the overall development meets the requirements of the Ordinance, the Applicant must submit specific information on the number of units in each building, etc. Additional information is required to verify Ordinance Compliance for off-street parking.</p>
IV.Sec 4-110.A, B & C	<p>The width of the two-way driveways off South Huron Avenue are not dimensioned. However, scaling the distances off the site plan indicates that the driveways comply with the standards. Complies with the Ordinance.</p>

IV.Sec 4-111.C Parking lots in all districts having more than 100 parking spaces shall allocate 8% of the parking area to landscaping. The Applicant submittal indicates that the parking lot area is 89,979 square feet, the minimum 8% is 7,198 square feet and the parking lot landscaping area provided is 10,599 square feet. Complies with Ordinance.

IV.Sec 4-111.D One tree shall be required for every 10 parking spaces over 15 spaces. 249 parking spaces have been provided. Per the Applicant submittal, 23 trees are required and 23 trees are provided. Complies with Ordinance.

IV.Sec 4-113.A.1 No new lighting is proposed as part of the new cabin submittal. However, all existing fixtures shall not exceed 30 feet in height and shall include fixture shields to prevent light trespass. The Applicant shall provide documentation to verify that all existing exterior luminaries meet these Ordinance requirements. Additional information is required to verify compliance.

IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, MC and CR Districts shall require a minimum of 25% of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the lot size is 252,294 square feet. As such, 63,074 square feet of greenspace is required and 80,566 square feet is provided (the undersigned did not verify the Applicant stated area calculations). Open space areas shall be landscaped with a minimum of one evergreen tree or shrub for every 1,000 square feet of lot area, plus a minimum of one deciduous tree or shrub for every 2,000 square feet of lot area.

Trees Required:

Parking Lot Area Trees =23 (see IV.Sec. 4-111.D discussion above)
Evergreen Trees = 1/1000 sft lot area = 63 trees
Deciduous Trees = 1/2000 sft lot area = 32 trees
Total = 118 Trees

Trees Provided (as indicated on the Applicant Submittal):

Evergreen Trees = 1/1000 sft lot area = 71 trees
Deciduous Trees = 1/2000 sft lot area = 32 trees
Total = 103 Trees

Counting the tree symbols on the submitted site plan, the following was found:

Evergreen Trees = 1/1000 sft lot area = 53 trees
Deciduous Trees = 1/2000 sft lot area = 21 trees
Total = 74 Trees

Does not comply with Ordinance.

The Applicant submittal indicates that the required landscape area between the buildings and right-of-way is as follows, 63,074 square feet * 30% = 18,922 square feet. The landscape area provided between the buildings and right-of-way is 19,264 square feet. Based on the submittal information, Complies with the Ordinance.

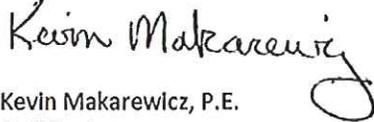
- IV.Sec 4-115 The Ordinance states that outdoor trash containers or dumpsters are required in this B1 zoning district. Reviewing sheet C1.1, two dumpster locations are shown on the site plan. The Ordinance also states that screening is required. The Applicant shall provide documentation that both dumpster locations include screening that complies with the Ordinance. Does not comply with the Ordinance.
- IV.Sec 4-117.B.2a A professional review by an approved engineer was required by the Village.
- IV.Sec 4-117.D.6 No new lighting is proposed as part of the new cabin submittal. The Applicant shall provide documentation that all existing exterior luminaries meet the Ordinance requirements (max. 30 feet in height and includes fixture shields to prevent light trespass). Additional information required to verify compliance.
- IV.Sec 4-117.D.10 The right-of-way width for the abutting South Huron Avenue was not included. Does not comply with Ordinance.
- IV.Sec 4-117.D.11 A site construction and improvement timeline was not provided. Does not comply with Ordinance.
- IV.Sec 4-117.D.13 The Ordinance requires that a 10-year storm event study and Grading Plan with topographic elevations of the area be provided. However, no additional parking is proposed at this time. The existing lots are paved surface. No existing storm sewer information was included with the submittal. The Applicant must provide additional information to verify that storm water will not leave the site. Does not comply with Ordinance.
- IV.Sec 4-117.D.14 The Submittal did not provide size/location of water/sewer service information to the four proposed cabins or the bike rental office. Does not comply with Ordinance.
- IV.Sec 4-117.D.18 The submittal must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan. Verify with Village staff that the submittal included the required seal and thus complies with the Ordinance.
- IV.Sec 4-117.E.8 The site plan should be reviewed and receive approval by the local Fire Department Chief. The Village should verify that this has occurred so to comply with the Ordinance.
- XI.Sec.11-102.A Hotels, motels and motor courts are Permitted Uses subject to a Special Use Permit for the B1 zoned district. Complies with Ordinance.

- XI.Sec.11-102.J All open air businesses are Permitted Uses subject to a Special Use Permit for the B1 zoned district. Complies with Ordinance.
- XI.Sec.11-103 For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117. Complies with Ordinance.
- XI.Sec.11-104 A B1 District requires the following yard setbacks:
- Front - 10 feet. (No modification required based on Section 22-102E).
 - Sides - 20 feet, total of two sides = 40 feet. (Modification to 20 feet each side required based on Sec. 22-102G).
 - Rear - 20 feet. (Modification to 20 feet required based on Section 22-102F).
- The proposed bike rental business will be located in an existing building that does not comply with the required side yard setback. Further, the overall parcel only provides 10 feet of side and rear yard setbacks. Does not comply with Ordinance.
- XXIII.Sec 23-105.B Each unit of commercial occupancy shall contain a minimum of 250 square feet of gross floor area. The four proposed cabins comply with the Ordinance.
- Inadequate information is provided to verify if the remainder of the site complies with the Ordinance.
- XXIII.Sec 23-109.C.3 For a rental business, the required floor area of 500 square feet may be located within a structure which already contains office space for business conducted on the property. The site plan review application indicated that the bike shop would only be 300 square feet. The Applicant submittal did not contain information regarding the existing building. Additional information is required to verify that the bicycle rental shop will comply with the Ordinance.
- XXIII.Sec 23-109.C.5 The maximum number of outdoor recreational equipment units displayed for sale or rental shall not exceed 15 units. Complies with Ordinance.

Please let us know if you, the Planning Commission or the Village Council have questions or comments.

Sincerely,

C2AE



Kevin Makarewicz, P.E.
Civil Engineer

KM/keb



707 North Huron - Suite #2, P.O. Box 548 Mackinaw City, Michigan 49701
Phone 231.436.7376 archforum@sbclglobal.net
fax 508.657.9591

July 31, 2014

Re: ENJO properties
Site Plan Review 2014-SP-005
Special Use Permit 2014-SUP-002

Response to c2ae review letter dated Jul 21, 2014.

- IV Sec 4-109: See revised plan, each building now identifies the number of guestrooms therein.
- IV Sec 4-110.A, B & C Complies, no response required.
- IV Sec 4-111.C Complies, no response required.
- IV Sec 4-111.D Complies, no response required.
- IV Sec 4-113.A.1 The Ordinance is not retroactive and as such does include any existing lighting at the time of adoption of this ordinance. Further, there are no Residentially Zoned parcels within 150' of the subject parcel; therefore this section does not apply.
- IV Sec 4-114 Since the tree calculation requirements are based on the entire parcel size, the standard for minimum tree inventory is based on the 1 per 1000 and 1 per 2 thousand standards. The Village has at no time required the parking lot tree inventory to be in addition to the above standard minimum trees. The method for tree determination has been the above standard as the minimum trees and the parking area tree requirement is part of that total allocation.
- IV Sec 4-115 See revised drawing for dumpster screening detail.
- IV Sec 4-117.D.6 See commentary under IV Sec4-113.A.1 above.
- IV Sec 4-117.D.10 See revised plan for r.o.w. identified.
- IV Sec 4-117.D.11 See revised plan for timeline schedule.
- IV Sec 4-117.D.13 25.207 - Use of public sewer.
- Sec. 7.3. Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved

RECEIVED
7-31-14

July 31, 2014

by the Village Superintendent. Industrial cooling water or unpolluted process waters may be discharged, upon approval of the Village Superintendent, to a storm sewer, a combined sewer or natural outlet.

The current site collects the storm water into holding and metering manholes, which then discharges into the Village Storm Sewer System as per Village Ordinance 25.207 Sec 7.3

- IV Sec 4-117.D.14 See revised plan for location of water sewer.
- IV Sec 4-117.D.18 Complies, no response required.
- IV Sec 4-117.E.8 *Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the State of Michigan for the protection of residents and/or occupants of the structures. This will be as required by the Michigan Building Code-2009 and NFPA requirements.*
- XI Sec 11-102.A Complies, no response required.
- XI Sec 11-102.J Complies, no response required.
- XI Sec 11-103 Complies, no response required.
- XI Sec 11-104 The pertains to parcels that abut Residentially Zoned Parcels. As detailed on the site plan and the Village Zoning Map, this parcel does not abut any Residentially Zoned Parcel, therefore this statement does not apply and 10' side yard setbacks would be correct.
- XXIII Sec 23-109.C.3 See revised plan for floor plan of the office building.
- XXIII Sec 23-109.C.5 Complies, no response required.

Sincerely,

David McFarland
The Architect Forum

Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY PLANNING COMMISSION

NOTICE OF PUBLIC HEARING ON SPECIAL USE PERMIT AND SITE PLAN REVIEW

PLEASE TAKE NOTICE that an application has been made by **ENJO Properties Inc.** for a **SPECIAL USE PERMIT** and **SITE PLAN REVIEW**. This Special Use Permit and Site Plan Review are required of the applicant under Section 23-104 of Mackinaw City Zoning Ordinance No. 138, to add four more cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent) to the Econo Lodge located at 708 S. Huron Ave., Mackinaw City, MI 49701. The case number for this Special Use Permit is 2014-SUP-002 and the Site Plan Review is 2014-SP-005. The property identification number is 012-W10-008-002-02.

A Public Hearing regarding the Special Use Permit and Site Plan Review will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, June 26, 2014, at 7:00 p.m. within the Village Council Chambers located at 102 S. Huron Ave, Mackinaw City, MI 49701.

Written comments will be received at the Village Hall or by mail at the Village of Mackinaw City, PO Box 580, Mackinaw City, MI 49701, or by phone at (231) 436-5351.

Additional information regarding this application can be viewed at the Village Hall at the above address.

Please be prepared to present your case in detail and with all evidence at this hearing.

Rosada Mann
Planning Commission Chair



*"Crossroads of the Great Lakes."
Equal Employment Opportunity and Service Provider*

2014 SUP-002

Ref # 6782

**SPECIAL USE PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

This application is necessary for your intended use in the zoning district your property is located in. This does not mean that your use is not permitted. Rather, it means that the general use you propose is acceptable, but that the nature of such development is one that the Village should take certain precautions within its review process.

Applicant Name: ENJO Properties Inc.
Mailing address: P.O. Box 381
City Mackinaw city State MI Zip 49701
Phone no: 231-436-5005 Cell: 231-420-2734

Address of Development: 708 S. Huron Ave, and
Property Tax Id No.: 012-018-3000-005-00

Special Use: Hotel , Retail bicycle Rental.

Description of Development: Adding four more cabins to site of Econo Lodge/
Cabins of mackinaw. Store front retail bicycle parts rental and sccessories
Out Door display of bicycles and racks (not permanent) per ordinance .

A notice of this application will be published. A public hearing will be held pursuant to the Zoning Ordinance.

Date: 5/5/2014

[Signature]
Signature: Joseph Liegner
Print Name

**SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

Project: Cabins Of mackinaw / Econo Lodge , Mackinaw Island Bike Rentals, Inc.

Property Owned by:

Name: Enjo Properties, Inc

Address: p.o. BOX 831

City: Mackinaw City State: MI Zip: 49701

Telephone Home: 231-436-5005 Cell: 231-420-2734

Fax No.: 231-436-5005 Email: cbrown49701@yahoo.com

Plan Prepared by:

Company: Architect Forum

Contact Person: Richard Clemens

City: Mackinaw City State: MI Zip: 49701

Telephone Home: 231-436-7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

If No, provide name, address, phone of applicant: Christopher Brown, 307 Steve Dr
Mackinaw City, MI 49701

Site Characteristics:

General site location: South Huron Ave, North of Barber street, south of Lake, west rd

Property address: 708 S. Huron ave

Current Zoning District: B-1

Proposed Use of Property: Hotels, Water parks, offices, retail

Site Size (square feet/acres): 192,683 Sq. Ft

Proposed building square footage: Cabins (312 Sq. Ft) Bike Shop 300 sq ft.

Number of dwelling units: _____

Estimated construction cost (include parking and utilities): _____

Notes:

- > Village processing fee of \$200 due upon submittal of this application.
- > Applicant required to pay all additional fees necessary for site plan review.

SITE PLAN REVIEW CHECKLIST

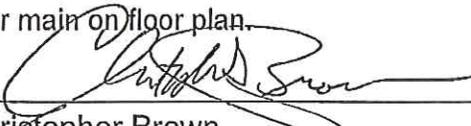
Project: _____

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- 1. Appropriate Scale
- 2. Date, North Point, Street Names (existing and proposed right of way).
- 3. Name of person preparing plan.
- 4. Proposed site location map.
- 5. Property line dimensions.
- 6. Zoning setback lines, distance between buildings (nearest point to nearest point)
- 7. Location of new buildings.
- 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.
- 9. Access drives, internal roads (note public or private, identify right of way) service roads.
- 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.
- 11. Table of parking spaces required, parking spaces provided.
- 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).
- 13. Existing easements (utility access) within site limits. If none, state this on the plan.
- 14. Loading/unloading, service areas.
- 15. Sidewalks (internal and public within road right of way).
- 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

- X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).
- X 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.
- NA 19. Proposed retention/sedimentation ponds.
- X 20. Snow storage/snow management plan.
- X 21. Dumpster location, screening indication.
- X 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).
- X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- X 24. Fire hydrants.
- NA 25. Acceleration/deceleration lanes.
- NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).
- X 27. Types of surfacing (paving, turfing or grated) to be used.
- NA 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.
- X 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).
- X 30. General floor plan indicating internal function.
- NA 31. Numbered hotel rooms/residential units on floor plan.
- X 32. Identify water main on floor plan.

Applicant's Signature:  Date: 5-5-2014

Print Applicant Name: Christopher Brown

Project Name: Enjo Properties, INC

Village of Mackinaw City
ENJO Properties Inc.
Addition of Cabins and Bicycle Shop
Analysis
June 20, 2014

ENJO Properties Inc. has submitted a Special Use Permit and a Site Plan Review for the Properties at 708 South Huron Avenue, Mackinaw City, MI 49701. This is to add four more cabins to the site at the Econo Lodge/Cabins of Mackinaw. Also to add a retail Bicycle rental and parts shop. This is a B1 Zoning District.

SPECIAL USE PERMIT: 2014-SUP-002

Requirements: Section 23-105 and Section 23-109 C of Village Zoning Ordinance No. 138 outlines the procedures for the review of a Special Use Permit. Section 23-105 identifies the criteria that a development must address to obtain a Special Use Permit.

Requested Action: The applicant has requested the approval of a Special Use Permit based on the requirements listed in Ordinance 138.

Findings of Fact: Staff offers the following findings for consideration:

- Property is located in the B1 Zoning District.
- Bicycle Shop is using the existing Building
- Landscaping and parking

SITE PLAN REVIEW: 2014-SP -005

Requested Action: Applicant is requesting to add four more cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent) to the Econo Lodge located at 708 South Huron Avenue, parcel ID# 012-W10-008-002-02.

District Evaluation: Proposed development is permitted in the B1 District.

Applicable Parking: The proposed Site Plan identifies an area that can accommodate up to two hundred and fifty two spaces.

Site Drainage: The Site Plan identifies drainage will remain on site.

Green Space: The Site Plan conforms to the Village's Green Space requirements.

Findings of Fact: Staff offers the following findings for consideration:

The Site Plan submitted by ENJO Properties Inc. will complete the following:

- Continue parking area that accommodates two hundred forty nine spaces (only

- two hundred thirty spaces are required)
- Parking area maintains drainage on site.

CONCLUSION: Based on the plans submitted and the findings of fact, the proposed Site Plan meets the requirements of the Village's Zoning Ordinance.

ARTICLE XI. B1 - BUSINESS DISTRICT

Sec. 11-101 PRINCIPAL PERMITTED USES.

In the B1 District, no uses shall be permitted unless otherwise provided in this Ordinance except the following:

- A. Grocery store, including beer, wine and liquor, fruit, vegetable, meat, dairy products, and baked goods.
- B. Confectioneries, delicatessens, restaurants and taverns.
- C. Museums.
- D. Financial institutions.
- E. Laundromat & dry cleaning.
- F. Offices for plumbing, roofing, heating contractors, decorators, upholsterers, and similar establishments.
- G. Funeral parlors and mortuaries.
- H. Shoe repair shop.
- I. Watch, television, and radio repair shops.
- J. Barber and beauty shop.
- K. Professional office, except medical or dental clinics.
- L. Retail shops.
- M. Theaters, assembly halls, concert halls and similar places of assembly.
- N. Public utilities.
- O. Single and two-family dwellings.
- P. Mixed uses i.e., commercial and residential uses combined in one (1) building.
- Q. New and used car sales including outdoor displays of vehicles.
- R. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
- S. Off-street parking in accordance with the requirements of Section 4-109.
- T. Car Wash.
- U. Health Spa.

Sec. 11-102 PERMITTED USES SUBJECT TO SPECIAL USE PERMIT.

- A. Hotels, motels, and motor court in accordance with Section 23-105.
- B. Medical or Dental Clinics in accordance with Section 23-114.
- C. Office Developments in accordance with Section 23-115.
- D. Hospitals in accordance with Section 23-124.
- E. Bowling Alleys, skating rinks and indoor recreation facilities subject to 23-108.
- F. Gasoline filling stations as defined in Section 2-102 subject to Section 23-125.
- G. Employee/Boarding Housing in accordance with Section 23-130.
- H. Assisted Living Facility in accordance with Section 23-133. (Amended 9/04)
- I. Temporary and Seasonal Unpaved Boat Line Parking. (Amended 4/10)
- J. All open air businesses in accordance with Section 23-109. (Amended 6/16/11)

Sec. 11-103 SITE PLAN APPROVAL.

For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

Sec. 11-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. Lot Dimensions

1. Minimum Lot width: 50 ft.
2. Minimum Lot Area: 6,500 sq. ft.
3. Max. Lot Coverage: -

B. Maximum Building Height

1. Stories: 4
2. Height: 45 feet (maximum 30 feet for all structures between I-75 and Nicolet Street, which are also north of the I-75 exit #338 to protect viewshed from highway towards the downtown and the water)
(Amended 9/05)

C. Yard Setbacks

1. Front: 10 ft. (See Sec. 22-102E)
2. Sides: 10 ft. (See Sec. 22-102G)
 - a. Total of 2: 20 ft.
3. Rear: 10 ft. (See Sec. 22-102F)

D. Minimum Building Dimensions

1. 1st Floor Area (single family): 800 sq. ft.
2. 1st Floor Area (two family): 1,200 sq. ft.
3. Principle Use 1st Floor Area: 500 sq. ft. (Amended 6/03)

E. Accessory Buildings, Detached Garages

1. Maximum height: 30 ft.
2. Side Yard setback: 10 ft. (See Sec. 22-102G)
3. Rear Yard setback: 10 ft. (See Sec. 22-102F)
4. Front Yard setback: Must be no closer to front property line than an allowable or existing primary structure, whichever is the greater distance.
5. Maximum floor area: 864 ft.
6. Minimum distance from main bldg.: 6 ft.

at a time; author, artist, musician, one (1) accountant, or similar use; but shall not include animal hospital, automotive repair service, barbershop, restaurant, tearoom, tavern, or similar use.

- I. A certificate of occupancy which shall specify the home occupation as to use and size is required.

Sec. 23-104 DESIGN STANDARDS AND CONDITIONS FOR CERTAIN USES.

The following site facility and design standards with respect to certain uses, herein specified, shall control:



Sec. 23-105 HOTEL, MOTEL, MOTOR COURT

- A. Public access to the principal business shall be located so as not to conflict with access to adjacent uses or not adversely affect traffic flow on adjacent streets. No more than two (2) driveway openings from a major thoroughfare shall be permitted.
- B. Each unit of commercial occupancy shall contain a minimum of two hundred fifty (250) square feet of gross floor area.
- C. General lighting and screening requirements - where adjacent to a residential district, refer to Section 4-113, which shall apply.
- D. The following uses will be considered as a motel amenity for its guests as long as the following criteria utilized by the hotel, motel, motor court are rigidly enforced. No other uses than those specified herein will be considered as an amenity.
 1. **Uses.** Tennis Courts, archery court, shuffleboard court, miniature golf, playground equipment, exercise equipment, V.C.R. and in-motel tape use, bicycle, boat, personal watercraft or devices, sailboards, swimming pools, snowmobiles, snow skis, coaster wheeled devices, continental breakfasts and electronic game rooms.
 2. **Criteria.**
 - a. Amenities must only be available to registered motel guests.
 - b. Each registered motel agent must occupy a legitimate room, be signed into the guest register and possess an appropriate room key.
 - c. These criteria will only apply from June 1st to October 1st of each year.

Sec. 23-106 DRIVE-IN RESTAURANT.

- A. Driveway openings to the site shall be located at least seventy-five (75) feet from any intersection as measured from the intersecting right-of-way lines to the edge of said driveway.
- B. Screening as required in Section 4-113 shall control where lot lines abut any residential district.

Sec. 23-107 CHILD CARE CENTERS, NURSERY SCHOOL, DAY NURSERIES.

- A. No dormitory facilities permitted on premises.
- B. For each child cared for, there shall be provided, equipped and maintained, on the premises a minimum of one hundred fifty (150) square feet of usable outdoor play area with a minimum total area of five thousand (5,000) square feet per facility.
- C. The outdoor play area shall be fenced in or screened by a heavily planted greenbelt from any abutting residential uses. See Section 4-113, which shall apply.

Sec. 23-108 BOWLING ALLEY, INDOOR SKATING AND SIMILAR USES.

- A. Driveway openings to the site shall be located at least seventy-five (75) feet from any intersection as measured from the intersecting street right-of-way lines to the edge of said driveway.
- B. The main and accessory buildings shall be located a minimum of eighty (80) feet from any residential use.

Sec. 23-109 PRIVATE OPEN AIR BUSINESS (PERMANENT AND TEMPORARY).

(Sec. 23-109, A through D, including subparagraphs, amended in its entirety on 06/16/2011)

A. Open Air Business Landscape:

- 1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.
- 2. Minimum lot area shall be one (1) acre.
- 3. Minimum lot width shall be two hundred (200) feet.
- 4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.
- 5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.
- 6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.
- 7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the

Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.

8. The storage or materials display areas shall meet all the yard setback requirements applicable to any building in the District. All loading activity and parking areas shall be provided on the same premises (off-street). The storage of any soil, fertilizer, or similar loosely packaged materials shall be sufficiently contained to prevent any adverse effect upon adjacent properties or environment.
9. Open Air Business activity shall be limited to the Nicolet Street corridor south of the Central Avenue intersection.

B. Open Air Business Vehicle Sales / Rental:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.
2. Minimum lot area shall be one (1) acre.
3. Minimum lot width shall be two hundred (200) feet.
4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.
5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.
6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.

7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.



C. Open Air Business Recreational Equipment Sales / Rental:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.
2. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.
3. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.
4. Minimum lot area shall be one half (.5) acre.
5. The maximum number of outdoor recreational equipment units displayed for sale or rental shall not exceed fifteen (15) units.

D. Open Air Business Recreation / Amusement:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.
2. Minimum lot area shall be one (1) acre.
3. Minimum lot width shall be two hundred (200) feet.

4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.
5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.
6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.
7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.

CONSTRUCTION TIME LINE:

Four Cabins:

Week #1 miss dig, stake out footings , form and pour piers for foundation

week#2 Utility connections to four sites

Week #3 Set prefab Cabin on foundation piers, connect utilities

Week #4 Backfill and Grade, seed , landscape , brick pavers, steps.

(One cabin will be set in later August, remainder of other three will be spring of 2015 complete by May 1st)

each cabin will follow same time line for process.

Bike Retail / Rental

Week one #1 Place two bike racks, install exterior sign.

Thursday, 1 July 2014

Adam Smith

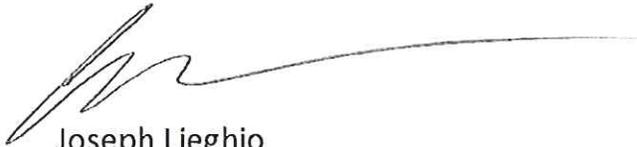
Village Manager

Village of Mackinaw City

Mr. Smith,

We are requesting 706 S. Huron, Mackinaw City be used for ^{existing} temporary office space for political office work and that two of the three existing signs, measuring 16' 50" x 28' 50", will be used for the political work. The duration of this temporary use is 1 August 2014 – 31 December 2014.

Regards,



Joseph Lieghio

Owner

RECEIVED
7-30-14

floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either 1) any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or 2) any alteration of a structure listed on the National Register of Historic Places or a state inventory of historic places.

SWIMMING POOL. Any structure or container, either above or below grade, located either in part or wholly outside a permanently enclosed and roofed building, designed to hold water to a depth of greater than twelve (12) inches when filled to capacity, intended for immersion of the human body, whether for swimming or wading or both.

TEMPORARY BUILDING OR USE. A structure or use permitted by the Village to exist during periods of construction of the main use or for special events, not to exceed six (6) months. Two (2) extension periods of six (6) months each are allowed.

TOURIST HOMES. A building other than a hotel, motel, rooming house, bed and breakfast where temporary lodging is provided and offered to the public for compensation for not more than seven (7) individuals and open to transient guests. [Amended 11/21/2002]

TOWNHOUSES. A row of three (3) or more attached one-family dwellings, not more than two and one-half (2 1/2) stories in height and for which there is a rear and front entrance to each dwelling. Townhouse shall not be used as a synonym for the term "condominium" which refers to how property or space is owned rather than for a particular housing style.

TRAILER. The term "trailer" includes any trailer coach, motor home, tent camper, demountable camper, or unit designed as a vacation unit for short-term seasonal occupancy, which measures nine (9) feet or less in width, and thirty-five (35) feet or less in length, which is designed to be operated on highways, which is in good running condition and which complies with all requirements of state law for licensing of such vehicles.

TRANSIENT DWELLING UNIT. A dwelling unit will be deemed on a transient basis if, on more than one-half (1/2) of the days in which the unit is occupied on a rental basis during the year, it is occupied by tenant or series of tenants each of whom occupies the unit for less than thirty (30) days. Thus, even units which are rented on a tenancy at will basis may be considered non-transient dwelling units if the tenant in fact remains for less than thirty (30) days. If the dwelling unit is occupied subject to a sublease for any portion of the taxable year, the determination of whether the unit is occupied on a transient basis will be made with respect to the sublessee who occupies the unit and not with respect to the lessee.

TRANSIENT MERCHANT. Transient merchant as used in this Ordinance shall mean any person, firm or corporation engaging temporarily in the retail sale of goods, wares or merchandise, including dealers in prepared foods at any place within the Village of Mackinaw City and who, for purposes of conducting such business, occupies any lot, building, room or structure of any kind. For purposes of this Ordinance, each person, firm or corporation engaged in the retail sale of goods, wares or merchandise including dealers in prepared foods in the Village shall be considered as engaging temporarily in the retail sale thereof until the personal

INSERT ATTACHMENT "A" PAGE 2

**ATTACHMENT A
ARTICLE 7 - SCHEDULE OF REGULATIONS FOR TEMPORARY SIGNS
PERMIT REQUIRED**

<u>SIGN FUNCTION</u>	<u>TYPE OF STRUCTURE</u>	<u>AREA SQ. FT.</u>	<u>PLACEMENT</u>	<u>MAXIMUM DURATION</u>
f. A sign directing the public to a real estate development or real estate open house.	Portable signs secured by driving posts in ground.	6	Not to exceed 5 ft in height. All permitted temporary signs shall be located in any required yard but shall not be permitted within the public right-of-way.	Signs shall be permitted to stay up overnight; no permit needed.
* g. Election signs, ground-pole signs advocating or opposing a candidate or a position on an issue to be determined at the election, may be erected without permit.	Ground-pole	8	Not to exceed 5 ft in height. All permitted temporary signs shall be located in any required yard but shall not be permitted within the public right-of-way.	Until 2 days after election. Maximum 60 days.
h. A sign advertising private sales in a residential district which are open to the general public, including auctions, estate sales, rummage sales, and garage sales, but excluding single-item sales.	Portable signs secured by driving posts in ground.	6	Not to exceed 5 ft in height. All permitted temporary signs shall be located in any required yard but shall not be permitted within the public right-of-way.	Four calendar days. Non-renewable.
i. Single-item sales of vehicles, watercraft, or other outdoor machinery and equipment.	Portable signs affixed to sale item.	4	On the premises in any required yard (excluding public right-of-way).	Until item is sold or six (6) months.
j. Institutional special event signs.	A frame or sandwich.	36	Ten (10) foot setback from property line; 40 foot setback from intersection.	90 days.
k. Contractor signs. (Roofers, remodelers, etc.)	Portable signs secured by driving posts in ground	18	On site of actual construction.	Duration of job. Maximum 60 days.



July 14, 2014

Dear Village of Mackinaw City

On behalf of the Mackinaw City Lions Club I humbly request the permission of the village council to conduct our annual fundraisers on Labor Day, Monday, September 1, 2014. We will be using the following property for car parking.

1. MDOT property next to Ember's Restaurant
2. The north end parking lot of Pine Crest and the Big Boy Restaurant
3. Citizen's National Bank
4. Krueger Service Station
5. And the vacant lot across from Krueger Service Station

We have also contacted MDOT and proper permits have been submitted.

If any further information is needed please do not hesitate to call me at (231) 436-7042.

Thank you for your time in this matter.

Sincerely

Penny Vance-McGaffin

Mackinaw City Lions Club



26 374



INDIVIDUAL CONSTRUCTION PERMIT
 For Operations within State Highway Right-of-Way

Issued To:
 Village of Mackinaw City

PO BOX 580
 Mackinaw City MI 49701

Contact:
 Adam Smith
 231-436-7331(O)
 asmith@mackinawcity.org

Permit Number: 16033-019423-13-082313
 Permit Type: Individual Application
 Permit Fee: \$30,00
 Effective Date: Aug 23, 2013 to Aug 23, 2014
 Bond Numbers:
 Liability Insurance Expiration Date:

THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS:

PURPOSE:

Mackinaw City Lions Club would like to use property to hold annual fundraiser by parking cars for the Labor Day Bridge Walk held on 9/2/2013 The village of Mackinaw City has approved the event and all certificate of liability insurance are in order

STATE ROUTE: US-23 VILLAGE OF: Mackinaw City COUNTY: Cheboygan County

TOWN RANGE SECTION
 T 39 N R 3 W 18

NEAREST INTERSECTION: SIDE OF ROAD: DISTANCE TO (in feet) NEAREST INTERSECTION: DIRECTION TO NEAREST INTERSECTION:
 S Huron Street E 100.00 East

CONTROL SECTION: MILE POINT FROM: MILE POINT TO: LOCATION:
 16033 15.130 15.130 LEFT MEDIAN RIGHT TRANSVERSE

REQUISITION NUMBER: WORK ORDER NUMBER: MDOT JOB NUMBER: ORG JOB NUMBER:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/15/2014

PRODUCER (231) 436-5053 Barnett France P.O. Box 489 402 Lake St Mackinaw City, MI 49701-		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED MACKINAW CITY LIONS CLUB P O BOX 362 MACKINAW CITY MI 49701-		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: AUTO OWNERS	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	33199199-09	12/12/2013	12/12/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS H-RED AUTOS NON-OWNED AUTOS		/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO		/ /	/ /	AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$		/ /	/ /	EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under SPECIAL PROVISIONS below		/ /	/ /	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER		/ /	/ /	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 LABOR DATE WBBKEND, PARKING CARS 8-31-2014 THRU 9-1, 2014

CERTIFICATE HOLDER (231) 436-5351 Village of Mackinaw City 102 South Huron Ave P O Box 580 Mackinaw City MI 49701-	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Belinda Mollen</i>
--	--

**PERFORMANCE RESOLUTION FOR
GOVERNMENTAL AGENCIES**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way" (form 2205B).

RESOLVED WHEREAS, the VILLAGE OF MACKINAW CITY
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name	and/or	Title
Mike Karll		DPW Superintendent
Patrick C. Wyman		Chief of Police
Fredrick W. Thompson Jr.		Fire Chief/Ambulance Director

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the VILLAGE COUNCIL

(Name of Board, etc)

of the VILLAGE OF MACKINAW CITY of EMMET/CHEBOYGAN
 (Name of GOVERNMENTAL AGENCY) (County)

at a REGULAR COUNCIL meeting held on the 7TH day

of AUGUST A.D. 2014.

Signed _____ Title VILLAGE CLERK

To Admin. Staff: 1/7/13 1/7/13
To Council: 1/17/13 1/17/13
Decision: Approved Denied
Minutes to Applicant: 2-7-13



2013-SE-026

PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw City CJC TELEPHONE: 231 436 5574
MAILING ADDRESS: PO Box 856
CITY: Mackinaw City STATE: MI ZIP: 49701
CONTACT NAME: Kelly Vrean TELEPHONE: 231 436-5574
E-MAIL ADDRESS: Kelly@MackinawChamber.com CELL PHONE: 231 420 6904

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Kelly Vrean TELEPHONE: 231 436 5574
E-MAIL ADDRESS: Kelly@MackinawChamber.com CELL PHONE: 420-6904

EVENT INFORMATION

NAME OF EVENT: Christmas in Mackinaw - Shopping, Lighting
PURPOSE OF EVENT: Community Tree Lighting - Christmas Celebration

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored Village Community
 Marathon/Race Festival/Fair Arts & Crafts Show Other

DATE(S): Dec 6 FROM 5 A.M. P.M. TO 6 A.M. P.M.
Dec 7 FROM 9 A.M. P.M. TO 6 A.M. P.M.
Dec 8 FROM 10 A.M. P.M. TO 4 A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
_____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Shopping - Marina lot Parade/Tree @ Indian Pathways Park

ESTIMATED NUMBER OF ATTENDEES: 150

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 6

ESTIMATE DATE/TIME FOR SET-UP: 4pm _____ A.M. P.M. Village

ESTIMATE DATE/TIME FOR CLEAN-UP: 6:30 _____ A.M. P.M. Greg Vrean

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: Yes No

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: Community Parade
Police Car w/ Santa, Village Legion
Two Trucks if Available

Date and time Parade will start: 5:00 A.M. P.M.

Date and time Parade will end: 5:15 A.M. P.M.

EVENT DETAILS Cookies at Outfitters

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Fire Hydrants
- Tents
- Table and chair diagram
- Bicycle Routes (including route into and out of town)
- All bicycle events will utilize the Village's Hike and Bike Trail
- Label roads and closest cross roads
- Locate and label buildings
- Portable Restrooms
- Placement of food vendors
- Sidewalks
- Parking lots
- Ingress and egress points
- Parade Route
- All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No hopefully!

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 4:30 pm END: 6:30 pm
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan 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
See page 4 for required language naming the Village as an additional insured
- Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No

Date insurance binder provided: _____
See page 4 for required language naming the Village as an additional insured

Village / Community Event

WILL FIREWORKS BE A PART OF EVENT: Yes No

- Provide Copy of Liability Insurance
 - Provide Copy of Fireworks Permit
- See page 4 for required language naming the Village as an additional insured

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

"YARD" SIGNS - Number requested: 4 (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.)

SIGNAGE AT EVENT SITE - Location(s): if wind does not blow down Marina/Central/Musket St

Description of signs: Christmas in Mackinaw / Parade Spm.
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

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

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?: Village Crew / Christmas lights / Candy cane trees

BOOTHS – QUANTITY _____

TENTS – QUANTITY _____

Size _____

CHAIRS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant

V = Village

A

V

- Completed Application (due 45 days prior to the event)
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- Certificate of Insurance due no later than 30 days prior to the event (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured)
- Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: _____

Insurance - Community Event

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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,

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

LOADER – MODEL _____ TOTAL MEN _____ TOTAL MAN HOURS _____
 PICK UP TRUCKS _____ TOTAL MEN _____ TOTAL MAN HOURS _____
 OTHER EQUIPMENT _____ TOTAL MEN _____ TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

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 _____

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes
 No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

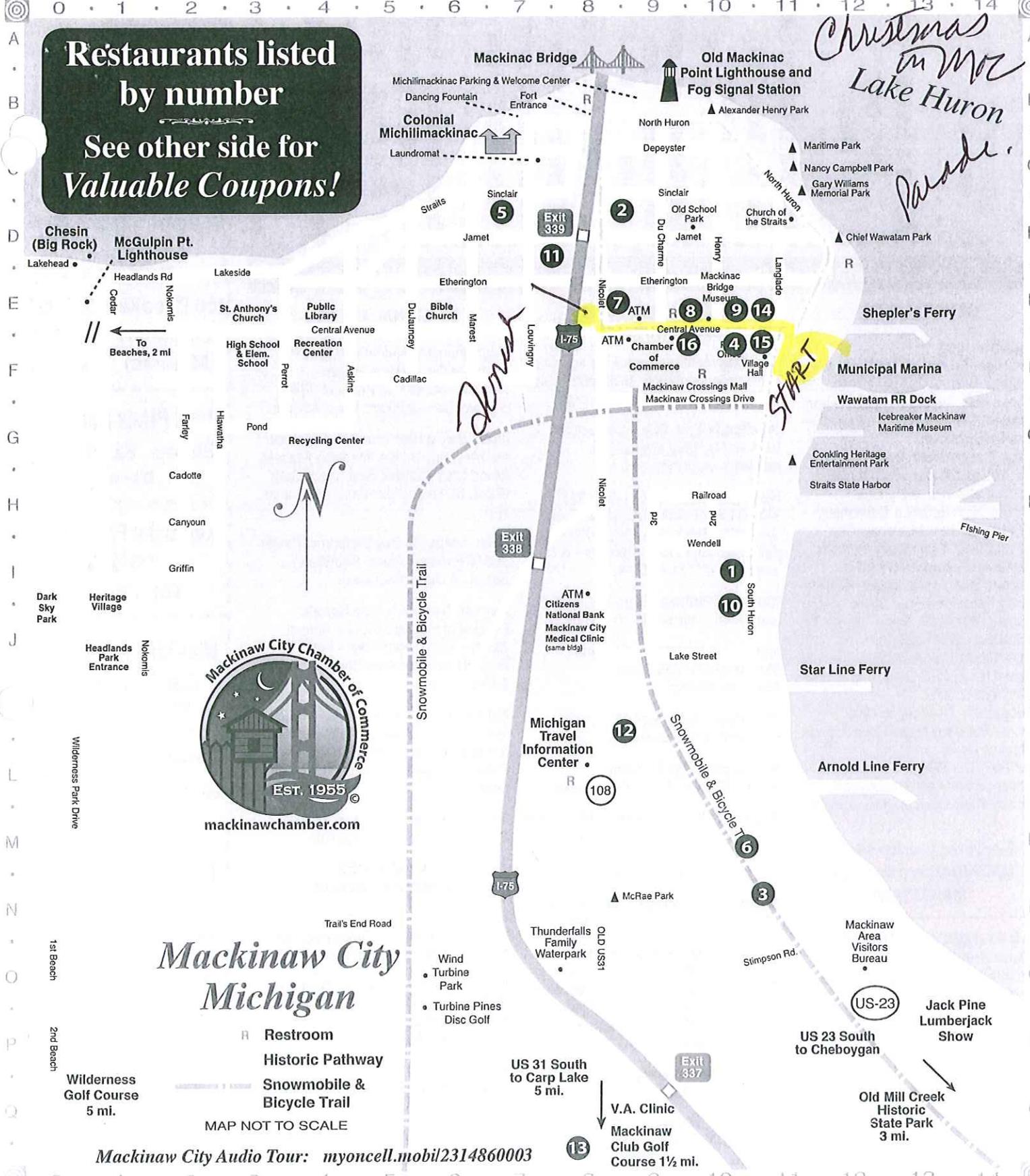
SHOWERS: Yes No
TABLES: Yes No Quantity: _____
CHAIRS: Yes No Quantity: _____
CAMPING: Yes No (identified on map)
LONG TERM PARKING: Yes No (identified on map)
PORTABLE RESTROOMS: Yes No (identified on map)

SITE MAP APPROVED: Yes No

**Restaurants listed
by number**

**See other side for
Valuable Coupons!**

*Christmas
on the
Lake Huron
Parade*



**Mackinaw City
Michigan**

R Restroom
Historic Pathway
Snowmobile & Bicycle Trail

MAP NOT TO SCALE

Mackinaw City Audio Tour: myoncell.mobil2314860003

1 Admiral's Table & Restaurant & Lounge.....	436-5687	9. Keyhole Bar & Grill*	436-7911
2 Audie's Restaurant*	436-5744	10. Mackinaw Pastie & Cookie Co.....	436-5113
3 Blue Water Grill & Bar	436-7818	11. Mackinaw Pastie & Cookie Co. at the Bridge*.....	436-8202
4. Cunningham's Family Restaurant	436-8821	12. Mancino's*	436-7474
5. Darrow's Family Restaurant.....	436-5514	13. Neath the Birches	436-5401
6. Embers Restaurant	436-5773	14. Pancake Chef *	436-5578
7. Jr's Tailgate Pub & Two Amigos Mexican Kitchen*	436-8540	15. Pizza Palace.....	436-5788
8. Kentucky Fried Chicken	436-5491	16. Scalawags.....	436-7777

*Open all year All phone nos. AREA CODE (231)

**UNAPPROVED
MINUTES REGULAR MEETING
COUNCIL, VILLAGE OF MACKINAW CITY**

7:00 P. M

January 17, 2013

President Jeff Hingston called the meeting to order with the following Trustee's present- Robert Glenn, Matt Yoder, Belinda Mollen, Janelle Bancroft, Richard Perlick, Paul Michalak. Also present Interim Manager/Chief Patrick Wyman and Clerk Lana Jaggi.

Visitor List Attached

Pledge of Allegiance

Motion Yoder seconded Bancroft to accept agenda as presented. Voice vote-motion carried unanimously. No discussion.

Motion Bancroft seconded Glenn to approve the regular council meeting minutes January 07, 2013 as presented. Voice vote-motion carried unanimously. No discussion.

Motion Mollen seconded Perlick to approve to pay the bills as presented. Ayes- Glenn, Yoder, Mollen, Hingston, Bancroft, Perlick, Michalak. Motion carried. No discussion.

Communications submitted and placed of file.
Thank You-Mackinaw Area Public Library
Letter-Doug Emery, LTBB Tribe Member

Managers Report submitted and placed on file.
Addition to report-Manger Wyman

The due date for the DNR grant application to dredge at the Marina is April 1, 2013.
Motion Hingston seconded Bancroft to instruct staff to move forward with the application for the DNR grant process for dredging at the Marina for \$5,000.00. Ayes- Yoder, Mollen, Hingston, Bancroft, Perlick, Michalak, Glenn. Motion carried. No discussion.

President's Report:

Pres. Hingston stated the following-
- due diligence process is ongoing concerning the casino, hopes to have public hearing in Feb.
-Cheboygan County sent out review of county master plan and a draft future use map
-correspondence with the Department of Labor has been made requesting a time and date to present the Council and the Mackinaw City Chamber with information regarding "visitor worker rights".

Public Comments:

-Wendy from Mackinac Straits Health System briefed council on the expansion they would like to do at Pinecrest Village.

OLD BUSINESS:

A. Conkling Park Performance Shell Spectator Benches
This item was sent to council subcommittee.

NEW BUSINESS:

A Special Event Applications(7)-Mackinaw City Chamber of Commerce

The following are motions to approve all special 2013 event applications from the Mackinaw City Chamber of Commerce:

<u>MOTION</u>	<u>SECOND</u>	<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>	<u>VOTE</u>
Yoder	Bancroft	Walk of Iron	8/09/13	3-4	VoiceVote,carried
Bancroft	Michalak	Music In Mackinaw	6/22, 6/29,7/12 7/5,6,7/20,7/27 7/26,8/2,3,8/10,8/17,8/31		VoiceVote,carried

MINUTES REGULAR MEETING
COUNCIL, VILLAGE OF MACKINAW CITY

7:00 P.M.

January 17, 2013

Page 2

<u>MOTION</u>	<u>SECOND</u>	<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>	<u>VOTE</u>
Bancroft	Mollen	Fall Shopper/Pumpkin	9/13-9/22	9-9 PM	VoiceVote,carried
Yoder	Bancroft	Big Mac Shoreline Spring	6/7-8	12-8PM	VoiceVote,carried
Yoder	Mollen	Corvette Crossroads	8/23,24	10-730PM	VoiceVote,carried
Bancroft	Mollen	Christmas In Mackinaw	12/6,7,8	5-6, 5-9PM	VoiceVote,carried
Bancroft	Mollen	Big Mac Shoreline Fall	9/13-15	12-8PM	VoiceVote,carried

No discussions.

B. Special Event Applications (8)-Mackinaw Area Visitors Bureau

The following are motions to approve all special 2013 event applications from the Mackinaw Area Visitors Bureau

<u>MOTION</u>	<u>SECOND</u>	<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>	<u>VOTE</u>
Mollen	Yoder	MI Trails & Greenways	7/17-19	TBD	VoiceVote,carried
Perlick	Bancroft	Memorial Fireworks	5/25	dusk	VoiceVote,carried
Bancroft	Mollen	Memorial Bridge Run	5/24,25	4-9PM4-Noon	VoiceVote,carried
Yoder	Bancroft	Fall Colors Bridge Run	10/11,12	4-9PM4-Noon	VoiceVote,carried
Mollen	Michalak	Fall Colors Fireworks	10/12	dusk	VoiceVote,carried
Mollen	Yoder	Bridging The Gap	7/19,20	8-9PM	VoiceVote,carried
Michalak	Bancroft	Arts & Crafts Show	8/24,25	10-7,10-3PM	VoiceVote,carried
Bancroft	Mollen	Arts & Crafts Show	6/29,30	10-7,10-3PM	VoiceVote,carried

No discussions.

C. Special Event Request-Michilimackinac Voyaguers

Motion Yoder seconded Glenn to approve the special event application from the Michilimackinac Voyaguers for the 5/23-27 encampment behind pavilion. Voice vote-motion carried unanimously. No discussion.

D. Resolution-Designation of Street Administrator

Motion Mollen seconded Bancroft to approve the resolution to designate Patrick Wyman as the Street Administrator. Voice vote-motion carried unanimously. No discussion.

Sub Committee Reports:

Facilities Committee Report was submitted by Trustee Bancroft and placed on file
Motion Bancroft seconded Perlick to allow the Friends of Ottawa Park to place a Art Travels Here sculpture on the Marina lawn which will be monitored for disturbances. Voice vote, Ayes-6, Nays-1. Carried. Discussion-should disturbances be made to sculpture then committee could change site for display.

Safety Committee Report was submitted by Trustee Perlick and placed of file
Motion Michalak seconded Bancroft to approve the closing of Village 300 Block (Central Ave., Henry to Langlade) from 1:00-1:30 PM during the Trade Fair on August 3, 2013 to allow for the muzzleloader event. Voice vote-motion carried unanimously. No discussion.

Finance Committee Report was submitted by Trustee Mollen and placed of file.
Motion Mollen seconded Michalak to approve Resolution 1/17/2013 and fee schedule. Voice vote-motion carried unanimously. No discussion.

MINUTES REGULAR MEETING
COUNCIL, VILLAGE OF MACKINAW CITY

7:00 P.M.

January 17, 2013

Page 3

Closing Public Comments: None

Scheduling of Sub Committee Meetings:

Council of the Whole-Work Session- Thurs., Jan. 31,2013 @ 4:15 PM
1. Employee Health Insurance

Village Manager Search Com.-Bancroft (Chair), Yoder, Glenn- Mon., Feb.04, 2013 @ 4:15PM
1. Manager Applications

Finance Committee-Mollen(Chair), Michalak, Perlick-Mon., Feb.11, 2013 @ 9:30 AM
1. Contract Proposal
2. Budget Update

Facilities Committee-Bancroft(Chair), Michalak, Perlick TBD
1. Benches
2. Arts Council

Ordinance Committee-Michalak(Chair), Bancroft , Perlick-Mon., Jan 28, 2013 @ 4:15PM
1. Hawker Peddler
2. Sign
3. Geothermal
4. Transportation
5. Construction Regulation

Motion Bancroft seconded Mollen to adjourn at 8:45 PM. Voice vote-motion carried
unanimously. No discussion.

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

2014-SE-012

To Admin. Staff: 10-15-13
To Council: 11-7-13
Decision: Approved Denied
Minutes to Applicant: 11-13-13
letter

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Called Dawn
let Chamber
know of Council date
10-29-13 (7 App)

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw City Chamber of Commerce TELEPHONE: 231-436-5574
MAILING ADDRESS: P.O. Box 856, Mackinaw City, MI 49701
CONTACT NAME: Dawn Edwards TELEPHONE: 231-436-5574
E-MAIL ADDRESS: dedwards@mackinawchamber.com CELL PHONE: 231-420-2979

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Kelly Vieau or Dawn Edwards TELEPHONE: 231-436-5574
E-MAIL ADDRESS: kelly@mackinawchamber.com or dedwards@mackinawchamber.com CELL PHONE: 231-420-6904 or 231-420-2979

EVENT INFORMATION

NAME OF EVENT: Community Winterfest 2014

PURPOSE OF EVENT: Winter weekend showcase & community fun

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
- Marathon/Race Festival/Fair Arts & Crafts Show Other

DATE(S): January 16 FROM 10 A.M. TO 5 P.M.
17 FROM 10 A.M. TO 9 P.M.
18 FROM 9 A.M. TO 9 P.M.
19 FROM 10 A.M. TO 3 P.M.

RAIN DATE(S): FROM A.M. TO P.M.

EVENT LOCATION: Various sponsored locations around Mackinaw City

ESTIMATED NUMBER OF ATTENDEES: 1500

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE/TIME FOR SET-UP: A.M. P.M. SnowBlock

ESTIMATE DATE/TIME FOR CLEAN-UP: A.M. P.M. Outreach Race Kids Slides

Snow dependant for setup w/det of event.

10-16-13 received Ins.

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: Yes No

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: _____

Date and time Parade will start: _____ A.M. P.M.

Date and time Parade will end: _____ A.M. P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Fire Hydrants
- Tents
- Table and chair diagram
- Bicycle Routes (including route into and out of town)
- All bicycle events will utilize the Village's Hike and Bike Trail
- Label roads and closest cross roads
- Locate and label buildings
- Portable Restrooms @ Steplers
- Placement of food vendors
- Sidewalks
- Parking lots
- Ingress and egress points
- Parade Route
- All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 9am Sat END: 4pm Sat. after race
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan County Health Department)

Yes No Provide Copy of Health Department Food Service License

No one has signed up yet -

WILL ALCOHOL BE SERVED AT THIS EVENT: Yes No

Provide Copy of Liquor Liability Insurance

See page 4 for required language naming the Village as an additional insured

Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No

Date insurance binder provided: _____

See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: Yes No

Provide Copy of Liability Insurance

Provide Copy of Fireworks Permit

See page 4 for required language naming the Village as an additional insured

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

"YARD" SIGNS - Number requested: 8 (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.)

SIGNAGE AT EVENT SITE - Location(s): Date / Sponsor Locations
Outhouse race - entrances to city - at events
Description of signs: Event Descriptions/Times - @ Locations
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No
If yes, from date _____ to ending date: _____
Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No
Name of Facility where camping: _____
If yes, from date: _____ to ending date: _____
Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS - QUANTITY _____ **TENTS - QUANTITY** _____
Size _____ **CHAIRS - QUANTITY** _____
 AWNINGS - QUANTITY _____ **TABLES - QUANTITY** _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS *Village Proceeds for Event*
Have you made arrangements to provide portable restroom facilities at your event? Yes No
If yes, total number of portable toilets: 1 Number of ADA accessible portable toilets: _____
If no, explain: _____

Restroom Company Name: Rosi Seplic
Address Street: _____
City: Chub State: Mi Zip: 49721
Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: Jan 17 Time: 4 PM
Equipment pick up: Date: Jan 20 Time: 12 PM
Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

A

V

- Completed Application
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured) *Barnett* *w/ Village*
- Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____
- 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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? 1992 21 years

McChamber Commerce 10-11-13
Applicant Signature Date
Print name of applicant: D Edwards

VILLAGE USE ONLY – Department representative please initial if approved

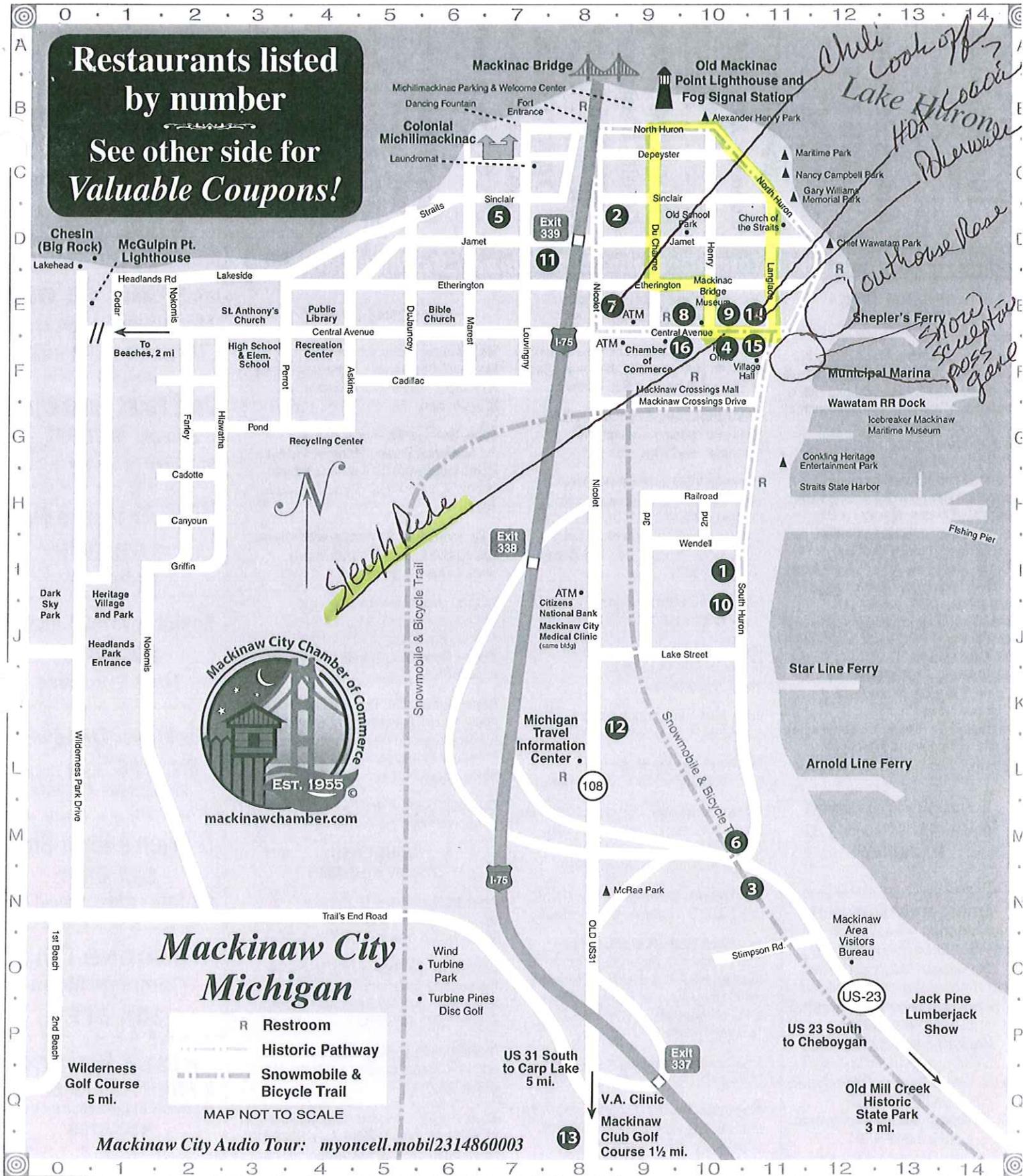
[RV] DPW [EV] FACILITY SERVICES
[PEW] POLICE [FWT] FIRE [FWT] AMBULANCE
[DP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE: _____
VILLAGE MANAGER

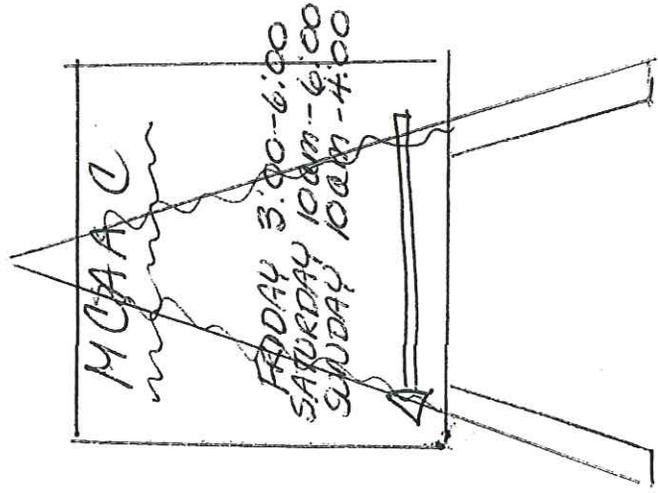
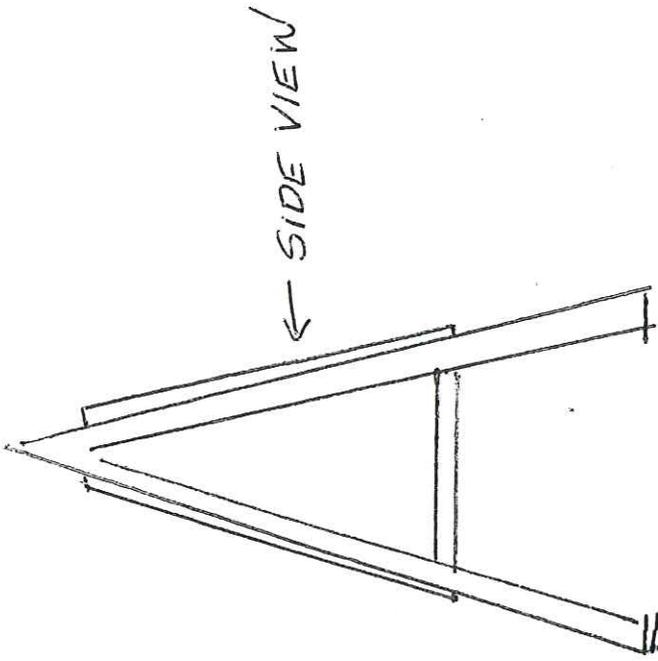
**Restaurants listed
by number**
See other side for
Valuable Coupons!



- 1. Admiral's Table & Restaurant & Lounge..... 436-5687
- 2. Audie's Restaurant* 436-5744
- 3. Blue Water Grill & Bar 436-7818
- 4. Cunningham's Family Restaurant 436-8821
- 5. Darrow's Family Restaurant..... 436-5514
- 6. Embers Restaurant 436-5773
- 7. Jr's Tailgate Pub & Two Amigos Mexican Kitchen* 436-8540
- 8. Kentucky Fried Chicken 436-5491

- 9. Keyhole Bar & Grill* 436-7911
- 10. Mackinaw Pastie & Cookie Co..... 436-5113
- 11. Mackinaw Pastie & Cookie Co. at the Bridge* 436-8202
- 12. Mancino's* 436-7474
- 13. Neath the Birches 436-5401
- 14. Pancake Chef * 436-5578
- 15. Pizza Palace..... 436-5788
- 16. Scalawags..... 436-7777

*Open all year All phone nos. AREA CODE (231)



FRONT
BACK
VIEW

STREET

CORBING



PLANTER

← 2 SIDED
A-FRAME SIGN

SIDEWALK

HACKINAW
CLOTHING
STORE
319 E. CENTRAL

SIGN PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

Date: 11/12/2013

PS: _____
PSFC: _____

Applicant Name: JOANN PLEAL FOR MACKINAW CITY AREA ARTS COUNCIL

Mailing Address: P.O. BOX 113

City MACKINAW CITY State MI Zip 49701

Phone: 231-436-5626 Cell: 443-603-5366 Work: —

Property Owner (if different than Applicant):

Name: MACKINAW CLOTHING & SPORTS WEAR, PATRICK FROHOFF

Mailing Address: 319 EAST CENTRAL AVE

City MACKINAW CITY State MI Zip 49701

Phone: _____ Cell: _____ Work: _____

Name of Business: _____

Property Sign to be installed at:

Address: 319 EAST CENTRAL AVE

Property Id No. _____

Number of Streets Property Fronts: 1

Length for Street Front of this Property: _____ in feet

Sign Classification

- | | | |
|-------------------------------------|--|--|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Changeable Letter | <input type="checkbox"/> Business Center |
| <input type="checkbox"/> Pole | <input type="checkbox"/> Window | <input type="checkbox"/> Marquee |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Awning | <input checked="" type="checkbox"/> Other <u>2-SIDED, FREE STANDING SANDWICH BOARD</u> |

Dimensions of Proposed Sign:

Height: _____ Width: _____ Area: _____

Height above Grade at Lowest Part of Sign: _____

Height above Grade at Highest Part of Sign: _____

List Materials to be used in construction of sign and its support structure:

WOOD, POSTER BOARD

TO BE PLACED ON SIDEWALK, AS INDICATED ON DRAWING;
ONLY AT TIMES THAT ART SHOW WILL BE OPEN
JAN 17, FRI 3:00-4:30PM
JAN 18, SAT 10:00AM-5:00PM
JAN 19, SUN 10:00AM-2PM

List all other approved signs on the property (use additional sheets if necessary.)

Sign Type	Area	Variance Granted?

Will sign be placed in or over the right of way: Yes No *EDGE OF SIDEWALK*

If yes, insurance or bonding agent's name: _____

Agent's address: _____

Bond Number: _____

Will sign be illuminated: Yes No

If yes, electrician's name: _____

Electrician's address: _____

Electrician's phone: _____

Manufacturer of Sign: _____

Manufacturer's Address: _____

Manufacturer's Phone: _____

Installer of Sign: _____

Installer's Address: _____

Application must be accompanied by architectural (dimensioned) plans and specifications of the proposed sign. The undersigned covenants that the above-mentioned sign, which permit is applied for, will be constructed in all respects in accordance with the plans and specifications submitted herewith, and in accordance with the provisions and regulations of the Mackinaw City Sign Ordinance. The undersigned agrees that in case of any variance or conflict between the plans and specifications submitted herewith and the sign regulations of the Village, the provisions of the Sign Ordinance shall govern and shall be followed.

Signature of Property Owner: _____ Print Name: _____

Signature of Sign Owner: *MACKINAW CITY AREA ARTS COUNCIL* Print Name: *ARTS COUNCIL*

Signature of Applicant: *Joann P Heal* Print Name: *JOANN P HEAL*

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

LOADER – MODEL _____ TOTAL MEN _____

TOTAL MAN HOURS _____

PICK UP TRUCKS _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER EQUIPMENT _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

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 _____

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

SHOWERS: Yes No

TABLES: Yes No

Quantity: _____

CHAIRS: Yes No

Quantity: _____

CAMPING: Yes No

(identified on map)

LONG TERM PARKING: Yes No

(identified on map)

PORTABLE RESTROOMS: Yes No

(identified on map)

SITE MAP APPROVED: Yes No

Jul. 17. 2014 4:35PM

RECEIVED 07/17/2014 16:35

No. 7332 P. 1/8+8

#3 Labor Day 2014-SE-059

To Admin. Staff: 7-27-14
To Council: 8-7-14
Decision: Approved Denied
Minutes to Applicant: _____

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Charlevoix-Emmet DHS TELEPHONE: 231 342-5052
MAILING ADDRESS: 2229 Summit Park Dr Petoskey MI 49770
CONTACT NAME: Sharie Plain TELEPHONE: cell 231 342-5052
E-MAIL ADDRESS: plains@michigan.gov CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Darla Edwards TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: 989 370-5879

EVENT INFORMATION

NAME OF EVENT: Foster Home Recruitment Event
PURPOSE OF EVENT: recruit families to be foster parents

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
Government
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): Sept 1 FROM 6 A.M. P.M. TO 2 A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: At exit of bridge
ESTIMATED NUMBER OF ATTENDEES: _____

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE/TIME FOR SET-UP: 6am on 9/1 _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 2pm on 9/1 _____ A.M. P.M.

RECEIVED
7-17-14

Bridge Walk 4/16/14

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way. *n/a*

POLICE ESCORT NEEDED: Yes No

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: _____

Date and time Parade will start: _____ A.M. P.M.

Date and time Parade will end: _____ A.M. P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Fire Hydrants
- Tents - canopy
- Table and chair diagram
- Bicycle Routes (including route into and out of town)
- All bicycle events will utilize the Village's Hike and Bike Trail
- Label roads and closest cross roads
- Locate and label buildings
- Portable Restrooms
- Placement of food vendors
- Sidewalks
- Parking lots
- Ingress and egress points
- Parade Route
- All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan 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
See page 4 for required language naming the Village as an additional insured
 Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No *self-insured*

Date Insurance binder provided: _____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: Yes No
 Provide Copy of Liability Insurance
 Provide Copy of Fireworks Permit
See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village 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.)
- SIGNAGE AT EVENT SITE - Location(s): At Booth

Description of signs: "2' X 4' - RAISE HOPE & FOSTER DREAMS"
 (Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No n/a
 If yes, from date _____ to ending date: _____
 Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No n/a
 Name of Facility where camping: _____
 If yes, from date: _____ to ending date: _____
 Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

- | | |
|--|---|
| <input type="checkbox"/> BOOTHS - QUANTITY <u>0</u> | <input type="checkbox"/> TENTS - QUANTITY <u>0</u> |
| Size _____ | <input type="checkbox"/> CHAIRS - QUANTITY <u>0</u> |
| <input type="checkbox"/> AWNINGS - QUANTITY <u>0</u> | <input type="checkbox"/> TABLES - QUANTITY <u>0</u> |

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No
 If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

- | | | |
|-------------------------------------|--------------------------|---|
| <u>A</u> | <u>V</u> | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Completed Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Event Fee received on _____, receipt no _____
amount: \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bicycle Route Map (use of the Mackinaw City Bike Trails required) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ambulance Standby Included with Application paid on _____, receipt no. _____
amount \$ _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Fireworks Permit (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Michigan Liquor Control Commission Special Event License (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? 3

Booth at Bridge Walk.

Sharie Plain

7-17-14

Applicant Signature

Date

Print name of applicant: Sharie Plain

VILLAGE USE ONLY - Department representative please initial if approved

- DPW FACILITY SERVICES
- POLICE FIRE AMBULANCE
- RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____

DATE: _____

VILLAGE MANAGER

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

- LOADER -- MODEL _____ TOTAL MEN _____ TOTAL MAN HOURS _____
- PICK UP TRUCKS _____ TOTAL MEN _____ TOTAL MAN HOURS _____
- OTHER EQUIPMENT _____ TOTAL MEN _____ TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

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 _____

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

- SHOWERS: Yes No
 - TABLES: Yes No Quantity: _____
 - CHAIRS: Yes No Quantity: _____
 - CAMPING: Yes No (identified on map)
 - LONG TERM PARKING: Yes No (identified on map)
 - PORTABLE RESTROOMS: Yes No (identified on map)
- SITE MAP APPROVED: Yes No



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

JOHN E. NIXON, CPA
DIRECTOR

January 1, 2013

MEMORANDUM

TO: WHOM IT MAY CONCERN
FROM: Stephen P. Davis, *Steve Davis*
Risk Manager
SUBJECT: Financial Responsibility for Property and Liability Losses

Property

Ordinarily, the State of Michigan does not insure its building or other properties against loss from the usual fire and extended coverage perils. Such losses are funded under the provisions of 1913 PA 388, as amended, MCL 550.704 and 550.705, which authorizes funds for certified losses up to \$50,000. Greater amounts require specific legislative action.

Non-Vehicular Liability

Michigan Supreme Court decisions indicate that under Public Act 170 of 1964, the State of Michigan may be held liable for the consequences of any tortious act or omission occurring in the course and scope of performing any function that is not a governmental function (governmental function defined as "an activity which is implied or expressly mandated or authorized by constitution, statute, local charter or ordinance, or other law"). Claims against the State are adjudicated in the Court of Claims.

The State of Michigan does insure some specific liabilities when one or more perils expose the state to a potential loss, which could impair its financial condition and/or essential services or is otherwise legally mandated, otherwise the state is self-insured.

Vehicular Liability

Pursuant to 1964 PA 170, as amended, and MCL 691.1405, the state is liable for bodily injury and property damage resulting from the negligent operation of its motor vehicles. Under the State of Michigan Self-Insurance program, state-owned vehicles are covered for personal injury protection insurance, property protection insurance and liability insurance as required by the law.

2014-SE-060
 Labor Day #4
SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
 102 S. HURON AVENUE, MACKINAW CITY, MI
 (231) 436-5351

To Admin. Staff: 7-29-14
 To Council: 8-7-14
 Decision: Approved Denied
 Minutes to Applicant: _____

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Michigan Land Use Institute TELEPHONE: 231-941-6584
 MAILING ADDRESS: 148 E. Front St, Traverse City, MI 49684
 CONTACT NAME: Jim Lively TELEPHONE: 231-360-7222
 E-MAIL ADDRESS: jim@mlui.org CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Jim Lively TELEPHONE: _____
 E-MAIL ADDRESS: jim@mlui.org CELL PHONE: 231-360-7222

EVENT INFORMATION

NAME OF EVENT: Labor Day Bridge Walk
 PURPOSE OF EVENT: Promote Oil & Water Dont Mix

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): Sept 1st FROM 5:30 A.M. P.M. TO 2:30 A.M. P.M.
 _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
 _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
 _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
 _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Mackinac Bridge

ESTIMATED NUMBER OF ATTENDEES: 50,000?

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 25

ESTIMATE DATE/TIME FOR SET-UP: 6:00 _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 2:00 _____ A.M. P.M.

\$150 paid 7-24-14
 Rec # 7686
 CK # 20939
 1
 Need - C-5013
 - Cost of 1 inhib. Ins



PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: Yes No

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: _____

Date and time Parade will start: _____ A.M. P.M.

Date and time Parade will end: _____ A.M. P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Fire Hydrants
- Tents
- Table and chair diagram
- Bicycle Routes (including route into and out of town)
- All bicycle events will utilize the Village's Hike and Bike Trail
- Label roads and closest cross roads
- Locate and label buildings
- Portable Restrooms
- Placement of food vendors
- Sidewalks
- Parking lots
- Ingress and egress points
- Parade Route
- All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan 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
See page 4 for required language naming the Village as an additional insured
- Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No

Date insurance binder provided: _____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: Yes No

- Provide Copy of Liability Insurance
- Provide Copy of Fireworks Permit
See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village 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.)

SIGNAGE AT EVENT SITE - Location(s): _____

Banners at approx. 2 1/2' x 6'

Description of signs: *See 'oilandwaterdontmix.org' web site*

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

Keep Oil Out of the Great Lakes; Oil and Water Don't Mix

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No 10/10 (17)

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS - QUANTITY _____

Size _____

AWNINGS - QUANTITY _____

TENTS - QUANTITY *2* 1
 CHAIRS - QUANTITY *4* 2
 TABLES - QUANTITY *2* 1

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant

V = Village

A

V

- Completed Application
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured)
- Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____
- 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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

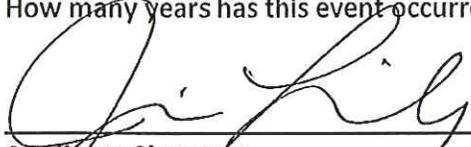
Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? _____



Applicant Signature
Print name of applicant: Jim Lively

7-22-14

Date

VILLAGE USE ONLY – Department representative please initial if approved

[MLK] DPW [RLV] FACILITY SERVICES
[PW] POLICE [HW] FIRE [HW] AMBULANCE
[DP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE: _____
VILLAGE MANAGER

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

LOADER – MODEL _____ TOTAL MEN _____

TOTAL MAN HOURS _____

PICK UP TRUCKS _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER EQUIPMENT _____ TOTAL MEN _____

TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

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 _____

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

SHOWERS: Yes No

TABLES: Yes No Quantity: _____

CHAIRS: Yes No Quantity: _____

CAMPING: Yes No (identified on map)

LONG TERM PARKING: Yes No (identified on map)

PORTABLE RESTROOMS: Yes No (identified on map)

SITE MAP APPROVED: Yes No

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND MICROPRINTING

THE MICHIGAN LAND USE INSTITUTE

TELEPHONE 231-941-6584
148 E. FRONT ST., SUITE 301
TRAVERSE CITY, MI 49684

FIFTH THIRD BANK
TRAVERSE CITY, MICHIGAN
74-140724

020939

7/22/2014

PAY TO THE ORDER OF

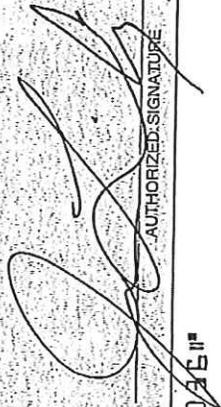
Village of Mackinaw City

One Hundred Fifty and 00/100

\$ 150.00

DOLLARS

Village of Mackinaw City
102 S. Huron Avenue
Mackinaw City, MI 49701



AUTHORIZED SIGNATURE

MEMO

Special Event Application for Sept. 1, 2014

⑆020939⑆ ⑆072401404⑆ 7540986036⑆

THE MICHIGAN LAND USE INSTITUTE

Village of Mackinaw City

Date 7/22/2014
Type Bill
Reference 9/1/14 event

7/22/2014

Original Amt. 150.00
Balance Due 150.00

Payment 150.00
150.00

Discount
Check Amount

020939

reception

From: Jim Lively [jim@mlui.org]
Sent: Sunday, July 27, 2014 9:53 PM
To: reception
Cc: JR Russell
Subject: Michigan Land Use Institute special event application for bridge walk

Janelle:

I'm hoping you've received our application and check for a space for our non-profit at the Labor Day Bridge Walk.

To clarify our signage, we are planning to order a vinyl "banner" that we could hang from the front of a table, or from a pop-up tent (if that is allowed), that would be approximately 2' high x 5' long. It would say "**Keep Oil Out of the Great Lakes**", and have our logo, which can best be seen at the website: <http://oilandwaterdontmix.org>

We also expect to have two poster/ pictures that would sit on a table and be approx. 2' x 3' on foam core; one photo would say:
AGING OIL PIPELINES THREATEN THE PRISTINE WATERS OF THE STRAITS OF MACKINAC, over a photo of the Straits and bridge. The other would say

EVERY DAY 61-YEAR-OLD PIPELINES PUSH NEARLY 23 MILLION GALLONS OF OIL THROUGH THE HEART OF THE GREAT LAKES. WHAT IF THEY RUPTURED?

Ideally, we would bring our own pop-up shade tent that is approximately 8' x 8', and bring our own table that is approximately 5' long. Probably no chairs....

Please let me know if you need any further information. As I explained on the phone, we have not yet ordered these materials, pending approval from the Village, and could make modifications if necessary. Thanks.

-jim

Jim Lively, Program Director
Michigan Land Use Institute
231.360.7222 (cell)
231.941.6584 ext. 13

Follow us on Facebook and Twitter

Jul. 28. 2014 9:57AM

RECEIVED 07/28/2014 10:06

2014-SE-061

No. 1709 P. 2

To Admin. Staff: 7-29-14

To Council: 8-7-14

Decision: Approved Denied

Minutes to Applicant: _____

**SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY**

102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: St. Ignace Events Committee TELEPHONE: 906-643-6950

MAILING ADDRESS: 6 Spring Street, St. Ignace, MI 49781

CONTACT NAME: Mindy Rutgers, Director TELEPHONE: 906-643-6950

E-MAIL ADDRESS: mindyrutgers@stignace.com CELL PHONE: 313-618-6259

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Deb Evashewski, St. Ignace DDA Director TELEPHONE: _____

E-MAIL ADDRESS: dda@lighthouse.net CELL PHONE: 906-630-5690

EVENT INFORMATION

NAME OF EVENT: Mighty Mac Bridge Race

PURPOSE OF EVENT: To attract tourism

Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored

Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): 9/27/14 FROM 6:00 A.M. P.M. TO 8:00 A.M. P.M.

FROM _____ A.M. P.M. TO _____ A.M. P.M.

FROM _____ A.M. P.M. TO _____ A.M. P.M.

FROM _____ A.M. P.M. TO _____ A.M. P.M.

RAIN DATE(S): NA FROM _____ A.M. P.M. TO _____ A.M. P.M.

FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: St. Ignace

ESTIMATED NUMBER OF ATTENDEES: 500

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE/TIME FOR SET-UP: 5:00 _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: 12:00 _____ A.M. P.M.

Called with
Council mtg time
7-31-14

RECEIVED
7-28-14

* **PARADE PERMIT**

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: Yes No

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: Leave Fort Michilimackinac, travel South along Nicolet Street, enter Mackinac Bridge (east side) at on-ramp.

Date and time Parade will start: 6:00 A.M. P.M.

Date and time Parade will end: 10:00 A.M. P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Label roads and closest cross roads
- Sidewalks
- Fire Hydrants
- Locate and label buildings
- Parking lots
- Tents
- Portable Restrooms
- Ingress and egress points
- Table and chair diagram
- Placement of food vendors
- Parade Route
- Bicycle Routes (including route into and out of town)
- All proposed modifications
- All bicycle events will utilize the Village's Hike and Bike Trail

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan 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
- See page 4 for required language naming the Village as an additional insured
- Provide Copy of Michigan Liquor Control License

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

* COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No

Date Insurance binder provided: _____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: Yes No

- Provide Copy of Liability Insurance
- Provide Copy of Fireworks Permit
- See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village 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.)

SIGNAGE AT EVENT SITE - Location(s): We will have limited
directional signage

(*)

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

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

EVENT LONG TERM PARKING: Will there be long term parking? Yes No NA
If yes, from date _____ to ending date: _____
Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No NA
Name of Facility where camping: _____
If yes, from date: _____ to ending date: _____
Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS - QUANTITY _____ TENTS - QUANTITY _____
Size _____ CHAIRS - QUANTITY _____
 AWNINGS - QUANTITY _____ TABLES - QUANTITY _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS NA - Mackinac State Historic Parks is allowing use of Fort property + restrooms
Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

APPLICATION CHECK LIST

A = Applicant V = Village

- A V
- Completed Application
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (Includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured)
- Ambulance Standby Included with Application paid on _____, receipt no. _____
amount \$ _____
- 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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No (this is 1st year but hope to make 1+ annual)
Is this event expected to occur next year? Yes No
How many years has this event occurred? 2014 is 1st year

Debra S. Ewaszewski 7/28/14
Applicant Signature Date
Print name of applicant: Debra S. Ewaszewski

VILLAGE USE ONLY – Department representative please Initial if approved

DPW FACILITY SERVICES
 POLICE FIRE AMBULANCE
 RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE: _____
VILLAGE MANAGER

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

<input type="checkbox"/> LOADER - MODEL _____	TOTAL MEN _____	TOTAL MAN HOURS _____
<input type="checkbox"/> PICK UP TRUCKS _____	TOTAL MEN _____	TOTAL MAN HOURS _____
<input type="checkbox"/> OTHER EQUIPMENT _____	TOTAL MEN _____	TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

<input type="checkbox"/> TRASH RECEPTACLES - QUANTITY _____	<input type="checkbox"/> BARRICADES - QUANTITY _____
<input type="checkbox"/> TRAFFIC CONES - QUANTITY _____	<input type="checkbox"/> PARKING SIGNS - QUANTITY _____
<input type="checkbox"/> FENCING <input type="checkbox"/> WATER <input type="checkbox"/> ELECTRIC	<input type="checkbox"/> RESTROOM CLEANING
<input type="checkbox"/> OTHER _____	

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

SHOWERS: <input type="checkbox"/> Yes <input type="checkbox"/> No	
TABLES: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity: _____
CHAIRS: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity: _____
CAMPING: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Identified on map)
LONG TERM PARKING: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Identified on map)
PORTABLE RESTROOMS: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Identified on map)

SITE MAP APPROVED: Yes No

*I feel they should contacted Mackinaw Visitors Bureau
 6
 Deb Spence said she contacted St. Ignace a few years ago about
 partnering with them and sharing the profits. Now to schedule a
 bridge race before the Mackinaw bridge race I don't agree with. DJL*

MACKINAC ISLAND STATE PARK COMMISSION

Island activity: PO Box 370 Mackinac Island, MI 49757 (906) 847-6607

Mainland activity: PO Box 873 Mackinaw City, MI 49701 (231) 436-4205

APPLICATION FOR GROUP ACTIVITY PERMIT

Application Date 6/13/14 Activity Date 9/27/14 Activity Time 7:00 am

Group Name (Permittee) St. Ignace Events Committee

Person Filing Application Janet Peterson

Address 560 N. State Street Telephone 906-643-8717

St. Ignace, MI 49781

Activity Type Mighty Mac Bridge Race

Location Start near Iron Worker statue Group Size 200+ toward Bridge for crossing

Contact Person During Activity Janet Peterson - 906-298-0217 Mindy Rutgers - 313-618-6259

Special Requirements Deb Evashevski - 906-630-5690

Use of restrooms and parking lot.

The Commission has established a \$75.00 Group Activity Permit Application fee for the purpose of administration and oversight of the program effective October 1, 2005 and a fee of \$150.00 for weddings and races requiring a Group Activity Permit.

Liability: In filing application for a group activity permit, the permittee assumes responsibility for injury or damage of any kind to person or property (regardless of who may own the property) arising out of or suffered through any act of commission or omission of the permittee, its employees, agents, contractors, volunteers or guests in connection with its use of Mackinac State Historic Parks (MSHP) facilities. The permittee agrees to indemnify and hold harmless the State of Michigan and Mackinac Island State Park Commission for all damages, claims, losses, expenses, or other liability due to personal injury or death, or damage to property of others, arising out of or suffered through any act or omission of the permittee, its employees, agents, contractors, volunteers or guests, in connection with its use of MSHP facilities.

Permittee Authorized Signature Janet Peterson

FOR OFFICE USE ONLY AMOUNT PAID \$

Application Approved [X] Yes [] No Date approved 6/17/14

Special Requirements none * Corp. Application fee of \$75.00 waived.

By: [Signature] Name: Park Manager or Assistant Park Manager For any race, run, or similar activity within the park:

Director Approval Required



CERTIFICATE OF LIABILITY INSURANCE

STIGN-8 OP ID: JIK

DATE (MM/DD/YYYY)
07/24/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Madigan/Pingatore Ins Services 105 W. Water Street Sault Ste. Marie, MI 49783 Jamie L. Kultunen		Phone: 906-635-5233 Fax: 906-632-1612	CONTACT NAME: _____ PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____
INSURED St Ignace Visitors Bureau 6 Spring St St Ignace, MI 49701-1671		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hastings Mutual Insurance Co.	NAIC# 14176
		INSURER B: West Bond Mutual Insurance Com	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBSCRIBER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X X	NSP 1031544	03/13/2014	03/13/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Eq occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO.JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Eq accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEO <input type="checkbox"/> RETENTION					<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in MI) (If yes, describe under DESCRIPTION OF OPERATIONS below)	N/A	WC 9894230	03/13/2014	03/13/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 600,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 401, Additional Remarks Schedule, if more space is required)
 Star Line Railroad Dock, Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Ave., Mackinaw City, MI 49701 are listed as Additional Insured for the Mighty Mac Bridge Race September 26th & 27th.

CERTIFICATE HOLDER

CANCELLATION

Star Line Railroad Dock 263 South State Street Saint Ignace, MI 49781	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jamie L. Kultunen
---	--



DOWNTOWN DEVELOPMENT AUTHORITY
City of St. Ignace, Michigan

906-643-8252 Ph.
906-643-9393 Fx.

396 N. State Street, St. Ignace, MI 49781

FAX COVER LETTER: Date Sent 7/28/14 **Pages to Follow** 8

Please deliver the following pages to:

Recipients Name Adam Smith
Recipients Company Village of Mackinow City
Recipients FAX Number 231-436-4166

If you did not receive the number of pages indicated above, please call sender immediately.

Message; Pages to follow:

- Spec Event Application - 6 pgs
- Mack-Island State Park Permit - 1 pg.
- Proof of Insurance with required language for additionally insured.

Adam: You mentioned something to me about the Village being Co sponsor. Not sure how that works. Please let me know if we need anything else prior to Aug 17. mtg

Thanks -

Signed Deb Ewashechki
City of St. Ignace, DDA



STATE OF MICHIGAN
RICK SNYDER, Governor



MACKINAC BRIDGE AUTHORITY

N415 I-75 ST. IGNACE, MICHIGAN 49781 906-643-7600 FAX: 906-643-7668

WILLIAM H. GNODTKE, CHAIRMAN
BARBARA J. BROWN, VICE CHAIR
BARBARA J. ARENS
PATRICK F. GLEASON
KIRK T. STEUDLE, P.E.,
DIRECTOR

R. DAN MUSSER, III
MATTHEW E. MCLOGAN
KEVIN CLINTON, TREASURER
ROBERT J. SWEENEY, P.E.
EXECUTIVE SECRETARY

July 31, 2014

Mindy Rutgers
St. Ignace Area Visitor's Bureau
6 Spring Street
St. Ignace, Michigan 49781

Dear Ms. Rutgers:

This letter is to confirm the special event sponsored by your organization that involves crossing the Mackinac Bridge. The following event is approved for the year 2014.

Mighty Mac Bridge Race – Saturday, September 27, 2014

You agree to notify the Mackinaw City Police Department for traffic control at the Jamet Street ramp and to have the Mackinaw City ambulance on standby.

We look forward to working with you during this event. If you have any questions, please contact me at 906-643-7600.

Sincerely,

Dean Steiner
Bridge Services Manager

CC: Robert Sweeney

**AMBULANCE STANDBY REQUEST
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

Contact Name: Mindy Rutgers St. Ignace Visitors Bureau
Mailing Address: 6 Spring Street Suite 100
City St. Ignace State MI Zip 49781
Home Phone no: 313-618-6259 (cell)
Work/Cell Phone no: 906-643-6950 (work)
Identify Name/Type of Event: Mighty Mac Bridge Race
Identify Address or Park for Event: Colonial Michilimackinac
102 W. Straub Ave, Mackinaw City (starting at the beginning of the Park)
Date(s) of event: September 27, 2014
Time for Standby: From 7am To 9am
Approximate number of participants: 300

You must contact Fred Thompson, the Village's Ambulance Director, at 231-436-5351 two months prior to the event for final arrangements.

An ambulance standby fee of \$150 per hour, per event and is due at least two months prior to the event. Please make the check payable to the Village of Mackinaw City and send it along with this application to:

Village of Mackinaw City
Post Office Box 580
Mackinaw City, MI 49701

An ambulance will be provided on a standby basis during the event. We are staffed to provide emergency service, subject to medical control authority, on scene. Crew members can address minor medical conditions on site (i.e. blood pressure, sprains, fractures, etc.). We are not a mobile clinic.

Fcms/Amb Standby 10

RECEIVED
8-1-14

Trade Fair
2015

2015-SE-001

To Admin. Staff: 6-18-14
To Council: 8-7-14
Decision: Approved Denied
Minutes to Applicant: _____

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Fort Michilimackinaw Regent Committee TELEPHONE: 231-537-4851
MAILING ADDRESS: PO Box 312
CONTACT NAME: Cindy Snider TELEPHONE: 231-537-4851 Home
E-MAIL ADDRESS: Sniderconst@centurylink.net CELL PHONE: 231-420-8297
work 231-487-1278

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Cindy Snider TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Mackinaw Rendezvous & Trade Fair
PURPOSE OF EVENT: Living history Reenactment

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): July 29, 2015 FROM 10 XA.M. P.M. TO _____ A.M. P.M.
Aug 3, 2015 FROM 8 XA.M. P.M. TO _____ A.M. P.M.
_____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
_____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
_____ FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Conkling Heritage Park

ESTIMATED NUMBER OF ATTENDEES: 150

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE/TIME FOR SET-UP: July 29, 2015 10 XA.M. P.M. Wednesday

ESTIMATE DATE/TIME FOR CLEAN-UP: Aug 3, 2015 8 XA.M. P.M. Monday

RECEIVED
6-18-14

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: Yes No **NO Parade**

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: Need to Shut down Central Ave
for Skirmish and looting

Date and time Parade will start: 8-2-15 1 A.M. P.M.

Date and time Parade will end: 8-2-15 2 A.M. P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- Lot lines
- Label roads and closest cross roads
- Sidewalks
- Fire Hydrants
- Locate and label buildings
- Parking lots
- Tents 30
- Portable Restrooms
- Ingress and egress points
- Table and chair diagram
- Placement of food vendors
- Parade Route
- Bicycle Routes (including route into and out of town)
- All proposed modifications
- All bicycle events will utilize the Village's Hike and Bike Trail

WILL MUSIC BE PROVIDED DURING THIS EVENT: Yes No

TYPE OF MUSIC PROPOSED: Live Amplification Recorded Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____
through out the day on Conking Stage (NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan 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
- See page 4 for required language naming the Village as an additional insured
- Provide Copy of Michigan Liquor Control License

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

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: Yes No

Date insurance binder provided: _____ *When Available*
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: Yes No

- Provide Copy of Liability Insurance
- Provide Copy of Fireworks Permit
- See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village 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.)

SIGNAGE AT EVENT SITE - Location(s): Banner at the Park
"Rendezvous in Mackinaw - Past weekend in August"

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

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

If yes, where do you propose your vendors park? at State Dock on old Crossing

EVENT LONG TERM PARKING: Will there be long term parking? Yes No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS - QUANTITY _____ **TENTS - QUANTITY** _____

Size _____ **CHAIRS - QUANTITY** _____

AWNINGS - QUANTITY _____ **TABLES - QUANTITY** _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: 2 Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: Rose's Septic

Address Street: _____

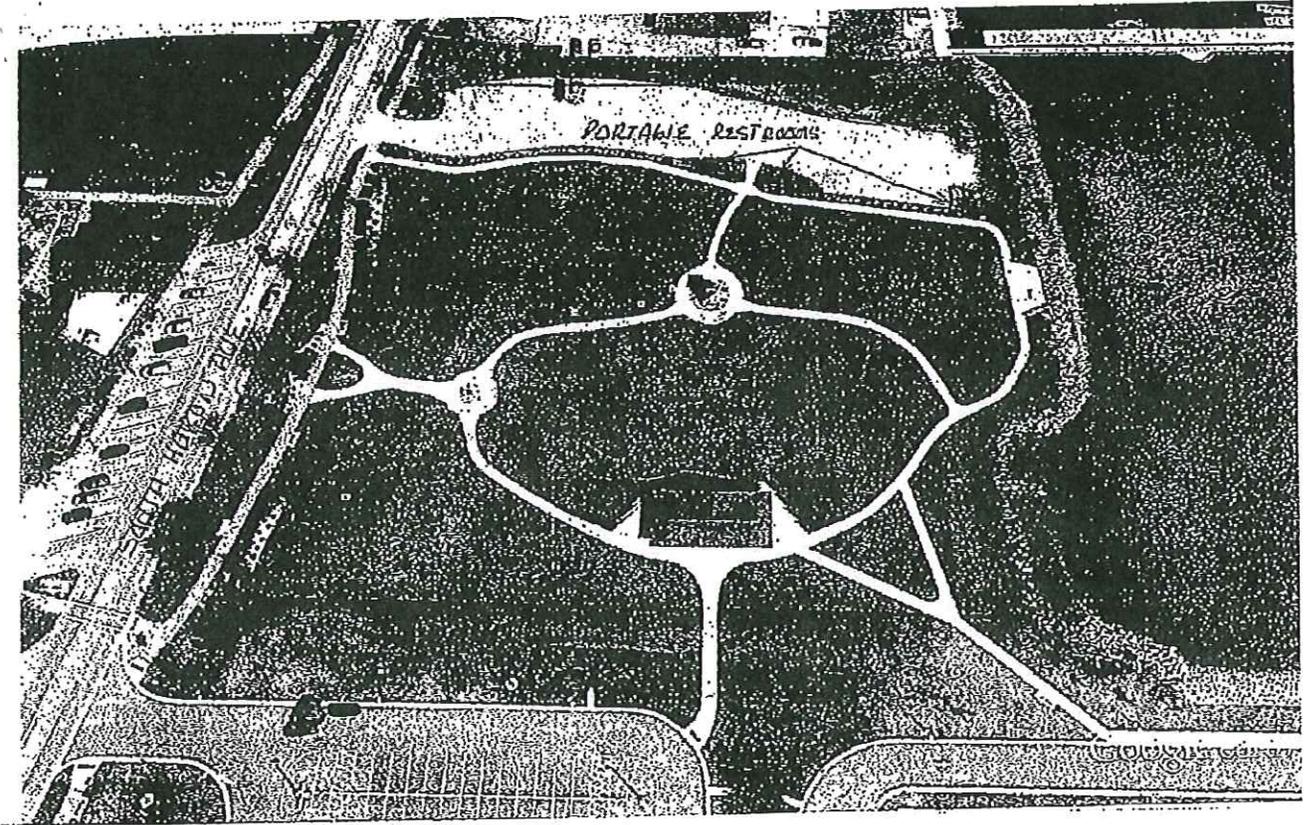
City: Charlevoix State: MI Zip: 49712

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: July 30 Time: 8

Equipment pick up: Date: Aug 3 Time: 10

Portable restrooms identified on the site map? Yes No



Additional

The 2014 event time line will be the 1760's. We plan a return visit from the 42nd. Royal Highlanders who were here for our 2012 event.

Also we are requesting to be able to close down a portion of Central Avenue the same as we did this year, On Saturday from 1:00 to 1:30 pm. for the purpose of a skirmish in the street and the looting of merchant stores. The change this year worked well and as a safety factor should continue. Assistance from the Police Department on traffic control during this time would be appreciated also.

Respectfully,

Chuck Kibby

Cindy Snider

Co-chairman - Rendezvous in Mackinaw & 18th. Century Trade Fair

APPLICATION CHECK LIST

A = Applicant V = Village

A **V**

- Completed Application
- Special Event Fee received on _____, receipt no _____
amount: \$ _____
- Event Map Received (Includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
- Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
- Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured)
- Ambulance Standby included with Application paid on _____, receipt no. _____
amount \$ _____
- Fireworks Permlt (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 coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event 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 Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

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

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, 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 Village of Mackinaw City 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.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? 20 years

Cindy Snider
Applicant Signature
Print name of applicant: Cindy Snider

6-18-14
Date

VILLAGE USE ONLY – Department representative please initial if approved

[MS] DPW [CS] FACILITY SERVICES
 [PLW] POLICE [PLW] FIRE [PLW] AMBULANCE
 [SP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE: _____
 VILLAGE MANAGER

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

<input type="checkbox"/> LOADER – MODEL _____	TOTAL MEN _____	TOTAL MAN HOURS _____
<input type="checkbox"/> PICK UP TRUCKS _____	TOTAL MEN _____	TOTAL MAN HOURS _____
<input type="checkbox"/> OTHER EQUIPMENT _____	TOTAL MEN _____	TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: Yes No

FACILITIES SERVICES DEPARTMENT

APPROVED

DENIED

Will this event require the use of any of the following municipal equipment:

Yes No

<input type="checkbox"/> TRASH RECEPTACLES – QUANTITY _____	<input type="checkbox"/> BARRICADES – QUANTITY _____
<input type="checkbox"/> TRAFFIC CONES – QUANTITY _____	<input type="checkbox"/> PARKING SIGNS – QUANTITY _____
<input type="checkbox"/> FENCING <input type="checkbox"/> WATER <input type="checkbox"/> ELECTRIC	<input type="checkbox"/> RESTROOM CLEANING
<input type="checkbox"/> OTHER _____	

SITE MAP APPROVED: Yes No

MACKINAW CITY POLICE DEPARTMENT

APPROVED

DENIED

ADDITIONAL OFFICERS REQUIRED? Yes No

If yes please describe & include times _____

Other (describe): _____

PARADE ROUTE RECEIVED AND APPROVED: Yes No

POLICE ESCORT NEEDED: Yes No LIQUOR APPLICATION RECEIVED AND REVIEWED: Yes No

SITE MAP APPROVED: Yes No

MACKINAW CITY FIRE DEPARTMENT

APPROVED

DENIED

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.

SITE MAP APPROVED: Yes No

RECREATION DEPARTMENT

APPROVED

DENIED

SHOWERS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
TABLES:	<input type="checkbox"/> Yes <input type="checkbox"/> No Quantity: _____
CHAIRS:	<input type="checkbox"/> Yes <input type="checkbox"/> No Quantity: _____
CAMPING:	<input type="checkbox"/> Yes <input type="checkbox"/> No (Identified on map)
LONG TERM PARKING:	<input type="checkbox"/> Yes <input type="checkbox"/> No (Identified on map)
PORTABLE RESTROOMS:	<input type="checkbox"/> Yes <input type="checkbox"/> No (Identified on map)

SITE MAP APPROVED: Yes No



Workers'
Compensation
Fund

1675 Green Road
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483
FAX 734.662.8083
WEB www.mml.org

to	Members of the MML Workers' Compensation Fund	from	Michael J. Forster
		date	June 23, 2014
		subject	2014 Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. Three (3) incumbent Trustees have agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 12. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Workers' Compensation Fund*; the official ballot is located in the left navigation bar under *Online Forms*.

Thank you for your membership in the Worker's Compensation Fund, and for participating in the election of your governing board.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Forster".

Michael J. Forster

Fund Administrator

THE CANDIDATES

Two-year terms beginning October 1, 2014



Christine Burns, Village Manager, Village of Spring Lake

Christine has more than 21 years of experience as a municipal official. Christine is the Village Manager of Spring Lake after serving the City of Cedar Springs for more than 5 years and the Village of Oxford for nearly 2 years. She also served the City of Clare for more than 14 years. Chris graduated from Central Michigan University with the BS in BA majoring in Management (1990) and earned her MSA in Public Administration from CMU in 2006. Fire Up Chips! Chris is a member of the Michigan Local Government Management Association (MLGMA), International City/County Management Association (ICMA) and holds a Certified Master Municipal Clerk designation; she also serves as the President for the West MI Local Government Management Association and is on the Board of Directors for MLGMA. Christine is seeking re-election to her third term as Trustee.



Frank Campbell, Mayor, City of Hastings

Frank has more than thirty-five years' experience as a municipal official, serving as the mayor in the City of Hastings since 2012. He has served on the council, the Downtown Development Authority, the Planning Commission and several other local civic organizations. Frank is a member of the Michigan Association of Mayors, a former vice-president of the Michigan Municipal League Board of Trustees and a former president of the MML Elected Officials Academy board. Frank is seeking election to his first term as Trustee.



Elva Mills, Village President, Village of Lexington

Elva has more than 20 years experience as a municipal official, having served twelve years on the Madison Heights city council, and since 2000, on the Lexington Village council. Elva has also served on the boards of the Madison District Public Schools, the Sanilac County Community Mental Health Board and the Thumb Mental Health Alliance. In addition, she is currently active in a number of civic organizations, including the Greater Lexington Chamber of Commerce, the Lexington Business Association, the League of Women Voters, the American Association of University Women, and others. Elva is seeking re-election to her third term as Trustee.

VILLAGE COUNCIL
VILLAGE OF MACKINAW CITY
Cheboygan and Emmet Counties, Michigan

Trustee _____ supported by Trustee _____, moved the adoption of the following Ordinance:

ORDINANCE NO. 33 EMERGENCY RECOVERY COSTS

AN ORDINANCE TO ADD SECTIONS 40.200 THROUGH 40.205 TO THE COMPILED CODE OF THE VILLAGE OF MACKINAW CITY, TO PROVIDE FOR FEES AND RECOVERY COSTS ASSOCIATED WITH CERTAIN EMERGENCY RESPONSE SERVICES

The Village of Mackinaw City Ordains:

Section 1. Amendment. Sections 40.200 through 40.205 are added to Part 40, "Fire Department," of the Compiled Code of the Village of Mackinaw City, to read as follows:

Part 40.

Sec. 40.200. Purpose.

This Ordinance is adopted to defray some costs incurred in providing certain emergency response and ambulance services. It is not the purpose of this Ordinance to provide complete reimbursement or funding for the Village of Mackinaw City fire department.

Sec. 40.201. Definitions.

The following definitions of words and phrases shall apply to this Ordinance except where the context clearly indicates a different meaning:

(a) *Ambulance services* means the use of an emergency vehicle for transportation, or transportation and treatment, of patients on an emergency basis including any services provided in relation to such transportation and treatment.

(b) *Emergency Basis* means a condition or situation in which a person declares a need for immediate medical attention, or where such need is declared by medical personnel or a public safety official.

(c) *Emergency response* means the following actions or services provided by the Village, or by a private individual or corporation operating at the request or direction of the Village:

(1) Extinguishing or fighting any fire occurring in or at a structure or occurring on public or private property.

(2) Any incident requiring a response by the Village that involves any public or private utility property and requires Village equipment or personnel to remain at the incident to protect the health, safety and welfare of the public until the utility provider responds to the incident and takes corrective measures.

(3) The extrication of a person(s) from a vehicle involved in an accident.

(4) Extinguishing or fighting any vehicle fire.

(5) Any response to a false alarm at a property in excess of two times in a calendar year.

(d) *Person responsible* means the owner, operator and/or person in charge of or person in possession of the structure, property or vehicle to which the emergency response is directed.

(e) *User* means a person using ambulance services provided by or on behalf of the Village

(f) *Vehicle* means all motor vehicles (including but not limited to cars, trucks, semitractors, motorcycles and trailers), trains, aircraft or watercraft.

Sec. 40.202. Charges/Fees.

(a) The expense of an emergency response shall be charged against the person(s) responsible. If there is more than one person responsible, liability shall be joint and several and the Village may bill any or all persons responsible, however the Village may not collect more than the total amount owed. Liability for charges assessed under this Section shall not be dependent upon fault or negligence. The charge constitutes a debt of the person(s) responsible and shall be collectable by the Village in the same manner as an obligation under a contract. The costs included within the expense of an emergency response shall be set from time to time by resolution of the Village Council.

(b) A service fee shall be imposed upon users of ambulance services provided by or on behalf of the Village within the Village's jurisdictional limits. The service fee constitutes a debt of the user and shall be collectable by the Village in the same manner as an obligation under a contract. The service fee shall be in an amount set from time to time by resolution of the Village Council.

Sec. 40.203. Exemptions.

(a) The following circumstances shall not constitute a false alarm:

(1) An alarm activated by damage to public utility lines when the affected public utility corroborates that the damage to such lines caused the alarm.

(2) An alarm caused by storm, tornado, or other violent condition beyond the control of the person whose property is served by the alarm.

(b) The Village is exempt from all charges authorized by this Ordinance.

Sec. 40-204. Billing.

The Village Fire Chief, or his/her designee, shall submit an invoice for the expense of an emergency response, and/or for an ambulance service fee, by first class mail or personal service to the person responsible for the expense, and/or upon a user, as enumerated under this Ordinance. The invoice shall require full payment within 30 days from the date of issuance.

Sec. 40-205. Failure to Pay Charges/Fees.

Any failure by a person or user responsible to pay an invoice issued under this Ordinance within 30 days of the date of issuance shall be considered a default. In case of a default, the Village may commence a civil suit or take any other actions permitted at law or in equity to recover the delinquent expense or fee. If legal action is taken to collect an amount owed pursuant to this Ordinance, the Village shall be entitled to recover the cost of such legal action from the person responsible or user, as applicable, including reasonable and actual attorneys' fees.

Sec. 2. Effective Date. This ordinance shall take effect 20 days after its adoption or upon publication, whichever occurs later.

Yeas: Trustees _____

Nays: Trustees _____

Abstain: Trustees _____

Absent: Trustees _____

Ordinance declared adopted.

Jeff Hingston, Village President
_____, 2014

Lana Jaggi, Clerk
_____, 2014

CERTIFICATION

As the Clerk of the Village of Mackinaw City, Michigan, I certify this is a true and complete copy of an ordinance adopted at a meeting of the Village Council held on _____, 2014, with notice provided as required by law.

_____, 2014

Lana Jaggi, Clerk

VILLAGE OF MACKINAW CITY

RESOLUTION 08/07/2014

RESOLUTION ADOPTING AGREEMENT FOR LIQUOR LICENSE INSPECTION ASSISTANCE BETWEEN THE TOWNSHIP OF MACKINAW AND THE VILLAGE OF MACKINAW CITY

WHEREAS, it is the mutual advantage and benefit of the Village of Mackinaw City and the Township of Mackinaw to render aid to each other for special events, local emergencies, or for specialized operations which require the combined forces of one or both of the governments involved, and

WHEREAS, under the provisions of Act 35 of the Michigan Public Acts of 1951 as amended (M. S. A. 5.4081 et seq.) an agreement of this type can be entered into, and

WHEREAS, the Village of Mackinaw City and the Township of Mackinaw wish to join in such a mutual agreement, and

WHEREAS, the provisions of the agreement shall extend specifically for the purpose of liquor license inspections for those establishments falling under the jurisdiction of Mackinaw Township,

NOW, THEREFORE, BE IT RESOLVED, that this agreement is hereby approved by the Village of Mackinaw City and the Village President is hereby authorized to sign said agreement on behalf of the Village of Mackinaw City.

Motion By:
Supported By:
Yeas:
Nays:
Absent:

Date:

I hereby certify that the foregoing resolution was adopted by the Village Council of the Village of Mackinaw City, Michigan, in public session held August 07, 2014.

Lana Jaggi, Village Clerk

COMMITTEE REPORT
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

COMMITTEE: Safety DATE 7-28-14

- AGENDA ITEMS: ① LLC inspections - Mackinaw Twp.
② Emergency recovery costs procedure's
③ Police Budget costs for future

PRESENT: Chief Wyma, A. Smith, Perlick, Hingston, ^{Jack Keck} Plawisek, P. White

ABSENT: Michalak + Glenn

REPORT: ① Request was made by Mackinaw Twp for Village to do LLC inspections (4) for them.

② Emergency recovery cost procedure for Ambulance + fire dept. was discussed + sample ordinance presented.

③. Police budget was discussed in the event we have a shortfall.

Chief Wyma presented list of duties dept. carries out. Talked about contracting out to county, cutting 24 hr. service etc,

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM	recommend	STATUS/RECOMMENDATION
1)	recommended Village do LLC inspections with council approval.	
2)	recommended cost recovery ordinance of procedure. move to Council.	
3)	Suggest getting costs of contracting out for information only at this time	

FINANCE COMMITTEE
July 30, 2014
VERSION 7:00 PM JULY 30TH

Members present: Planisek, Michalak, Glenn
 Guest: Pepler

Budget review – cost cutting

The committee went over the FY15 Budget and listed what we may have to forgo to address the current General Fund deficit.

Amount	Budget	Details
\$30,000	Recreation Center	Close the recreation center, discontinue organized recreation activities, eliminate the recreation director position, give table and chairs away to a non-profit, have the school maintain the ball fields for their use. Also approach Emmet County about interest in owning Recreation Center.
\$40,000	Recreation Complex	
\$5,000	Performance shell	Those using the shell will have to cover all costs
\$10,000	Heritage Village	Approach Emmet County about interest in owning Re-negotiate contract
-0-	VPO- Fishing pier	Give up the lease from the DNR, \$100,000 in 2016 maintenance will thus be eliminated
\$5,000	VPO – Trash pickup	Use bigger liners, pick up less frequently, place fewer cans but in strategic locations
\$5,000	VPO – Bathrooms	Limit the season and hours for Wawatam, DuCharme and 2 of the 3 cubicles at Conkling Heritage Park bathrooms
\$5,000	VPO – DNR Trailhead	Give the trailhead back to the state
\$5,000	VPO – Beaches	Offer both beaches to Emmet County, otherwise give them back to their respective owners
\$1,000	Parks	Eliminate any expenses associated with McCrae Park and Disk Golf (or move Disk Golf to Heritage Village)
\$50,000	Promotion	Charge to the host organizations all municipal costs associated with events Don't put up Christmas decorations

\$100,000	Police	Send a letter to the county commissioners of both Emmet and Cheboygan soliciting their interest in providing police service for Mackinaw City. Chief Wyman is being provided the opportunity to offer alternatives for how to reduce the Police Dept. budget by \$100,000
\$5,000	Sidewalks	Reduce snow removal and sidewalk repairs by \$5,000
\$45,000	Fire	The two township's share of the cost of fire protection needs to be increased by \$90,000
<hr/>		
\$306,000	Total	

The committee recommends adopting this list of cost cutting measures.

Sandra L Plonka

**COMMITTEE REPORT
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

COMMITTEE: SPECIAL PROJECTS COMMITTEE DATE 7/29/14

AGENDA ITEMS: FERRY BOAT ORDINANCE

PRESENT: PRES. JEFF HINGSTON, TRUSTEES BELINDA MOLLEN, RICHARD PERLICK,
MANAGER ADAM SMITH, AND CLERK LANA JAGGI

ABSENT: _____

REPORT: REVIEWED REQUESTED CHANGES TO SEVERAL AREA'S OF DRAFT, IDENTIFIED
NEW QUESTIONS AND RETURNED DRAFT TO LEGAL FOR FURTHER REVIEW. THE
COMMITTEE ANTICIPATES ONE MORE MEETING BEFORE SCHEDULING A COUNCIL
COMMITTEE OF THE WHOLE WORK SESSION THAT WILL INCLUDE THE FERRY BOAT COMPANIES.

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM

STATUS/RECOMMENDATION

ITEM	STATUS/RECOMMENDATION

**ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH JULY 31**

CRIME TYPE	2009	2010	2011	2012	2013	2014
CRIMES AGAINST PERSON	7	5	6	6	3	11
PROPERTY CRIMES	6	13	13	7	8	13
MORALS/DECENCY CRIMES	18	21	18	5	8	12
PUBLIC ORDER CRIMES	54	69	47	54	73	43
TOTAL	85	108	84	72	92	79

Citations Issued Year To Date 2014: **113**

Citations Issued Year To Date 2013: **107**

Citations Issued Year To Date 2012: **129**

**COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH JULY 31**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Traffic Crash:						
Public Roadway	32	23	31	22	26	29
Private Property	28	20	17	36	22	33
Personal Injury Crash:	1	0	4	1	3	2
TOTAL	61	43	52	59	51	64
Breaking and Entering:						
Business	3	1	0	0	0	1
Residence	0	0	2	0	1	1
Other	0	1	1	0	0	0
TOTAL	3	2	3	0	1	2
Larceny:						
From Bldg./Veh./Pub. Place	28	31	24	22	16	15
Fail to Pay for Services	9	4	1	3	9	5
Bad Check/Fraud	2	2	0	1	3	0
TOTAL	39	37	25	26	28	20
Malicious Destruction of Property:	6	3	6	8	4	9
Domestic/Civil:	29	27	34	52	40	30
Assault:	11	12	13	18	5	6
Stolen Vehicle:	2	0	0	0	0	2
Reports Taken to Date:	577	578	583	716	605	688

Village of Mackinaw City
Monthly Report – Water & Wastewater For July 2014

Routine Maintenance and Usage: Date Submitted 07-31-14

- Number of gallons pumped by water department during the month to date: Approximately 17.390MG
- Number of gallons pumped to the wastewater treatment plant during the month to date: Approximately 14.473MG
- Number of water shutoffs during the month: 1
- Number of water turn-ons during the month: 6
- Number of new water service connections during the month: 0
- Number of new sewer service connections during the month: 0
- Continue to maintain plant operation to efficiently treat wastewater
- Submit wastewater report to the state of Michigan DEQ & EPA
- Continue to conduct operation to meet the village's national pollution discharge permit
- Continue lab operations that efficiently and accurately measure wastewater operation parameters
- Conduct daily monitoring of the village's eight wastewater lift stations to maintain efficiency and reliable pumping operations
- Continue to operate our water system to meet state and federal drinking water standards
- Perform daily monitoring of the village's four municipal water wells
- Coordinate and perform water analysis for quality and to maintain safety of drinking water
- Conduct routine maintenance to our water system
- Continue performing monthly checks and required testing of necessary safety equipment
- Exercise emergency backup equipment to ensure reliability

New and Continued Projects:

- The water department continues working on the aeration equipment and chlorination equipment at the treatment plant.
- Most of our yearly maintenance has been completed on our lift stations (US 23, Barbara, Pine, Wenniway and Djujanay).
- Utility Services began the tower painting project on June 12. A progress report was given to the water department on July 29th by the inspector assigned to the project. To date, the interior wet and the interior dry have been painted and inspected. The exterior dry also has been pole sanded and is now ready for the process of painting. The painting project experienced some delays due to inclement weather and wind damage to the containment structure which is used for the painting process.
- The water & sewer department took part in several meetings, including well ordinance, tower project updates, and bi-weekly department head meetings.
- The water department was visited by the Department of Construction Safety & Health (MIOSHA). The visit went well.
- The cross connection program is currently in progress.
- The water & sewer department took part in a winter damage assessment meeting.

Notable Events Affecting Water & Wastewater Department:

The water and sewer department responded to three emergency callouts during the month of July, including one power outage which required the use of a generator. The DPW conducted sewer maintenance in three locations within the village.

DPW Progress for July 2014

The DPW has been working on many things over the month of July. The work completed is as follows but not limited to.

Roads

- Routine sweeping of streets.
- Mowing of roadside grass has been completed as time and weather permits.
- Tree Trimming has taken place along South Huron and is also being evaluated in other areas around the Village
- Cold Patching has taken place of pot holes on an as needed basis.
- I am in the early stages of evaluating the condition of North Huron and trying to come up with a plan to do some temporary repairs until funding is available to fix it permanently.

Cemetery

- Routine maintenance has been done.

Parks

- 1st beach has been getting graded and maintained on a weekly basis weather permitting.
- The connecting path from the Trailhead to the Arnold Park downtown has been completed.
- The former McClot property has some grass growing now. We have been watering it to get some roots established to stabilize the soil and prevent erosion. The bollards have been removed with the intent of reusing them to identify the parks new boundaries.
- The canvas roof has been installed at the second location on the State Dock now that the 4th of July fireworks have passed.
- Routine trash pickup and grass cutting has been completed.
- Maintenance of landscaping has been getting completed on an as needed basis.
- The designated signs to be removed from the sign grant have been identified and will be removed as time allows.
- I am working on coming up with a list of memorial options for interested community members. Currently, benches are all that have been offered. We have no shortage of benches here in town so I am working to offer memorial picnic tables for parks and also memorial trees. In addition to the offered memorial options, I am also working to come up with a current inventory of what we have in the parks in order to offer people available locations for the memorial item they purchase.

Equipment

- Routine maintenance is done on vehicles and equipment
- I have been evaluating the vehicles and equipment in order to know what will be needed in the future to maintain our level of services or even improve them with more efficient and suitable equipment.

Water/Sewer

- I am currently in the process of taking an inventory of replacement/repair parts we have in storage.
- Sewer mains with grease issues in the past were inspected prior to 4th of July weekend.
- Two water service stop boxes were repaired.

My apologies for being unable to attend the council meeting, I will be out of town for my wedding. If you have any follow up questions please feel free to contact me.

MARINA MONTHLY REPORT

July 31, 2014

We have received a check from the DNR for Emergency Dredging in the amount of \$112,500.00. The Port Huron to Mackinac race had 239 boats thus we were not that busy. The Chicago to Mackinac race had 350 boats and we were very busy. On July 26th and 27th the Water Warriors for Special Olympics launched 28 jet skis and three support boats. Monday, July 28th they left for a 5 day trip to Detroit. Each rider has to raise at least \$1,500.00. On 70 foot boat stayed a week and a 67 foot sailboat has stayed at least two and half weeks. The rate for those boats is over \$100.00 per night. About 80% of boaters this year are staying between 3 – 5 days. The six boaters now have dish TV. There is one dish on each main dock. They paid the entire cost.

RECREATION MONTHLY REPORT

We had one meeting with the Skating Association concerning their costs for the 2014 – 2015 skating season. The Men's Slow Pitch league has finished their regular season and started the league tournament this week. This past weekend was the Heritage Village's Summer Celebration we setup the baseball field, the cross country course and hauled chairs and tables for the celebration. The West Shore Bike Tour parked about 80 cars at the recreation complex last weekend and will be biking back to Mackinaw this coming weekend. Also this weekend is the Ironworkers Festival at the Recreation Complex.

Dave Paquet, Harbormaster/Recreation Director

**MACKINAW CITY EMERGENCY MEDICAL SERVICE
MACKINAW CITY FIRE DEPARTMENT
Activity Report**

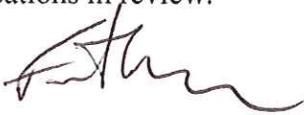
EMS		<u>2011</u>	<u>2013</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Runs						
	January	29	21	17	38		
	February	18	26	26	23		
	March	28	18	22	30		
	April	28	33	26	26		
	May	31	36	40	36		
	June	28	51	43	47		
	July	66	50	67	65		
	August	66	69	59			
	September	42	37	47			
	October	25	23	39			
	November	24	23	25			
	December	25	19	25			
	TOTAL RUNS FOR YEAR	410	406	436	265	0	0
MCFD		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Runs						
	January	7	5	3	9		
	February	4	3	4	5		
	March	3	5	3	2		
	April	3	4	2	5		
	May	7	7	6	8		
	June	3	8	14	7		
	July	9	10	8	5		
	August	12	10	11			
	September	9	9	7			
	October	11	3	9			
	November	7	6	5			
	December	4	2	2			
	TOTAL RUNS FOR YEAR	79	72	74	41	0	0
	Training						
	January	2	1	2	2		
	February	3	2	2	2		
	March	2	2	2	4		
	April	1	2	2	2		
	May	2	2	2	2		
	June	2	2	2	2		
	July	2	3	2	2		
	August	2	3	2			
	September	1	1	2			
	October	3	2	4			
	November	2	2	2			
	December	1	0	1			
	TOTAL TRAININGS FOR YEAR	23	22	25	16	0	0

CDD

August 7, 2014

For the month of July there was one Planning Commission Meeting held on July 24, 2014. It was preceded by a Public Hearing to discuss a Special Use Permit.

Presently the office of the CDD is working on three Special Use Permits and three Site Plan Reviews. For July one Zoning Permit was issued, one MOSD, two permits for new signs, and five Face Change Permits for existing signs were issued. There are also two land division applications in review.

A handwritten signature in black ink, appearing to read "Fred Thompson Jr.", written in a cursive style.

Fred Thompson Jr.
Interim CDD

**Facilities
July 2014 Report**

The Facilities Department has been keeping busy in various ways. Jobs include, but are not limited to, these tasks.

Regular Maintenance:

1. Daily cleaning of restrooms and facilities.
 - a. City hall
 - b. Trail Head Restrooms
 - c. Wawatam Restrooms
 - d. Conkling Park Restrooms
 - e. Ducharme St. Restrooms
2. Trash removal in the downtown area.
3. Facilities sidewalk maintenance (trash/paper removal).

Maintenance Projects:

1. Streets:
 - a. General cleaning and trash removal
 - b. Irrigation repairs
 - c. Cut/trim village grass areas
 - d. Bush/Tree trimming
 - e. Tree light repairs (main street)
2. Parks:
 - a. General cleaning and trash removal
 - b. Grass cutting
 - c. Bush trimming
3. Ice Rink Complex:
 - a. Cleaning (rain days)
 - b. Equipment repairs

In the up-coming month, Facilities Crew duties will include regular daily duties as well as Grass Maintenance, Irrigation Repairs, Tree Trimming, and Tree light maintenance (Main Street), Special Event setup/takedown and other projects as assigned.