



cityofnovi.org

## CITY of NOVI CITY COUNCIL

**Agenda Item D**  
**March 27, 2017**

**SUBJECT:** Approval of Resolution Authorizing "2017 Stars and Stripes Festival" to occur on the Suburban Collection Showplace property at 46100 Grand River Avenue including adjacent temporary supporting uses.

**SUBMITTING DEPARTMENT:** City Manager's

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

The owner of the FunFest Productions is organizing and presenting the 2017 Stars and Stripes Festival on the grounds of the Suburban Collection Showplace, with certain adjacent property being used for festival activities, overflow parking and camping area for exhibitors at the event. Most recently the event was held at Freedom Hill in Sterling Heights.

"Outside exhibits, fairs, entertainment and festivals" are permitted uses under Section 1002A.2.h of the EXO District regulations. Section also 1003A.9 discusses Council's authority to impose "reasonable conditions" in order to ensure "that an outdoor recreation use is compatible with the surrounding area, including site improvements and features such as additional screening, landscaping and increased setbacks."

The attached resolution proposes a set of conditions for the applicant to meet for the activities proposed to take place on the Suburban Collection Showplace property. It is primarily a description of public health, safety, and welfare inspections that the City would undertake as the items are being placed or constructed to accommodate the fair use.

As an additional step, the City has reviewed and will be issuing an Outdoor Gathering Permit for festival related displays, amusements, overflow parking and possible camping use on the adjacent properties to near the Suburban Collection Showplace site.

Related requests to allow a fireworks display and a liquor license for the proposed beer tent will be provided for City Council consideration at a future meeting.

**RECOMMENDED ACTION** Approval of Resolution Authorizing "2017 Stars and Stripes Festival" to occur on the Suburban Collection Showplace property at 46100 Grand River Avenue including adjacent supporting uses.

**CITY OF NOVI**

**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION AUTHORIZING 2017 STARS AND STRIPES FESTIVAL**

Minutes of a Meeting of the City Council of the City of Novi, County of Oakland, Michigan, held in the City Hall of said City on March 26, 2017 at 7:00 o'clock P.M. Prevailing Eastern Time.

PRESENT:

ABSENT:

The following preamble and Resolution were offered by Councilmember \_\_\_\_\_ and supported by Councilmember \_\_\_\_\_.

**WHEREAS**, the Stars and Stripes Festival was held at Freedom Hill in previous years; and

**WHEREAS**, the promoter of the Stars and Stripes Festival desires to relocate the event to the City of Novi for 2017; and

**WHEREAS**, for this year, 2017, the event continues to celebrate the 4<sup>th</sup> of July Holiday; and

**WHEREAS**, the event will begin June 29, 2017 and run through July 2, 2017; and

**WHEREAS**, the proposal for the event has been jointly submitted by the FunFest Productions, promoter and manager of the event, and the Suburban Collection with the majority of the activities contemplated to be concentrated on the grounds of the Suburban Collection Showplace exposition facility, and with additional parking and camping to be available on adjacent properties; and

**WHEREAS**, the City wants to see the patriotic and community events succeed, as it will both help to create a positive tradition within the State and positively influence the surrounding areas in the City; and

**WHEREAS**, the City Council has determined that the City Council's approval is required under the City's zoning ordinance for that portion of the event located on the Suburban Collection Showplace and that the approval of the Public Safety and Community Development Departments is required as well for use of the adjacent property.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

The proposed Stars and Stripes Festival use on the Suburban Collection Showplace property (parcel number 50-22-16-251-024) is hereby approved by the City Council pursuant to Section 1002A.2.H of the City of Novi zoning ordinance, subject to the following conditions under Section 1003A.9, "Conditions for Outdoor Recreation Uses":

1. The applicant shall have in place, and shall provide to all of its appropriate agents and employees, an emergency evacuation plan to be reviewed and approved for the event by the City of Novi Department of Public Safety.

2. With regard to the beer tent/alcohol service, the location of such area shall be only as shown on the attached Exhibit A, except as may be otherwise approved by the Department of Community Development and the Department of Public Safety. The serving area shall be fenced or otherwise enclosed. All appropriate licenses from the State of Michigan in connection with alcohol service shall be obtained by the applicant.

3. All tents, rides, midway facilities, circus areas, and the like shall be subject to permit application and inspection by the Department of Community Development and Department of Public Safety prior to commencement of the event. Use of Parcels 50-22-16-176-24, 50-22-16-176-021, and 50-22-176-020 shall be in accordance with the

Outdoor Gathering Permit issued by the Novi City Clerk's office. All tents and temporary structures shall comply with Chapter 24 of the 2012 International Fire Code. Code requirements for separation of tents and other structures shall be observed.

4. A temporary access drive to the adjacent property (parcel numbers 22-16-176-020, -021, and -024) shall be as shown on the attached Exhibit A. Any improvements to the area for purposes of pedestrian or vehicular traffic shall be temporary, shall be approved by the Department of Community Development and Department of Public Safety and subject to the conditions noted in the Outdoor Gathering Permit. The access shall be improved such that emergency vehicles can enter and exit without restriction.

5. All temporary power hook ups or connections, including generators and connections to the Suburban Collection Showplace exposition building, shall be approved by the Department of Community Development and Department of Public Safety.

6. The applicant shall have a sufficient number of restrooms/portable toilet facilities, in locations that comply with barrier free requirements. All portable toilet facilities shall be regularly cleaned, and shall remain in a sanitary condition throughout the entire event, with additional cleanings required depending on attendance at the event. Temporary water supplies shall be in accordance with Oakland County Health Department standards.

7. Use of Parcels 50-22-16-451-050 and 50-22-16-451-051 shall be in accordance with the Outdoor Gathering Permit issued by the Novi City Clerk's office for carnival trailer and overnight bunkhouse parking only. The use shall be limited to the open northern portion of the property(s) and shall not impact the protected wetlands and woodlands located on the southern portion of the parcels. All water and sanitary facilities shall comply with City of Novi and Oakland County Health Department requirements.

8. Use of Parcels 22-16-426-001-002, 22-15-152-007, 22-15-301-008 and 22-15-301-010 shall be for temporary festival overflow parking only. Use of 22-16-300-094 (Grand River Soccer Fields) will be subject to the existing agreement.

9. Placement of any temporary signs shall be approved by the Department of Community Development and must not obstruct visibility needed for safe passage of vehicle and pedestrian traffic. There shall be no more than (2) 4 ft. x 8 ft. temporary signs along the Grand River and I-96 road frontages and (2) 8 ft. x 2 ft. pole flag signs at each of (6) other locations. Signage will be allowed beginning 7 days prior to the start of the event and must be removed at the conclusion of the event.

10. Emergency access to all areas of the property shall be maintained throughout the entire event, including access to the midway, once the rides and booths are assembled.

11. Amplified music will be allowed within the event hours, specifically; 4 pm until 11:30 pm June 29, 12 pm thru 11:30 pm June 30 and July 1, as well as 12 pm to 10:30 pm July 2, 2017.

12. The applicant shall secure from the Department of Community Development and Department of Public Safety the appropriate occupant load for the Suburban Collection Showplace exposition facility, as well as any temporary tent and/or seating areas. Such occupancy load shall not be exceeded during the event.

**AYES:**

**NAYS:**

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Cortney Hanson, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi, County of Oakland, and State of Michigan, at a regular meeting held this 27th day of March, 2017, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

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Cortney Hanson, City Clerk  
City of Novi





NOVI CITY CLERK'S OFFICE  
 45175 W. TEN MILE ROAD  
 NOVI, MI 48375  
 (248) 347-0456  
 Fax (248) 347-0577

**OUTDOOR GATHERING PERMIT APPLICATION**  
**Chapter 24 – Article II**

APPLICATION MUST BE MADE AT LEAST 10 DAYS  
 PRIOR TO THE DATE OF THE PROPOSED ASSEMBLY

Business name: Funfest Productions, Inc. DBA Stars and Stripes Festival

Address: 48 Market ST. Suite 24. Mt. Clemens, MI Business Phone #: 586 493 4344

Location of event: Suburban Collection Show Place

Name of applicant: Joe Niepelt Applicant's age: 53

Applicant's address: 921 Delaware, Marysville, MI, 48046 Phone #: 586 615 6365

If applicant is a partnership, corporation, or other association, list names, addresses, phone numbers of partners, directors, as well as agent in charge of operation of the gathering:

Statement of the kind, character, and type of proposed assembly:

Festival consisting of carnival rides, music, and food

Legal description and proof of ownership of the site at which the proposed outdoor assembly is to be conducted. Where ownership is not vested in the prospective permittee, an affidavit from the owner shall be submitted indicating his/her consent to the use of the site for the proposed assembly:

See attached.

The dates and hours during which the proposed outdoor assembly is to be conducted:

6/29/17 12pm - 11:30pm / 6/30/17 12pm - 11:30pm / 7/1/17 12pm - 11:30pm / 7/2/17 12pm - 10:30pm  
4pm

Estimate the maximum number of attendants expected at the assembly for each day it is conducted (An Outdoor Gathering Permit is not required for events with less than 200 attendants):

6/29/17 5000 / 6/30/17 10,000 / 7/1/17 20,000 / 7/2/17 20,000

Give a detailed explanation of the evidence of admission to be used and of the sequential numbering or other method which will be used for counting attendance, i.e. tickets, etc. Also, please state if attendance will not be counted.

Tickets sold



Each application shall be accompanied by a detailed explanation, including drawings and diagrams where applicable, of the prospective permittee's plans to provide for the items listed below. If you are not providing an item which is listed below, you must state the reason.

1. The size or area of the property to be used: See Attached map  
Must include a map depicting the location of any equipment, tent or any temporary structures used during the event.
2. Police and fire protection: to be determined  
If you requested police security through the Novi Police Department, you must include a copy of the signed "Security Agreement".
3. Food and water supply and facilities: mobile trucks & trailers  
Will there be any heat source used under a tent, including the preparation of food?  yes  no
4. Health and sanitation facilities: Portable bathrooms and wash stations
5. Medical facilities and services including emergency vehicles and equipment:  
Universal Ambulance company will supply 1 ambulance and 4 medics
6. Vehicle access and parking facilities: See attached plan and list of parking areas.  
You must have a signed letter from the property owner indicating they give permission to the applicant to utilize parking areas.  
The logistical/housing for midway operator is proposed for the Lapham site on the south
7. Camping and trailer facilities: side of Grand River (Sidwell 50-22-16-451-050 and 50-22-16-451-051)  
Combination of permanent installed parking lot lighting and building base lighting.
8. Illumination facilities: Overflow parking lot areas will have supplemental portable light trees.
9. Communications facilities: Standard Showplace communications and radio contacts will apply.
10. Noise control and abatement: Overall positioning of the festival site lends itself to little or no noise impact; time frames will be established in the permit process.
11. Duration of the outdoor assembly: 06/29/17 - 07/02/17
12. Facilities for cleanup and waste disposal: 4 30 yard dumpsters
13. Insurance and bonding arrangements: Insurance will be provided as required.  
ALL applications must include a "Certificate of Liability Insurance" listing the City of Novi as a "Certificate Holder".

**Applications without the following attachments will be considered incomplete and WILL NOT be accepted by the City Clerk's Office:**

- A copy of the front and back of the applicant's current driver's license.
- Application Fee (must be cash or check):

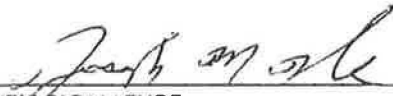
Estimated Attendants	License Fee
200 or more	\$110.00
500 or more	\$210.00
2,500 or more	\$360.00
5,000 or more	\$510.00

- Copy of Certificate of Liability Insurance which lists the City of Novi as a "Certificate Holder".
- Map of event location.

**The following items may be required:**

- Security Agreement with Novi Police Department for use of officers.
- Letter granting permission for use of property.

The undersigned hereby applies for a license to hold an Outdoor Gathering in excess of 200 persons under the provisions of the City Code, Chapter 24, Sections 1-25 of the City of Novi, and represents that the statements hereinafter contained are true, and undertakes and promises to comply with the provision of the laws of the United States of America, the laws of the State of Michigan, and the ordinances of the City of Novi in conducting the Outdoor Gathering. It is understood that any license issued shall be revocable in accordance with the provision of said Chapter 24, Sections 1-25 in the City Code.

  
\_\_\_\_\_  
APPLICANT'S SIGNATURE

3/20/17  
\_\_\_\_\_  
DATE

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**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Receipt Number \_\_\_\_\_ Map \_\_\_\_\_  
Copy of Applicant's Driver's License \_\_\_\_\_ Certificate of Liability Insurance \_\_\_\_\_

# SUBURBAN COLLECTION SHOWPLACE

February 23, 2017

City of Novi  
45175 West 10 Mile Road  
Novi, MI 45175

RE: Outdoor Gathering Permit Application – Stars and Stripes Festival

To Whom It May Concern:

Joe Nieporte has completed the request for an Outdoor Gathering Permit Application for the Stars and Stripes Festival which will be held at the Suburban Collection Showplace June 29 through July 2, 2017. The outdoor assembly will be utilizing the following sidwells and in the following manner:

Main Showplace/Fair Grounds Property (See attached map – shown/bound in RED)

- #22-16-251-024 – Main Showplace as expanded, parcel
- #22-16-176-020 and #22-16-176-021 – Adjusted expansion Fair Grounds property

Support parcels / Grass/Natural Surface Overflow Parking Options (See attached map – shown/bound in dotted-BLUE)

- #22-16-300-094 – Grand River Soccer Park property
- #50-22-16-451-050 and #50-22-16-451-051 – Lapham/used as previous for State Fair
- #22-16-426-002 and #22-16-426-001 – Grass/green space area – overflow parking east of Showplace entrance
- Property #22-15-152-007, property #22-15-301-008 and Corrigan (#50-22-15-301-010) frontage as potential overflow parking areas

Offsite Shuttle Areas

- Novi High School parking lots
- Community Location – Yet to be determined

Please let me know if you require any additional information.

Very truly yours,

  
SUBURBAN COLLECTION SHOWPLACE

**Blair Bowman**  
Owner

Manager/Member for TBON LLC  
Manager/Member for Servman LLC



**MAP INTERPRETATION NOTICE**

This information provided is not intended to replace or substitute for any official or primary source. This map was prepared to meet technical Map Accuracy Standards and use the most recent accurate data available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be considered as survey measurements performed by a Licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager for further source and accuracy information related to this map.

**SCS Site Plan/Overflow Parking**



1 inch = 752 feet



Map Print Date  
2/23/2017



**City of Novi**

45175 Ten Mile Rd  
Novi, MI 48375  
cityofnovi.org

**CERTIFICATE OF LIABILITY INSURANCE**

03/03/2017

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**

American Specialty Insurance & Risk Services, Inc.  
7609 W. Jefferson Blvd., Suite 100  
Fort Wayne, IN 46804

**NAMED INSURED**

FunFest Productions, Inc. dba FunFest Events  
48 Market Street  
Mt. Clemens, MI 48043

**INSURER(S) AFFORDING COVERAGE**

**NAIC #**

INSURER A: Greenwich Insurance Company

22322

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

**COVERAGES**

**CERTIFICATE NUMBER: 1001387703**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING 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	INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS	
A	GL	ASG090121601	05/07/2016 12:01 a.m.	05/07/2017 12:01 a.m.	General Aggregate - Per Event	5,000,000
					Products-Completed Operations Aggregate	5,000,000
					Personal and Advertising Injury	1,000,000
					Each Occurrence	1,000,000
					Damage to Premises Rented to You (Any One Premises)	1,000,000
					Medical Expense Limit (Any One Person)	Excluded

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Additional Remarks Schedule may be attached if more space is required)**

- Evidence of coverage only.

**CERTIFICATE HOLDER**

CITY OF NOVI, MICHIGAN  
45175 10 MILE ROAD  
NOVI, MI 48375

**CANCELLATION**

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**

*Drew Smith*