



CITY OF NOVI CITY COUNCIL
JULY 28, 2025

SUBJECT: Consideration of Second Reading of Ordinance Amendment 25-42.05 to amend Chapter 24, Article II, "Permit for Outdoor Gatherings".

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- Recommended by the Ordinance Review Committee.
- Proposed amendments include updating legal citations and department names, removing required sections from the application that have historically never been applicable or enforced.
- The deadline to submit an application would be 14 days in advance of the event instead of 10 days.
- Language has been made gender neutral.

BACKGROUND INFORMATION:

Outdoor Assembly events such as public fairs, high school festivals or private cultural celebrations are important and valuable for the City and its residents. Chapter 24, Article II of the Novi Code of Ordinances: Permit for Outdoor Assembly requires an application, review, and issuance of a permit prior to any event exceeding 200 persons. The application is required to include information including detail and layout of the property to be utilized, measures to assure public safety including, but not limited to, security and fire protection, water supply and sanitation, medical facilities, access and parking, and waste disposal. Insurance and/or bonding are also required. Tents typically require verification of anchoring, clearances to adjacent structures, and fire-retardant treatment as well.

The proposed amendments include updating legal citations and department names, removing sections from the application that have historically never been applicable or enforced, and changing the application deadline from 10 to 14 days before the event. The Ordinance Review Committee discussed the proposed amendments at the June 23, 2025 meeting and made a recommendation to place it on an agenda for Council consideration.

RECOMMENDED ACTION: Approval of Second Reading of Ordinance Amendment 25-42.05 to amend Chapter 24, "Outdoor Gatherings and Filming Permits", Article II, "Permit for Outdoor Gatherings".

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF NOVI
ORDINANCE NO. 25-42.05

AN ORDINANCE TO AMEND CHAPTER 24, "OUTDOOR GATHERINGS AND FILMING PERMITS," ARTICLE II, "PERMIT FOR OUTDOOR GATHERINGS," TO CORRECT APPLICABLE STATE LAW CITATIONS, ADJUST THE TIMING OF SUBMISSION OF AN APPLICATION, AND TO MAKE OTHER MINOR REVISIONS IN THE APPLICATION PROCESS.

THE CITY OF NOVI ORDAINS:

PART I. That Chapter 2, "OUTDOOR GATHERINGS AND FILMING PERMITS," Article II, "PERMIT FOR OUTDOOR GATHERINGS," of the City of Novi Code of Ordinances is hereby amended to read as follows.

Sec. 24-16. - Required.

No person shall sponsor, operate, maintain, conduct or promote an outdoor assembly with an attendance of over 200 persons during daily duration of the event in the city unless ~~he~~they shall have first made application for and obtained as prescribed in this article a permit for each outdoor assembly.

Sec. 24-17. - Application—Filing.

Application for a permit to conduct an outdoor assembly must be made in writing at least ~~ten~~fourteen (~~10~~14) days prior to the date of the proposed outdoor assembly on forms and in such manner as prescribed by the ~~city clerk~~City Clerk.

Sec. 24-18. - Same—Contents.

The applicant for a permit required by this article shall supply the following information on the application:

- (1) The name, age, residence and mailing address of the person making the application. Where the person making the application is a partnership, corporation or other association, this information shall be provided for all partners, officers and directors or members;
- (2) A statement of the kind, character, and type of proposed outdoor assembly;
- (3) The address, 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, ~~he~~they shall submit an affidavit from the

- owner indicating ~~his~~-their consent to the use of the site for the proposed assembly;
- (4) The dates and hours during which the proposed outdoor assembly is to be conducted;
 - (5) An estimate of the maximum number of attendants expected at the outdoor assembly for each day it is conducted and a detailed explanation of the evidence of admission which will be used and of the sequential numbering or other method which will be used for accounting purposes;
 - (6) Each application shall be accompanied by a nonrefundable fee in an amount as set by resolution by the council.

Sec. 24-19. - Same—Accompanying plans.

Each application for a permit required by this article shall be accompanied by a detailed explanation, including dimensioned drawings and diagrams where applicable, of the prospective permittee's plans to provide for the following:

- ~~(1)~~ ~~(1)~~—The size or area of the property to be used;
- ~~(2)~~ Location (dimensioned), size and type of all temporary structures including tents and membrane structures, stages and stage canopies, bleachers and platforms. Building permits as required by the Fire and Building Codes.
- ~~(23)~~ Police and fire protection;
- ~~(34)~~ Food and water supply and facilities;
- ~~(45)~~ Health and sanitation facilities;
- ~~(56)~~ Medical facilities and services including emergency vehicles and equipment;
- ~~(67)~~ Vehicle access and parking facilities;
- ~~(78)~~ Camping and trailer facilities;
- ~~(89)~~ Illumination facilities;
- ~~(910)~~ Communications facilities;
- ~~(1011)~~ Noise control and abatement; Any provisions for public address and amplified sound including hours of operation and sound level at property lines
- ~~(1112)~~ Duration of the outdoor assembly;
- ~~(1213)~~ Facilities for cleanup and waste disposal;
- ~~(1314)~~ Insurance and bonding arrangements.

Sec. 24-20. – Same—Investigation.

Upon receipt of a fully complete application by the ~~city clerk~~City Clerk, copies of the application for a permit required by this article shall be forwarded to the ~~police chief~~Director of Public Safety/Chief of Police, ~~department of building and safety~~Community Development Department, Fire Department, and to such other appropriate public officials as the clerk deems necessary. Such officers, department and officials shall review and investigate matters relevant to the application and within five (5) days of receipt thereof shall report their findings and recommendations to the ~~city clerk~~City Clerk.

Sec. 24-21. - Prerequisites to issuance.

In processing an application for a permit required by this article the council shall, at a minimum, require the following:

- (1) Security personnel. The permittee shall employ at ~~his-their~~ own expense such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the outdoor assembly and for the preservation of order and protection of property in and around the site of the outdoor assembly. No permit shall be issued unless the ~~police chief~~Director of Public Safety/Chief of Police or designee is satisfied that such necessary and sufficient security personnel will be provided by the permittee for the duration of the assembly.
- (2) Water facilities. The permittee shall provide potable water, sufficient in quantity and pressure to ensure proper operation of all water-using facilities under conditions of peak demand. Such water shall be supplied from a public water system, if available, and if not available, then from a source constructed, located, and approved in accordance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, or from a source and delivered and stored in a manner approved by the ~~department of building and safety~~Community Development Department.
- (3) Restroom and drinking water facilities.
 - a. The permittee shall provide separate enclosed flush-type water closets ~~as defined in Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto and in accordance with any other applicable state or local law.~~ If such flush-type facilities are not available, the ~~department of building and safety~~Community Development Department may permit the use of other facilities which are in compliance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law.
 - b. The permittee shall provide lavatory and drinking water facilities constructed, installed, and maintained in accordance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law. All lavatories shall be provided with hot and cold water and soap and paper towels.
 - c. The number and type of facilities required shall be determined on the basis of the number of attendants, in the following manner:

| Facilities | Male | | Female |
|------------|-------|--|--------|
| Toilets | 1:100 | | 1:100 |
| Urinals | 1:100 | | |

| | | | |
|--------------------|-------|-------|-------|
| Lavatories | 1:200 | | 1:200 |
| Drinking Fountains | | 1:500 | |
| Taps or faucets | | 1:500 | |

Where the outdoor assembly is to continue for more than ~~twelve~~twenty-four (~~12~~24) hours, the permittee shall provide shower facilities, on the basis of the number of attendants, in the following manner:

| Facilities | Male | Female |
|--------------|-------|--------|
| Shower heads | 1:100 | 1:100 |

All facilities shall be installed, connected, and maintained free from obstructions, leaks and defects and shall at all times be in operable condition as determined by the ~~department of building and safety~~Community Development Department.

- (4) Food service. If food service is made available on the premises, it shall be delivered only through concessions licensed and operated in accordance with the provisions of ~~Act No. 368 of the Public Acts of Michigan of 1978~~Act 92 of 2000 (MCL ~~333.1101~~289.1101 et seq., ~~MSA 14.15(1101) et seq.~~), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any applicable state or local law. If the outdoor assembly is distant from food service establishments open to the public, the permittee shall make such food services available on the premises as will adequately feed the attendants.

~~(5) Medical facilities. If the outdoor assembly is not readily and quickly accessible to adequate existing medical facilities, the permittee shall be required to provide such facilities on the premises of the outdoor assembly. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be as prescribed by the department of building and safety.~~

- ~~(6)~~(5) Liquid waste disposal. The permittee shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto established by the ~~department of building and safety~~Oakland County Health Department. ~~If such rules and regulations are not available or if they are inadequate, then liquid waste disposal shall be in accordance with the United States Public Health Service Publication No. 526, entitled, Manual of Septic Tank Practice.~~ If liquid waste retention and disposal is dependent upon pumpers and haulers, they shall be licensed in accordance with Act No. ~~243~~451 of the Public Acts of Michigan of ~~1951~~1994 (MCL ~~325.281~~324.11701 et seq., ~~MSA 14.434(1) et seq.~~), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, and, prior to issuance of any license, the permittee ~~shall~~may be required to provide the ~~department of building and safety~~Community Development Department with a true copy of an executed agreement in force and effect with a licensed pumper or hauler, which agreement will ensure proper, effective and frequent removal of liquid waste from the premises so as to neither create nor cause a nuisance or menace to the public health.

~~(7)~~(6) Solid waste disposal

- a. The permittee shall provide for solid waste storage on and removal from the premises.
- b. Storage shall be in approved, covered, flytight and rodentproof containers, provided in sufficient quantity to accommodate the number of attendants. Prior to the issuance of any permit, the permittee ~~shall~~may be required to provide the ~~department of building and safety~~Community Development Department with a true copy of an executed agreement in force and effect with a licensed refuse collector, which agreement will ensure proper, effective and frequent removal of solid waste from the premises so as to neither create nor cause a nuisance or menace to the public health.
- c. The permittee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides shall not be used in any way so as to contaminate food, equipment, or otherwise constitute a hazard to the public health. Solid waste containing food waste shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.

~~(8) Public bathing beaches. The permittee shall provide or make available or accessible public bathing beaches only in accordance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.~~

~~(9) Public swimming pools. The permittee shall provide or make available public swimming pools only in accordance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.~~

~~(10)~~(7) Access and traffic-control. The permittee shall provide for ingress to and egress from the premises so as to ensure the orderly flow of traffic onto and off of the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the state. Traffic lanes and other space shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a permit, the ~~police chief~~Director of Public Safety/Chief of Police or designee must approve the permittee's plan for access and traffic-control.

~~(11)~~(8) Parking generally. The permittee shall provide a parking area sufficient to accommodate all motor vehicles, but in no case shall less than one (1) automobile space for every four (4) attendants be provided.

~~(12)~~(9) Camping and trailer parking. A permittee who permits attendants to remain on the premises between the hours of 2:00 a.m. and 6:00 a.m. shall provide for camping and trailer parking and facilities in accordance with Act No. 368 of the Public Acts of Michigan of 1978 (MCL 333.1101 et seq., MSA 14.15(1101) et seq.), as amended, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision by state or local law.

~~(13)~~(10) Illumination. The permittee shall provide electrical illumination of all occupied areas sufficient to ensure the safety and comfort of all attendants. The licensee's lighting plan shall be approved by the ~~department of building and safety~~Community Development Department.

~~(14)~~(11) Insurance. Before the issuance of a permit, the permittee shall obtain insurance with limits as set by the ~~city clerk~~City Clerk pursuant to guidelines as established by resolution of the council from a company or companies approved by the commissioner of insurance of the state, which insurance shall insure liability for death or injury to persons or damage to property which may result from the conduct of the outdoor assembly or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for the duration of the permit. The evidence of insurance shall include an endorsement to the effect that the insurance company shall notify the ~~city clerk~~City Clerk in writing at least ten (10) days before the expiration or cancellation of the insurance.

~~(15)~~(12) Bonding. Before the issuance of a permit the permittee shall deposit a sum of money in cash, in an amount as set by the ~~city clerk~~City Clerk pursuant to guidelines as established by resolution by the council, with the ~~city clerk~~City Clerk, as bond secured by cash. The bond shall be in a form approved by the city attorney, conditioned upon the permittee's faithful compliance with all of the terms and provisions of this chapter and all applicable provisions of state or local law, and which shall indemnify the city, its agents, officers, and employees and the council against any and all loss, injury or damage whatever arising out of or in any way connected with the outdoor assembly and which shall indemnify the owners of property adjoining the assembly site for any costs attributable to cleaning up and/or removing debris, trash, or other waste resultant from the outdoor assembly.

~~(16)~~(13) Fire protection. The permittee shall at ~~his-their~~ own expense take adequate steps as determined by the Fire Chief or designee to ensure fire protection.

~~(17) Noise disturbance. Sound producing equipment, including but not limited to public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the outdoor assembly so as to exceed eighty (80) decibels at the property line.~~

~~(18) Fencing. The permittee shall erect a fence completely enclosing the site of sufficient height and strength as will preclude persons in excess of the maximum permissible attendance from gaining access and which will have sufficient gates properly located so as to provide ready and safe ingress and egress.~~

~~(19)~~(14) Other conditions. Prior to the issuance of a permit, the ~~city clerk~~City Clerk may impose any other conditions reasonably calculated to protect the health, safety, welfare and property of attendants or of citizens of the city.

Sec. 24-22. - ~~City clerk~~City Clerk action.

Within ~~eight-twelve~~ (8)12 days of the filing of an complete application for a permit required by this article, the ~~city clerk~~City Clerk shall issue, set conditions prerequisite to the issuance of, or deny, a permit. The ~~city clerk~~City Clerk may require that adequate security or insurance be provided before a permit is issued. In the case of a permit denial, the reasons therefor shall be stated in the notice. The ~~city clerk~~City Clerk shall issue such

decision by regular mail unless information for facsimile or electronic mail is provided with the application, in which case such means of notice may be used.

Sec. 24-23. - Grounds for denial.

A permit required by this article may be denied if:

- (1) The applicant fails to comply with any or all requirements of this chapter, or with any or all conditions imposed pursuant to this chapter, or with any other applicable provision of state or local law;
- (2) The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting document;
- (3) The anticipated maximum attendance comprises more than two hundred (200) persons per acre of property available, not including vehicle access or parking; or
- (4) The estimated vehicles requiring parking facilities shall exceed one hundred twenty-five (125) per acre of property available.

Sec. 24-24. - Contents, posting, transferability.

A permit required by this article shall specify the name and address of the permittee, the kind and location of the outdoor assembly, the maximum number of attendants permissible, the duration of the permit and any other conditions imposed pursuant to this chapter. It shall be posted in a conspicuous place upon the premises of the outdoor ~~assembly, and~~ assembly and shall not be transferred to any other person or location.

Sec. 24-25. - Revocation.

- (a) The council may revoke a permit issued pursuant to this article whenever the permittee, ~~his~~ their employee or agent fails, neglects or refuses to fully comply with any and all provisions and requirements set forth in this chapter or with any and all provisions, regulations, ordinances, statutes, or other law incorporated by reference in this chapter.
- (b) A permit shall automatically be revoked if riotous conduct occurs at an outdoor assembly or if an assemblage exceeds twenty-five (25) percent of the estimated attendance, as indicated on the application for a permit. In such instances the premises may be closed by the police department and the assembly disbursed.

PART II.

Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III.

Savings Clause. The amendment of the Novi Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or

incurred prior to the amendment of the Novi Code of Ordinances set forth in this Ordinance.

PART IV.

Repealer. All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V.

Effective Date: Publication. The provisions of this Ordinance shall become effective fifteen (15) days after its adoption and shall be published within 15 days of its adoption by publication of a brief notice in a newspaper circulated in the City, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this Ordinance and such other facts as the Clerk shall deem pertinent, and that a copy of the Ordinance is available for public use and inspection at the office of the ~~City Clerk~~City Clerk.

Justin Fischer, Mayor

Cortney Hanson, ~~City Clerk~~City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the Novi City Council held on the xx day of May, 2025.

Cortney Hanson, ~~City Clerk~~City Clerk

Adopted:
Published:
Effective: