



## CITY of NOVI CITY COUNCIL

**Agenda Item M**  
**July 31, 2017**

**SUBJECT:** Approval of Resolution Authorizing "2017 Michigan State Fair" to occur on the Suburban Collection Showplace property at 46100 Grand River Avenue.

**SUBMITTING DEPARTMENT:** City Manager's

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

The owner of the Suburban Collection Showplace is organizing the Michigan State Fair, for the sixth straight year on the exposition property, with certain adjacent property being used for fair activities, overflow parking and camping area for exhibitors at the fair.

"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 fair related displays, amusements, overflow parking and possible camping use on the adjacent properties to the west of the Suburban Collection Showplace site. Due to the ongoing construction taking place for the addition to the Showplace hall the midway for the fair will be located south of the building adjacent to Grand River. The applicant indicates that total number of available parking spaces for attendees will be similar to previous years.

**RECOMMENDED ACTION** Approval of Resolution Authorizing "2017 Michigan State Fair" to occur on the Suburban Collection Showplace property at 46100 Grand River Avenue.

**CITY OF NOVI**  
**COUNTY OF OAKLAND, MICHIGAN**

**RESOLUTION AUTHORIZING 2017 MICHIGAN STATE FAIR**

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 July 31, 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 first official Michigan State Fair was held in 1849 in Detroit, Michigan and thereafter the Fair was held continuously for 150 years, until 2009; and

**WHEREAS**, after a lapse related generally to the recent economic conditions in the state, a coalition of public and private individuals and entities restarted the Fair under the designation "Great Lakes Agricultural Fair" in 2012 as a statewide event at the Suburban Collection Showplace here in Novi; and

**WHEREAS**, for this year, 2017, the event continues with the official designation as the Michigan State Fair; and

**WHEREAS**, the event will begin August 31st, 2017 and run through September 4th, 2017; and

**WHEREAS**, the proposal for the event has been jointly submitted by the Michigan State Fair, a private-entity LLC, and the Suburban Collection Showplace (with the Showplace

as the formal "applicant" for the event), 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 Fair succeed, as it will both continue 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 State Fair use on the Suburban Collection Showplace property (parcel number 50-22-16-251-021) 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 50-22-16-176-22, 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 -022) 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. 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) 14 ft. x 48 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 21 days prior to the start of the event and must be removed at the conclusion of the event.

9. 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.

10. 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 31st day of July, 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



Wednesday, July 19, 2017

Charles,

Please find enclosed a copy of the gathering permit that was delivered to the clerk today. I also updated last year's council resolution for your convenience and emailed it to you so you can make any changes. Thank you so much for support, guidance, and help as we prepare to celebrate the fifth anniversary of the Michigan State Fair in Novi.

Please contact me for any corrections or additions that are needed.

A handwritten signature in black ink, appearing to read "Steve", with a long horizontal line extending to the right.

Steve Masters | *Executive Director*

P (248) 348-5600 ext. 235 | C (248)224-7348 | F (248) 347-7720

[smasters@michiganstatefairllc.com](mailto:smasters@michiganstatefairllc.com)

[www.michiganstatefairllc.com](http://www.michiganstatefairllc.com)

[www.SuburbanCollectionShowplace.com](http://www.SuburbanCollectionShowplace.com)



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: The Michigan State Fair

Address: 46100 Grand River Avenue, Novi, MI, 48374 Business Phone #: 248-348-6942

Location of event: 46100 Grand River Avenue, Novi, MI, 48374 and neighboring properties

Name of applicant: The Michigan State Fair, a private entity LLC Applicant's age: N/A

Applicant's address: 46100 Grand River Avenue, Novi, MI, 48374 Phone #: 248-348-6942

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:

Mr. Blair Bowman at 248-348-6942; 46100 Grand River Avenue, Novi, MI, 48374

Mr. Steve Masters at 248-348-6942; 46100 Grand River Avenue, Novi, MI, 48374

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

The Michigan State Fair/Livestock/Agriculture/Entertainment/Carnival/Midway

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:

SID #26-16-251-023; #22-16-176-020; #22-16-176-021; #22-16-176-022; #22-15-152-007; and potentially #22-16-300-064

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

Wednesday 8/30/2017 (Opening/Charity Preview) 4pm-11pm; Thursday-Monday 8/31/2017-9/4/2017 10am-10pm

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*):

Maximum 15,000 on peak day

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.

Advanced and onsite tickets sales including wristbanding for special events and features



**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 after 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

7/19/2017  
\_\_\_\_\_  
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 \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE

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.

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: Haas & Wilkerson Insurance, 4300 Shawnee Mission Parkway, Fairway, KS 66205, 913 432-4400. CONTACT NAME: Kim Carter, PHONE: 913 432-4400, FAX: 913 749-4841, E-MAIL ADDRESS: kim.carter@hwins.com. INSURER(S) AFFORDING COVERAGE: ACE American Insurance Company, NAIC #: 22667.

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.

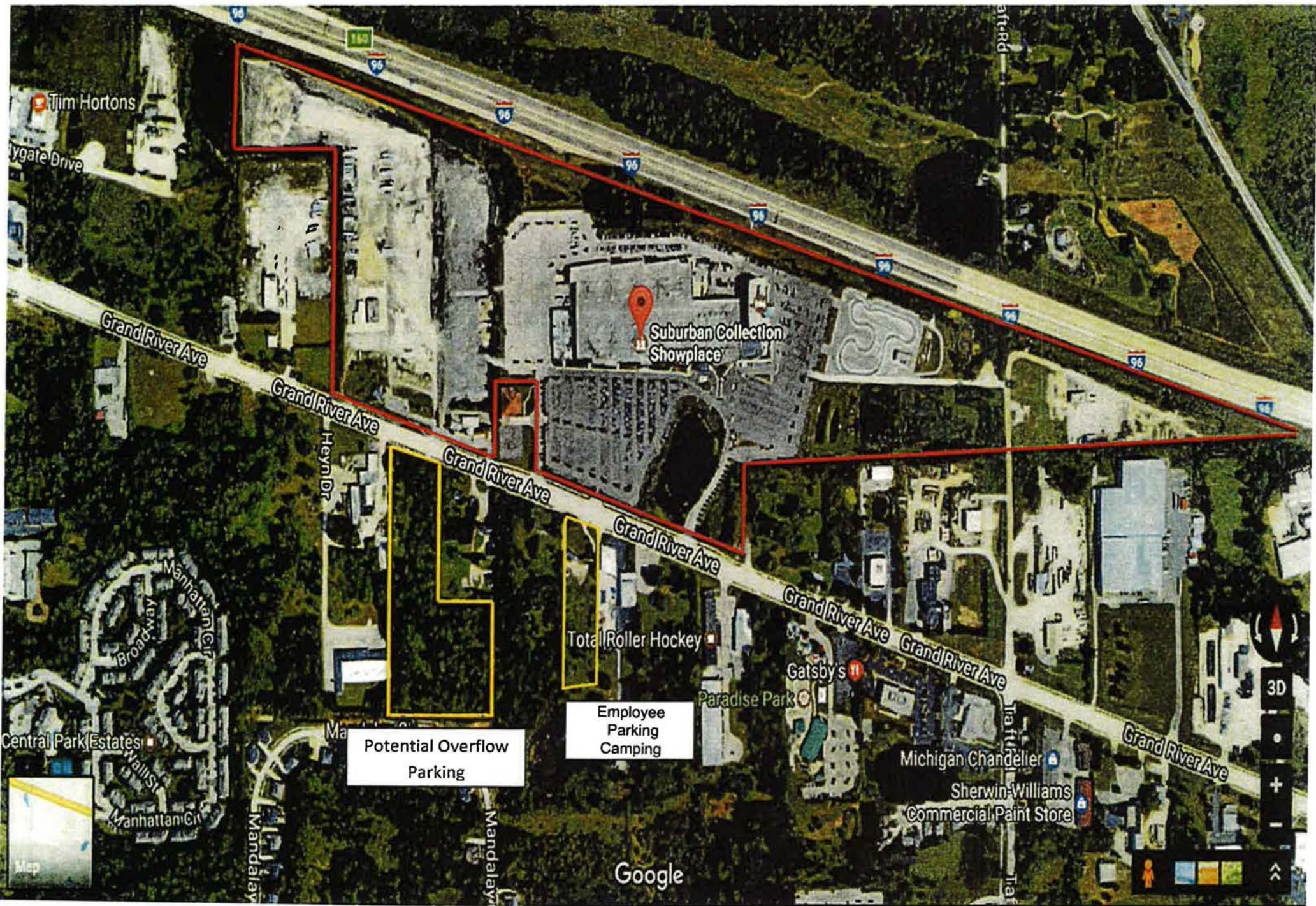
Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include: GENERAL LIABILITY (G24606302), AUTOMOBILE LIABILITY (H08157108), UMBRELLA LIAB (XCPN05004871), and WORKERS COMPENSATION AND EMPLOYERS' LIABILITY.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Governmental Entity (Form CG2026/LD-22318) The City of Novi, MI is named as an additional insured on the general liability policy but only with respect to liability arising out of the named insured's operations or premises owned by or rented to the named insured per form CG2026/LD-22318.

CERTIFICATE HOLDER: City of Novi, 45175 Ten Mile, 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: [Signature]

# Michigan State Fair Site Plan

## 2017 Outdoor Permit Map





**APPLICATION AND LICENSE  
TO OPERATE A TEMPORARY CAMPGROUND IN MICHIGAN**

*This application is required under authority of Part 125, Campground Administrative Rules, of 1978 PA 368, as amended.  
Failure to obtain a temporary campground license is a misdemeanor.*

(PLEASE PRINT IN BLACK OR BLUE INK)

Group/Organization Name <b>Michigan State Fair</b>			
Location of Event (Street Number and Name) <b>46100 Grand River Ave</b>		City, Village, or Township Name <b>Novi</b>	ZIP Code <b>48374</b>
Campground/Contact Phone Number <b>248-348-6942</b>	County of Event <b>Oakland</b>	Landowner's Name <b>TBON LCC</b>	
Landowner's Address <b>46100 Grand River Ave</b>		City <b>Novi</b>	State <b>MI</b>
			ZIP Code <b>48374</b>

Submit the following to the Local Health Department (LHD) having jurisdiction at least 14 days prior to the event:

- ✓ (1) This completed license application. This application form is available at all local health department offices.
  - ✓ (2) State License Fee plus LHD Inspection Fee made payable to the LHD (contact the LHD to inquire about their inspection fee).
  - ✗ (3) Copies of current safe water sample results and service contracts to be provided (i.e. portable privies, garbage, etc.).
  - ✓ (4) A site plan showing the layout of the campsites (with a numbering/identification system for emergency response purposes), roads, site dimensions, well(s), septic tank(s), drainfield(s), sanitary dump station or sign to nearest station, privy locations, bathhouse, etc.
- For more information, visit your LHD, go to [www.michigan.gov/deqcampgrounds](http://www.michigan.gov/deqcampgrounds), or call the DEQ Campground Program at 517-284-6520.

NUMBER OF CAMPSITES <b>75</b>	START DATE <b>8/30/2017</b>	through	END DATE <b>9/4/2017</b>	Check if this is a license extension:
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The maximum time of operation is two weeks with one extension of two additional weeks if approved by the LHD.  
A minimum of 30 days is required between licenses. Separate fees are due for each separate license period.

**SANITARY FACILITIES:**

Type	Male	Female	Unisex		
No. of Lavatories(sinks)				No. of Sanitary Dump Stations	<b>3</b>
No. of Toilets				No. of Water Outlets	<b>3</b>
No. of Urinals				No. of Sites With Sewer Connections	<b>0</b>
No. of Showers				No. of Sites With Water Connections	<b>23</b>
No. of Vault/Portable Privies			<b>20</b>	No. of Sites With Electrical Connections	<b>75</b>

I hereby certify that the foregoing information is accurate and complete.

Signature of Applicant 	Date <b>5/31/17</b>	Title <b>Director</b>	E-mail <b>smasters@michiganstatefairllc</b>
Address of Applicant <b>46100 Grand River Ave, Novi MI 48374</b>			Phone Number <b>248-348-6942</b>

PLEASE DO NOT WRITE BELOW THIS LINE - THIS SPACE FOR LOCAL HEALTH DEPARTMENT USE ONLY

COMMENTS:

TEMPORARY LICENSE IS:  APPROVED  DISAPPROVED (If disapproved, see Section 12508, 1978 PA 368)

Signature of Local Health Department Representative

Date

Upon approval by the local health department, this temporary campground is licensed for the dates indicated.

POST IN A CONSPICUOUS PLACE. THIS LICENSE IS NOT TRANSFERABLE TO A PERSON OR PLACE.

Local Health Department acknowledgment of receipt of fees:

Fees of \$ \_\_\_\_\_ and \$ \_\_\_\_\_ were received by the undersigned on \_\_\_\_\_ Date  
State License Fee      Local Inspection Fee

Signature \_\_\_\_\_ Title \_\_\_\_\_ Local Health Department

Temporary Campground License fees are effective 2017, 2018, and 2019 and are based on the number of proposed campsites

State Fee: 5-25 sites \$90; 26-50 sites \$120; 51-75 sites \$151; 76-100 sites \$181; 101-500 sites \$271; 501+ sites \$603

DISTRIBUTION: ORIGINAL TO DEQ - ONE COPY TO APPLICANT - ONE COPY TO LOCAL HEALTH DEPARTMENT

Parking

Parking

These lines indicate temp fencing

CIRCUS BIG TOP

21' PEAR  
22' FLOOR POCKET



HORSE TENT AND STALLS

WARM UP PRACTICE AREA

MAIN HORSE AREA

RAM TEST DRIVE

HORSE TRAILER PARKING

MAIN WEST ENTRANCE/EXIT

SECONDARY WEST ENTRANCE/EXIT

Grand River

Public Safety HQ

EMERGENCY ENTRANCE/EXIT

NO PUBLIC ACCESS

EMERGENCY ENTRANCE/EXIT

NO PUBLIC ACCESS

Grand River

These lines indicate temp fencing

Parking

Parking

Parking

This floorplan has been designed to be used exclusively by Art Craft Display, Inc and their clients. S.KARAKULA (7-16-17) 1-800-878-0710

MAIN EAST ENTRANCE/EXIT

