

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: CHARLES BOULARD, COMMUNITY DEVELOP. DIR
ERICK ZINSER, DIRECTOR OF PUBLIC SAFETY
CORTNEY HANSON, CITY CLERK
SUBJECT: OUTDOOR GATHERING PERMIT CHALLENGES
DATE: DECEMBER 19, 2024

Mayor and Council –
FYI on some revisions
City staff is working
on regarding the
outdoor gathering
permit process.
- Victor

Background:

Outdoor Assembly events, whether public fairs, high school festivals, or private cultural celebrations, are important and valuable for the City and our 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 (200-person threshold by policy). As outlined in the Ordinance, the application is required to include information including details 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. Complete applications are required at least 10 days prior to the start of the event.

Challenges:

Recently there has been a significant reduction in both the completeness and timeliness of applications. In some cases, promoters and sponsors of events have submitted incomplete applications just a few days before the scheduled event. In a number of cases, there have also been significant last-minute changes to the scope and event activities, including added tents, layout changes, open-fire features, and vendor /entertainment components. This situation has arisen even with annual events.

City staff from the Clerk's Office, Public Safety and Community Development have worked diligently to secure missing information, review and respond to applications, and last-minute changes to accommodate these events wherever possible in an accommodating, but unsustainable fashion. Based on the current trend some events will simply not be able to be approved.

Moving forward:

To further assist event organizers an expanded and revised application with additional information and a more comprehensive checklist with an emphasis on timeliness and completeness has been implemented.

The Administrative team is reviewing the potential to bring forward proposed update amendments to Chapter 24 of the City Code to Ordinance Review for consideration at a future date.

Please let us know if we can provide additional information.