

**ACME TOWNSHIP
SPECIAL EVENT ORDINANCE
ORDINANCE NO. 2014-01**

1. **Definitions.**

- a. Applicant means a person that submits an application for a special event.
- b. Lot means any parcel of real property in Acme Township that has a Tax Identification Number.
- c. Person means any individual, partnership, limited liability company, or corporation.
- d. Special Event means any temporary use of a lot or Acme Township property for purposes other than its already permitted use, which offers products, goods or services, including entertainment services; whether or not conducted for fees or profit and include the following examples:
 - i. Car shows, antique shows, flea markets;
 - ii. Art, music, ethnic, food, theatrical, or other festivals providing lawful entertainment;
 - iii. Sporting events and competitions.

A Special Event does not include individual garage sales that last no more than 7 days and recur no more frequently than one time in any 60 day period; social gatherings such as family reunions, receptions, picnics or related family events that are not open to the public.

- e. Temporary means no longer than three days.

2. **License Required.**

No person shall hold a special event in Acme Township without first obtaining a license pursuant to this Ordinance.

3. **Application for Special Event License.**

- a. An applicant shall submit to the Zoning Administrator a completed application, on a form furnished by the Township, not less than 30 days prior to the proposed event.
- b. The application shall include all of the following information:

- i. The full and complete name, current address and telephone number of the applicant.
- ii. The name of the proposed event and the name under which the event will be operated if other than the name of the applicant.
- iii. A written statement describing the proposed special event, including the nature and purpose of the activity.
- iv. The days and hours of the special event.
- v. The anticipated number of workers and event presenters.
- vi. The anticipated number of attendees.
- vii. The lot or lots upon which the special event is proposed to take place, including the street address.
- viii. A description of the products and/or services to be provided or sold at the special event.
- ix. A description of the procedures to manage parking, traffic and circulation, and the location for parking.
- x. A description of the procedures and facilities to manage sanitation.
- xi. A description of the procedures for crowd control and public safety.
- xii. A description of all food and beverages whether provided with or without charge and whether consumption of alcohol is anticipated.
- xiii. A sketch, drawn to scale, showing the placement, number and location of the proposed parking, signage, sanitary facilities, cooking facilities, lighting and all structures to be used and/or erected and how each will be used.
- xiv. Acknowledgment and permission of the lot owner if the applicant is not the lot owner.
- xv. Written evidence of the status of all approvals and/or reviews by Grand Traverse County Sheriff, Grand Traverse Metro Emergency Services, Grand Traverse Health Department, Michigan Department of Transportation, Grand Traverse County Road Commission, Grand Traverse County Construction Codes, and any other necessary agency.

- xvi. A demonstration that the Applicant has sufficient liability insurance for the Special Event.
- xvii. Proof that the Applicant has notified owners of all property within 300 feet of the property upon which the Applicant requests a License of the following: (1) that the Applicant is seeking a License for a Special Event, (2) the date upon which the Special Event is to take place, (3) a short description of the Special Event, and (4) that the complete Application is available at the Acme Township Hall.

4. **License Fee.**

The fee for a special event license shall be based on the event size according to the Acme Township Special Event Fee Schedule which may be reviewed and amended by resolution of the Acme Township Board from time to time.

5. **Application Review.**

- a. Once the Zoning Administrator determines the Application to be complete, the Zoning Administrator shall convene a meeting of the Special Events Committee to review either approve, approve with conditions, or deny the Application. The Special Events Committee shall be made up of the Zoning Administrator, a Township Board designee, a Planning Commission Designee, the Township Planner, and one Acme Township citizen. All meetings of the Special Events Committee shall be subject to the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 *et seq.*

6. **Standards for Approval.**

Each application for a special event shall meet the following standards for approval:

- a. The application is complete and the application fee is paid in full.
- b. The applicant has provided written evidence that he or she owns or leases the lot upon which the special event will be held, or that the applicant has permission to hold the special event upon which the special event will be held.
- c. The location of the special event does not negatively impact the public health, safety and welfare, including but not limited to traffic flow, parking, lighting, hours, signage and noise.
- d. The Special Event Application satisfies all of the elements necessary for approval.
- e. Minimum lot size for Special Events

Number of Attendees	Minimum Parcel Size
20 – 50	½ acre
51 – 100	2 acres
101 – 500	10 acres
501 – 1,000	25 acres
1,001 – 2,500	50 acres
2,501 – 5,000	80 acres
5,001 – 10,000	100 acres

7. **License Form:**

If approved by the Township Board, the Zoning Administrator shall complete the License with the name of the Applicant, a description of the Special Event, the dates permitted for the Special Event, and the conditions added to the Application. The Zoning Administrator and the Applicant shall sign the License and the Applicant shall post the License in a conspicuous place at the Special Event. The License shall also state that Acme Township does not endorse the Special Event.

8. **Inspection:**

The Applicant shall allow the Zoning Administrator or any Acme Township designee access to the property for inspection at any time during setup for the Special Event, during the Special Event, and after completion of the Special Event.

9. **Restrictions.**

- a. No license shall be issued to:
 - i. An applicant who has been convicted or found responsible for a violation of any federal, state or local law involving moral turpitude, fraud, theft, violence, or controlled substances.
 - ii. An applicant who is in default to Acme Township.
 - iii. An applicant that has previously received a special events license under which the Applicant violated any of the restrictions or requirements of that license.
 - iv. An applicant that has previously received a special events license which resulted in substantial and material complaints to Acme Township for the activities that resulted from that special events license.
- b. No privately owned lot may have more than three special events in one calendar year.

- c. The hours of operation for any special event shall be limited to the hours between 9 a.m. and 11 p.m., except athletic events that require an earlier start and meet all other requirements of this ordinance.

10. **Revocation of License.**

The Zoning Administrator may immediately revoke a special event license if the applicant violates any of this Ordinance's provisions, or for other good cause.

11. **Violations and Penalties.**

- a. A violation of this Ordinance is a Municipal Civil Infraction subject to Acme Township's Municipal Civil Infraction Ordinance and the enforcement officer for such violation can be the Zoning Administrator, Township Supervisor, or any other person designated by the Township Board.

- b. A violation of this Ordinance is a nuisance per se and is enforceable as such.

12. **Severability.**

If any portion of this Ordinance is found invalid by any court, such invalidation shall not affect or limit the remaining portions of this Ordinance or its application.

13. **Effective Date.**

This Ordinance shall become effective 30 days after its publication in a newspaper of general circulation in the Township.