

**TOWNSHIP OF ARMADA
MACOMB COUNTY, MICHIGAN
ORDINANCE NO. R2026-03**

TITLE: SPECIAL EVENTS ORDINANCE

An Ordinance to authorize and regulate Special Events within Armada Township in order to protect the public health, safety and welfare of the residents of Armada Township; providing penalties for the violations thereof, and repealing any and all ordinances and/or resolutions in conflict therewith.

Section 1. SHORT TITLE. This ordinance shall be known and cited as the Armada Township Special Events Ordinance.

Section 2. PURPOSE AND INTENT. The purpose of this Ordinance is to protect the public health, safety and general welfare of Armada Township residents by establishing regulations relating to the operation, control and management of Special Events conducted within Armada Township, including to ensure adequate provisions for traffic circulation, parking, services and facilities including potable water and sewage disposal, to provide penalties for violations of this Ordinance; and to repeal all ordinances or parts of ordinances inconsistent therewith, except Sections 16-39 and 16-40 of the Armada Township Zoning Ordinance.

Section 3. DEFINITIONS. For the purpose of this Ordinance, the following terms shall have the following meanings:

1. Applicant shall mean an Owner and/or Operator that submits an application for a Special Event Permit.
2. Operator shall mean any person, firm, partnership, corporation or other entity that operates or maintains a Special Event.
3. Owner shall mean the current owner or other person having ownership or possessory right of the property subject to a Special Event or Special Event Application.
4. Person shall mean any person, firm, partnership, corporation or any other entity.
5. Township Board shall mean the Armada Township Board of Trustees.
6. Special Event shall mean any event whether conducted on public or private property, that will or can be reasonably expected to generate, invite or attract persons in public attendance, participation and/or spectator-ship for a particular and limited purpose and time, including but

not limited to parties, festivals, concerts, shows, exhibitions, mud-bogging, carnivals, circuses, fundraising walks or runs, fairs, or similar events or activities.

- a. Low Impact – Low Impact Special Events are special events where between 300 to 500 persons are anticipated on site at any one time or any event greater than one day in duration.
 - b. High Impact – High Impact Special Events are those events at which more than 500 persons are anticipated on site at any one time or any event lasting three or more days in duration or any event with a total square footage of all tents and/or temporary membrane structures exceed 2,000 square feet or includes amusement or carnival rides.
7. Special Event Permit shall mean a permit issued by the Armada Township Fire Department, pursuant to this Ordinance, following approval of a Special Event Application by the Armada Township Fire Department for Low Impact Special Events or the Township Board for High Impact Special Events, authorizing the Special Events specified by the permit, including any conditions of approval established by the Armada Township Fire Department, or Township Board.

Section 4. SPECIAL EVENT PERMIT REQUIRED. It is unlawful for any owner, operator, or person to hold, stage, or conduct a Special Event in Armada Township without first applying for and obtaining a Special Event Permit in compliance with the provisions of this Ordinance. A Special Event Permit issued pursuant to this Ordinance shall be temporary and shall not grant any permanent rights to conduct, continue or repeat a Special Event.

Section 5. EXEMPTIONS. The following shall not be construed as a Special Event and are exempt from the provisions of this Ordinance:

1. Township, county and state sponsored events.
2. Funeral processions and gatherings.
3. Garage sales, yard sales and estate sales.
4. Private gatherings inside or outside such as weddings, graduation parties and similar events occurring entirely on a residentially utilized parcel or common area of a multi-family residential development, provided the event is not open to the general public and not for pecuniary gain or profit.
5. Activities conducted within a building designed for assembly use, such as churches, banquet facilities, halls, restaurants, fraternal organizations, libraries, schools, and recreational facilities.

6. The outdoor temporary sale of seasonal goods including, but not limited to, Christmas trees, fire wood, fireworks, or activities subject to the Right to Farm Act.
7. Inflatables on private property.
8. Activities conducted within a building or upon property that is owned by Armada Township and for which Armada Township has granted permission.
9. Events on school (public or private) property that are school-related student academic, athletic or extracurricular activities and are historically typical school-related events.
10. Events approved as part of a special land use pursuant to Article 8 of the Armada Township Zoning Ordinance; events approved pursuant to Section 16.39 or Section 16.40 of the Armada Township Zoning Ordinance provided that the site and event are in compliance with all conditions of approval of the special land use.

Section 6. OPERATIONAL REQUIREMENTS AND STANDARDS. Special Event, Owners and Operators shall comply with the requirements and standards of this Section and any conditions set forth on a Special Event Permit issued by the Township.

A. Low Impact Special Events

1. Zoning Compliance: Special Events shall comply with all applicable zoning regulations for the zoning district in which it is to be located according to the Armada Township Zoning Ordinance, including requirements pertaining to lot size, building height, setbacks, off-street parking and signage.
2. Tents, Buildings and Structures: All tents, buildings and structures erected or used for a Special Event shall comply with the following:
 - a. Shall be of such sizes and locations so as not to have a substantial negative impact on surrounding properties due to visibility, accessibility, traffic flow, parking and similar site issues.
 - b. Shall be installed, constructed, used, occupied and maintained in compliance with the provisions of federal, state and local rules and regulations.

- c. Shall be removed at the conclusion of the Special Event or upon the expiration of the Special Event Permit, whichever occurs first.
3. Environmental Protection.
 - a. Operations shall meet federal, state and local environmental health requirements, including those of the Macomb County Department of Public Health, pertaining to adequate and safe supply of potable water; restroom facilities including handicapped-accessible facilities per ADA requirements; food and beverage storage, handling and servicing; sanitary method of disposal of solid waste; and all other operations having bearing on environmental health.
 - b. The establishment and operation of a Special Event shall conform to federal, state and local rules and regulations regarding the protection of environmental resources including the soil erosion and sedimentation requirements of the Macomb County Drain Commissioner and the Michigan Department of Environmental Quality requirements regarding wetlands, stream crossings and water quality protection.
4. Lighting. If the Special Event is to occur after daylight hours, sufficient lighting shall be provided and in such manner so as to shield or eliminate direct and nuisance illumination beyond the boundaries of the property upon which the Special Event is located.
5. Parking and Traffic. There shall be provided one (1) or more parking areas of sufficient total area and which support safe and orderly circulation for the maximum number of people to attend the Special Event at any single time. Traffic control measures shall be provided to ensure safe and orderly vehicular and pedestrian circulation including on-site circulation and the flow of vehicular and pedestrian traffic onto public or private road right-of-ways. If any roads or street are proposed to be closed or partially closed, the applicant must obtain approval from the Macomb County Department of Roads and provide written notification to all residents and businesses along the road closure route.
6. Macomb County Emergency Services. Adequate emergency services shall be provided as may be directed by the Macomb County Sheriff including adequate facilities for communication with emergency service providers.
7. Fire/Rescue, and Medical. Adequate fire/rescue and medical personnel shall be provided as required by, and in accordance with, the International Fire Code adopted at the time. All personnel shall be licensed, certified, insured and approved by the Macomb County Medical Control Authority.

8. Emergency Preparedness. Adequate emergency preparedness measures shall be in place, including, but not limited to, crowd control management, pre-designated emergency evacuation routes and procedures, pre-designated procedures in the event of an active shooter or other civil unrest, weather monitoring, designated storm shelter area, a public address system or approved means to clearly make announcements to all areas of the Special Event, proper training for all event staff members in fire prevention procedures, the location and proper use of portable fire extinguishers and proper notification of emergency services. Documentation of all required event staff training shall be maintained by the owner or operator of the Special Event. A formal written emergency preparedness plan shall be provided with the application for review and approval of the Armada Township Fire Department.
9. Sound Producing and Amplifying Equipment. Sound producing and amplification equipment shall be operated so as to minimize nuisance conditions upon nearby properties. Sound levels shall comply with the regulations of the Armada Township Zoning Ordinance. Amplified sound shall not occur between the hours of 10:00 p.m. and 8:00 a.m.
10. Buildings. All buildings occupied by the public for assembly purposes shall meet the requirements of current building and fire codes.
11. Digging and Staking. Digging or staking into non-paved ground shall be cleared through Miss Dig in order to avoid damage to underground utilities. The applicant is responsible for contacting Miss Dig a minimum of seven (7) working days prior to event setup. The applicant shall also be responsible to retain an electrician to locate underground utility lines, if required. The applicant shall also be responsible for the cost of any damages to underground utilities, including irrigation lines, caused by digging or staking.
12. Additional Permits. Separate permits are required for all mobile food vehicles, open burning, professional fireworks and/or pyrotechnic displays, temporary membrane structures and/or tents. Applicant must obtain, and maintain on site, copies of all additional permits required by local, state or federal ordinances, regulations or statutes.
13. Site Clean-up. The applicant shall be responsible for the clean-up of all public land, all roadways and all facilities subsequent to the event including the removal of trash from the site.

B. High Impact Special Events. High impact Special Events shall comply with all requirements set forth above for Low Impact Special Events as well as the following:

1. Performance Bond. The Owner and/or Operator shall post a performance bond with the Township in a form acceptable to the Township Treasurer and in an amount that will guarantee the restoration of any public property to a like condition as existed before the event. This may include, but is not limited to, costs associated with sign removal and litter/garbage collection and disposal. A bond may also be required to cover the costs for services provided by the Township or its designated agents to mitigate any health, safety and welfare issues caused by the Special Event, including emergency services, traffic and/or crowd control.
2. Parking Signs. The owner or operator shall provide parking signs as required by Macomb County Department of Roads, Macomb County Sheriff Department, Township Engineer, or Township Fire Department in order to insure safe and orderly vehicular and pedestrian circulation including on site circulation and the flow of vehicular and pedestrian traffic onto public or private road right of ways.
3. Insurance. The owner and/or operator shall obtain and maintain during the duration of the Special Event permit the following types of insurance with limits currently established or subsequently adopted by resolution of the Township Board issued by companies authorized to do business under the laws of the State of Michigan; such policies shall name Armada Township as an additional insured.
 - a. Worker's compensation and public liability insurance in an amount sufficient to protect itself from any liability or damages for injury, including death, to any of its employees, including liability or damage which may arise by virtue of any statute or law in force or which may hereafter be enacted.
 - b. Public liability insurance in an amount sufficient to protect itself and the Township, its elected and appointed officials, employees and volunteers and others working on behalf of the Township against all risks of damage or injury, including death, to property or persons wherever located, resulting from any action or operation in connection with the license.
 - c. Automobile liability insurance, including property damage, covering all owned or rented equipment used in connection with the business.
4. Indemnification Agreement. A signed agreement included with the application to defend, indemnify, and hold harmless Armada Township from any claim, demand, suit, loss including death, cost of expense or any damage which may be asserted, arising from or as a result of the Special Event. Covered damages shall include, at a minimum, damage to

property, personal or bodily injury including death, and all costs and attorney fees. Such indemnification shall apply regardless of whether such alleged claim, demand, damage, loss, or cost or expense is caused in whole or in part by the negligence of Armada Township or by third parties or by the agents, servants, employees or factors of any of them.

Section 7. APPLICATION PROCESS

A. Application Submittal. Any Person desiring to obtain a Special Event Permit as required by this Ordinance shall file a written application on a form provided by the Township, together with any required supplemental information and an application fee as provided by resolution of the Township Board. Applications for Low Impact Events must be submitted at least sixty (60) days prior to the event; applications for high impact events must be submitted at least ninety (90) days prior to the event. The application form shall be signed by the Owner of the property on which the Special Event is to occur in addition to the Operator of the Special Event if different than the Owner. The application form and supplemental information shall provide the following required information:

1. Owner and Operator Information. The name, residence address, business address and phone number of the Owner of the property where the Special Event will be held together with the same information for the Operator of the Special Event if different than the Owner.
2. Dates. Proposed date(s) of the Special Event, including starting and ending times for each date and any additional time required for set-up, tear-down and cleanup.
3. Special Event Description. Description of the Special Event including, but not necessarily limited to:
 - a. Proposed tents, structures and other modifications to the site and the size and location of each.
 - b. Proposed parking areas, access points to and from the property, and traffic control measures to minimize safety hazards and congestion.
 - c. Proposed measures and locations for portable restrooms, solid waste storage and disposal, and litter control.
 - d. The nature of any entertainment to be provided and the location of such entertainment areas, and any sound amplification devices including a list of all sound producing and amplification equipment with an indication as to amplification capacity, number of units to be used, location and placement of such units, and their method of operation.

- e. The location of emergency services and facilities that may be part of the Special Event operations.
 - f. Graphic depiction/site plan of the proposed Special Event property that delineates proposed locations of Special Event features including tents, structures, booths, mobile food vendors, entertainment areas including stages, parking areas, ingress and egress points, portable restrooms, and solid waste storage locations, open burning, fireworks and pyrotechnic areas.
 - g. Expected daily attendance, the number of event staff, together with a description of their roles and responsibilities.
 - h. For Special Events that include races, runs, walks or parades, the applicant must submit a map showing the proposed route.
4. Alcohol. If alcoholic beverages will be sold during a Special Event, proof shall be provided that the applicant has obtained all required licenses or permits from the Michigan Liquor Control Commission.
 5. Insurance Policies. Copies of insurance policies naming the Township as an additional insured for one million dollars (\$1,000,000) and indicating that the policy applies to the Special Event. Nothing in this Ordinance shall be construed to affect in any way the Township's governmental immunity as provided by law.

B. Application Distribution. The Township Clerk shall distribute the application to the Township Board, if a High Impact Special Event, and shall forward a copy of the application to one (1) or more of the following available review entities as may be applicable due to the particular character or complexity of the proposal or concern over the potential impacts of the proposal. Such entities shall be requested to provide comments within twenty-one (21) days of submittal to such entities.

1. Armada Township Fire Chief and/or Fire Marshal.
2. Township departments and staff.
3. Macomb County Department of Roads.
4. Macomb County Sheriff's Department/Michigan State Police.
5. Township consultants such as engineer, planner and/or legal counsel.

C. Application Review. Within forty-five (45) days, or as soon as thereafter, of the filing of a complete application and submission of required fees, the Township Board and/or Armada Township Fire Department shall take action on the application. The

application shall be denied, approved, or approved with conditions. An application that is in compliance with this Ordinance shall be approved or approved with conditions. The applicant shall be notified in writing, by first class mail or email, of the action on the application. Notice to the applicant shall specify the basis for any denial of the application.

Section 8. REVOCATION, SUSPENSION AND APPEAL

A. Basis. The Armada Township Fire Department may revoke, cancel, suspend or modify a Special Events Permit where the Armada Township Fire Department, or other responsible agency determines that one (1) or more of the following conditions is true:

1. Error. The Special Event Permit or any portion thereof was issued in error.
2. Inaccurate. The Special Event Permit application and/or supporting information is incorrect, inaccurate or false in any manner, including in the case where the applicant knowingly or unknowingly made a false, misleading, or fraudulent statement in the application materials.
3. Noncompliance with Permit. There exists noncompliance with the terms or conditions of the Special Event Permit.

B. Suspension. If the Armada Township Fire Department suspends a Special Event Permit, the Person owner/operator of the Special Event shall address the violation(s) to the satisfaction of the Armada Township Fire Department before continuing with the preparation for and/or conducting of the Special Event.

C. Appeal. Except for a decision made by the Township Board, a person aggrieved by a decision made pursuant to this Ordinance may appeal that decision to the Township Board in accordance with the following:

1. In Writing. The appeal must be filed in writing and delivered to the Township Clerk within twenty-one (21) days of the decision being appealed.
2. Factual Support. The written appeal shall set forth in detail all facts and arguments supporting the applicant's position, include any supporting documents, photos, videos or other records, identify any individuals known by the applicant to have information relevant to the appeal.
3. Notice of Hearing. Written notice of the date and time the Township Board will conduct a hearing shall be delivered to the applicant by first class mail or email as requested by the applicant.

4. Decision Final. If the hearing before the Township Board, subsequent to a presentation by the applicant and other relevant individuals, the Township Board shall affirm, deny or modify the decision being appealed. The decision of the Township Board shall be final.

Section 9. DISPLAY OF PERMIT. It shall be the responsibility of the Owner to prominently display the Special Event Permit, and any Persons engaged in the sale of food, food products and/or beverages regulated by federal, state or local law shall prominently display required food and/or beverage permits.

Section 10. FEES. An application fee shall be established by resolution of the Township Board. No review or deliberations shall be initiated on an application until such application fee has been paid. The Township Board may require the payment of an additional professional review fee when it is determined that professional input is necessary before a decision is made, due to the character or complexity of the proposal or concern over the potential impacts of the Special Event. The applicant is entitled to a refund of any unused professional review fee and if actual professional review costs exceed the amount of the fee, the applicant shall pay the balance due prior to final action on such application. No final action shall be taken on an application prior to the payment of all fees associated with the application.

Section 11. VIOLATIONS, PENALTIES AND REMEDIES. Any Owner or Operator who shall violate any provision of this Ordinance or who fails to comply with any of its requirements, including failure to obtain a Special Event Permit prior to commencement of preparation, construction, erection, or alteration of a premises for a Special Event, or any conditions made part of a Special Event Permit, shall be guilty of a misdemeanor and subject to penalty not to exceed Five Hundred Dollars (\$500) or imprisonment in the County Jail for a period not to exceed ninety (90) days or both such fines and imprisonment.

Section 12. REPEALER. All ordinances or parts of ordinances in conflict herewith are repealed only to the extent necessary give this ordinance full force and effect except Sections 16-39 and 16-40 of the Armada Township Zoning Ordinance.

Section 13. SEVERABILITY. If any section, paragraph, clause or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect the remaining provisions of this Ordinance.

Section 14. PUBLICATION. This Ordinance, or summary thereof, shall be published in a paper of general circulation within the Township of Armada, within 30 days of adoption by the Township Board of Trustees.

Section 15. EFFECTIVE DATE. This ordinance shall take effect thirty (30) days after the publication of a summary or a true copy of the Ordinance as set forth in Section 13.

CERTIFICATE OF TOWNSHIP CLERK

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance duly adopted by the Township Board of the Township of Armada, Macomb County, Michigan, at a meeting held on the 8th day of April, 2026.

I hereby further certify that the following Township Board members were present at the meeting: Nikkel, Swiacki, Job, Goetzinger and Krotche and the following Township Board Members were absent: None

I further certify that Member Swiacki moved for the adoption of the Ordinance, and that motion was supported by Member Nikkel.

I further certify that the following Township Board Members voted for the adoption of the Ordinance: Nikkel, Swiacki, Job, Goetzinger and Krotche and that the following Township Board members voted against adoption of the Ordinance: None

Mary K. Swiacki

Mary K. Swiacki, CMMC, MiPMC
Township of Armada Clerk

CERTIFICATE OF PUBLICATION

I, the undersigned Township Clerk of the Township of Armada, do hereby certify that on April 15, 2026, a Summary of the Ordinance adopted was duly published in a newspaper having general circulation within the Township.

Mary K. Swiacki

Mary K. Swiacki, CMMC, MiPMC
Township of Armada Clerk

**ARMADA TOWNSHIP
MACOMB COUNTY, MICHIGAN
SUMMARY OF ARMADA TOWNSHIP SPECIAL EVENTS ORDINANCE**

PLEASE TAKE NOTICE that on the 8th day of April, 2026, the Armada Township Board adopted the Armada Township Special Events Ordinance, being Ordinance No. R2026-03 of the Armada Township Ordinances, to protect the public health, safety and general welfare of Armada Township residents by establishing regulations relating to the operation, control and management of Special Events conducted within Armada Township, including to ensure adequate provisions for traffic circulation, parking, services and facilities including potable water and sewage disposal, to provide penalties for violations of this Ordinance; and to repeal all ordinances or parts of ordinances inconsistent therewith.

A true copy of the Ordinance is on file at the Township offices and may be examined, or a copy purchased during regular business hours. This Ordinance shall take effect thirty (30) days after publication of the Ordinance or a summary thereof in a newspaper of general circulation in Armada Township.

Mary K. Swiacki, CMMC, MiPMC
Armada Township Clerk

Published: 4.15.26