



PLYMOUTH CITY COMMISSION REGULAR MEETING AGENDA

201 S. Main St

Monday, February 1, 2016 - 7:00 p.m.



201 S. MAIN ST., PLYMOUTH, MI 48170

Ph (734) 453-1234 Fax (734) 455-1892

<http://www.ci.plymouth.mi.us>

1) **CALL TO ORDER**

- a) Pledge of Allegiance
- b) Roll Call

2) **CITIZENS COMMENTS**

3) **APPROVAL OF THE AGENDA**

4) **ENACTMENT OF THE CONSENT AGENDA**

- a) Approval of January 18, 2016 City Commission Regular Meeting Minutes
- b) Special Event: Kona Shamrock Run 3/6/16
- c) Special Event: Pets on Display Photo Bus/Sales 3/17/16
- d) Special Event: M.I. Drive Annual Fundraiser 3/18/16 - 3/19/16
- e) Special Event: National Library Week - Story Walk in Kellogg Park 4/10/16 - 4/16/16
- f) Special Event: Diva Day 4/23/16
- g) Special Event: Plymouth Lion's Club Annual White Cane Fundraiser 5/6/16 - 5/7/16
- h) Special Event: Farmer's Market 5/7/16 - 10/29/16

5) **COMMISSION COMMENTS**

6) **OLD BUSINESS**

- a) Community Development Department Permit Fee Schedule

7) **NEW BUSINESS**

8) **REPORTS AND CORRESPONDENCE**

9) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance with this should contact the City Clerk's office at 734-453-1234 Mon-Fri from 8:00am -4:30pm, at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

Consent Agenda- The items on the Consent Agenda will be approved by one motion as Agenda Item #4. There will be no separate discussion of these items unless a Commissioner or Citizen so requests, in which case that item will then be placed on the regular agenda.

City of Plymouth 2016 Goals

- Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension issues)
- Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.
- Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.
- Develop funding plan for future capital improvements
- Work collaboratively with the DDA, community leaders, and other organizations to plan for Plymouth's 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Fountain and Kellogg Park upgrades.

CITY OF PLYMOUTH
CITY COMMISSION MEETING MINUTES
MONDAY, JANUARY 18, 2016, 7:00 p.m.

CITY HALL
201 S. Main Street
Plymouth, Mi 48170

CALL TO ORDER:

PRESENT: Mayor Daniel Dwyer, Mayor Pro-Tem Oliver Wolcott; Commissioners Mike Wright, Colleen Pobur, Daniel Dalton, Suzanne Deal, Joseph Valenti

ABSENT: None

CITIZEN COMMENTS: None

APPROVAL OF THE AGENDA:

3. Commissioner Daniel Dalton requested that agenda #4c and #4h be removed and placed under "New Business". A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the Agenda for Monday, January 18, 2016, as amended.

MOTION PASSED

ENACTMENT OF THE CONSENT AGENDA:

- 4a. Approval of December 7, 2015 City Commission Reg. Mtg. Minutes (amended)
- 4b. Approval of December 21, 2015 City Commission Regular Meeting Minutes
- 4c. Approval of January 4, 2016 City Commission Regular Meeting Minutes
- 4d. Approval of December, 2015 Bills
- 4e. Special Event: City Youth Soccer & T-Ball Program 2016 3/14/16 -10/31/16
- 4f. Special Event: Relay for Life 6/11/16

- 4g. Special Event: YMCA Father's Day Run 6/19/16
- 4h. Special Event: Alpha Contessa Strongwoman 10/15/16

A motion was made by Mayor Pro-Tem Oliver Wolcott and seconded by Commissioner Colleen Pobur for approval of the Consent Agenda for Monday, January 18, 2016.

MOTION PASSED

COMMISSION COMMENTS: None

OLD BUSINESS:

6a. City Goals for 2016 -

RES. #2016-01

WHEREAS, In order to more effectively operate the City of Plymouth the City Commission of the City determines goals for the City Boards & Commissions as well as the City Administration; and

WHEREAS, The City Commission has had two opportunities to discuss the potential Goals for the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the following goals for 2016:

CITY OF PLYMOUTH 2016 GOALS

Resolve Last Issues Regarding Dissolution of Plymouth Community Fire Department Agreement (Primarily Pension Issues)

Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Deal, Commissioner Valenti, Commissioner Mike Wright **7 votes**

Developing a succession plan for the city's key employees, especially considering the long tenures of many of our senior staff.

Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Deal, Commissioner Valenti **5 votes**

Work Collaboratively with Plymouth Arts & Recreation Complex (PARC) organization, the Plymouth Canton School Board, and the greater Plymouth Community to continue the repurposing of Central Middle School into a high quality Arts & Recreation Complex.

Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Valenti, Commissioner Wright **6 votes**

Develop funding plan for future capital improvements

Mayor Pro-tem Wolcott, Commissioner Dalton, Commissioner Pobur, Commissioner Wright **4 votes**

A thorough examination and updating of our code of ordinances. The aim would be to eliminate antiquated or unnecessary language and to bring the ordinances in line with our overall vision.

Mayor Dwyer, Commissioner Pobur, Commissioner Deal

Work collaboratively with the DDA, community leaders, and other organization to plan for Plymouth’s 150th Birthday in 2017. This includes obtaining funding for new Kellogg Park Foundation and Kellogg Park upgrades.

Mayor Dwyer, Mayor Pro-tem Wolcott, Commissioner Valenti, Commissioner Wright **4 votes**

Public Art – create a public arts commission in collaboration with the Planning Commission, the PARC, the DDA and the Chamber of Commerce with the purpose of including public art in public projects and codify the plan in the Master Plan.

Mayor Dwyer, Commissioner Dalton, Commissioner Deal **3 votes**

Continue to work collaboratively with the DDA, Planning Commission and Historic District Commission to develop the Saxton’s property for parking in the short and medium-term, with an eye toward developing the site in the long-term.

Commissioner Valenti, Commissioner Wright **2 votes**

Work Collaboratively with DDA, and Old Village on opportunities to engage and integrate the neighborhoods and businesses of Old Village into our many festivals and activities downtown throughout the year.

Commissioner Deal **1 vote**

A motion was made by Commissioner Pobur and seconded by Commissioner Dalton for approval of the resolution.

MOTION PASSED

NEW BUSINESS:

7a. Traffic Control Order –

RES. #2016-02

WHEREAS, The City of Plymouth operates many public streets and parking areas and as such the Michigan uniform Traffic Code requires that the City Commission adopt

Traffic Control Orders in order to maintain the safe and orderly flow of Traffic and parking in the City; and

WHEREAS, The City Street Administrator did issue Temporary Traffic Control Order 15-1 on October 30, 2015 related to parking in the Old Village area of the City; and

WHEREAS, prior to the issuance of 15-1 the order was reviewed by the Old Village Association and received positive comments.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt City Traffic Control Order 15-1 as indicated here:

Pursuant to the authority provided by Section 28.11.53 of the Uniform Traffic Code of the City of Plymouth, the following traffic regulatory signs are directed to be installed.

Per DMS WO# 10568 (Caster, N. Mille to N. Holbrook:

Remove two (2) 2hr 8AM-8PM Parking signs from the North side of Caster & two 8AM-8PM parking signs from the South side of Caster, Existing sign poles to remain.

Install two (2) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the North side of Caster & two (2) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the South side of Caster.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10569 (N. Holbrook, Liberty to Spring:

Remove one (1) 2hr parking 8AM-8PM sign and pole from the West side of N. Holbrook near 659 N. Holbrook.

Remove one (1) 2 hr. 8AM-8PM parking sign from the West side of N. Holbrook near the parking lot exit for 696 N. Mill Pole to remain with Playground warning sign. East side of N. Holbrook does not have parking permission/restriction signage installed at this location.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10570 (N. Holbrook, Spring to Caster):

Remove two (2) 2hr 8AM-8PM parking signs and poles from the West side of N. Holbrook adjacent to K of C Park.

Remove one (1) 2hr 8AM-8PM parking sign and pole from the East side of N. Holbrook near 542 N. Holbrook.

Remove one (1) 2hr 8AM-8PM parking sign from the East side of N. Holbrook near 520 N. Holbrook Pole to remain with Playground warning sign.

No replacement parking permissions or restrictions signs to be installed at this

time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10571 (N. Holbrook, Plymouth to Caster):

Remove four (4) 2hr 8AM-8PM parking signs from the West side of N. Holbrook between Plymouth Rd. and Caster, Existing sign poles to remain.

Install four (4) 2hr 9AM-6PM Except Sunday and Holidays parking sign on the West side of N. Holbrook between Plymouth and Caster.

Remove three (3) No Parking 8AM-5PM signs from the East side of N. Holbrook from Plymouth to Caster. Existing sign poles to remain.

Install three (3) No Parking This Side of Street signs on the East side of N. Holbrook from Plymouth to Caster.

Parking restrictions other than those listed above exist and are affected by this TCO.

Per DMS WO# 10573 (E. Union, N. Mill to N. Holbrook):

Remove one (1) 2Hr 8AM-6PM parking sign and pole from the North side of E. Union between N. Mill and N. Holbrook.

No replacement parking permission or restrictions signs to be installed at this time.

Parking restrictions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10574 (Starkweather, N. Main to Liberty):

Remove one (1) No Parking 3AM-6AM sign and pole from the East side of Starkweather near 400 Starkweather.

Remove two (2) 15 MIN Parking signs from the East side of Starkweather near 578-584 Starkweather. Existing light poles to remain.

No replacement parking permissions or restrictions signs to be installed at this time.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

Per DMA WO#10576 (W. Spring, Starkweather to N. Mill):

Remove one (1) Handicap Parking sign from the W. Spring side of the building at 620 Starkweather.

Install one (2) Handicap Parking Sign + Van Accessible plaque and pole on the North side of W. Spring at the first parking space East of Starkweather.

Install one (1) Handicap Parking sign and pole on the North side of W. Spring at the second parking space East of Starkweather.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

Per DMS WO# 10578 (W. Liberty, Starkweather to N. Mill):

Remove one (2) Handicap Parking sign from the pedestrian railing on the South side of W. Liberty near 195 W. Liberty.

Install one (1) Handicap Parking sign and pole on the South side of W. Liberty at the first parking space East of Starkweather.

Install one (1) Handicap Parking sign + Van Accessible plaque and pole on the South side of W. Liberty at the second parking space East of Starkweather.

Remove three (3) 2hr 12PM-6PM parking signs from the North side of W. Liberty between N. Mill and Starkweather from the three decorative street light poles.

Install three (3) 2 hr 9AM-6PM Except Sunday and Holidays parking signs on the North side of W. Liberty between N. Mill and Starkweather on the three decorative street light poles.

Remove three (3) 2hr 12PM-6PM parking signs from the South side of W. Liberty between N. Mill and Starkweather from the three decorative street light poles.

Install three (3) 2hr 9AM-6PM Except Sunday and Holidays parking signs on the South side of W Liberty between N. Mill and Starkweather on the three decorative street light poles.

Parking restrictions and permissions other than those listed above exist and are unaffected by this TCO.

BE IT FURTHER RESOLVED THAT the City Commission of the City of Plymouth does hereby direct the City Clerk to maintain a record of this and all Traffic Control Orders in accordance with the Michigan Uniform Traffic Control Code.

A motion was made by Commissioner Daniel Dalton and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the resolution.

MOTION PASSED

7b. Community Development Department Permit Fee Schedule -

RES. #2016-03

WHEREAS, The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments for closure permits; and

WHEREAS, The City of Plymouth Community Development Department is recommending the adoption of the closure permit fees at this time because residential construction is becoming a year round industry; and

WHEREAS, The adoption of the proposed fees and resulting closure permits will assist the Community Development Department in better tracking sidewalk closures and dumpsters in the Right-of-Way; and

WHEREAS, The intent is to improve the health, safety, and welfare of residents and visitors of the community.

NOW THEREFORE BE IT FURTHER RESOLVED, that the adopted fee for closure permits will go into effect on February 1, 2016.

After discussion among the City Commission, it was agreed that the fee schedule being offered for approval needs further review by the Community Development Department.

A motion was made by Commissioner Pobur and seconded by Commissioner Joseph Valenti to table this agenda item until the first meeting in February.

MOTION PASSED
TO TABLE UNTIL THE FIRST MEETING IN FEBRUARY

7c. Resolution Regarding Public Act 269/SB571 –

RES. #2016-04

WHEREAS, Governor Snyder signed into law, with immediate effect Public Act 269 (Senate Bill 571) despite wide spread calls for a veto of this bill, including from members of his own party; and

WHEREAS, Both the Michigan Senate and the Michigan House of Representatives passed Senate Bill 571 late into the night of December 16, 2015, just prior to recessing for the year; and

WHEREAS, One of the last minute amendments made to Senate Bill 571, without the knowledge of the Michigan Municipal League or other local government organization, and approved without any public testimony or awareness, was the new language inserted into Section 57, subsection (3); and

WHEREAS, This new law prohibits a public body, or a person acting for a public body, from using public funds or resources for the purpose of communicating any information

to the electorate regarding local ballot question that is to appear on the ballot, within 60 days of an election; and

WHEREAS, This law places an immediate gag order on entities with ballot questions on the March 8 ballot and every election thereafter; and

WHEREAS, Municipal elected and appointed officials have a civic and legal duty to the residents of their communities to fully inform them regarding the issues placed before them, upon which they may exercise their constitutional right to vote; and

WHEREAS, Existing laws already provided for an allowance for elected and appointed officials to express their views without fear of violating the act; and

WHEREAS, Because the new law bans only communication on local ballot issues, it creates inconsistent treatment of statewide ballot questions versus local initiatives; and

WHEREAS, There are substantial questions regarding the constitutionality and legality of the new law, including a possible ban on freedom of speech;

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Plymouth calls for an immediate repeal of the new language in Section 57, subsection (3) of PA 269 of 2016; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the City's state representatives in the Michigan House of Representatives and the Michigan Senate by the City Clerk.

A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the resolution.

MOTION PASSED

7d. Approval of January 4, 2016 City Commission Regular Meeting Minutes –

Commissioner Daniel Dalton stated he requested to have these minutes added to New Business because of an error and asked to have them corrected by the City Clerk. He stated that in the top part of the minutes – Commissioner Wright was absent, not Joseph Valenti.

A motion was made by Commissioner Daniel Dalton and seconded by Commissioner Colleen Pobur for approval of the January 4, 2016 City Commission Meeting Minutes, as amended.

MOTION PASSED

7e. Special Event Request for Alpha Contessa Strongwoman, 10/15/2016 -

Commissioner Daniel Dalton expressed concerns with this request for this event because they are asking for permission to close down Penniman between Main and Union Streets. He stated that it would impact business at the Penn Theater and he has concerns with any closing of streets for special events. Commissioner Dalton stated he would move to approve the request for the event, but not close the street in the area of Penniman between Main and Union Streets.

Mayor Daniel Dwyer stated he appreciates the concerns and the Commission input but the time frame of the event is very short and there is nowhere else to relocate this event.

Commissioner Daniel Dalton withdrew his motion to relocate the event to another location, and also not close the street on Penniman between Main and Union Streets.

A motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for approval of the Special Event Request for Alpha Contessa Strongwoman, 10/15/2016.

MOTION PASSED

REPORTS AND CORRESPONDENCE:

8. None

ADJOURNMENT:

9. Hearing no further discussion, a motion was made by Commissioner Colleen Pobur and seconded by Mayor Pro-Tem Oliver Wolcott for adjournment of the meeting at 8:05p.m.

MOTION PASSED

DANIEL DWYER
MAYOR

LINDA LANGMESSER
CITY CLERK

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name KONA RUNNING Co.
 Ph# 248-345-6168 Fax# _____ Email awhitehead2009@gmail.com Website KonaRunningCompany.com
 Address 18186 Blue Heron Dr. W. City Northville State MI Zip 48168
 Sponsoring Organization's Agent's Name Alan Whitehead Title President/owner
 Ph# 248-345-6168 Fax# _____ Email awhitehead2009@gmail.com Cell# 248-345-6168
 Address 18186 Blue Heron Dr. W. City Northville State MI Zip 48168

Event Name KONA SHAMROCK RUN
 Event Purpose Celebrate St. Patty's Day, fundraiser, fitness challenge, fun run
 Event Date(s) SUNDAY, MARCH 6, 2016
 Event Times 7:30 AM - 10K; 8:00 AM - 1 MILE; 9:00 AM - 5K
 Event Location Start/Finish @ Kellogg Park; courses in downtown Plymouth
 What Kind Of Activities? run & walk; costume contest, music, food buffet
 What is the Highest Number of People You Expect in Attendance at Any One Time? 2,800 participants plus spectators
 Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

- 10K; 5K; MILE events
- DJ @ start line; Irish Pipers on stage @ start/line
- Tents possibly in Kellogg Park; if not then smaller tents inside the gathering
- Costume Contest
- Food & water Buffet inside warming tent
- Donate charitable funds to: Karmanos Cancer Institute, U of M/CS Mott Children's Hospital etc.
- Expo on Sat/Sunday held at PARC (Central MI) gym
- Porta Johnes at the gathering (behind)
- Shuttle Buses to/from A&T Plant in Plymouth

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2.f)*

City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

3 weeks after Halloween

Next year's specific dates:

Nov, 2017

See section 12.13 for license & insurance requirements for vendors *no charge to participants*

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** Electricity YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

Porta John, police support & trash cans in Kellogg Park

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.** *mile markers only*

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?

YES NO

If Yes, list the lots or locations where/why this is requested:

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

1/9/16
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Kona Running Co. (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the WICKED HALLOWEEN RUN (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Adam D. Whitehead

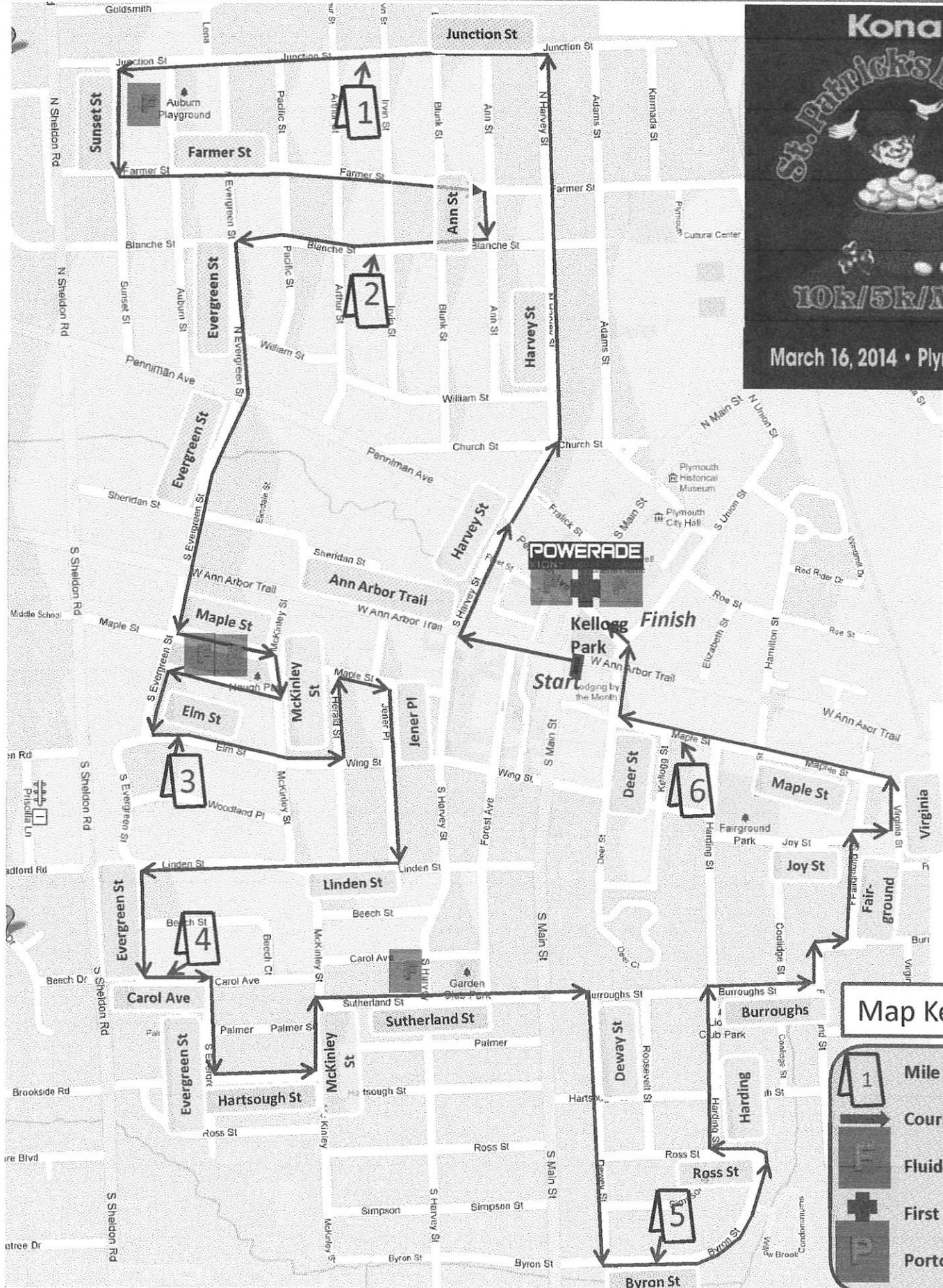
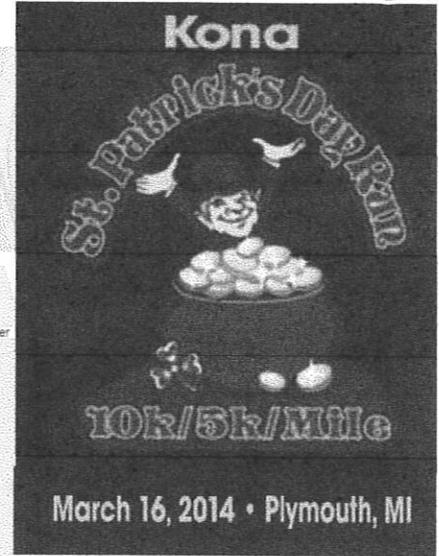
Date 11/8/16

Witness _____

Date _____

Kona St. Patrick's Day Run - 10K

Start Times: Wave 1 - 7:30 am Wave 2 - 7:40 am Wave 3 - 7:50 am

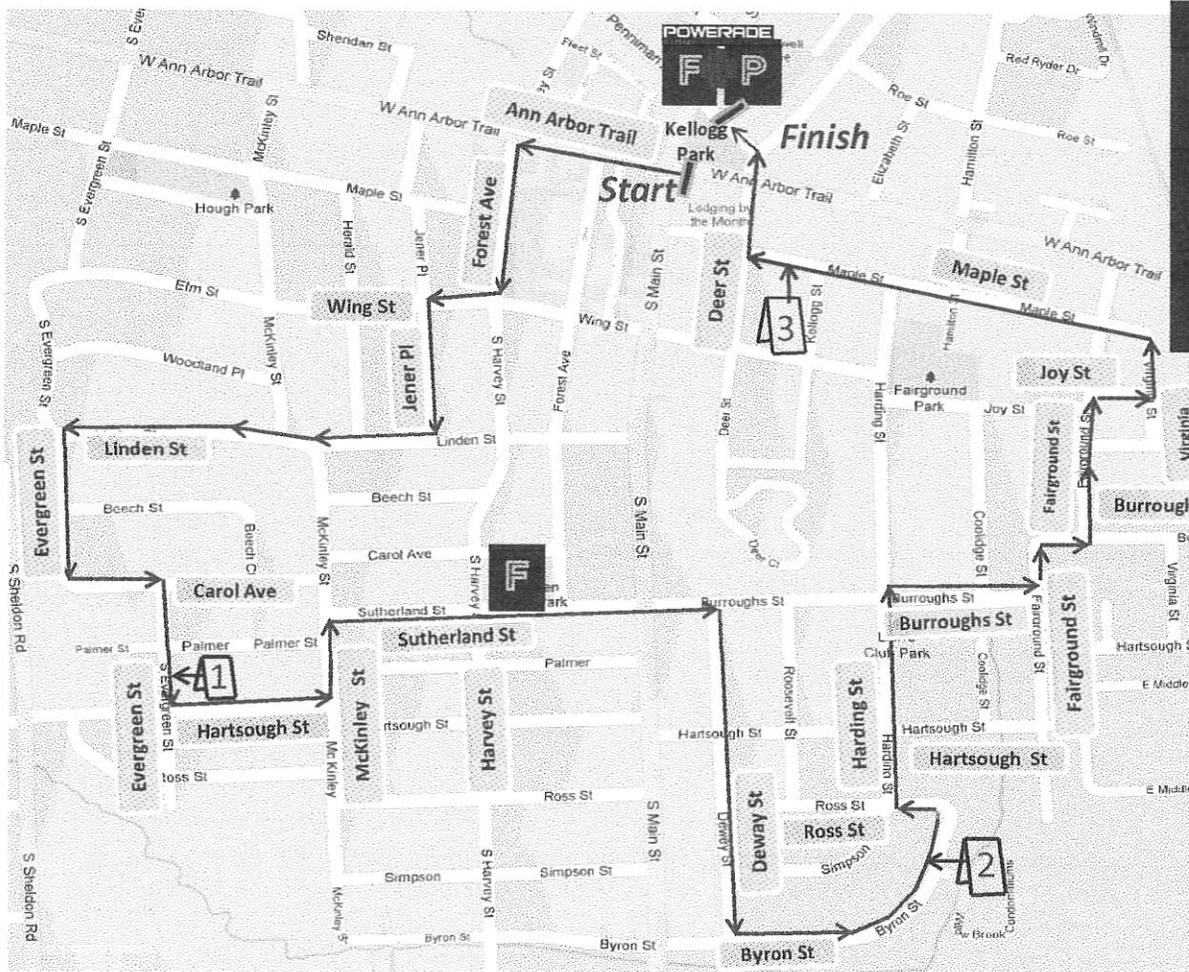


Map Keys:

-  Mile Marker
-  Course Route
-  Fluid Station
-  First Aid
-  Porto-Johns

Kona St. Patrick's Day Run - 5K

Start Times: Wave 1 - 9:00 am Wave 2 - 9:10 am Wave 3 - 9:20 am

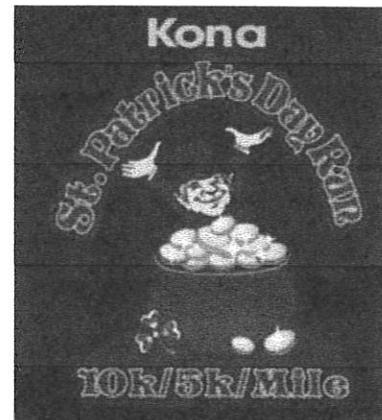
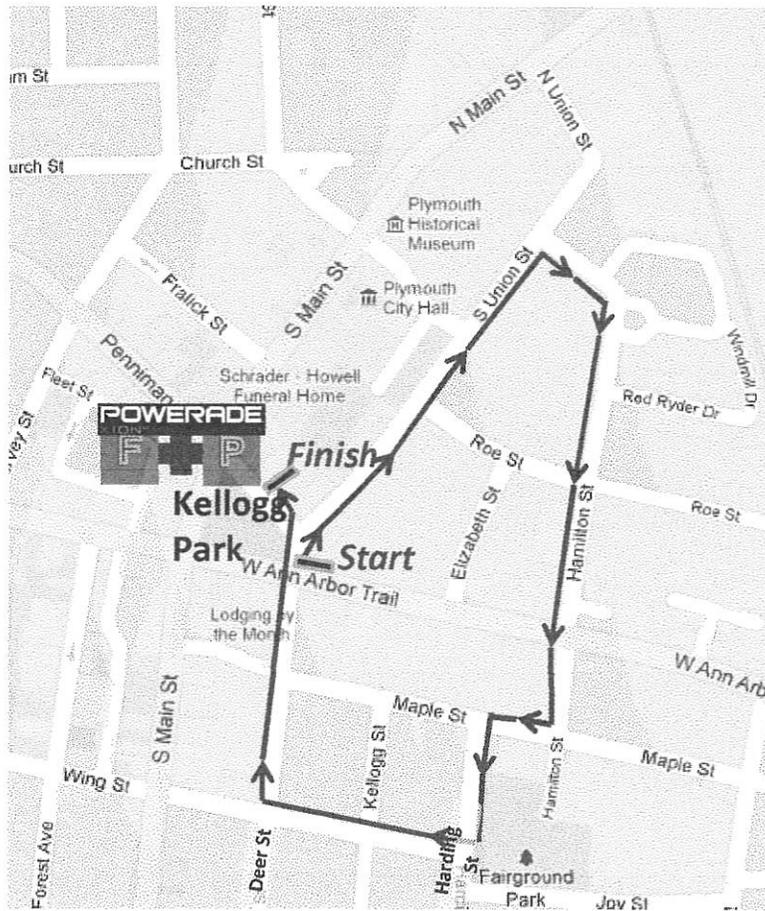


Map Keys:

-  Mile Marker
-  Course Route
-  Fluid Station
-  First Aid
-  Porto-Johns

Kona St. Patrick's Day Run – Hard Rock MILE

8:00 am Start



March 16, 2014 • Plymouth, MI

Map Keys:

-  Course Route
-  Fluid Station
-  First Aid
-  Porto-Johns

EVENT REVIEW

EVENT NAME: KONA SHAMROCK RUN

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>LABOR \$1,800</u>		<u>\$1 / RUNNER FEE</u>	
<u>EQUIP \$400</u>		<u>TO BE ADDED</u>	
<u>POST-A-SHOWS \$1,000</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Regular Time Costs:	\$	Overtime Costs:	\$
		Equipment & Materials Costs:	\$
POLICE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>DEC</u>			
<u>4 - COMMAND OFFICERS > 4 HRS EACH</u>			
<u>11 - PATROL OFFICERS</u>			
Regular Time Costs:	\$	Overtime Costs:	\$ <u>4720</u>
		Equipment & Materials Costs:	\$
FIRE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>JD</u>			
<u>6 Firefighter/EMTs 5 hrs each</u>			
<u>6^{30A-1130A} 30 hrs TOTAL</u>			
Regular Time Costs:	\$ <u>ESTIMATE 500</u>	Overtime Costs:	\$
		Equipment & Materials Costs:	\$
HVA: <u>\$600</u> Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB/PJS</u>			
DDA: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>TB</u>			
Regular Time Costs:	\$ <u>0</u>	Overtime Costs:	\$
		Equipment & Materials Costs:	\$
RISK MANAGEMENT: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB</u>			
Class I - Low Hazard <input type="checkbox"/>			
Class II - Moderate Hazard <input checked="" type="checkbox"/>			
Class III - High Hazard <input type="checkbox"/>			
Class IV - Severe Hazard <input type="checkbox"/>			
APPROVED:		NOT APPROVED:	DATE:

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Pets on Display
 Ph# 313 535 0462 Fax# _____ Email RobertANSARA@yahoo.com Website PetsonDisplay.com
 Address _____ City _____ State _____ Zip _____
 Sponsoring Organization's Agent's Name Robert ANSARA Title OWNER
 Ph# 734 417-3479 Fax# _____ Email RobertANSARA@yahoo.com Cell# SAME
 Address 655 RANDOLPH ST. City Northville State MI Zip 48167

Event Name Pets ON Display will be advertised ON A few Banners
 Event Purpose Selling Photos / Picture taking
 Event Date(s) 3-17-16 St. Patrick's Day
 Event Times Approx 9 AM TO Midnight = 15 Hrs
 Event Location IN Front of Sean O Callaghans
 What Kind Of Activities? Selling Photos / Picture taking
 What is the Highest Number of People You Expect in Attendance at Any One Time? 10 People?
 Coordinating With Another Event? YES NO If Yes, Event Name: Sean O Callaghans ??
 Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

I would like to park a nice looking "Party Bus" along side the front area of "Sean O Callaghans, which should only take up 3 spaces" I will attach a picture!! Inside I will have a "green screen set-up" toward back of the bus, and people can come inside and take pictures with friends! we will have cool theme "Irish Backdrops and print photo's inside bus in minutes! The BUS will supply our power-source too! I do have relations to the "owners" Sammy, Kevin! there father, so they are diffently fine about this and actually said this should be fun for people waiting outside and walking around. So this is the

Plan and i hope for your approval! Thank you

Robert ANSARA

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): _____

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO

If Yes, list the lots or locations where/why this is requested:

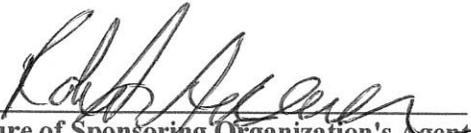
?

10. CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

1-8-16
Date


Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Pets On Display (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Party bus (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature [Handwritten Signature]

Date 1-8-16

Witness [Handwritten Signature]

Date 1-8-16

Interior of BUS ! Exterior - All white!



PETS ON DISPLAY



We Sell & Engrave



For Pets

Swarovski Pet Tags
Pet Jewelry
Designer Pet Collars
& Much More



For People

Swarovski Necklaces &
Bracelets
Military Style Dog Tags
& Much More



We also sell real life Plush pets
as remembrance, home decor, & gifts



PETS ON DISPLAY

Follow Us!



FAMILY PET PHOTO BOOTH

313.535.0462

25916 Five Mile Rd.
Redford, MI 48239

Email questions to: orders@petsondisplay.com



Frame a memory or build a calendar
with your furry friends.

St. Patrick's Day
Taking/Selling Photos

EVENT REVIEW

EVENT NAME: Taking/Selling Photos
(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event)

MUNICIPAL SERVICES: Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial CP			
<p>IF APPROVED, WILL REQUIRE POSTING OF PROPER SIGNAGE 1 FTE x 1/2 HR</p>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Regular Time Costs:	\$ 30	Overtime Costs:	\$
Equipment & Materials Costs:			\$ 15
POLICE: Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> (list reason for denial) Initial ALC			
<p>PARKING ISSUES, WILL CAUSE CONFUSION + RESULT IN ALCOHOL LEAVING ESTABLISHMENTS, CONCERNING PUBLIC SAFETY CONCERNS ENTERING + EXITING SO CLOSE TO TRAFFIC</p>			
Regular Time Costs:	\$	Overtime Costs:	\$ 0
Equipment & Materials Costs:			\$
FIRE: Approved <input checked="" type="checkbox"/> Denied <input checked="" type="checkbox"/> (list reason for denial) Initial JD			
<p>NO SERVICE REQUIRED DENIED Safety Concerns Patrons in the Street</p>			
Regular Time Costs:	\$	Overtime Costs:	\$
Equipment & Materials Costs:			\$
HVA: Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial			
DDA: Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> (list reason for denial) Initial TB			
<p>NO BLOCKING OFF OF PARKING SPACES CONGESTION + SAFETY ISSUES ON PARRISH</p>			
Regular Time Costs:	\$	Overtime Costs:	\$
Equipment & Materials Costs:			\$
RISK MANAGEMENT: Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial MB			
Class I – Low Hazard	<input type="checkbox"/>	} WOULD NEED CERT OF INSURANCE NAMING CITY A ADDITIONAL INSURED AND ALSO LISTED AS SUCH IN DESCRIPTION BOX	
Class II – Moderate Hazard	<input type="checkbox"/>		
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input checked="" type="checkbox"/> — IF APPROVED		
APPROVED:		NOT APPROVED:	
		DATE:	

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Knights of Columbus #3292

Ph# 734 453-6699 Fax# _____ Email eric.tatzkay@wvway.com Website _____

Address 150 Fair Street City Plymouth State M. Zip 48170

Sponsoring Organization's Agent's Name Eric Tatzkay Title Chairman

Ph# 734-453-6699 Fax# _____ Email eric.tatzkay@wvway.com Cell# 734-535-0717

Address 40418 Pinetree Drive City Plymouth State M. Zip 48170

Event Name MI Drive Fundraiser

Event Purpose Raise money to help the mentally and physically impaired

Event Date(s) March 18th and 19th

Event Times 9am to 4pm

Event Location Corners around the city and a few store fronts

What Kind Of Activities? _____

What is the Highest Number of People You Expect in Attendance at Any One Time? _____

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

We will be on street corners and store fronts collecting money for the mentally and physically impaired.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2.f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): _____

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** _____ YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

N/A

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that

- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
- b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
- c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
- d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
- e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

1-14-2016
Date

Eric Totzky
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Knights of Columbus (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the M.I. Drive (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Eric Tophy

Date 1-14-2016

Witness _____

Date _____

EVENT REVIEW

EVENT NAME: K of C M. I. Drive Annual Fundraiser

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>CP</u>			
<u>NO SERVICES NEEDED</u>			
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
POLICE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>alc</u>			
<u>NO SERVICES NEEDED</u> <u>- MAY NOT BE IN ROADWAY -</u>			
Regular Time Costs: \$	Overtime Costs: \$ <u>0</u>	Equipment & Materials Costs: \$	
FIRE: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>JD</u>			
<u>NO SERVICE REQUIRED</u>			
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
HVA: Approved <input type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial			
DDA: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>TB</u>			
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$	
RISK MANAGEMENT: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> (list reason for denial) Initial <u>MB</u>			
Class I – Low Hazard	<input checked="" type="checkbox"/>	<u>Ins art needed</u>	
Class II – Moderate Hazard	<input type="checkbox"/>	<u>Cannot be in streets</u>	
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input type="checkbox"/>		
APPROVED:	NOT APPROVED:	DATE:	

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Plymouth District Library

Ph# 734-453-0750 Fax# 734-453-0733 Email @plymouthlibrary.org Website Plymouthlibrary.org

Address 223 S. Main ST. City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Carol Champagne Title Youth Service coordinator

Ph# 734-453-0750 Fax# 734-453-0733 Email cchampagne@plymouthlibrary.org Cell# N/A

Address 223 S. Main ST City Plymouth State MI Zip 48170

Event Name National Library Week - story walk

Event Purpose Bring attention to books, literacy, exercise & fitness

Event Date(s) April 10th - 16th (7 days)

Event Times 24/7

Event Location Kellogg Park

What Kind Of Activities? Just posting signs that are pages of a childrens picture book.

What is the Highest Number of People You Expect in Attendance at Any One Time? 50

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

The library would like to put water proof posters in the grass along the paths (sidewalk) of kellogg park. Each poster will be a page from a childrens picture book. (story will have something to do with sports or exercise, as that is the theme of our summer reading program)

Patrons will walk along the path to read the book.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

Second week of April

Next year's specific dates:

April 9-16, 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

No services needed, unless the city would rather that they put the signs in instead of us.

7. **AN EVENT MAP** IS IS NOT attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO *it is all signs*
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

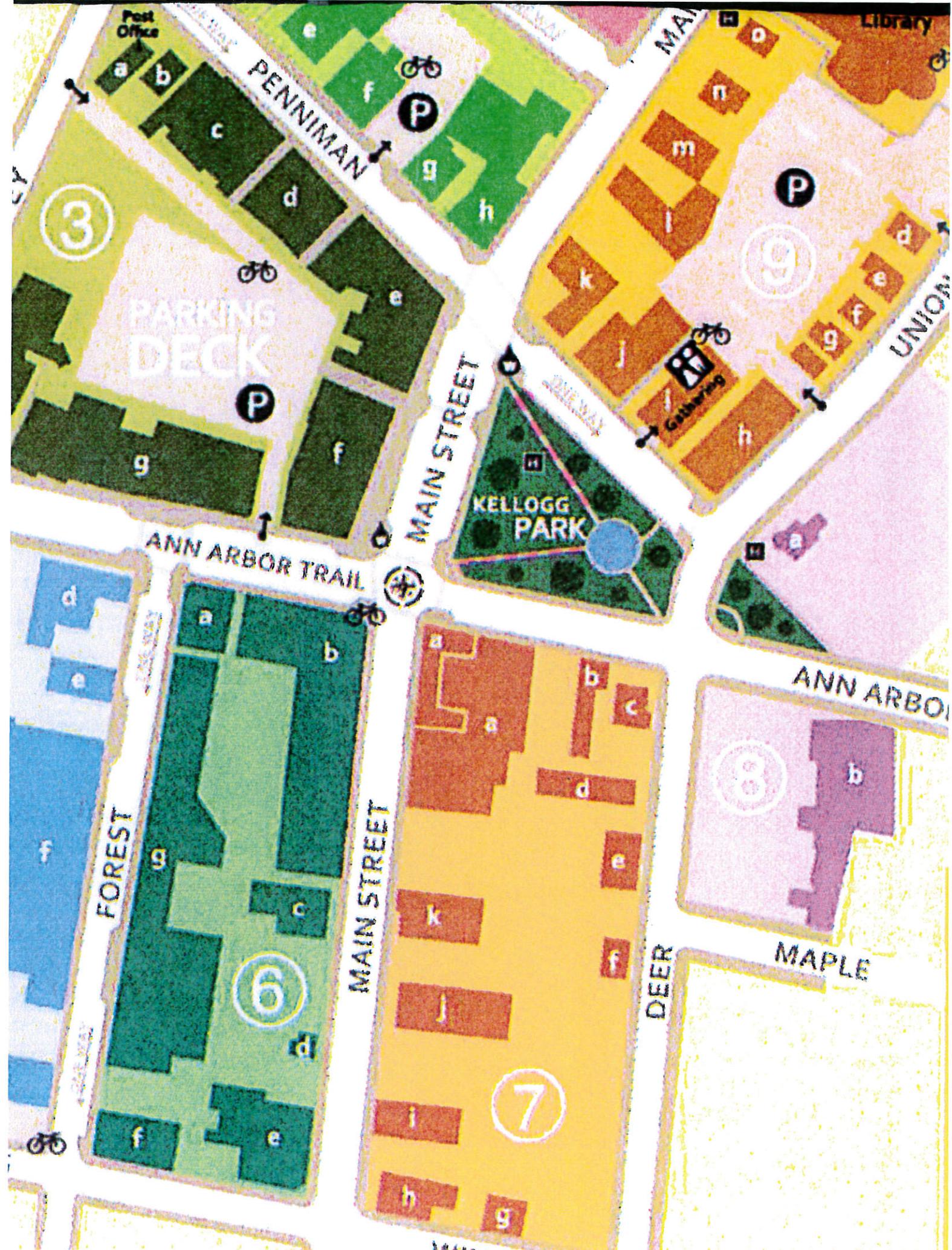
1-21-16
Date

Carol Champagne
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203



Post Office

PENNIMAN

MAIN

Library

MAIN STREET

UNION

PARKING DECK

KELLOGG PARK

Gathering

ANN ARBOR TRAIL

ANN ARBOR

FOREST

MAIN STREET

DEER

MAPLE

3

9

6

7

8

P

P

North Arrow

Bicycle Icon

Bicycle Icon

Bicycle Icon

Bicycle Icon

Bicycle Icon

Gender Symbols

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth District Library (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Carol Chomyszyn

Date 1-21-16

Witness _____

Date _____

Storybook Walk

We would like to have a storybooks walk through Kellogg Park during National Library Week (April 10-16, 2016). This consists of taking a Big Book (a large format teacher's copy of a picture book) and making posters of this book, mounting them to stakes and posting them in sequential order along a path outside for families to walk along and read together. Examples of these posters are attached.

Carol Champagne

Plymouth District Library

cchamp@plymouthlibrary.org

734-453-0750, ext. 237



The StoryWalk® Project

Frequently Asked Questions

March 2015 update

What is required of me if I would like to offer StoryWalk® in my community?

Please use the StoryWalk® trademark and include the following statement in all promotion of the project: "The StoryWalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration the Kellogg Hubbard Library. Storywalk® is a registered service mark owned by Ms. Ferguson."

All usage of the Storywalk® mark must comply with these guidelines, and must be limited to use in connection with educational, noncommercial projects consistent with the StoryWalk® Project mission to promote literacy.

Please note: *When the project is offered in the following counties in Pennsylvania: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington, and Westmoreland, the term "StoryWalk" can only be used by the Pittsburgh Association for the Education of Young Children ("PAEYC"). You can hold the event, just call it something else.*

Picture Book Walk

What are the costs involved?

For Vermont communities who would like to borrow StoryWalk® books from us, the cost is free! If you want to create StoryWalk® books yourself, here are the costs: We purchase 3 copies of each book (2 for mounting, one for damage repair/replacement); books cost between \$7 and \$17 each so that can range from \$25 to \$50. Lamination costs about \$3 for 10 ml – a range of \$90 - \$100 for each book depending on its length.

Stakes (good ones that don't splinter, aren't heavy, won't break easily) cost close to \$1 each - most books need about 30. Sticky-backed industrial strength Velcro® (to hold the pages onto the stakes) costs about \$35, for enough to accommodate a 30-page book.

Not including labor to assemble and mount the books, StoryWalk® costs run about \$200 - \$250 per book.

What basics should I know about preparing the books?

In general, we use 10 ml lamination pockets, Industrial Strength Sticky Back Velcro® (the lightweight indoor Velcro® isn't strong enough) and use four-foot mahogany stakes, (they are stronger and lighter than pine). Each page is mounted on card stock; we put the page number, book title and author, and contact info on the back of each page. We staple gun the Velcro® to the stake. We have the lamination done by a copy center.

I can't stress enough the importance of a wide margin of laminate around the edges of each page – this completely seals protects the page from moisture which will ruin the page.

What about copyright laws?

We contacted the head of the Children's Library Services for the State of Vermont - Grace Greene - who told us that if we purchased the book, we could do what we wanted with it. (Books are governed by the "first sale" doctrine.) The books cannot be altered in any way, and the pages cannot be scanned or reproduced. Simply mount them on card stock and laminate each individual page.

We make a point of purchasing new books not taking donations or buying used books so that the writers and illustrators get full benefit. We buy all our supplies (books, stakes, laminate, etc.) from local businesses.

As it turns out, comments from parents in the guest book have indicated that often they plan to purchase the book that they have seen at the StoryWalk® Project. The Kellogg-Hubbard Library also buys a copy of the books that we use if they do not already have them in their collection.

How do you select books for The StoryWalk® Project?

The ideal book has minimal text, illustrations that don't cross the center of the book, and a great story line. Smaller books work best for this project. We look for books that can be used in different seasons and are nature-based. Always, it is a great story line that is the key to this project – we also consistently look for books with a message of kindness and caring.

How far apart did you space the pages?

That depends on the length of the route available, the number of forks or intersections it has and the number of pages in the book. Make sure that the readers know where to find the following page, it is best if the next page can be seen. About 40 paces or so seems like a good distance between pages. We have found that a half-mile total distance works well for small children.

How can you tell how many people have seen the StoryWalk®?

We place a guest book at the end of the StoryWalk® and ask readers to tell us the date, number in party, and any comments or suggestions that they have for the project.

How did you set up a guest/comment book to be protected against the elements?

We have placed a loose-leaf binder in a weatherproof box along with pencils (pens freeze and won't write on damp paper). The boxes are ones developed for real estate information with lids that can be mounted or attached to stakes.

What suggestions do you have for someone interested in creating The StoryWalk® Project in his or her town?

If you live in Vermont, you can borrow StoryWalk® books for up to two weeks, contact Anne to arrange this. All books are picked up and returned to the Kellogg-Hubbard Library in Montpelier.

If you don't live in Vermont or would like to create a StoryWalk® yourself, start by finding some other like-minded people in your community to work with on this project. We work well as a team and offer different perspectives and experiences. This project combines the benefits of physical activity, time outdoors in nature, literacy, and family time. Because of that, many community partners are interested in it and it lends itself well to funding from different sources.

- Post StoryWalk® books on new trails and paths to draw people to walk there or introduce them to StoryWalk® by posting the books along popular routes.
- In winter, books can be posted in store windows where many people walk because the sidewalks aren't so slippery or outdoors along snowshoe trails.
- Try to involve other members of the community in the project in different ways; it lends itself to creative adaptations.
- Our senior center group translated a book into French for us. We have had the high school Spanish class translate one for us as well. A children's nature center was inspired to write and illustrate their own books.

How can anyone help to support the StoryWalk® Project?

Thanks for asking! Donations are always welcome. We suggest a donation of \$25 for borrowing a book. All donations can be sent to the Kellogg-Hubbard Library (see address below) – be sure to write "StoryWalk" on the memo line of the check. Thank you for your support!

*Could also be done in our library (Bad weather)

If I have any other questions, how can I reach you?

Anne Ferguson, StoryWalk® Project Creator and Coordinator (Volunteer)
storywalkvt@yahoo.com

Rachel Senechal, Kellogg-Hubbard Library
135 Main St.
Montpelier, VT 05602
(802) 223-3338
rysenechal@kellogghubbard.org

The StoryWalk® Project was created by Anne Ferguson of Montpelier, Vermont and developed in collaboration with the Kellogg-Hubbard Library.

* Use local Author

* Add Activities (could tie in w/ SRP)

Ex: "Can you start up high like the Gruffalo"

Why do it?

1. It promotes literacy and wellness for families in the community. Sharing a story and a stroll can feel luxurious, but it is simply healthful for mind and body.
2. It allows the library to engage with a larger community than just those folks who already visit our branch. By offering a fun, family-friendly, and aesthetically lovely activity outside of the library, we're demonstrating that the library is truly a community treasure. We value the people we serve, whether we serve them directly or have yet to see them in a branch. We want their lives to be rich and interesting.
3. We now have a partnership with our county parks department. This Picture Book Walk has truly been a joint effort, with the library and the parks department sharing ideas and tasks. The library procured permission from Little, Brown and Peter Brown to use the book; secured funding for the purchase of the sign post materials; and prepared the book pages for mounting. The parks department provided the location for the 3-month-long event; built the sign posts; and got the word out to media outlets across the metro St. Louis area. We both put in time and resources for a big ribboncutting and kick-off event (more details on that in a future post). As a result, we now have a working partnership. We know how to work together to get things done. The potential in this new relationship is vast.
4. Summer reading has a new dimension. When reluctant readers complain about not knowing what they should read for summer reading, we can tell them about the Picture Book Walk at Quail Ridge Park. Enjoying the walk once counts as one step closer to meeting the summer reading goal for any age child. When the library is particularly busy and crammed full of people, we can offer the walk as an alternative for spending some time engaged in reading. It's an ultimate passive program.
5. It's just beautiful. Really, isn't that sometimes sufficient?

Other info:

- I contacted Peter Brown and Little, Brown before Christmas to get initial approval to use *The Curious Garden*. Technically, if the library owns the book and the picture book walk is free, formal permission isn't necessary. I think it's always better to have it, though.
- The picture book pages that are mounted in the signs are physical pages from print copies of *The Curious Garden*. To get them walk-ready, I first took apart the binding and individual pages with the help of a colleague. Next I matched up the appropriate pages to maintain the order of the book; I attached them using book tape. I affixed the pages to matting with a walk footer on it (designed by my library district's graphic designer); this strip at the bottom of each spread includes logos for the library district, parks department, and library foundation, who funded the signs. Finally, I laminated the spreads to keep them weatherproof.
- The cedar sign posts are sturdily fixed in the ground. The display portion is painted plywood with a plexiglass cover. Weather stripping seals the top and sides of the display portion, leaving the bottom open so moisture can escape.
- The first and last signs, with the title page and final wordless two-page spread respectively, also feature some text from us, the organizers. An introductory statement explains the walk, and a closing paragraph encourages continued enjoyment of books and nature.

EVENT REVIEW

EVENT NAME: National Library Week - Story walk

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>EP</u>
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\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$

EVENT RESPONSIBLE FOR SET UP / TEAR DOWN

NO SERVICES NEEDED

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>gpc</u>
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Regular Time Costs: \$	Overtime Costs: \$ <u>0</u>	Equipment & Materials Costs: \$
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NO SERVICES NEEDED

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>gpc</u>
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Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$
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NO SERVICE REQUIRED

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
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Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$
------------------------	--------------------	---------------------------------

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
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Regular Time Costs: \$ <u>0</u>	Overtime Costs: \$	Equipment & Materials Costs: \$
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RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MP</u>
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Class I – Low Hazard <input checked="" type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured'
Class II – Moderate Hazard <input type="checkbox"/>	
Class III – High Hazard <input type="checkbox"/>	
Class IV – Severe Hazard <input type="checkbox"/>	

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name Plymouth Community Chamber of Commerce

Ph# 734-453-1540 Fax# 734-404-6026 Email teri@plymouthmich.org Website www.plymouthmich.org

Address 850 W. Ann Arbor Trail City Plymouth State MI Zip 48170

Sponsoring Organization's Agent's Name Teri Fry Title Event Manager

Ph# same Fax# same Email same Cell# _____

Address same City _____ State _____ Zip _____

Event Name Diva Day

Event Purpose Ladies Shopping Event

Event Date(s) April 23, 2016

Event Times 10 a.m. to 9 p.m.

Event Location Downtown Plymouth

What Kind Of Activities? Shopping

What is the Highest Number of People You Expect in Attendance at Any One Time? 100

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: A special shopping day just for women with special sales, treats, give-a-ways, door prizes.

Restaurants will have specials for ladies only.

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): _____

Next year's specific dates: _____

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO
at restaurants

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

None

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

The length of the event is over the 2-3 hour time limit in public parking areas

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event .

1/20/16

Date

Teri Fry

Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
 City Hall
 201 S. Main Street
 Plymouth MI 48170**

Phone: (734) 4531234 ext. 203

11. **INDEMNIFICATION AGREEMENT**

INDEMNIFICATION AGREEMENT

The Plymouth Community Chamber of Commerce (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Diva Day (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Teri Fry

Date 1/20/16

Witness Sandy Leighton

Date 1/20/16

EVENT REVIEW

EVENT NAME: DIVA DAY

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial GP
\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
Regular Time Costs:	\$ 0	Overtime Costs:	\$
		Equipment & Materials Costs:	\$

NO SERVICES NEEDED

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial gpc
Regular Time Costs:	\$	Overtime Costs:	\$ 0
		Equipment & Materials Costs:	\$

NO SERVICES NEEDED

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial jo
Regular Time Costs:	\$	Overtime Costs:	\$
		Equipment & Materials Costs:	\$

NO SERVICE REQUIRED

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time Costs:	\$	Overtime Costs:	\$
		Equipment & Materials Costs:	\$

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial B
Regular Time Costs:	\$ 0	Overtime Costs:	\$
		Equipment & Materials Costs:	\$

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial B
Class I – Low Hazard	<input checked="" type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured'	
Class II – Moderate Hazard	<input type="checkbox"/>		
Class III – High Hazard	<input type="checkbox"/>		
Class IV – Severe Hazard	<input type="checkbox"/>		

APPROVED: _____ **NOT APPROVED:** _____ **DATE:** _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth SPECIAL EVENT APPLICATION

>> FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS <<

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 Calendar days prior to the starting date of the event.

Sponsoring Organization's Legal Name PLYMOUTH LIONS CLUB

Ph# 734.748.0909 Fax# _____ Email LAMPAS8683@GMAIL.COM Website _____

Address 1782 LENINGTON City PLYMOUTH State MI Zip 48170

Sponsoring Organization's Agent's Name SIM LAMPSON Title _____

Ph# SAME AS ABOVE Fax# _____ Email _____ Cell# _____

Address _____ City _____ State _____ Zip _____

Event Name PLYMOUTH LIONS CLUB WHITE CANE

Event Purpose FUNDRAISER

Event Date(s) MAY 6, 7, 2016

Event Times 9 AM - 3 PM

Event Location DOWNTOWN PLYMOUTH

What Kind Of Activities? ACCEPT DONATIONS TO AID SIGHT IMPAIRED PEOPLE

What is the Highest Number of People You Expect in Attendance at Any One Time? 2

Coordinating With Another Event? YES NO If Yes, Event Name: _____

Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)

@ ANGERA / STARBUCKS

@ DENNIMAN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2015

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. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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 DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: lionsclubs@dspins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVT	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC			HDOG27396392	09/01/2015	09/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISAH08858354	09/01/2015	09/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED. RETENTION \$						OCCUR CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Candy Cane Drive held November 6th & 7th, 2015

City of Plymouth is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER City of Plymouth 201 S. Main Plymouth Michigan 48170	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 
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1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Co-sponsored Event Other Non-Profit Other For-Profit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

FIRST WEEKENDS IN MAY

Next year's specific dates:

MAY 5, 6, 2017

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services.
(see Attachment B)

NONE

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?
YES NO
If Yes, list the lots or locations where/why this is requested:

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

1/21/2016
Date

James R. Lanyon
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 453-1234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The PLYMOUTH LIONS CLUB (organization name) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the WHITE CANE FUNDRAISER (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature James L. Reynolds

Date 1/21/2016

Witness _____

Date _____

EVENT REVIEW

EVENT NAME: LIONS CLUB WHITE CANE FUNDRAISER

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>GP</u>
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\$250 Bathroom Cleaning Fee Per Day of Event? YES NO

Regular Time Costs:	\$ <u>0</u>	Overtime Costs:	\$	Equipment & Materials Costs:	\$
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NO SERVICES NEEDED

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>dec</u>
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Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
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No SERVICES NEEDED

- MAY NOT BE IN ROAD -

FIRE:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>JO</u>
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Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
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No Service Required

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
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Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
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DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>TB</u>
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Regular Time Costs:	\$ <u>0</u>	Overtime Costs:	\$	Equipment & Materials Costs:	\$
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RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial <u>MB</u>
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Class I – Low Hazard	<input checked="" type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured' <u>CANNOT BE IN STREETS</u>
Class II – Moderate Hazard	<input type="checkbox"/>	
Class III – High Hazard	<input type="checkbox"/>	
Class IV – Severe Hazard	<input type="checkbox"/>	

APPROVED: _____ NOT APPROVED: _____ DATE: _____

SITE FEE APPLIED TO ALL EVENTS

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*
City Operated Cosponsored Event Other NonProfit Other ForProfit Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

1st Saturday of May through last Saturday of October

Next year's specific dates:

See section 12.13 for license & insurance requirements for vendors

3. **FOOD VENDORS/ CONCESSIONS?** YES NO **OTHER VENDORS?** YES NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES NO

CITY SERVICES REQUIRED? If needed, please attach a letter indicating all requests for City Services. (see Attachment B)

Penniman will need to be closed just past drive-through to Charter One bank to Union/Deer

7. **AN EVENT MAP IS** **IS NOT** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES NO

If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)? YES NO

If Yes, list the lots or locations where/why this is requested:

The length of the event is over the 2-3 hour time limit in public parking areas

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
 - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
 - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event .

1/20/16
Date

Teri Fry
Signature of Sponsoring Organization's Agent

RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to:

**City Manager's Office
City Hall
201 S. Main Street
Plymouth MI 48170**

Phone: (734) 4531234 ext. 203

11. INDEMNIFICATION AGREEMENT

INDEMNIFICATION AGREEMENT

The Plymouth Community Chamber of Commerce (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the Farmers Market (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature Teri Fry

Date 1/20/16

Witness Sandy Leighton

Date 1/20/16

EVENT REVIEW

EVENT NAME: FARMERS MARKET

(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).

MUNICIPAL SERVICES:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial gp
\$250 Bathroom Cleaning Fee Per Day of Event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Regular Time Costs: \$ 0	Overtime Costs: \$	Equipment & Materials Costs: \$	
EVENT RESPONSIBLE FOR ROAD CLOSURE			

POLICE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial gpc
Regular Time Costs: \$	Overtime Costs: \$ 0	Equipment & Materials Costs: \$	
No SERVICES NEEDED			

FIRE:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial gpc
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	
No Service Required			

HVA:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial
Regular Time Costs: \$	Overtime Costs: \$	Equipment & Materials Costs: \$	

DDA:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial TB
Regular Time Costs: \$ 0	Overtime Costs: \$	Equipment & Materials Costs: \$	

RISK MANAGEMENT:	Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	Initial mb
Class I – Low Hazard <input checked="" type="checkbox"/>	CERTIFICATE OF INSURANCE NEEDED PRIOR TO EVENT Naming City of Plymouth as 'Additional Insured'		
Class II – Moderate Hazard <input type="checkbox"/>			
Class III – High Hazard <input type="checkbox"/>			
Class IV – Severe Hazard <input type="checkbox"/>			

APPROVED: _____ **NOT APPROVED:** _____ **DATE:** _____

SITE FEE APPLIED TO ALL EVENTS

City of Plymouth
201 S. Main
Plymouth, MI 48170
734-453-1234

ADMINISTRATIVE RECOMMENDATION

To: Mayor and City Commission
From: Paul J. Sincock – City Manager
CC: *S:\MANAGER\Sincock Files\Memorandum - Community Development Department Sidwalk and Dumpster Fee Schedule - 02-01-16.doc*
Date: 1/26/2016
Re: Community Development Department Fees

BACKGROUND:

The City Administration has an obligation to continually review its fee structures in order to insure that fees are in line with costs. When we have an issue that comes to the forefront we take a look at the fees charged for the service and the impact on the community as well. This issue was recently discussed at the January 18, 2016 City Commission meeting and input was received from members of the Commission.

The City Commission is aware that there have been a high number of complaints related to issue of sidewalk closures and dumpster placement for major construction projects. The complaints are really a result of significant building activity in the City. Based on the input from the City Commission the Community Development Department has revised the fee structure for permits related to Dumpsters and sidewalk closures. There is an obvious balance between the safety of a construction site and the safety of our residents using the sidewalks and right of way. Often times sidewalks at a major construction site may have a temporary walk made of stone and caution is advised.

We have attached a memorandum and report from John Buzuvis as additional background material for the Commission to review.

RECOMMENDATION:

The City Administration recommends that the City Commission adopt the fee structure for sidewalk closures and solid waste dumpsters placed in the right of way. The fee schedule can be adopted by Resolution of the City Commission and implemented immediately as outlined in the attached memorandum.

Should you have any questions in advance of the meeting please feel free to contact either John Buzuvis or myself.

ADMINISTRATIVE RECOMMENDATION

To: Paul J. Sincock, City Manager
From: John Buzuvis, Community Development Director 
CC: S:\DDA\Shared Files\John\Community Development\Budget\2015-2016
Date: 1/26/2016
Re: Community Development Department Closure Permit

BACKGROUND:

The Community Development Department staff continues to review and update administrative processes and internal operations. Based on the volume of feedback, complaints, and questions we received during the last construction season related to sidewalk closures and on-street dumpster placement, we reviewed the processes for sidewalk closures and dumpsters placed in the Right-of-Way and are recommending an amendment to the fee schedules for these items.

New residential construction and/or significant renovations generate considerable solid waste and often, due to the size of construction sites in the City, require the closure of sidewalks and placement of dumpsters in the right of way during construction. In order to ensure clean, safe construction sites and separate closure permits are needed to allow for more accurate tracking and enforcement.

The current building permit allows for a dumpster to be placed in the Right-of-Way (ROW) on the street for 60 days at a permit fee of \$100.00. More often than not, dumpsters remain in the ROW for 6 months, the length of a typical building permit. In some cases, dumpsters are in the ROW for the entirety of a new residential project, which is typically 9-12 months. These permits are not renewed throughout the duration of the construction project due to the volume of total permits our department receives and their inclusion on the building permit creates a tracking issue.

The departmental fee structure is reviewed annually during the budget process. However, we are recommending the addition of a sidewalk closure/dumpster permit to be a separate application from the regular building permit, and be implemented now as construction is becoming a year round industry. The intent of having separate closure/ROW dumpster permits is to be able to better track dumpster and sidewalk closures to expedite the removal of dumpsters off the street and maintain safe, passable sidewalks on all sites throughout the city.

After receiving feedback from the City Commission, we are recommending a fee of \$125 for a sidewalk closure permit, \$75 for a dumpster in the ROW permit, or \$175 for both, valid for 90 days. This permit can be renewed one (1) time, totaling 180 days. The fee for renewal is proposed to be a stepped increase so a sidewalk closure permit renewal would be \$175, dumpster in the ROW renewal would be \$125, or \$275 to renew both. The intent is to be able to track closures throughout the city and to be able to more effectively enforce time restrictions of these closures.

The proposed changes for this new permit type allows us to be more responsive to residents while better covering the costs associated with administrative time talking to residents and visitors, issuing, tracking, scheduling and logging inspection information and closing out these permits.

RECOMMENDATION:

Staff recommends that the attached permit fees of sidewalk closure (\$125.00) and the placement of dumpsters in the Right-of-Way (\$75.00) or both for \$175.00, and renewal fees of \$175 for a sidewalk closure and \$125 for a dumpster renewal or both for \$275 be added to the existing fee schedule to take effect immediately.

Attached please find the proposed closure permit application and closure permit for your information. A sample resolution related to this matter has been attached for the commission to consider. Should you have any questions in advance of the meeting please feel free to contact me.

CITY OF PLYMOUTH
CLOSURE PERMIT APPLICATION

INSPECTION HOT LINE 734-738-0289
 201 S. Main Street Plymouth, MI 48170
 Ph. 734-453-1234 x 232 Fax 734-455-1824
 Website: www.ci.plymouth.mi.us

The undersigned hereby applies for a permit to place a dumpster in the Right-of-Way and/or close the sidewalk at a construction site

Street Address of Work	Date of Application
------------------------	---------------------

Contractor's Company Name (if applicable)		Telephone Number	
Address		Fax Number	
City	State	Zip Code	Email

Description of Work:

--

PROPERTY OWNER INFORMATION

Name			
Address			
City	State	Zip Code	Phone Number

I hereby understand the following conditions of this closure permit:

- Property must have address numbers visible from the street
- Cones with reflective tape must be provided by the contractor and remain by the dumpster throughout its duration on the street
- Clear indication (caution tape, snow fence, etc.) must be in place to alert pedestrians to sidewalk closure
- The closure permit can be renewed one (1) time, stepped permit fees will be imposed again
- Permit expires in 90 days
- Sidewalk closures can only occur at residential addresses with valid permits for demolition, new construction, or sizeable addition(s)

Should these conditions not be met, no inspections will be completed.

Applicant's Signature	Date
-----------------------	------

FEE CHART	FEE	QTY	TOTAL
Sidewalk Closure	125.00		
Dumpster in R-O-W	75.00		
Sidewalk closure AND Dumpster in R-O-W	175.00		
Sidewalk Closure Renewal	175.00		
Dumpster in R-O-W	125.00		
Sidewalk closure AND Dumpster in R-O-W	275.00		
TOTAL FEE			

Make checks payable to "City of Plymouth"

City of Plymouth

Closure Permit No: PB16-0015

Building and Engineering Department

201 South Main

Plymouth, Michigan 48170

Fax: (734) 455-1824

Inspections: 734-738-0289

Phone:(734) 453-1234 Ext 232

Hours: Monday-Friday 8 am - 4:30 pm

201 S MAIN 006-01-0262-301	Location	CITY OF PLYMOUTH 201 S MAIN PLYMOUTH MI 48170 (734) 453 1234	Owner
Issued: Page Number	Expire Date: 1	Contractor	
PLEASE CALL (734) 738-0289 FOR AN INSPECTION 24 HOURS IN ADVANCE			

Description / Conditions: SIDEWALK CLOSURE

Permit Item	Work Type	No. of Items	Item Total
Sidewalk Closure	Miscellaneous	1.00	\$125.00

Araig S. Shomig

 Building Official

Amount Paid:
\$0.00

Permit Balance Due:
\$125.00

I agree this permit is only for the work described, and does not grant permission for additional or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the applicable code. I certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his authorized agent. I agree to conform to all applicable laws of the State of Michigan and the local jurisdiction. All information on the permit application is accurate to the best of my knowledge.
Payment of permit fee constitutes acceptance of the above terms.

NO REFUND FOR EXPIRED PERMITS

POST PERMIT SO IT IS VISIBLE FROM THE STREET

Inspection Record **PB16-0015**

201 S MAIN

1. _____

3. _____

2. _____

4. _____



Payment Validation



Scan here to view permit details on AMG

IF THE ADDRESS IS NOT ON THE BLDG, THE INSPECTION WILL NOT BE DONE

Scan here to schedule an inspection on AMG



RESOLUTION

The following Resolution was offered by Commissioner _____ and seconded by Commissioner _____.

WHEREAS The City Commission of the City of Plymouth has reviewed the proposed fee schedule amendments for closure permits, and,

WHEREAS The City of Plymouth Community Development Department is recommending the adoption of the closure permit fees at this time because residential construction is becoming a year round industry, and

WHEREAS The adoption of the proposed fees and resulting closure permits will assist the Community Development Department in better tracking sidewalk closures and dumpsters in the Right-of-Way, and

WHEREAS The intent is to improve the health, safety, and welfare of residents and visitors of the community

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Plymouth does hereby adopt the attached addition to the fee schedule(s) for closure permits of:

First Closure/ROW Permit (90 day permit)-

Sidewalk Closure- \$125

Dumpster in the ROW- \$75

Both Permits for-\$175

Renewal of Closure/ROW Dumpster Permit (One 90 day Renewal)-

Sidewalk Closure- \$175

Dumpster in the ROW- \$125

Both Permits for- \$275

NOW THEREFORE BE IT FURTHER RESOLVED that the adopted fees for closure permits will go into effect on immediately.