

## Special Events Permit Information for Council Report

### Street Closures (current):

\*Fees for street closures are \$25 for a neighborhood street and \$100 for a downtown street.

\*A hard closure requires a 90-day notice; a soft closure requires a 20-day notice.

\*Only hard street closures are required to notify surrounding properties of a plan to close and utilize an area for an event. Soft closures are not required to do so.

-Hard closure means that **the general public will be prevented from entering the area on foot or by vehicle by a Law Enforcement agency**. In the case of a long-term closure, barricades may be used to maintain the closure in lieu of law enforcement personnel.

-Soft closure is **a street that runs across the 'open streets route' that will remain open to cars for the duration of the event.**

\*Approval of a street closure requires approval/consent of over 50% of owners/occupants of the properties abutting the requested street to be closed.

\*The Special Events Committee has the ability to approve street closures for an event with these exceptions:

-for an event the day before or the day of any scheduled University of Missouri home football game.

-for an event that requires city services, equipment or support that is outside the ordinary course of city business.

### Proposed Ordinance Updates for Street Closures:

\*Tiered Fee Schedule. Total fees charged would be based upon the amount of city staff time required to issue a special events permit. (Staff has suggested this example.)

Tier 1 - Application fee: \$25

Tier 2 - Application with street closure: \$25 + \$100 per city block

Tier 3 - Application requiring Council Memo: \$25 + \$75, plus per city block, if applicable.

Tier 4 - Application requiring Council Memo with a Special Operations Agreement: \$25 + \$75 + \$75, plus per city block, if applicable.

\*Modified Timelines. At this time, applicants are asked to submit information 90 days in advance. Not all special events are planned that far in advance and some closures are much later than that. Staff recommends the ordinance be revised with a timeline of 60 days for hard closures, and 14 days for soft closures.

### Noise Violations:

Noise violations are currently addressed in Chapter 16, Article III, Sec. 258 and Sec. 258.1. (b) (2) and are measured by the distance of originating sound. (Sound distance varies in downtown vs. outside the downtown area). Any changes made by Council would require amendment to this ordinance and not the Special Events Ordinance (Chapter 24, Article IV.).

300 feet Sunday through Wednesday from 7:00 a.m. to 10:00 p.m.

150 feet Sunday through Wednesday from 10:00 p.m. to 1:30 a.m.

300 feet Thursday through Saturday from 7:00 a.m. to 11:00 p.m.

150 feet Thursday through Saturday from 11:00 p.m. to 1:30 a.m.

50 feet every day from 1:30 a.m. to 7:00 a.m.

The measurement of noise via decibel levels would have to be researched. The City of Austin, TX has an ordinance that says the special event committee may not approve the use of sound equipment that causes sound to exceed 85 "A" weighted decibels and requires a sound impact plan to be approved by the committee. The plan includes sound-mitigating design features, prescribed decibel limits and public safety concerns.

#### **Walkthroughs (Event Inspections):**

Unless there is an operations agreement, special events are not required to have a walkthrough or inspection of permit requirements before the event begins. This is not in the ordinance but a city policy. To provide more clarity, staff suggests modifying the special events application to include a "box" to check if upon review of the application city staff believes a walkthrough should be completed. This would create a formal, time-stamped response by the city department before the application is finalized and the permit issued. (This would be a policy change and not included in the updated ordinance.)

#### **Special Events in The District (Downtown Community Improvement District):**

Although the Downtown CID is not a voting member of the Special Events Committee, it is important that they know when events are happening in their area and have the opportunity to provide input. The current ordinance states that event organizers should notify the CID if events are occurring in the downtown footprint. Staff suggests that a new policy be made to have the event organizers show proof that they have made that notification with an email to [info@TheDistrict.com](mailto:info@TheDistrict.com) showing they are following the ordinance.

Also, in the current Special Events ordinance, the downtown footprint does not match the District footprint. Staff is proposing that the footprints look the same in the revised ordinance. (Chapter 16, Article III, Sec. 16-258.1(a))

#### **Street Lighting: Chapter 27, Article III, Division 7, Sec.27-150.**

If the Special Events Committee determines that street lights may be turned off while still providing for public safety at/near the event, the details regarding the turning off and on of the lights shall be set forth in the Special Events Agreement. Staff recommends a new policy that the Special Operations Agreement would include that the event organizer will be required to pay the City's costs for any after-hours or weekend staff time to turn off or on lights.

#### **Fireworks: Chapter 16, Article II, Division 15, Section 16-234, (b) (2)**

If the Organizer requests fireworks, the Organizer will apply for a permit through the fire department. The fire department will review the application and supporting documents required by the Fire Code and follow up as needed. However, pursuant to Section 16-234 of the Code, the fire department will provide the information and its recommendation to the City Manager. *If the City Manager determines that the plan will "provide maximum safety for all persons concerned"*, the City Manager may approve the issuance of the fireworks permit. Staff recommends a new policy that if the City Manager approves the issuance of the permit for fireworks, then the Special Events Operations Agreement shall include information regarding the fireworks approved, with any conditions/restrictions, and insurance requirements to protect the City of Columbia.

#### **Open Container: Chapter 16, Article II, Division 12, Sec. 16-185 (f)**

Currently, the City Council may temporarily exclude any street from the provisions of this section in connection with the temporary closing of the street for a special event. The Police Department is suggesting a policy change with regard to the sale of alcoholic beverages for safety purposes.

1. All alcoholic beverages inside special events must be served in plastic cups  
It has been shown that (full) bottles/cans can be used as weapons when thrown.  
(This change could be problematic to organizers as beverage sponsors may see this as a loss in visibility of their product.)

2. Two drink maximum per sale per person. (This is already being done at most events.)

**Business License Fees: Chapter 13, Article XII, Division 3 Sec. 13-411-418**

Special event fees were located here before the Events Services Specialist and Special Events ordinances were updated last in 2013. This process is redundant for events happening on public property. Staff would like to include language that allows the fees to Business License be waived for an event, if the event obtains a special event permit. This would still allow Business License to obtain fees for events, food trucks, vendor fairs, etc. when they take place on private property.

(See attached Ordinances as referenced above.)