

BILL NO. 4670

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WEST PLAINS, MISSOURI TO AMEND SECTION 12-132 AND SECTION 12-134 OF THE CODE OF ORDINANCES REGARDING SPECIAL EVENTS.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST PLAINS, MISSOURI AS FOLLOWS:

Section 1: Section 12-132 of the Code of Ordinances will be amended to:

It shall be unlawful for any person to sponsor or knowingly participate in any special event, activity, or public demonstration on public property without a special event permit issued by the city administrator to the special event sponsor. (Exhibit A)

Section 2: Section 12-134 (Item C, Subsection 1) of the Code of Ordinances will be amended to:

The conduct of the special event will not substantially interrupt the safe and orderly movement of vehicle or foot traffic contiguous to its location. (Exhibit A)

Section 2: This Ordinance shall be in full force and in effect after the date of its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____ 2020.

CITY OF WEST PLAINS, MISSOURI

BY: _____
MAYOR JACK PAHLMANN

ATTEST:

CITY CLERK MALLORY SNODGRAS

- **DIVISION 2. - SPECIAL EVENT PERMIT**

- **Sec. 12-132. - Permit required.**

It shall be unlawful for any person to sponsor or knowingly participate in any special event, activity, or public demonstration on public property without a special event permit issued by the city administrator to the special event sponsor.

(Ord. No.)

- **Sec. 12-133. - Application.**

(a)

The application form for a special event permit shall be available in the office of the city clerk. Applications requesting a special event permit shall be filed with the city clerk at least ten (10) business days prior to the date the special event will begin, unless the ten (10) business day time period is waived by the city administrator.

(b)

The application for a special event permit shall include:

(1)

The name, address, and telephone number of the applicant, and for any persons acting as sponsors of the special event who will be responsible for its conduct. If the applicant is a corporation or civic organization, then the name of the corporation or civic organization and names and addresses of its directors and officers.

(2)

The purpose of the special event and the estimated number of participants or those attending.

(3)

The date or dates the special event is to be held, and the time it is to commence and terminate, including set-up and shut-down times.

(4)

The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing buildings, location within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.

(5)

The specific street or streets, or portions thereof, to be closed.

(6)

A list of all vendors doing business during the special event, including type of business or concession.

(7)

Whether alcoholic beverages will be allowed, provided or sold during the special event.

(8)

A plan for the use of lighting, music, loud speakers, a live band, or sound system, if any, and the type and location of speakers and other audio and lighting equipment.

(9) The name and address of the security company, if any, and a description of the duties to be performed. If security is requested by the City a deposit may be required by the City Administrator.

(10) A plan for fire protection, including a map specifying the location of fire lanes and water supply for fire control.

(11) A plan for emergency medical services.

(12) A plan for the disposal of sanitary waste and sewage, including toilet facilities, and the disposal of garbage, trash, and refuse.

(13) Any additional information which the city administrator shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(Ord. No.)

- **Sec. 12-134. - Issuance of permit by city administrator.**

(a) Special event permits shall be granted or denied by the city administrator, or his/her designee, and shall contain terms and conditions as may be deemed necessary to assure a neat, safe and orderly event in accordance with the terms of this section. Such terms may include specific locations in which possession and consumption of alcoholic beverages will be confined, and regulations concerning prohibited noise.

(b) Special event permits are not transferrable and shall expire at the close of the last date of the event for which it has been issued. Failure of the sponsors or of the applicants to comply with the terms and conditions of a special event permit, and the applicable ordinances of the City of West Plains and the applicable laws of the State of Missouri, shall immediately void the permit.

(c) Standards for issuance. The city administrator shall issue a permit as provided for hereunder when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

(1) The conduct of the special event will not substantially interrupt the safe and orderly movement of vehicle or foot traffic contiguous to its location;

(2) The conduct of the special event will not require the diversion of so great a number of police officers of the city to properly police the event and the areas contiguous thereto as to prevent normal police protection to the city;

(3) The conduct of such special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto;

(4) The concentration of persons, animals and vehicles at the location of the special event will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;

(5)

The conduct of such special event will not interfere with the movement of fire-fighting equipment en route to a fire;

(6)

The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance beyond the capacity of the police department to protect the general public or those participating in the special event;

(7)

Verification that information contained in the permit application is true and does not omit any material detail.