

# Discussion: Special Events and Other Events Requiring City Permit Approval

Community and Economic  
Development Committee

January 8, 2020



**LEE'S SUMMIT**  
MISSOURI

*Yours Truly*



# Types of Special Events Requiring Special Event Approval

## Athletic Events

5K Runs  
Bike Races

## Entertainment Events

Downtown Days  
Oktoberfest, Emerald  
Isle Parade, Summit Art  
Festival, etc.

All events requiring  
street or sidewalk  
closure

## Mobile Food Vending

Within the entire City

## Season Sales Events

Snow Cone Sales  
Vegetable Sales  
Landscaping Sales

# Other Types of Events Requiring City Permit Approval

## Block Party Permits

Residential Street  
Closure

## Parade Permits

Veteran's Parade  
Homecoming Parades  
Bunny Hop  
Halloween Parade

## Firework Display Permits

Lakewood, Raintree,  
Legacy Blast, etc

# Best Practices/Observations

## Staff has reviewed policies and regulations of comparable metro jurisdictions:

- Requirements varied
- Most had a more robust application process
- Most had better risk management practices
- Most had more significant cost recovery fee (up to 100% recovery for operational services)

# Proposed Changes

## More robust, interactive application process

- Consolidated and consistent procedures/practices
- Special Events calendar/scheduling

## Risk Management

- Applicant Responsibilities
- Traffic Control

## Cost recovery for City Services

- Administrative vs. Operational

# Current Permitting Process System

## Permits are required for:

- Athletic events
- Entertainment events
- Seasonal sales
- Mobile food vending
- Street/Sidewalk Closure
- Block Parties
- Parades
- Fireworks Display

# Staff's Permitting Suggestions

## Proposal

- Classify all such events as “**Special Events,**” with a streamlined/consistent, interactive application

## Why?

- User friendly and more efficient system
- Application system automatically notifies each respective department for review or approval
- Application is more robust, collecting all necessary information in a format that isn't complicated for the user

# Current Event Permit Requirements

## Current system

- Inconsistent requirements between event permit types
  - Deadlines vary
  - Clean up after events
  - Insurance requirements
  - Notification requirements
  - Permit possession
  - Fees



# Staff's Suggested Permit Requirements

## Proposal

- Apply consistent enforcement of 60-day deadlines
- Require a clean up plan or contract with a clean up service, along with a deposit fee, for all events.
- Require notification for impacted residents/businesses for all events.
- Require possession of permit on site for all events.
- Require traffic control permit where closures are needed
- \$1 million minimum insurance requirement
- Indemnification

# All Event Requirements

## Why?

- Late application does not provide sufficient time for staff review, increasing the potential for errors and increased City liability.
- Clean up has been spotty leaving residents and businesses frustrated. Those who fail to sufficiently clean up should be assessed fine; may impact future approval.

# All event requirements

## Why?

- The City assumes significant liability in the absence of required organizer insurance.
- Many businesses and residents have complained about insufficient notification; notification is currently undertaken by the City at a cost.
- Confusion often results if permits are not on-site at these events.

# Current Fee Structure

- **Application fee: \$50.**
- **1 day: \$250. 2 days: \$500. 3 days: \$1500.**
- **Runs:** three routes, ranging from \$400 to \$1000.
- **NO FEE** for: Parades, Block Parties, Firework Displays, and Traffic Control.

# Proposed Fee Structure

- Application fee raised to **\$100**
- Administrative Fees: **1 day: \$250. 2 days: \$500. 3 days: \$1500.**
- City adopts a fee structure that captures a **percentage** of actual operational costs for all events
  - **Staff suggests 85% cost recovery based on hourly wage of city operational services provided**
- **PSA** sponsored events will be as determined by PSA agreements

# Why Fee Structure Changes?

- Application and administration fees are currently insufficient to account for staff time.
- The City's pay rates continue to change, moving to a percentage-based structure accounts for these City expense changes.
- The City encumbers costs for several events with no off-setting fees to the organizer.
- PSA's receive funds from the City and present a unique circumstance; distinct agreements are recommended.

# Feedback From Committee?

- **Proposed consolidated permitting process...**through an interactive, more robust, online application and permitting process, to include a special events calendar
- **Proposed Fee Structure changes**
  - Public Service Agreement process
  - 85% operational cost recovery for all events

## Next Step for Staff?

- Draft Ordinance Language
- Return to CEDC with Amended Code of Ordinance Language for Review/Discussion and direction.