



## The City of Lee's Summit

### Final Agenda

### Community and Economic Development Committee

Wednesday, July 10, 2019

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments
5. Business
  - A. [2019-2879](#) Approval of the June 12, 2019 Community and Economic Development Committee minutes
  - B. [TMP-1297](#) An Ordinance Amending Chapter 28. Taxation, Article II of the Code of Ordinances for the City of Lee's Summit, Missouri, By Creating Division 8 - Medical Marijuana Facilities; City of Lee's Summit, Applicant.  
  
*Presenter:* Josh Johnson, AICP, Assistant Director of Plan Services  
David Bushek, Chief Counsel of Economic Development and Planning
  - C. [2019-2907](#) Presentation and Discussion of Special Events, Parades, and Play Street/Block Party events  
  
*Presenter:* Various staff from Development Services, Fire, Police and Public Works
6. Roundtable
7. Adjournment

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Legislative Information Center website at "lsmo.legistar.com"

## Packet Information

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**File #:** 2019-2879, **Version:** 1

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**The City of Lee's Summit**  
**Action Letter**  
**Community and Economic Development Committee**

Wednesday, June 12, 2019

4:00 PM

City Council Chambers

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. Call to Order

2. Roll Call

**Present:** 4 - Chairperson Diane Forte  
Vice Chair Fred DeMoro  
Committee Member Craig Faith  
Committee Member Beto Lopez

**Absent:** 1 - Alternate Bob Johnson

3. Approval of Agenda

**A motion was made by Vice Chair DeMoro, seconded by Committee Member Faith, that this agenda be approved as amended. The motion carried unanimously.**

4. Public Comments

**Public comments were moved on the agenda to take place after Business. Ms. Monica Meeks, Mr. Michael Dieker, and Mr. Tom \_\_\_?\_\_\_ gave testimony in regards to application #PL2019-194 - Unified Development Ordinance Amendment #8 Medical Marijuana.**

5. Business

- A. [2019-2764](#) Approval of the May 8, 2019 CEDC Action Letter.

**A motion was made by Committee Member Faith, seconded by Vice Chair DeMoro, that the Action Letter be approved. The motion carried unanimously.**

- B. [2019-2801](#) Constituent concern regarding fireworks within neighborhood and City.

**Mr. Marc Solomon, resident of Parkwood at Stoney Creek, gave testimony in regards to the use of fireworks in his neighborhood and throughout the city.**

- C. [TMP-1261](#) An Ordinance approving application #PL2019-194 - Unified Development Ordinance (UDO) Amendment #8 Medical Marijuana affecting the following ordinance sections - Article 6 Use Standards - Division I General Provisions and Division II Uses Permitted with Conditions, Article 8 Site Standards - Division I Design Standards- Subdivision 6 Crime Prevention Through Environmental Design, Article 15 Rules of Interpretation and Definitions - Division II Definitions; City of Lee's Summit, Applicant.

Community and Economic Development Committee

Action Letter

June 12, 2019

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A presentation was given by Mr. Josh Johnson with the legal framework presented by Mr. David Bushek.

A motion was made by Committee Member Lopez, seconded by Vice Chair DeMoro, that this application be forwarded without recommendation to the Planning Commission, due back on 6/27/2019. The motion carried unanimously.

5. Roundtable

There were no Roundtable items presented at the meeting.

6. Adjournment

There being no further business, Chairperson Forte adjourned the meeting at 5:05 P.M.

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## Packet Information

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**File #:** TMP-1297, **Version:** 1

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An Ordinance Amending Chapter 28. Taxation, Article II of the Code of Ordinances for the City of Lee's Summit, Missouri, By Creating Division 8 - Medical Marijuana Facilities; City of Lee's Summit, Applicant.

Issue/Request:

Staff is seeking approval from the Community and Economic Development Committee of the City Council to incorporate business license regulations specific to medical marijuana facilities into the Code of Ordinances.

Proposed Committee Motion:

I move to recommend to the City Council approval of an An Ordinance Amending Chapter 28. Taxation, Article II of the Code of Ordinances for the City of Lee's Summit, Missouri, By Creating Division 8 - Medical Marijuana Facilities; City of Lee's Summit, Applicant.

Background:

On November 6, 2018, the voters of the State of Missouri approved Amendment 2 legalizing medical marijuana in the State. The new constitutional provisions took effect on December 6, 2018. These provisions impact multiple departments and activities of the City, including: zoning, building codes, law enforcement/prosecution, and business license. The law provides that the State Department of Health has 240 days from the effective date of the provision to establish rules and begin accepting applications for the various types of business activities related to the legalization provisions. The Council approved, on November 20, 2018, a resolution for an administrative delay, to allow the City to integrate any rules the State would promulgate related to medical marijuana into our own code.

The attachment to your packet includes amendments to the Code of Ordinances to create business licensing regulations for medical marijuana facilities. The proposed regulations and fees are consistent with other state-licensed facilities in Lee's Summit.

Josh Johnson, AICP, Assistant Director of Plan Services  
David Bushek, Chief Counsel of Economic Development and Planning

# **Amendment to Chapter 28 – Taxation Medical Marijuana Facility Business Licensing**

Staff Presentation to CEDC

July 10, 2019



**LEE'S SUMMIT**  
MISSOURI

*Yours Truly*



# Constitutional Amendment

- Medical Marijuana Facilities:
  1. Medical Marijuana Cultivation Facility
  2. Medical Marijuana Dispensary Facility
  3. Medical Marijuana-Infused Products Manufacturing Facility
  4. Medical Marijuana Testing Facility
  5. Medical Marijuana Transportation Facility

# Business Licensing

- Unlawful for any person to engage in business within the City without a business license
- State regulations allow for local business licensing of medical marijuana facilities

# Application Requirements for MM Facilities

- Business License Application
- Proof of State Facility License
- Zoning Approval
- \$50 Fee
- Proof of no sales tax owed to Missouri  
Department of Revenue (dispensaries only)

# Regulations

- License Display
- Not Transferrable
- Inspections
- Suspension and Revocation
- Renewed Annually
- Age Limitations

# Timeline

- **August 3, 2019** – Facility applications accepted by state
- **August 17, 2019** – Last day to submit an application to the state for a cultivation, manufacturing, dispensary or testing facility
- The state will have 150 days to approve or deny an application

**BILL NO.**

**ORDINANCE NO.**

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AN ORDINANCE AMENDING CHAPTER 28. TAXATION, ARTICLE II OF THE CODE OF ORDINANCES FOR THE CITY OF LEE'S SUMMIT, MISSOURI, BY CREATING DIVISION 8 – MEDICAL MARIJUANA FACILITIES; CITY OF LEE'S SUMMIT, APPLICANT.

WHEREAS, Chapter 28 of the City of Lee's Summit ("City") Code of Ordinances ("Code") sets forth rules and regulations regarding taxation; and,

WHEREAS, Article II of Chapter 28 of the Code deals with rules and regulations pertaining to business licenses; and,

WHEREAS, the City Council desires to amend provisions of the City's Code regarding City of Lee's Summit business licenses creating a new class of business in order to comply with Article 14 of the Missouri Constitution dealing with medical marijuana facilities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEE'S SUMMIT, MISSOURI, as shown on the attached copy, appended hereto and made a part hereof.

SECTION 1. Chapter 28. Taxation, Article II, is hereby amended in the manner shown on the copy appended hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2. That it is the intention of the City Council and is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, and the sections of this Ordinance may be renumbered as appropriate to accomplish such intention.

SECTION 3. That this ordinance shall be in full force and effect from and after the date of its passage, adoption, and approval by the Mayor.

PASSED by the City Council of the City of Lee's Summit, Missouri, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor William A. Baird

ATTEST:

\_\_\_\_\_  
City Clerk *Trisha Fowler Arcuri*

**BILL NO.**

**ORDINANCE NO.**

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APPROVED by the Mayor of said city this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor William A. Baird

ATTEST:

\_\_\_\_\_  
City Clerk *Trisha Fowler Arcuri*

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney Brian Head

## EXHIBIT A

**Chapter 28 – TAXATION****Article II. – BUSINESS LICENSE TAXES****DIVISION 8 – MEDICAL MARIJUANA FACILITIES**

**Sec. 28-285. – Definitions.** The following words and terms as used in this Division 8 shall have the following meanings:

*Chief of Police* means the City’s Chief of Police or his or her designees.

*Department* means the Missouri Department of Health and Senior Services.

*Marijuana* shall have the meaning assigned to such term in Article 14, Section 1 of the Missouri Constitution, which is *Cannabis indica*, *Cannabis sativa*, and *Cannabis ruderalis*, hybrids of such species, and any other strains commonly understood within the scientific community to constitute marijuana, as well as resin extracted from the plant and marijuana-infused products. “Marijuana” or “marihuana” do not include industrial hemp containing a cropwide average tetrahydrocannabinol concentration that does not exceed three-tenths of one percent on a dry weight basis, or commodities or products manufactured from industrial hemp.

*Medical marijuana dispensary facility* shall have the meaning assigned to such term in Article 14, Section 1 of the Missouri Constitution, which is a facility licensed by the state to acquire, store, sell, transport, and deliver marijuana, marijuana-infused products, and drug paraphernalia used to administer marijuana to a qualifying patient, a primary caregiver, another medical marijuana dispensary facility, a medical marijuana testing facility, or a medical marijuana-infused products manufacturing facility.

*Medical marijuana cultivation facility* shall have the meaning assigned to such term in Article 14, Section 1 of the Missouri Constitution, which is a facility licensed by the state to acquire, cultivate, process, store, transport and deliver marijuana, marijuana-infused products, and drug paraphernalia used to administer marijuana to a qualifying patient, primary caregiver, another medical marijuana dispensary facility, a medical marijuana testing facility, or a medical marijuana infused products manufacturing facility.

*Medical marijuana-infused products manufacturing facility* shall have the meaning assigned to such term in Article 14, Section 1 of the Missouri Constitution, which is a facility licensed by the state to acquire, store, manufacture, transport, and sell marijuana-infused products to a medical marijuana dispensary facility, a medical marijuana testing facility, or to another medical marijuana-infused products manufacturing facility.

*Medical marijuana transportation facility* shall have the meaning assigned to such term in as set forth in Title 19, Division 30, Chapter 95, Section 95.010 of the Code of State Regulations (19 CSR 30-95.010), which is a facility certified by the department to transport marijuana to a qualifying patient, a primary caregiver, a primary caregiver, a medical marijuana cultivation facility, a medical marijuana-infused products manufacturing facility, a medical marijuana dispensary facility, a medical marijuana testing facility, or another medical marijuana-transportation facility

*Medical marijuana facility* shall mean a medical marijuana cultivation facility, medical marijuana dispensary facility, medical marijuana-infused products manufacturing facility and medical marijuana testing facility, medical marijuana transportation facility and any facility that contains one of these uses.

*Medical marijuana testing facility* shall have the meaning assigned to such term in Article 14, Section 1 of the Missouri Constitution, which is a facility certified by the department to acquire, test, certify, and transport marijuana.

**Sec. 28-286. – Medical marijuana dispensary facility**

- A. It shall be unlawful for any person to operate or maintain a medical marijuana dispensary facility in the City of Lee's Summit without first obtaining a medical marijuana dispensary facility business license pursuant to this article. A complete application shall be submitted to the Director of Finance.
- B. *License.* An applicant for a medical marijuana dispensary facility business license must furnish the Director of Finance with the original medical marijuana dispensary facility business license issued to the applicant by the Department, and a fee as set forth in the City's Schedule of Fees and Charges for each medical marijuana dispensary facility.
- C. *Application review.* The Director of Finance shall obtain confirmation from the Department that the medical marijuana dispensary facility business license presented to the City by the applicant is not under suspension or revocation, and remains in good standing. Approval by the Director of Finance of a medical marijuana facility business license shall also be contingent on the following:
  - 1. *Location of facility.* The medical marijuana dispensary facility must be located in an appropriate zoning district and at a location that is allowed by the Unified Development Ordinance.
  - 2. *Compliance with State Retail Sales Tax Requirements.* All applicants with possession of a medical marijuana dispensary facility license as issued by the State are required to submit a statement from the Missouri Department of Revenue that the licensee owes no tax due under RSMo 144.010 to 144.510 or 143.191 to 143.261. The date of issuance on the statement shall not be more than ninety days before the date of submission of the application or renewal of the City license.
- D. *License Display.* The medical marijuana dispensary facility business license shall be displayed at all times by the licensee openly and conspicuously on the premises of the medical marijuana dispensary facility where sales take place.

**Sec. 28-287. – Medical marijuana cultivation facility business license**

- A. It shall be unlawful for any person to operate or maintain a medical marijuana cultivation facility in the City of Lee's Summit without first obtaining a medical marijuana cultivation facility business license pursuant to this article. A complete application shall be submitted to the Director of Finance.

- B. *License.* An applicant for a medical marijuana cultivation facility business license must furnish the Director of Finance with the original medical marijuana cultivation facility business license issued to the applicant by the Department, and a fee as set forth in the City's Schedule of Fees and Charges for each medical marijuana cultivation facility.
- C. *Application review.* The Director of Finance shall obtain confirmation from the Department that the medical marijuana cultivation facility business license presented by the applicant is not under suspension or revocation, and remains in good standing. Approval by the Director of Finance of a medical marijuana cultivation facility business license shall also be contingent on the following:
  - 1. *Location of facility.* The medical marijuana cultivation facility must be located in an appropriate zoning district and at a location that is allowed by the Unified Development Ordinance.
- D. *License Display.* The medical marijuana cultivation facility business license shall be displayed at all times by the licensee openly and conspicuously on the premises of the medical marijuana cultivation facility where the cultivation takes place.

**Sec. 28-288. – Medical marijuana–infused products manufacturing facility**

- A. It shall be unlawful for any person to operate or maintain a medical marijuana-infused products manufacturing facility in the City of Lee's Summit without first obtaining a medical marijuana-infused products manufacturing facility business license pursuant to this article. A complete application shall be submitted to the Director of Finance.
- B. *License.* An applicant for a medical marijuana-infused products manufacturing facility business license must furnish the Director of Finance with the original medical marijuana-infused products manufacturing facility business license issued to the applicant by the Department, and a fee as set forth in the City's Schedule of Fees and Charges for each medical marijuana-infused products manufacturing facility.
- C. *Application review.* The Director of Finance shall obtain confirmation from the Department that the medical marijuana-infused products manufacturing facility business license presented by the applicant is not under suspension or revocation, and remains in good standing. Approval by the Director of Finance of a medical marijuana-infused products manufacturing facility business license shall also be contingent on the following:
  - 1. *Location of facility.* The medical marijuana-infused products manufacturing facility must be located in an appropriate zoning district and at a location that is allowed by the Unified Development Ordinance.
- D. *License Display.* The medical marijuana-infused products manufacturing facility business license shall be displayed at all times by the licensee openly and conspicuously on the premises of the medical marijuana-infused products manufacturing facility where the manufacturing is performed.

**Sec. 28-289. – Medical marijuana testing facility**

- A. It shall be unlawful for any person to operate or maintain a medical marijuana testing facility in the City of Lee's Summit without first obtaining a medical marijuana testing facility business

license pursuant to this article. A complete application shall be submitted to the Director of Finance.

- B. *License.* An applicant for a medical marijuana testing facility business license must furnish the Director of Finance with the original medical marijuana testing facility business license issued to the applicant by the Missouri Department of Health and Senior Services, and a fee as set forth in the City's Schedule of Fees and Charges for each medical marijuana testing facility.
- C. *Application review.* The Director of Finance shall obtain confirmation from the Missouri Department of Health and Senior Services that the medical marijuana testing facility business license presented by the applicant is not under suspension or revocation, and remains in good standing. Approval by the Director of Finance of a medical marijuana testing facility business license shall also be contingent on the following:
  - 1. *Location of facility.* The medical marijuana testing facility must be located in an appropriate zoning district and at a location that is allowed by the Unified Development Ordinance.
- D. *License Display.* The medical marijuana testing facility business license shall be displayed at all times by the licensee openly and conspicuously on the premises of the medical marijuana testing facility where the testing is performed.

**Sec. 28-290. – Medical marijuana transportation facility**

- A. It shall be unlawful for any person to operate or maintain a medical marijuana transportation facility in the City of Lee's Summit without first obtaining a medical marijuana transportation facility business license pursuant to this article. A complete application shall be submitted to the Director of Finance.
- B. *License.* An applicant for a medical marijuana transportation facility business license must furnish the Director of Finance with the original medical marijuana transportation facility business license issued to the applicant by the Missouri Department of Health and Senior Services, and a fee as set forth in the City's Schedule of Fees and Charges for each medical marijuana transportation facility.
- C. *Application review.* The Director of Finance shall obtain confirmation from the Missouri Department of Health and Senior Services that the medical marijuana transportation facility business license presented by the applicant is not under suspension or revocation, and remains in good standing. Approval by the Director of Finance of a medical marijuana transportation facility business license shall also be contingent on the following:
  - 1. *Location of facility.* The medical marijuana testing facility must be located in an appropriate zoning district and at a location that is allowed by the Unified Development Ordinance.
- D. *License Display.* The medical marijuana transportation facility business license shall be displayed at all times by the licensee openly and conspicuously on the premises of the medical marijuana transportation facility where the testing is performed.

**Sec. 28-291. – No transfer of license.**

- A. A business license for a medical marijuana dispensary facility, medical marijuana cultivation facility, medical marijuana-infused products manufacturing facility, and medical marijuana testing facility are not transferable to any other person or entity and the authority granted by the license is conferred only at the location and for the person identified on such license.
- B. Fees paid and licenses obtained pursuant to this article shall be in addition to and not in lieu of any other fees or licenses required to be paid or obtained pursuant to this Code or any other ordinances of this City for the operation of the medical marijuana facility.

**Sec. 28-292. – Inspections, immediate right of entry.**

- A. The Lee's Summit Police Department and/or the Health Officer may from time to time inspect a licensed medical marijuana facility to determine compliance with any provisions of this Article.
- B. It shall be unlawful for any person holding a license for any medical marijuana facility, or an employee of such licensee, to refuse an inspection officer's immediate access to the premises or to hinder such officer in any manner. A refusal or hindrance on the part of any license holder or employee shall be grounds for the immediate revocation or suspension of the business license for any medical marijuana facility.

**Sec. 28-293. – Suspension and revocation.** In addition to the provisions in Section 28-41 regarding the suspension or revocation of a business license by the City Council, the following additional regulations shall apply to the suspension or revocation of a business license for the operation of a medical marijuana facility.

- A. Action by the Director of Finance.
  - 1. If the Director of Finance determines, during an inspection or otherwise, that a medical marijuana facility is not in compliance with the Department's regulations or the City's regulations regarding the operation, upkeep, maintenance and licensing of such facility, then the Director of Finance will issue an initial notice of violation to the license holder that explains how the license holder has violated the applicable regulations and what remedial actions the City expects the license holder to take to correct the violations.
  - 2. Once a license holder has been notified of violations, the license holder shall correct the violations within fifteen (15) days, and the Director of Finance will conduct a follow-up inspection within fifteen (15) to thirty (30) days to confirm the license holder has corrected the violations. The license holder shall notify the Director of Finance if the license holder believes that additional time is needed to correct the violations, which the Director of Finance may grant for good cause.
  - 3. If the Director of Finance's follow-up inspection reveals the violations have not been corrected, the Director of Finance will issue a Final Notice of Violation to the license holder explaining how the license holder continues to violate the Department's or the City's regulations, what remedial actions the Director of Finance expects the facility to take, and notifying the license holder that the license or certification will be suspended if the specified remedial action is not taken and the violations corrected within thirty (30) days after issuance of the notice.

4. If the violations have not been corrected thirty (30) days after a Final Notice of Violation was sent, the license holder's license or certification will be suspended, the facility will be required to cease operations, and the license holder must sign a corrective action plan designed to bring the facility into compliance.
  5. If the license holder thereafter fails to complete the corrective action plan in the required time, then the Director of Finance may revoke the business license and the operations at the medical marijuana facility shall permanently cease.
  6. A license holder may appeal the decision to revoke a business license by filing with the City Clerk a notice of appeal within thirty (30) days after the date that the Director of Finance issued the order to revoke the business license.
- B. Upon receipt of a complaint against a medical marijuana facility, the Director of Finance will determine whether an inspection is warranted to investigate the allegations in the complaint, and, if so, the Director of Finance will, at the time of inspection, provide the license holder with a copy of the complaint and an opportunity to respond to the complaint. Employees of a medical marijuana facility who report potential violations at a facility to the Director of Finance shall not be subjected to retaliation of any kind, including termination, because of their report.
- C. If, at any time, the Director of Finance or the Chief of Police determines that a facility presents an immediate and serious threat to the health, safety or welfare of the public or of the employees at the facility or an immediate threat to life, property or the preservation of peace, the Director of Finance or the Chief of Police may order the facility to immediately suspend all or a part of its operations for up to ten (10) days or for such longer period as deemed necessary to address the issue and eliminate the threat.
- D. If the state license associated with any medical marijuana facility is revoked for any reason, the business license granted pursuant to this Chapter shall be deemed to be automatically revoked at the time that the state license is revoked, unless the Director of Finance finds that such business license should not be revoked for any reason that he or she shall set forth in writing.

**Sec. 28-294. – Renewal of licenses.**

- A. A business license for a medical marijuana facility must be obtained annually. The first license shall be effective upon approval. Renewal notices will be mailed by the Director of Finance at least two months prior to expiration of the current license to the licensee at the address appearing on the licensee's most recent application, or the most recent address the licensee has provided to the Director of Finance.
- B. Renewal applications must be received by the Director of Finance no later than thirty (30) days prior to expiration of the current license. Applications to renew a business license for a medical marijuana facility shall satisfy the requirements of an original application and, in the case of an application to renew a business license, be accompanied by confirmation from the Department that the State certificate or license presented by the applicant is not under suspension or revocation and remains in good standing.
- C. If any renewal application contains information that, in the Director of Finance's opinion, does not warrant renewal, or if other information known to the Director of Finance indicates that renewal is not allowed pursuant to all applicable State and City regulations, then the Director of Finance shall notify the applicant in writing, mailed by United States mail within ten (10)

days after receipt of the renewal application. Notice of such denial will be mailed to the applicant at the address on the renewal application. After receipt of such denial, the applicant may contact the Director of Finance within fifteen (15) days from the date that the notice was mailed and request a public hearing before City Council. Upon receipt of such notice, the Director of Finance shall schedule the hearing and City Council shall decide the matter.

- D. If a licensee fails to obtain renewal in the manner required and within the time limits prescribed by this Division, then the business license shall expire at midnight on the day before the end of the current license term.

**Sec. 28-295 – Persons under age eighteen (18).**

- A. No person shall permit any person under the age of eighteen (18) years to come or remain on the premises of a medical marijuana facility, except as expressly allowed pursuant to state law or state regulation.

## Packet Information

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**File #:** 2019-2907, **Version:** 1

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Presentation and Discussion of Special Events, Parades, and Play Street/Block Party events

Issue/Request:

Presentation and Discussion of Special Events, Parades, and Play Street/Block Party events

Key Issues:

At the February 5, 2019 City Council meeting, Mayor Pro Tem Lopez assigned the review of special events to the Community and Economic Development Committee (CEDC). During the budget process, a request was also made to review special event regulations, processes and associated fees to consider potential amendments that may be desired. City staff will be providing an overview of the various special events and parades as well as play street/block party events that occur throughout the year to assist the CEDC with how special events, parades and play street/block party events are currently regulated and processed and will be prepared to discuss with the CEDC.

Attached to this packet are the following regulations and information pertaining to special events, parades and play street/block party events:

- Unified Development Ordinance (UDO) regulations pertaining to Special Events
- Lee's Summit Code of Ordinances (LSCO) Chapter 29 regulations pertaining to Parades and Special Events
- LSCO Section 29-12 regulations pertaining to play streets or block parties
- Schedule of Fees for special events

Background:

Through various processes, the City allows for special events, parades and play street/block party events which can and do have impacts on the community as well as the City organization. Over time, the number of special events, parades and play street/block party requests have increased and as the community continues to grow and evolve, reviewing current regulations, processes and procedures becomes necessary. Each of these events requires varying levels of staffing and resources provided by the City, and some events require permit fees to assist with the cost of providing service(s) while others do not.

Impact/Analysis:

Special events, parades and play street/block party events serve a community purpose, however require City staff support and resources. The number, size, location and type of event can and does vary greatly therefore the cost to provide staffing and resources to these events also varies.

Other Information/Unique Characteristics:

The Police Department conducted a review of the special events and parades that were held during 2018 which has also been attached to this packet. The report includes staffing and resources provided by the Lee's Summit Police Department to support these events and does not include other City department staffing and resources.

Various staff from Development Services, Fire, Police and Public Works

Recommendation:

Informational presentation and discussion only. The presentation and overview is intended to provide an understanding of how special events, parades and play street/block party events are currently regulated and processed. City staff is interested in discussing the current regulations and processes with the CEDC to identify any additional information that may be helpful in considering potential amendments and changes that would eventually be brought back for further consideration by the CEDC.

## DIVISION V. - SPECIAL EVENTS AND MOBILE FOOD VENDING

### SUBDIVISION 1. - SPECIAL EVENTS

#### Sec. 6.1510. - Purpose and intent.

The purpose and intent of this article is to provide for the temporary use of land for special events in a manner consistent with its normal use and beneficial to the general welfare of the public. Furthermore, it is the intent of this article to protect nearby property owners, residents and businesses from special events that may be disruptive, unsafe or inappropriate given site conditions, traffic patterns, land use characteristics and the nature of the proposed event.

#### Sec. 6.1520. - Definitions.

The terms used in this article, for purposes of the regulations in this article, shall be defined as follows:

Non-profit group or organization means any person(s), partnership, association, non-profit corporation, a 501(c)3 corporation, or other group that does not distribute its surplus funds to its owners, shareholders or members, and whose activities are conducted for charitable, civic, or humanitarian motives, or for the benefit of others, and not for the private gain of any individual or group and may include, but shall not be limited to, patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, cultural, charitable, scientific, historical, athletic, or medical activities.

Special event means a temporary, short-term use of land or temporary structure(s), located or conducted outside, that is, not within a permanent building or structure. A special event may be on public or private street right-of-way, public property, or private property within the corporate limits of the City of Lee's Summit, Missouri ("corporate limits"), and may include, but not be limited to, the following types of activities:

1. Athletic event. An organized competitive or recreational event in which a group of people collectively engage in a sport or form of physical exercise, including but not limited to: running, jogging, walking, bicycling or skating, on any public street right-of-way or upon public property in the corporate limits.
2. Auction/estate sale. Any sale where tangible personal property is sold by an auctioneer who is either the agent for the owner of such property or is in fact the owner thereof.
3. Auto sales tent. A tent located on an auto sales lot for the purposes of a sales event and/or a promotional activity.
4. Block party. A neighborhood event, in which a street is temporarily closed and designated as a "play street."
5. Commercial event. Commercial activities, either on the same property as the primary commercial use, or on other private commercial property, which are intended to sell, lease, rent or promote specific merchandise, services or product lines, including, but not limited to: Tent sales, sidewalk sales, trade shows, flea markets, product demonstrations or parking lot sales of food, art work or other goods. This definition does not include mobile food vending (see Subdivision 2 of this division).

6. Entertainment event. An organized event having as its primary purpose the entertainment or amusement of a group of people, including but not limited to: Carnivals, festivals, public firework displays, fairs, or concerts, on public or private property within the corporate limits.
7. Film production. The process of making a film on public or private property within the corporate limits.
8. Fireworks sales tent. A tent for the retail sale of allowed fireworks within the city limits of Lee's Summit, during a specified time period preceding July 4 of each year, as further described in the Code of Ordinances.
9. Garage sales. The sale of personal property that is conducted on premises within a residential district upon which is located a dwelling, or on any portion of a lot used for residential purposes.
10. Non-commercial events. Fund-raising or non-commercial events sponsored by non-profit groups or non-profit organizations.
11. Parade. Any march or procession consisting of people, animals, or vehicles, or any combination thereof, except funeral processions, upon any public street, sidewalk, alley, jogging trail, or bike path, which does not comply with normal and usual traffic regulations or controls.
12. Political event. An organized event, not including an athletic or entertainment event, having as its primary purpose the exercise of expressive activities of a political nature, including but not limited to speech making, picketing, protesting, marching, demonstrating or debating public issues.
13. Seasonal sales. Farmer's market, Christmas tree sales, fruit, flower or vegetable sales, or sale of other seasonal products, when sold on property other than on the site where grown, constructed or assembled.
14. Private events. Events held on private property meeting all applicable codes and ordinances, including but not limited to wedding receptions and birthday events.

Special event signage means signage that is temporary in nature, is not permanently attached to the ground or sign surface, and is used to advertise any type of special event as listed herein, whether or not a special event permit is required.

Sec. 6.1530. - Permit required.

- A. Except as otherwise provided under the exemptions section of this article (Section 6.1540), a Special Event Permit is required for the following special events, as defined above:
  1. Athletic event.
  2. Commercial event.
  3. Entertainment event.
  4. Non-commercial event, unless conducted entirely on private property owned or leased by the sponsoring non-profit group or organization.
  5. Seasonal sales event.
  6. All special events requiring street closure.
  7. All special events which include street vendors to be located on public right-of-way.

- B. A special event permit is not required for the following types of events, but other Code of Ordinance based permits are required. The Code of Ordinance sections for the applicable permits are listed below:
1. Fireworks sales (Chapter 13, Article III, of the Code of Ordinances).
  2. Parades (Chapter 29, Article VI, of the Code of Ordinances).
  3. Play streets (block parties) (Chapter 29, Article I, Section 29-12, of the Code of Ordinances).

Sec. 6.1540. - Exemptions.

The following special events are exempt from the requirements of this section and do not require a permit, unless the special event requires street closure:

- A. Auctions/estate sales.
- B. Auto tent sales located on private property and on an existing, legal, or legal non-conforming auto sales lot, and having a maximum duration of six weeks.
- C. Commercial event, if it has a minimal impact on the community. Criteria for determining minimal versus significant impact shall include, but not be limited to the following: 1) public services required, 2) tent or other structure, 3) traffic circulation, 4) parking considerations, and 5) anticipated attendance. This could include centralized special events held within a shopping center parking area, not connected to individual businesses within the shopping center, with no off-site impact. The Director shall determine whether a permit is required for a specific commercial event, based upon the proposed extent of activities.
- D. Garage sales (up to four times per year), not to exceed five days per event and 20 days per year.
- E. Non-commercial event, if conducted entirely on private property owned or leased by the sponsoring non-profit group or organization, with a maximum duration of 72 hours.
- F. Political events.
- G. Private events.
- H. Any special event sponsored or co-sponsored by the City. Such events shall comply with the performance standards set forth herein. A City event requiring street closure requires a special event permit.
- I. Any special event held within a public park. These events shall be governed by other provisions of the Municipal Code regulating conduct in City parks and recreation areas.
- J. Any business already operating under a special use permit that regulates the display and sale of outdoor goods or authorizes the operation of any special event as defined herein.

Sec. 6.1550. - Fees for special event permits.

- A. Application fee. An application fee shall be required upon submittal of each special event application in accordance with the City's Schedule of Fees and Charges.
- B. Fees for City services. If the permit applicant requests City services, or City staff determines the need or the City Council upon referral or appeal, as described in this article, determines, as a condition of granting the permit, that public services or equipment must be

provided to protect the public health or safety, the applicant shall be required to pay a fee for City services in accordance with the City's Schedule of Fees and Charges. Payment for City services shall be paid prior to issuance of the permit.

- C. Fees for athletic events. Specific routes have been designated for athletic events. See the City's Schedule of Fees and Charges.

Sec. 6.1560. - Application requirements.

- A. Application required. A special event application shall be submitted for any special event requiring a special event permit, as outlined above under "permit required."

- B. Application deadline. A complete application shall be submitted at least 20 calendar days prior to the requested start date of a special event. The Director shall have the authority to waive the application deadline.

- C. Submission requirements. The application shall set forth and contain the following information:

1. Name and/or brief description of the event.
2. Description of City services required for the event such as traffic control, street sweeping, etc.
3. Fees, as required.
4. A written narrative, fully describing the proposed event, including:
  - a. Location.
  - b. Hours of operation.
  - c. Anticipated attendance.
  - d. Buildings or structures to be used in conjunction with the event.
  - e. Proposed signs or attention attracting devices.
  - f. Public streets to be used, if any.
5. A statement that the standards set forth in this article have been satisfied.
6. A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.
7. Date and time of the event to include start and ending dates and times.
8. Contacts: Name and address of the owner of the premises on which the proposed event is to be held and the name and address of the applicant.
9. Written approval from the property owner agreeing to the proposed event, if the applicant is not the same as the property owner.
10. Location and number of proposed temporary public toilets.
11. Proposed temporary potable water supplies, which shall be reviewed by the Water Utilities Department, pursuant to the Code of Ordinances.
12. A recycling plan, which shall include the following information:
  - Name of the sanitation company, hauler, and/or staff that will be providing bins, emptying bins, and transporting the bins for proper disposal.

- Location where the recyclables will be transported for disposal.
  - Site plan indicating the location of bins.
  - Number of bins provided.
  - Description of any signage that will be used to advertise the recycling opportunity.
  - List of materials to be utilized at the event, and whether all of the materials will be offered for recycling.
  - Description of how often recycling bins will be emptied.
  - Description of how recycling bins will be differentiated from other trash bins. The recycle bins must be clearly labeled as such so as not to create confusion with regular trash bins.
  - Any other information deemed necessary by the Director in order to ensure compliance with the standards set forth in this article.
13. Proof of liability insurance. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the City Manager based on the nature of the special event.
14. A statement that ensures indemnification of the City and that public property will be protected and/or restored to its condition prior to the Special Event.

Sec. 6.1570. - Performance standards.

Special events shall comply with the following standards:

- A. Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission. For all special events that require the use of public right-of-way, the permit shall clearly specify the streets to be used for the event and the time that the streets will be closed, if applicable.
- B. Land-use compatibility. The special event shall be compatible with the purpose and intent of this section and with adjacent land uses. The special event shall not impair the normal, safe and effective operation of a permanent use on the same site. The special event shall not endanger or be detrimental to the public health, safety or welfare or injurious to property or improvements in the immediate vicinity of the special event, given the nature of the activity, its location on the site and its relationship to it.
- C. Compliance with other regulations. All applicable provisions of the Building Code (Chapter 7 of the Code of Ordinances) and the Design and Construction Manual shall be met. Permit holders must at all times comply with all applicable legal and regulatory provisions, including, without limitation, health code regulations.
- D. Restoration of the site. Any temporary structure shall be promptly removed upon the cessation of the event. Within 48 hours of cessation of the event, the site shall be returned to its previous condition, including the removal of all litter, signage, attention-attracting devices or other evidence of the special event. If the site is not returned to its previous condition, the City may restore the site at the expense of the applicant.
- E. Hours of operation. The hours of operation of a special event shall be consistent with the surrounding land uses.

- F. Duration. The maximum duration of a special event shall be as set forth below, unless modified by conditions attached to the issuance of the special event permit.
1. Athletic event: Three days.
  2. Auto tent sales (exempt): Six weeks.
  3. Commercial event: Three days.
  4. Commercial event (exempt): Three days.
  5. Entertainment event: Seven days.
  6. Garage sales (exempt): Five days per event, up to four times per year, not to exceed 20 days per year.
  7. Non-commercial event: Three days.
  8. Non-commercial event (exempt): Three days.
  9. Seasonal sales event:
    - a. Ninety days if up to 20 percent of the parking lot is used for the event;
    - b. One hundred eighty days if up to ten percent of the parking lot is used for the event.
- G. Traffic circulation. The special event shall not cause undue traffic congestion or accident potential given anticipated attendance and the design of adjacent streets, intersections, parking and traffic controls. All sidewalks shall be left open for pedestrian traffic unless special approval is received for blockage. No alleys, driveways, fire lanes or other access points shall be blocked by the special event unless specific approval is granted for the special event.
- H. Parking restrictions. Approval of a short-term parking restriction can be granted through a special event application as determined by the City Traffic Engineer. Special event permit recipients shall be responsible for securing, installing and immediate removal of all required no parking signs upon cessation of the event.
- I. Street closings and temporary traffic control. Special event permit holders shall be responsible for securing, installing and immediate removal upon cessation, all required temporary traffic control, including but not limited to all barricades and signs when street or lane closures are approved. All temporary traffic control shall be in accordance with the Manual on Uniform Traffic Control Devices, subject to approval by the City Traffic Engineer. The approval of a Special Event Permit shall waive the requirement for any applicable Temporary Traffic Control Permit required.
- J. Off-street parking.
1. All off-street parking surfaces used for the special event shall be concrete or asphalt.
  2. No more than 20 percent of the parking stalls required for the structure associated with the parking lot in which the special event occurs shall be permitted to be used for a special event.
  3. For seasonal sales events with a duration of over 90 days and up to 180 days, no more than ten percent of the required parking stalls shall be permitted to be used for the special event.

4. Special events shall not cause a shortage of parking for the primary use on the property on which they are located. Special events shall not create a shortage of parking for uses on properties surrounding the property on which they are located.
- K. Anchoring devices. No spikes, nails, anchors or other devices shall be driven into any public street or sidewalk. Such devices may be used on private parking lots provided any damage resulting therefrom shall be repaired upon cessation of the event and removal of the devices.
- L. Fire safety. The City's Fire Department shall be consulted for the following requirements and inspection, as necessary:
1. Fire lanes a minimum of 20 feet in width and 12 feet in height or as otherwise approved by the Fire Chief, must be provided in order to allow Fire Department access within 150 feet of all structures and on at least two sides of all two-story structures within 500 feet of the location of the special event.
  2. All fire hydrants in the area of the special event must be left with five feet of clearance on all sides and shall be accessible from the fire lanes that are designated with the event.
  3. No open fires shall be permitted unless advance approval is obtained from the Fire Department.
  4. Fire extinguishers shall be available as determined by the Fire Chief.
  5. Temporary electrical wiring for the special event shall be installed in accordance with the requirements of the National Electrical Code.
  6. Tents shall comply with the Fire Code and applicable building codes.
  7. Exit signs and proper exiting aisles shall be provided in temporary special event structures.
- M. Public conveniences and litter control. Adequate on-site restroom facilities and solid waste containers shall be provided. The applicant shall calculate the demand for such facilities and specify how the need will be addressed.
- N. Recycling. A recycling plan shall be required. Beginning January 1, 2012, styrofoam and glass food and beverage containers will be prohibited at all special events. A recycling haulers report shall be required after the completion of the event.
- O. Nuisances. The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting or other forms of environmental or visual pollution.

Sec. 6.1580. - Special event signs.

- A. No separate sign permit shall be required for signs related to a special event.
- B. Signs related to a special event which requires a special event permit, as defined and regulated in this article, shall be allowed only as authorized in the approval of the special event by the Director. The time limit for temporary signs advertising the event shall be specified in the special event approval, with 30 days being the standard guideline.
1. Signs for community-wide special events, as determined by the Director, may be placed off-site throughout the community, on private property, subject to approval of the location(s), and permission of the property owner(s).

2. Signs for special events that are not community-wide, as determined by the Director, may only be placed on the property where the event is being held.
- C. Signs related to a special event not requiring a special event permit shall be allowed only on the property where the event is being held.

Sec. 6.1590. - Consideration of special event application.

- A. The Director may approve any special event permit after determining that the event will comply with all special event performance standards and application criteria and requirements.
- B. Appeal of denial.
1. The denial of any application by the Director shall be in writing.
  2. The applicant, in the event of a denial of a special event permit, and a permit holder, in the event of the revocation of a special event permit, shall have the right to appeal a decision of the Director to the City Council.
  3. Appeal to City Council. Applicants denied a special event permit may appeal to the City Council by filing such appeal with the City Clerk with full documentation supporting his or her application within ten days of the denial.
  4. Schedule. Appeals shall be placed on the first available City Council meeting agenda for consideration.
  5. City Council consideration. The City Council action shall be final and may include additional fees to cover the cost of providing city services and/or any other conditions deemed necessary to protect the general welfare of the City and the public.
- C. Prohibition on transfer. No special event permit issued under the provisions of this section shall be assignable or transferable to any other person or transferable to another location for the operation of a special event by that person or at a different location.
- D. Conditions of approval. When issuing a special event permit, the Director or City Council may establish additional conditions deemed necessary to ensure compatibility with adjacent land-uses and to minimize potential adverse impacts on nearby uses, including, but not limited to:
1. Limitation of events. Special events which require City services during the event shall be limited to one per day or per weekend subject to availability of personnel, as determined by City staff. Scheduling shall be on a first come-first served basis.
  2. Pre-established routes. Specific routes have been designated for athletic events. Applicants will be given their choice of the pre-established routes from the selection list maintained by the Police Department. Such routes are subject to change due to unforeseen circumstances and as such, applicants should check the route status and confirm their route choice prior to advertising their event. Denial of a specific route may be appealed to the City Council pursuant to Subsection B. above.
  3. Signs. The number, size, location, or time limit for signs may be limited.
  4. Temporary arrangements for parking and traffic circulation.
  5. Modifications or restrictions on the hours of operation, duration of the event, size of the event or other operational characteristics.

6. The provision of traffic control or security personnel to ensure the public safety and convenience.
7. Posting of security, in an amount required by the City Manager, for special events where the anticipated attendance is 1,000 or more people to help ensure that the operation of the event and the subsequent restoration and cleanup of the site are conducted according to required special event standards and conditions of approval.

## DIVISION 2. - PARADE OR SPECIAL EVENT PERMIT

### Sec. 29-451. - Required.

- A. No person shall engage in, participate in, aid, form or start any parade or special event, unless a parade or special event permit has been obtained from the Chief of Police with the exception of the following:
  - 1. Funeral processions;
  - 2. A government agency acting within the scope of its functions.
- B. All parade or special events which require a permit shall, when possible, be held at times other than peak traffic periods.

(Code 1988, § 29-451)

**State Law reference—** Similar provisions, RSMo 300.325.

### Sec. 29-452. - Application.

- A. A person seeking issuance of a parade or special event permit shall file an application with the Chief of Police on forms provided by such officer. General requirements and procedures shall be as follows:
- B. *Filing period.* An application for a parade or special event permit shall be filed with the Chief of Police not less than one hundred twenty (120) hours nor more than sixty (60) days before the date on which it is proposed to conduct the parade or special event.
- C. *More than one application.* If the Chief of Police shall receive more than one (1) application for a parade or special event at the same time and place, on the same day, the application filed first in time shall take precedence, except an application for a traditional parade or special event shall take precedence over all other applications. An application for a traditional parade or special event shall mean an application by an applicant or group which has, for the last five (5) years immediately preceding the date of application, held a similar parade or special event for at least three (3) of those five (5) years. An application shall be considered to be at the same place if the requested parade route or location of the special event comes at any point within one-half mile from the route of another parade or special event. An application shall be considered to be for the same time if the event is scheduled to commence within two (2) hours before or after the holding of another parade or special event.
- D. *Contents.* The application for a parade or special event permit shall set forth the following information:
  - 1. The name, address and telephone number of the person seeking to conduct such parade or special event;
  - 2. If the parade or special event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization;
  - 3. The name, address and telephone number of the person who will be the parade or special event chairperson and who will be responsible for its conduct;

4. The date when the parade or special event is to be conducted and the hour when such parade or special event will start, and the approximate hour such parade or special event will terminate;
  5. The route to be traveled, the starting point and termination point;
  6. The approximate number of persons who, and animals and vehicles which, will constitute such parade or special event; the type of animals and description of the vehicles;
  7. A statement as to whether the parade or special event will occupy all or only a portion of the width of the streets proposed to be traversed;
  8. The location by streets of any assembly areas for such a parade or special event;
  9. The time at which units of the parade or special event will begin to assemble at any such assembly area;
  10. Any special provisions which the Chief of Police deems necessary for the health, welfare and safety of the citizens of the City.
- E. If the parade or special event is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade or special event, authorizing the applicant to apply for the permit on his behalf.
- F. Any additional information which the Chief of Police shall find reasonably necessary to a determination as to whether a permit should be issued.

(Code 1988, § 29-452)

Sec. 29-453. - Standards of issuance.

- A. *Generally.* The Chief of Police may issue a parade or special event permit when the Chief of Police finds that:
1. The route of the parade will not unreasonably interrupt the safe and orderly movement of regular traffic throughout the City;
  2. The conduct of the parade or special event will not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
  3. The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance, service to, areas beyond or contiguous to such assembly areas;
  4. The conduct of such parade or special event will not unduly interfere with the movement of firefighting equipment; or
  5. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- B. *Permits for more than one parade.* The Chief of Police may, in his discretion, issue permits for more than a single parade or special event during one (1) day in accordance with the provisions of this section, provided, however, that such multiple parades or special events do not require the continuing diversion of so great a number of police officers or other

municipal personnel as to prevent normal police protection or other services to the municipality.

(Code 1988, § 29-453)

Sec. 29-454. - Decision by Chief of Police; notification of applicant.

The Chief of Police shall act upon the application for a parade or special event permit within five (5) days after the receipt of the application. The Chief of Police shall mail to the applicant forthwith a notice of his action. If there is insufficient time for the mail to reach the applicant, the Chief of Police shall also immediately cause the applicant to be notified verbally of the action taken. If the permit is denied, the Chief of Police shall state his reasons for denying the permit.

(Code 1988, § 29-454)

Sec. 29-455. - Appeals.

Any applicant aggrieved by the determination of the Chief of Police may appeal in writing to the Council within ten (10) days after the date of mailing of the notice of disapproval to the applicant by the Chief of Police. Such appeal shall be filed with the City Clerk and placed on the next Council agenda. The Council shall act upon any such appeal within twenty-five (25) days after receipt of the notice of such appeal by the City Clerk.

(Code 1988, § 29-455)

Sec. 29-456. - Revocation.

The Chief of Police shall have the authority to revoke a parade or special event permit upon violation of any of the standards for issuance as set forth in this division.

(Code 1988, § 29-456)

Secs. 29-457—29-480. - Reserved.

Sec. 29-12. - Authority to establish play streets.

- A. The Chief of Police shall have authority to declare any street or part thereof a play street and to place appropriate signs or devices in the roadway indicating and helping to protect the same.
- B. Whenever authorized signs are erected indicating any street or part thereof as a play street, no person shall drive a vehicle upon any such street or portion thereof except drivers of vehicles having business or whose residences are within such closed area, and then any such driver shall exercise the greatest care in driving upon any such street or portion thereof.

(Code 1988, § 29-12)

**Cross reference**— Streets, sidewalks and other public places generally, ch. 6.

**State Law reference**— Similar provisions, RSMo 300.185, 300.190.

# Miscellaneous Fees

Credit Card Convenience Fee for Property Tax Payments	2.5% of total bill
Fees for Special Events (as defined in the UDO Article 11)	
Application Fee	\$50.00
Fee for City services for special event of one (1) day or less	\$250.00
Fee for City services for special event of two (2) days	\$500.00
Fee for City services for special event of three (3) or more days	\$1,500.00
Fee for City services for 5K run on established route (maps of established routes are available from the Police Department)	
Route 1 (downtown area)	\$1,000.00
Route 2 (Ward Road area)	\$400.00
Route 3 (Legacy Park & Blackwell area)	\$500.00
Route 4 (Jefferson Street and Stuart Road area)	\$600.00
Fee for City Services for athletic events, on a route approved by City Council or City staff (not on a pre-established route for 5K runs): actual cost of service, with estimated amount, determined by City staff, to be paid prior to the event, and the difference to be reimbursed by the City or paid by the applicant following the event	

# 2018 Special Events



## Year End Review

Sgt. Michael Murray

## 2018 Special Events – Year end review

### Overview

The Department conducted **29** special events in 2018. Special events are defined, within this document, to mean those events requiring a permit along with both an Operational Plan and an After-action report. The total number was up from 27 in 2017, but still below the 37 events conducted in 2016. It is believed that now that the downtown race loop is “open” again that the 2019 special event numbers will return to levels resembling 2016.

These events spanned across 35 days, 31 of which were weekends (Fri-Sun.). There were no special events in the months of February and April. On 2 occasions there were multiple events on the same day :

2 events occurred on March 24<sup>th</sup> and 3 events occurred on July 4<sup>th</sup> (holiday)

Total numbers for 2018 were as follows:

<b>Total Events</b>	29
<b>Total Man-Hours</b>	1,481
<b>Total monies spent</b>	\$59,509.15
<b>Total monies billed</b>	\$11,866.82
<b>Total cost</b>	\$47,642.33

Cost of event type(s) are as follows:

Parades		
Sponsor	Man Hours	Total Cost
Emerald Isle Parade	76	\$2,856.28
BunnyHop Parade	27	\$1,125.78
Raintree 4 <sup>th</sup> of July Parade	27	\$1,884.42
LSNHS Homecoming Parade	48	\$1,883.07
LSWHS Homecoming Parade	20	\$819.06
LSHS Homecoming Parade	48	\$1,664.88
Boos and Barks Halloween Parade	42.5	\$1,653.15
VFW Parade	47	\$1,744.59
<b>TOTALS</b>		
	<b>335.5</b>	<b>\$13,631.23</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$0.00</b>
+ / -		<b>(-) \$13,631.23</b>

## 2018 Special Events – Year end review

Downtown Festivals		
Sponsor	Man Hours	Total Cost
Downtown Days "Street Alive"	351	\$13,649.69
Oktoberfest	305.25	\$12,327.31
<b>TOTALS</b>	<b>656.25</b>	<b>\$25,977.00</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$3,000.00</b>
+ / -		<b>(-) \$22,977.00</b>

Runs		
Sponsor	Man Hours	Total Cost
Eagle Egg 5K	33	\$1,241.67
Race for the Future	15	\$675.68
Candy Cane 5/10K	52.5	\$1,958.75
<b>TOTALS</b>	<b>100.5</b>	<b>\$3,876.10</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$2000.00</b>
+ / -		<b>(-) \$1,876.10</b>

LSPR Concerts / Events		
Sponsor	Man Hours	Total Cost
Legacy Amphitheater Concert	9	\$352.04
Concert – Flashback to Folk	8	\$347.48
Tour De Lakes	52.75	\$2,080.90
Concert – Jamaican Jam	10	\$389.08
Legacy Amphitheater	7	\$280.84
Concert – Blues and Jazz	11	\$395.39
Legacy Amphitheater Concert	10	\$391.16
Legacy Amphitheater Concert	9	\$352.08
Legacy Amphitheater Concert	22	\$777.85
<b>TOTALS</b>	<b>138.75</b>	<b>\$5,366.82</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$5,366.82</b>
+ / -		<b>\$0.00</b>

City Events		
Sponsor	Man Hours	Total Cost
Legacy Blast	143	\$5,728.23
Mayors Christmas Tree	11.5	\$508.83
<b>TOTALS</b>	<b>154.5</b>	<b>\$6,237.06</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$0.00</b>
+ / -		<b>(-) \$6,234.06</b>

## 2018 Special Events – Year end review

<b>Miscellaneous Events</b>		
Sponsor	Man Hours	Total Cost
Freezing for a Reason	21	\$861.88
March for our Lives	7	\$272.36
Lakewood Fireworks	10.5	\$648.58
Raintree Fireworks	9	\$663.03
Summit Art Fest	48	\$1,975.09
<b>TOTALS</b>	<b>95.5</b>	<b>\$4,420.94</b>
<b>Billed to Organizer (Recuperated Monies)</b>		<b>\$1,500.00</b>
+ / -		<b>(-) \$2,920.94</b>

### Concerns and Recommendations

#### Parades

In 2018 a total of **335.5** man hours, at a cost of **\$13,631.23**, was invested in **8** parades.

As in previous years there is no cost to conduct parades. Organizers simply complete an online form. Of those 8 parades 1 was a neighborhood parade held on the July 4<sup>th</sup> holiday and 3 were local high school homecoming parades. The remaining 4 parades could be considered “city” events (Emerald Isle, BunnyHop, Boos and Barks, VFW).

It would be recommended that a cost be associated for those parades that do not fall into a “city wide” event. If the city could recoup the cost of parades not considered “city” events the overtime monies spent would be reduced by **\$6,251.43**.

Consideration should be given to no longer allowing individual neighborhood parades. Currently, only the Raintree subdivision hosts a parade but continuing to allow this event creates a difficult situation should any other neighborhood desire a similar event. This event also falls on the 4<sup>th</sup> of July holiday which creates additional considerations such as compensatory time being earned and resulting in further impact to daily department operations. In the event parades such as these are allowed to continue then consideration should be given to having the HOA’s pay the actual costs associated with the event.

#### Runs

In 2018 we invested **100.5** man hours for **3** runs with a total cost of **\$3,876.10**. We billed race organizers **\$2,000.00** resulting in a total of **\$1,876.10** being incurred by the department. 2018

## 2018 Special Events – Year end review

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race numbers were down just as in 2017 however the last special event of 2018 was a race using the downtown loop which was the first race held there in the past 2 years. It is anticipated that now that the race course has become available again request for use will increase dramatically.

As these runs are organized by racing companies that are no doubt profit based it is recommended that a process be developed that ensures that actual costs incurred by the department are covered by the organizer.

### LSPR Events and Concerts

In 2018 we invested **138.75** man hours for these events with a total cost of **\$5,366.82**.

LSPR is billed for each event in full regarding each event and as such no actual cost is incurred by the department unless compensatory time is taken then the impact is felt on future dates.

### Downtown Festivals

Downtown Main Street and the Lee's Summit Chamber continue to sponsor the two large downtown events each year, Downtown Days and Oktoberfest.

Combined these events resulted in **656.25** man hours and a cost of **\$25,977.00** to be incurred by the department. Per existing UDO, the event organizers are billed \$500.00 daily for weekend events or \$1,500.00 each.

The current UDO was last revised in 2012 and associated costs with events such as these have increased significantly during that time.

These two events account for almost 50% of the overall expenditures related to special events. It would be recommended that the UDO be amended to more equitably reflect billing as it relates to the costs associated with weekend events.

### City Events

In 2018 we invested **154.5** man hours for **2** events ( Legacy Blast, Mayor's Christmas tree) with a total cost of **\$6,234.06**.

These events are annual and should continue to be supported by the department.

## 2018 Special Events – Year end review

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### Miscellaneous Events

In 2018 5 “miscellaneous” events were held throughout the year. This number varies yearly. 95.5 man hours were invested at a cost to the department of **\$2,920.94**. The Summit Art Festival was billed \$1,500.00 per existing UDO for a weekend event.

Two of these events were neighborhood fireworks displays which were held on the 4<sup>th</sup> of July holiday.

As the city sponsors a community fireworks display, Legacy Blast, discussion should occur as to the need for individual neighborhood displays. In the event that they continue processes should be developed that would allow the city to recoup costs associated with the event.

*[Handwritten signature]*  
6/10/18