

Ordinance No. 2024-08

AN ORDINANCE AMENDING TITLE 4A - SPECIAL EVENTS, CHAPTER 1 DEFINITIONS AND CHAPTER 2 SPECIAL EVENT PERMITTING OF THE MUNICIPAL CODE OF PARK CITY, UTAH

WHEREAS, special events in Park City continue to grow; and

WHEREAS, Park City desires to facilitate events that provide positive impacts to the local resort economy, contribute to the unique historic character and cultural vitality of the City, and help to build a higher quality of life for city residents, visitors and the local business community; and

WHEREAS, special events range from very small neighborhood-level events to city-wide, and international multi-million dollar productions; and

WHEREAS, special events held in the City impact public safety and impede the flow of pedestrian and vehicular traffic; and

WHEREAS, amendments to the permit application process proposed herein will allow the City to manage neighborhood impacts of events and balance the competing uses of its public spaces to ensure that members of the public are able to access public spaces in a manner consistent with the following General Plan goals:

Goal 10: Provide world class recreation and public infrastructure to host local, regional, national and international events that further Park City's role as a world class, multi-seasonal destination resort while maintaining balance with our sense of community.

Goal 11: Support the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience.

Goal 12: Foster diversity of jobs to provide greater economic stability and new opportunities for employment in Park City.

Goal 13: Park City will continue to grow as an arts and culture hub encouraging creative expression; and

WHEREAS, pursuant to its authority under Utah Code sections 10-8-29 and 10-8-84, Park City Municipal Corporation wants to ensure public health, safety, and welfare during all permitted events; and

WHEREAS, when more than one event occurs in the same general area, the occupancy level of venues, public property, adjacent city streets and sidewalks increases, which may create an unsafe condition and strain the City's resources and infrastructure; and

WHEREAS, limiting the number of special events that may occur simultaneously and limiting the overall number of large scale, Level Three, Four and Five events will allow the City to reduce overcrowding and avoid overburdening streets, roadways and sidewalks, and will allow the City to better manage its resources and maintain infrastructure; and

WHEREAS, allowing smaller local Level One and Two events will allow the City to provide a better balance to the quality of life for the residents of Park City.

WHEREAS, defining Community Identifying Events will bolster the unique community of Park City and protect special events that are important to our community identify, culture and place.

WHEREAS, residents need to quickly access public space to respond to current events

through spontaneous speech.

WHEREAS, on [March 7, 2024](#) (p.20), during a Work Session, staff provided an update on several code clarifications regarding Special Events that would be presented to Council in upcoming months.

WHEREAS, specific changes include updating the Special Event Manager to have administrative authority, adjustments to Peak and Local Times, Updates to Community Identifying Event definitions, and clarifications to the Special Event Fee Reduction process.

BE IT ORDAINED BY THE CITY COUNCIL OF PARK CITY, UTAH THAT:

SECTION 1. AMENDMENTS TO TITLE 4A – Special Events of the Municipal Code of Park City. The recitals above are incorporated herein as findings of fact. Title 4A Special Events, Chapter 1 Definitions and Chapter 2 Special Event Permitting of the Municipal Code of Park City are hereby amended as redlined as attached in Exhibit B. This ordinance shall become effective upon publication.

PASSED AND ADOPTED this 16th day of May, 2024.

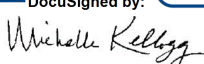
PARK CITY MUNICIPAL CORPORATION

DocuSigned by:


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Mayor Pro Tem Tana Toly

Attest:

DocuSigned by:

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Michelle Kellogg, City Recorder

Approved as to form:

DocuSigned by:

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City Attorney's Office

Attachment 1- Title 4A, Chapters 1 and 2 Redline

Exhibit B: Special Event Title 4A Draft Redlines

4A Special Events

4A-1								Definitions
4A-2		Special		Event				Permitting
4A-3	Public	Outdoor	Music	Plazas-REPEALED	BY	ORD	2019-35	

4A-1 Definitions

4A-1-1								Definitions
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4A-1-1 Definitions

For the purpose of this Title the following terms shall have the meanings prescribed:

4A-1-1.1 APPLICANT. The person, or group of people, who is or are the organizer(s) and with whom the responsibility for conduct of the event lies. The Applicant signs the Special Event Application and all other documents relevant to the event. If the Applicant is a corporation, corporate Sponsor, business, or any other entity, which is not a natural person, then the co-applicant or responsible party must be a natural person or persons. See Sponsor.

4A-1-1.2 AMPLIFIED EVENT OR MUSIC. An event or music utilizing an amplifier or other input of power so as to obtain an output of greater magnitude or volume through speakers or other electronic devices.

4A-1-1.3 CITY PROPERTY. A property or facility owned wholly or in part by the City.

4A-1-1.4 CONCESSION. A privilege to sell food, beverages, souvenirs, or copyrighted or logoed event memorabilia at a permitted event.

4A-1-1.5 DISRUPTIVE TECHNOLOGY. An innovation that displaces an established technology and creates a new market and value network that eventually disrupts an existing market and value network, displacing established market-leading firms, products and alliances.

4A-1-1.6 FEE(S). Charges assessed by Park City for permitting, staffing, equipment use/rental, property use/rental, set-up, clean up, inspections, public employees, or public equipment related to a Special Event and established as part of the event permitting process according to the Park City Fee Schedule.

4A-1-1.7 MATERIAL CHANGE. A change to the scope of an event that requires additional review of an existing or New Special Event Application. Material Changes include increased need for public safety, transportation, or transit impacts; increased use or impacts to City property; dates that conflict with other existing events on the calendar, or that overlap with Peak and Local Times; and venue changes or additions.

4A.1.1.8 NEW EVENT. An event being proposed for the first time within City limits, an event renewal that now qualifies as a higher Level, or an event that has not been renewed for a period exceeding one year.

4A-1-1.9 PERMITTEE. The Applicant, as defined above, becomes the "Permittee" when the Special Event Permit is approved and signed by either the City Council or the **Economic**

Exhibit B: Special Event Title 4A Draft Redlines

Special Event Development Manager or designee, upon meeting all the criteria in this Title. As the permit holder, the Permittee becomes the sole proprietor of the event and inherits the responsibilities connected with all licenses and permits, Fee assessments, and insurance liabilities connected with the permitted event.

4A-1-1.10 SKI AND SUMMER RESORT AREA. An event location that is within a Master Planned Development (MPD) boundary in the Recreation Commercial (RC) Zone and Residential Development (RD) Zone.

4A-1-1.11 SPECIAL EVENT.

- A. A sporting, cultural, entertainment, or other type of unique activity, whether held for profit, nonprofit, or charitable purposes, occurring for a limited or fixed duration that impacts the City by involving the use of, or having impact on, City property, or requiring City licensing or services beyond the scope of normal business, liquor regulations, or is an outdoor or temporary event that does not normally occur with the permitted Venue use as defined by this Code; or creates public impacts through any of the following:
1. Interruption of the safe and efficient flow of transportation in Park City, including streets or public rights of way, which may include full, partial, or temporary closures or impacts on streets or sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement in Park City; and /or
 2. Use of City property, parking, facilities, trails, or parks;
 3. Need for public safety staffing beyond their normal scope of operations;
- B. Any organized activity involving the use of, or having an impact on, the above shall require a permit as outlined in Section 4A-2-1 of this Code. Event levels are determined by City staff based on degree of City impacts: anticipated attendance as related to type of Venue use whether private or City Property, transportation and public safety impacts. Any event may be defined as either a Level One Event, a Level Two Event, a Level Three Event, a Level Four Event, a Level Five Event, a Community Identifying Event, a First Amendment Event if it meets one or more of the listed criteria in the given category:
1. **LEVEL ONE EVENT:**
 - a. Attendance at any one time is estimated up to 250 people and occurs on one day and is not a series; and/or
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and

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- c. Has minor transportation needs including minimal removal of parking, rolling road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
2. **LEVEL TWO EVENT:**
- a. Attendance at any one time is estimated up to 500 people and the event is a series or has multiple days in consecutive occurrence;
 - b. Has minor impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has minor transportation needs including minimal removal of parking, but requires a transportation mitigation plan, temporary, rolling or short-term road closures, and does not require increased transit; and
 - d. Does not require public safety staffing beyond normal operations.
3. **LEVEL THREE EVENT:**
- a. Attendance at any one time is estimated between 500 and 1,000 people and is no more than two consecutive days or three days in a non-consecutive series; and
 - b. Has moderate impact to surrounding areas and can be held within existing Venue/use area; and
 - c. Has moderate transportation needs including removal of parking, requires a transportation mitigation plan, may require offsite parking plan, temporary, rolling or short-term road closures, and does not require increased Park City transit; and
 - d. May require limited public safety staffing beyond normal operations.
4. **LEVEL FOUR EVENT:**
- a. Attendance throughout the duration of the event time period is estimated between 500 and 5,000 people and the event may be a non-consecutive series or may have multiple days in consecutive occurrence; and
 - b. Has moderate to major impact to surrounding areas and/or cannot be held within existing Venue/use area; and
 - c. Has moderate to major transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, and minor to moderate residential transportation mitigation and minor increase in service from Park City Transit and may be required to provide additional transit services from a vendor outside of Park City's existing transit; and
 - d. Requires public safety staffing needs beyond normal operations including moderate to major support in the Venue and minor to

Exhibit B: Special Event Title 4A Draft Redlines

moderate traffic control. May require public safety services from outside of the City's jurisdiction.

5. **LEVEL** **FIVE** **EVENT:**
- a. Attendance throughout the duration of the event time period is estimated to be above 5,000 people and may be a series or have consecutive days of occurrences; and
 - b. Has moderate to severe impacts to surrounding areas and cannot be held within existing Venue or use areas; and
 - c. Has moderate to severe transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, temporary, rolling or long-term road closures, moderate to major residential transportation mitigation and requires increased Park City Transit and/or increased transportation provider outside of Park City's ability to provide services required; and/or
 - d. Requires public safety staffing needs beyond normal operations including moderate to severe support in the Venue, and moderate to severe transportation mitigation as well as support of public safety personnel from outside of the City's jurisdiction.
6. **COMMUNITY IDENTIFYING EVENT:** To be defined as a Community Identifying Event, the Applicant must meet all of the following criteria.
- a. Honors Park City's unique community goals and enhances the collective goodwill that features legacy events, distinct traditions, and authentic local culture, including ties to the people, places, and history of Park City. Outside events that ~~simply~~ partner with a local nonprofit or business to check a box will not meet this criteria; and
 - b. The event fundamentally aligns with the City's Critical Priorities and Core Values as adopted by the City Council; and
 - c. Attendance is targeted primarily at local participation from Park City ~~and Summit County~~ residents, employees, and businesses. A growth or marketing model to bring attendance from outside of ~~Summit County~~ the Wasatch Back region is secondary to local attendance and participation; and
 - d. The event provides free or affordable ~~options for local Park City and Summit County attendance~~ local Park City resident attendance options; and
 - e. The event offers free or affordable options for underserved populations; and
7. **FIRST AMENDMENT EVENT:** An activity conducted for the purpose of persons expressing their political, social, religious, or other views protected by the First Amendment to the United States Constitution and Article 1, Section 15 of the Utah Constitution, including but not limited to speechmaking, picketing, protesting, marching, demonstrating, or debating public issues on any City street or other City property during the event. 'First

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Amendment Events' shall not include:

- a. Solicitations or events which primarily propose a commercial transaction;
- b. Rallies, races, parades, or events conducted with motor vehicles or bicycles;
- c. Footraces.

4A-1-1.12 SPECIAL EVENTS COORDINATOR. The City employee designated by the City Manager who, under the supervision of the ~~Economic Special Event Development~~ Manager and within the Special Events Department, administers the provisions in the Special Events Chapter of this Code.

4A-1-1.13 SPECIAL EVENT PERMIT. A permit sought by an Applicant for an event as defined in this Chapter, granted through the Special Events Department.

4A-1-1.14 SPONSOR. A person, group, or business which has contracted to provide financial or logistical support to any Special Event. Such agreement may provide for advertising rights, product promotion, logo promotion, exclusivity of rights, products, or logos.

4A-1-1.15 VENUE. The location or locations upon which a Special Event is held, which shall include the ingress and egress route, layout of temporary structures as approved in the conditions of the Special Event Permit.

HISTORY

Adopted by Ord. 2017-51 on 10/5/2017
Amended by Ord. 2018-52 on 9/27/2018

4A-2 Special Event Permitting

<u>4A-2-1</u>	<u>Unlawful</u>	<u>To</u>	<u>Operate</u>	<u>Without</u>	<u>A</u>	<u>Permit;</u>	<u>Exceptions</u>
<u>4A-2-2</u>		<u>Renewal</u>			<u>Of</u>		<u>Permit(s)</u>
<u>4A-2-3</u>	<u>Special</u>	<u>Event</u>	<u>Permit</u>		<u>Application</u>		<u>Procedure</u>
<u>4A-2-4</u>	<u>Standards</u>		<u>For</u>		<u>Permit</u>		<u>Approval</u>
<u>4A-2-5</u>	<u>Events</u>		<u>In</u>		<u>Parking</u>		<u>Structures</u>
<u>4A-2-6</u>			<u>Insurance</u>				<u>Requirements</u>
<u>4A-2-7</u>	<u>Permit</u>		<u>Application</u>		<u>Supplemental</u>		<u>Documents</u>
<u>4A-2-8</u>		<u>Conflicting</u>			<u>Permit</u>		<u>Applications</u>
<u>4A-2-9</u>	<u>Licenses</u>	<u>Necessary</u>	<u>For</u>	<u>A</u>	<u>Special</u>	<u>Event</u>	<u>Permit</u>
<u>4A-2-10</u>	<u>Fees</u>	<u>To</u>	<u>Be</u>		<u>Assessed;</u>		<u>Exceptions</u>
<u>4A-2-11</u>			<u>Fee</u>				<u>Reductions</u>
<u>4A-2-12</u>							<u>Film-Making</u>
<u>4A-2-13</u>			<u>Criminal</u>				<u>Penalty</u>
<u>4A-2-14</u>	<u>Revocation</u>	<u>For</u>	<u>Cause;</u>		<u>Notice</u>	<u>To</u>	<u>Cure</u>

4A-2-1 Unlawful To Operate Without A Permit; Exceptions

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- A. It is unlawful for any person to conduct a Special Event with or without charge for admission, on City or private property, without first applying for and being granted a Special Event Permit for the specific event and its Venue(s). All permits issued pursuant to this Title are non-transferrable and expire annually at the completion of the given event, or upon revocation, whichever is earlier.
- B. The following are exempt from Special Event permitting:
1. Funeral processions by a licensed mortuary;
 2. Activities lawfully conducted by a governmental agency within the scope of authority;
 3. Activities within Ski and Summer Resort Areas that are determined to have Level One, Level Two or Level Three impacts. Such activities are required to coordinate with the Special Events Department and obtain proper licensing and permitting from city, county or state jurisdictions.
 4. Filming activities if a permit for such activities has been issued by the City;
 5. First Amendment activities: If it is not reasonably possible to obtain a permit in advance of a First Amendment Event, no permit shall be required providing that the prohibitions of Subsections B, C, D, E, G and I of Section 4A-2-4 are not violated.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
 Amended by Ord. [2018-52](#) on 9/27/2018
 Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-2 Renewal Of Permit(s)

Permittees who successfully operate a Special Event under the provisions of this Title and who wish to have the event on an annual or periodic basis must renew each Special Event Permit annually, regardless of recurrence of previous determination. Event levels are determined by the Special Events Department through the review process, without considering any previous determination. Special Events that occur as a series, must have a Special Event Permit, specifically authorizing each activity in the series, even if the same activity is held on separate occasions or non-consecutive days.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
 Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-3 Special Event Permit Application Procedure

- A. **PRE-APPLICATION REVIEW**. All event Applicants must complete and submit a Special Event Pre-Application Form, demonstrate the ability to **indemnify the City and** meet the City's insurance requirements, provide documentation of sufficient interest from the property owner, and receive preliminary authorization from the **Economic-Special Event Development**-Manager or designee to move forward with the date and Venue requested before submitting a Special Event Application. All applicants requesting to hold new or Materially changed events are strongly

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encouraged to arrange a Pre-Application review with the Special Events Department no later than 30 business days before Special Event Applications are due.

- B. **APPLICATION SUBMITTAL**. After receiving authorization to move forward, Applicants must complete and submit a Special Event Permit Application Form(s) to the Special Events Department. Applications must be complete by the Application Deadline with accompanying Certificate of Insurance, Hold Harmless Agreement, **Community Identifying Event Application**, documentation of sufficient interest and additional requirements as outlined below. The Special Events Department shall review the Application for compliance with Section 4A-2-4. After review, the Special Events Department will return a copy of the Application to the Applicant with comments and a recommendation that may include approved, approved with conditions, or denial. Incomplete Applications will be returned to the Applicant and will not be renewed.
- C. **ADDITIONAL REQUIREMENTS**. In addition to an Application for a Special Event Permit, the **Economic Special Event Development** Manager or designee shall require the Applicant to provide as necessary:

1. Insurance coverage, waiver and release of damages and indemnification as described in Section 4A-2-10. The Applicant shall complete the City's Hold Harmless Agreement and a current eCertificate of Insurance effective through the date of the Event. If the expiration date is prior to the event, the Applicant is required to update the certificate and resubmit 14 days before any event set-up or activity occurs;
2. Letters of permission from property owners, and any supporting letters of recommendation from businesses, local organizations or residents.

- ~~D.~~ **APPLICATION SUBMISSION DEADLINES**. Special Event Applications may be submitted no earlier than 18 months before the proposed marketing date of the event. All Applications must be submitted no later than the deadlines as described below. Only Applications deemed complete by the Special Events Coordinator will be reviewed.

~~1.3.~~

~~2.4.~~ First Friday in October - Complete Applications received by the first Friday in October will either be reviewed and approved, approved with conditions, or denied no later than the last City Council meeting in February. This Application deadline is for events that may begin marketing or occur between March and August.

~~3.5.~~ First Friday in April - Complete Applications received by the first Friday in April will be reviewed administratively by the Special Events Department and approved, approved with conditions or denied no later than the first City Council meeting in September. This Application deadline is for events that may begin marketing or occur between September and February. Level Three, Four, and Five events will be considered annually. An Application must be submitted each year in accordance with the following Application deadlines:

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~~4.6.~~ Events that are determined to be a Level Four or Level Five within Ski and Summer Resort Area shall submit by the deadlines as described above, however, final, non-material supplemental details shall be submitted not less than 45 days before the event. Material Changes after deadlines may require approval by City Council. Examples of non-material information include talent information, vendors or sponsors, specifics of Venue site plans etc. Events within these areas shall work with the City to decrease impacts that may be caused in conjunction with other events, activities or community gatherings.

~~5.7.~~ Level One and Level Two events must submit a Special Event Pre-Application Form and receive notice to proceed with a completed Application not less than 30 days prior to the scheduled start of their event, unless otherwise approved by the ~~Economic Development~~ Special Event Manager or designee.

~~6.8.~~ Events that are determined to be a First Amendment Event, however, shall work to submit Applications no less than 30 days prior to the start of the event, unless otherwise approved by the ~~Economic Development~~ Special Event Manager or designee.

~~7.9.~~ Exceptions to deadlines must be approved by the ~~Economic Development~~ Special Event Manager or designee for Community Identifying Events. Exceptions are only granted upon a showing of good cause and for events that demonstrate unique opportunities that benefit Park City's community and culture.

~~E.D.~~ PEAK TIME. Applications for any new Special Event will not be considered during the following times.

1. Martin Luther King Jr. Holiday (Friday through Monday - dates vary annually);
2. Sundance Film Festival (as per dates in contract - dates vary annually);
3. Third Weekend in February (Presidents Day Weekend - Friday through Monday - dates vary annually);
4. Fourth Weekend in June (Savor the Summit Weekend - Friday through Sunday - dates vary annually);
5. July 2, 3, 4 and 5 (Independence Day Holiday);
- ~~6.~~ Fourth Weekend in July (Extreme Soccer Tournament Weekend – Thursday to Sunday, dates vary annually)
- ~~6.7.~~ First Weekend of August (Arts Fest Weekend - Friday through Sunday - dates vary annually);
- ~~7.8.~~ First Weekend of September (Labor Day/Miners Day Weekend - Friday through Monday - dates vary annually);
- ~~8.~~ Third Weekend in September (Autumn Aloft Weekend – Friday through Sunday – dates vary annually);
9. October 31 (Halloween on Main);
10. Thanksgiving Holiday (Wednesday to Sunday - dates vary annually);
11. Winter Holiday (December 23 through 26);
12. Winter Holiday 2 (December 30 through January 1); and

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13. EXCEPTIONS:

- a. Level One, Two and Three events located within Ski and Summer Resort Areas are allowed during Peak Time Periods in Section 4A-2-3(E), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).
- b. First Amendment events are exempt from peak time period limitations but are required to obtain a Special Event Permit.
- c. Applications for existing events that were permitted on the 2022 event calendar may be considered unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.
- d. Community Identifying Events may be considered during Peak Times but shall be reviewed and approved by City Council.

F-E. **LOCAL TIME.** Applications for Level One and Two Special Events may be considered during a Local Time. Applications for any new Level Three, Four or Five Special Event which cause parking, transportation or public safety impacts will not be considered during Local Times.

1. Last weekend in May (Memorial Day Weekend - Friday through Monday – dates vary annually);
2. Second Weekend in June (Friday through Sunday);
3. Third Weekend in June (Juneteenth Weekend – Friday through Monday – dates vary annually);
4. First Weekend in July (Friday through Monday). If July 2, 3, 4 and 5 occur during a Peak Time Period, then the Peak Time Period (4A-2-3(5) shall apply);
5. Second Weekend in July (Friday through Sunday);
6. Third Weekend in July (Friday through Sunday);
7. Pioneer Day (July 24);
8. Second Weekend in August (Friday through Sunday);
9. Third Weekend in August (Friday through Sunday);
10. Fourth Weekend in August (Friday through Sunday);
11. Second Weekend in September (Friday through Sunday);
12. Third Weekend in September (Friday through Sunday);
- ~~12. Last Weekend in September (Friday through Sunday);~~
- ~~13. First Weekend in October (Friday through Sunday);~~
- 14.13. Second Weekend in October (Friday through Sunday); and
- ~~15. Third Weekend in October (Friday through Sunday).~~

16.14. EXCEPTIONS:

- a. Level One, Two and Three events located within Ski and Summer Resort areas are allowed during Peak-Local Times ~~Periods~~ in Section 4A-2-3(D), and are required to submit a Special Event Pre-Application Form. The Special Events Department will return a letter with event

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level determination and other necessary licensing requirements. However, the Applicant is not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3). however, are not required to obtain a Special Event Permit as per Section 4A-2-1(B)(3).

- b. Level Four and Five events located within Ski and Summer Resort Area may be considered during Local Periods in Section 4A-2-3(F) but ~~new~~ New Level Four and Five events in these locations shall be approved by City Council.
- c. Level Three, Four and Five Community Identifying Events may be considered during Local Periods Section 4A-2-3(F) but new Community Identifying Events shall be approved by City Council.
- d. First Amendment events are exempt from ~~Peak~~ Local Time limitations but are required to obtain a Special Event Permit.
- e. Applications for existing events that were permitted on the ~~2022~~ 2023 event calendar may be considered, unless they were not renewed for a period exceeding one year and shall be evaluated annually based on the standards of approval.

G.F. PUBLISH PEAK AND LOCAL TIME CALENDAR. The Special Events Department will publish a Peak & Local Time Calendar in which any new event Applications will not be considered for any date identified in Section 4A-2-3(E) and 4A-2-3(F) as a Peak or Local Time. Applicants who appeal to the ~~Economic Development~~ Special Event Special Event Manager or designee to be held during Peak and Local Times must state hardship, good cause or extraordinary circumstance to be considered. Only if hardship, good cause or extraordinary circumstances exist, will the event be reviewed for approval or denial. The City Council will make the determination in an open public meeting after a public hearing.

H.G. EVENT LEVEL LIMITS. The City restricts the number of Special Event permits annually. An event permit may cover more than one event day. The number of Event types are limited as established below. Once limits are reached, an Application may be amended to reduce the event scope to be re-categorized into another lesser event level type that is unrestricted .

1. Level One events are unrestricted.
2. Level Two events are unrestricted.
3. Level Three events are capped at 17 annually.
4. Level Four events are capped at 10 annually.
5. Level Five events are capped at 6 annually.
6. EXCEPTIONS:
 - a. First Amendment and Community Identifying Events are exempt from limits.
 - b. Events located within Ski and Summer Resort Areas are exempt from permitting needs as per Section 4A-2-1(B)(3), and limits if determined to be a Level One, Level Two or Level Three. Events in this area that are Level Four or Level Five are not exempt from limits.

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~~H.~~ **CITY COUNCIL REVIEW.** The City Council of Park City shall review and either approve, approve with conditions, or deny the following Applications:

1. Applications for New Level Four and Five Events;
2. Applications for Level Four and Five Event permit renewals where material elements of the event have changed from the previous Application;
3. Applications for events where the City Property Venue requires City Council review due to existing Land Use approvals; and
4. Applications for Level Four and Five Events that are in Ski and Summer Resort Areas during Local Times;
5. Applications for Level Four and Five Community Identifying Events that are held during Peak Times;
6. Appeals of administrative decisions made pursuant to Subsection (J) Administrative Review;
7. The City Council shall review Applications for compliance with the standards for permit approval described at Section 4A-2-4 as follows:
 - a. Staff Review and Recommendation. Upon receipt of a complete Level Four or Five Event Application, following the administrative review of a Level Four or Five Event Application and notice to the Applicant, the Special Events Coordinator shall schedule the Application for a public hearing before the City Council.
 - b. City Council Hearing. Level Four or Five Event Applications requiring City Council review and appeals of administrative Special Event decisions shall be heard at a duly noticed public hearing of the City Council. The City Council shall review the Application for compliance with the standards set forth at Section 4A-2-4 and shall record its decision with written findings of fact, conclusions of law, and condition of approval, if applicable. Written notice of the City Council's decision shall be delivered to the Applicant within 10 days of the date of decision.

~~J.~~ **ADMINISTRATIVE REVIEW.** The ~~Economic Development~~ **Special Event** Manager or designee is authorized to review and administratively approve, approve with conditions, or deny the following Applications:

1. Level One, Level Two and Level Three Event Applications;
2. First Amendment Event Applications that are found to have Level One, Level Two or Level Three impacts;
3. Applications for Level Four or Five Event renewals where material elements of the event have not changed from the previous Application. Upon receipt of a complete Level Four or Five Event Application that has not materially changed, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4.

~~K.~~ **DECISION.** Upon receipt of a complete Special Event Application, the Special Events Coordinator shall review the Application for compliance with Section 4A-2-4. Following review of the Application, the Special Events Coordinator shall record the decision with written findings of fact, conclusions of law, and conditions of

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approval, to the ~~Economic Development~~Special Event Manager or designee for final administrative review. Once approved by the ~~Economic Development~~Special Event Manager or designee, the Special Event Coordinator will deliver written notice of such decision to the Applicant.

L.K. **APPEALS.** Any Applicant whose Application has been administratively denied may appeal the decision to the City Council by filing a written request to the Special Events Coordinator within 10 days of the date of decision. The City Council shall hear the matter de novo and with public hearing.

HISTORY

<i>Adopted</i>	<i>by</i>	<i>Ord.</i>	<u>2017-51</u>	<i>on</i>	<i>10/5/2017</i>
<i>Amended</i>	<i>by</i>	<i>Ord.</i>	<u>2018-52</u>	<i>on</i>	<i>9/27/2018</i>
<i>Amended by Ord. <u>2022-36</u> on 9/15/2022</i>					

4A-2-4 Standards For Permit Approval

Applications for Special Event Permit(s) shall be reviewed for compliance with the standards provided. The ~~Economic Development~~Special Event Manager or designee or City Council may deny or restrict any Special Event whenever any of the conditions enumerated in this Section cannot be eliminated or sufficiently mitigated by Conditions of Approval.

- A. The Special Event does not provide positive cultural or community value or is not in accordance with the goals outlined in the Park City General Plan and City Council's Biennial Strategic Plan. The cultural and community value shall be determined by the City pursuant to the following criteria in order of priority:
 1. Reasons for hosting the event in Park City and Venue/use area is consistent with Park City's goals to create a complete community through its core values and/or partnerships with businesses or organizations that support Park City's community goals, local athletic, recreational, cultural or historic celebrations, or honoring local achievements, groups or individuals. Events that use Public Property only as a backdrop or Venue, or that partner with a local organization or business only to meet the standard with no authentic tie to the local community or city goals will not meet this standard.
 2. Provides uniqueness to the event calendar by a manner not reflected by other approved events.
 3. Does not unreasonably restrict existing public access or adversely impact shared space or the public due to the number of events, the nature of the event, proposed location and/or location conditions;
 4. Is not primarily retail or solely to avoid more restrictive general zoning and license regulations.
 5. Ensures transportation access in accordance with the Park City Transportation Demand Management Plan, and public safety in accordance with the requirements of the Park City Police Department.
- B. The conduct of the Special Event will substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its Venue.

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- C. The conduct of the Special Event will require the diversion of so great a number of police, fire, or other essential public employees from normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
- D. The concentration of persons, vehicles, or animals will unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health and safety services.
- E. The Special Event will substantially interfere with any other Special Event for which a permit has already been granted or with the provision of City services in support of other such events or governmental functions.
- F. Where applicable, the Applicant fails to provide the following:
 - 1. The services of a sufficient number of traffic controllers, signs or other City required barriers or traffic devices;
 - 2. Monitors for crowd control and safety;
 - 3. Safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the Special Event will be conducted without creating unreasonable negative impacts to the area and with due regard for safety and the environment;
 - 4. Adequate transportation, off-site parking and traffic circulation in the vicinity of the event;
 - 5. Required insurance, cash deposit, or other security; or
 - 6. Any other services or facilities necessary to ensure compliance with City ordinance(s).
 - 7. Supplemental information as required by the Special Event Manager or designee, including a transportation, parking and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, or site map(s) described in Section 4A-2-7.
 - 8. Proof that the Applicant has obtained any applicable city, county, state, or other governmental agency approvals, permits, or licenses.
- G. The event creates the imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
- H. The event proposes to partner with a Disruptive Technology and has not mitigated potential impacts to businesses or the community due to nature of the technology.
- I. The Applicant demonstrates inability or unwillingness to conduct the event pursuant to the terms and conditions of this Title or has failed to conduct a previously authorized event in accordance with the law or the terms of a permit, or both.
- J. The Applicant has not paid City Services, or State Sales Taxes if applicable from previous years.
- K. The Applicant has not obtained the approval of any other public agencies within whose jurisdiction the event or a portion thereof will occur, or the applicant has not

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obtained the approval of the property owner of which the event or a portion thereof will occur.

- L. **EXCEPTIONS.** Applications for First Amendment Event permits will be reviewed for compliance with the standards outlined in Subsections B, C, D, E, G, and I above. In reviewing any Application for a permit for a First Amendment Event, the **Economic DevelopmentSpecial Event** Manager or designee may place reasonable time, place, and manner of restrictions on the First Amendment Event. No such restriction shall be based on the content of the beliefs expressed or anticipated to be expressed during the First Amendment Event, or on factors such as the identity or appearance of persons expected to participate in the assembly.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
 Amended by Ord. [2018-52](#) on 9/27/2018
 Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-5 Events In Parking Structures

Applications for Special Events taking place within a parking structure shall be reviewed for compliance with all Codes relating to Special Events along with the standards provided below:

- A. Location – Special Events or hospitality functions taking place within a parking structure shall only take place in Historic Recreation Commercial (HRC) District and Historic Commercial Business (HCB) District zones.
- B. Duration – Permitted Special Events or hospitality events taking place within a parking structure may not exceed 10 calendar days in duration.
- C. Frequency – Individual parking structures will be eligible to be converted into an event or hospitality use no more than two times during one calendar year.
- D. Application Requirements – In addition to the Special Event Application requirements, Applicants wishing to utilize a parking structure for a temporary assembly use as part of a Special Event or hospitality function must also provide the following:
 1. An original set of design plans stamped by a Utah licensed mechanical engineer that meet the intent of required ventilation standards as per the International Mechanical Code Section 403.3.1.1 for both occupancies. This plan must be approved by the Building Official.
 2. Design plans that demonstrate plumbing systems and fixtures provided within the event space meet the intent of the plumbing fixture requirements of IBC Chapter 29. This plan must be approved by the Building Official.
 3. All plans must be approved by the Deputy Fire Marshal and shall demonstrate compliance with the International Fire Code.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-6 Insurance Requirements

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Upon receipt and review of a Pre-Application Review, the Special Event Coordinator will submit the Application with a recommendation for final authority by the City Attorney's Office for amount of liability insurance pursuant to the hazard matrix or more to be determined within 10 business days following submittal. The Special Event Coordinator will deliver written notice of such determination to the Applicant. Applicants shall provide proof of liability insurance in the determined amount to proceed with a Special Event Application. The City Attorney's Office shall require the Applicant to further name Park City Municipal Corporation as an additional insured. All Applicants shall further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees. Any reduction of these requirements must be approved by the City Manager or their designee prior to proceeding with a Special Event Application.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-7 Permit Application Supplemental Documents

The Applicant is responsible for providing the following supplemental documentation to accompany the Special Event Application as the ~~Economic Development~~Special Event Manager or designee deems applicable.

A. Transportation and traffic control requirements and considerations:

1. All traffic and transportation control is the responsibility of the Applicant. A traffic and transportation control plan shall be provided to, and approved by, the ~~Economic Development~~Special Event Manager or designee upon recommendation by the Transportation Department by the event date. Plans are determined through collaboration with the Special Events Coordinator, and shall include determinations on transit impacts and traffic control, including pedestrian, bicycle, motorized and other methods of transport required for the event;
2. Road closures will require appropriate traffic control. Appropriate traffic control may include by uniformed state, county, or local police officers, or a private company, identified event staff, or physical devices, as determined by the ~~Economic Development~~Special Event Manager or designee;
3. The ~~Economic Development~~Special Event Manager or designee may require an alternate route, or alternative time, if the proposed Event occurs when traffic volumes are high, active road construction is present, an alternative event is already occupying the road, a safer route to accommodate the event, or the event poses a significant inconvenience to the traveling public;
4. The Applicant shall restore the road or trail segment, or impacted area to its original condition, free from litter and other material charges;
5. The ~~Economic Development~~Special Event Manager or designee may monitor and ensure compliance with the terms and conditions of any Special Event Permit.

B. Contingency Plan Requirements:

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1. Considering the nature of the planned Special Event, the Applicant shall develop:
 1. Contingency or emergency plans, including Emergency Medical Service, fire, and police;
 2. Operations plan and timeline including set up and breakdown of the event and its venues;
 3. Weather date and/or weather conditions plan;
 4. Residential notification and mitigation plan;
 5. Planned rest areas, water and toilet facilities, and trash and recycling cleanup;
 6. Plans to ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs;
 7. The ~~Economic Development~~Special Event Manager or designee may require that the Applicant provide outreach and notice to participants, bystanders, or the public of all plans related to parking, road closures, noise or other impacts. The amount of and method of notice shall be dependent on the circumstances of the Special Event Permit.
- C. Special Event Site Identification and Property Use Requirements.
- D. List of all vendors that are allowed as part of the event, including the business, organization, or sponsor name and primary contact information.
- E. The Applicant shall provide a detailed map showing the proposed site, course and direction of the event. Locations of parking areas, signs and banners, water stations, power sources, ~~waste, recycling, and~~ toilet facilities, temporary structures and other appropriate information shall also be included on this map. The Applicant is responsible for obtaining appropriate permission to locate these facilities on private or Public property.

HISTORY

Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-8 Conflicting Permit Applications

- A. No more than one Special Event shall be approved for the same date(s) unless the ~~Economic Development~~Special Event Manager or designee finds that the events will not adversely impact one another and that concurrent scheduling of the events will not adversely impact the public health, safety, and welfare. In making this determination, the ~~Economic Development~~Special Event Manager or designee will apply the following criteria:
 1. Geographic separation of the events;
 2. Proposed time and duration of the events;
 3. Anticipated attendance volumes;
 4. Necessity for public personnel, equipment, and/or transportation services at the events; and
 5. Anticipated traffic and parking impacts.

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- B. In cases where an event double booking conflict arises, the ~~Economic Development~~Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to review the feasibility of collocating with the original Applicant. If collocating proves impractical, the ~~Economic Development~~Special Event Manager or designee will encourage any secondary, or subsequent, Applicant to offer a viable alternative strategy that meets the needs of all Applicants, while also ensuring adequate public safety measures remain intact.
- C. If no voluntary agreement is reached, then the ~~Economic Development~~Special Event Manager or designee shall resolve the issue based on the following order of priorities:
1. The Special Event that provides the greatest overall community and cultural value to the City, which for recurring events may be based on annual event debrief.
 2. Special Events planned, organized, or presented by state, federal, or City governmental entities or agents shall have priority over conflicting Applications if:
 - a. The Application is timely filed and processed by the City;
 - b. Said governmental Application is made in good faith and not with the effect or purpose of improperly chilling constitutional rights of conflicting Applicants.
- D. If no voluntary agreement is reached, then the first-in-time Application (including consecutive, prior year approval) shall be given priority. The conflicting Applicant shall be advised of other open dates on the City's events calendar.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2018-52](#) on 9/27/2018
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-9 Licenses Necessary For A Special Event Permit

The Applicant/Permittee shall procure any applicable city, county, state, or other governmental agency approvals, permits, or licenses.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2018-52](#) on 9/27/2018
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-10 Fees To Be Assessed; Exceptions

- A. **APPLICATION FEE.** Special Event Application Fees shall be assessed according to the Fee resolution. All Application Fees are due and payable upon receipt of invoice from the Park City Special Events Department. Applications for events which have been previously permitted in park City will not be accepted unless the Applicant has paid fees in full of the previous year. An Applicant that qualifies as a new event level

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is responsible for Fee amounts of the given level.

- B. **CITY SERVICE FEES.** Upon receipt of a completed Special Event Application, the Special Events Coordinator will provide the Applicant with an estimate of City Service Fees based on the Park City Fee Schedule and will provide estimated costs for City services arising from the event, including but not limited to the use of City personnel and/or equipment, City transportation services, City Public Safety services, City Venues or facilities, Building inspections, and user Fees. A final assessment of City costs will occur upon completion of the Special Event. All City service Fees will be adjudged to reflect actual cost. Unless reduced pursuant to Section 4A-2-9, all City service Fees must be paid in full within 30 days of the final assessment and receipt of invoice of City costs for the Special Event.
- C. **FINANCIAL SECURITY.** The ~~Economic Development~~Special Event Manager is authorized to require an Applicant to post a cash deposit or other security accepted by the Legal Department for all estimated contingent costs prior to the issuance of a Special Event Permit, as a guarantee against Fees, damages, clean up, or loss of City Property.
- D. **EXCEPTIONS.** Specified Fees do not apply to an Application for a First Amendment Event permit if the Applicant demonstrates, by sufficient evidence, that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.

HISTORY

Adopted	by	Ord.	2017-51	on	10/5/2017
Amended	by	Ord.	2018-52	on	9/27/2018
Amended by Ord. 2022-36 on 9/15/2022					

4A-2-11 Fee Reductions

- A. Annually, the City will allocate up to \$200,000 to reduce City Service Fees required for Special Events unless otherwise approved through a Special Event City Services Agreement or Special Event where the City is the Applicant. The City Council may appropriate additional funds through a public process. Allocation of reduced Fees will be determined at the sole discretion of the ~~Economic Development~~Special Event Manager and Budget Manager(s), City Manager, and City Council. Unmet thresholds at the end of a year will not be carried forward to future years.
- B. The City Manager may reduce the following Special Event City Service Fees up to a total of \$2530,000 per event after reviewing a recommendation from the ~~Economic Development~~Special Event Manager and Budget Manager upon a finding of eligibility pursuant to the criteria provided. If the total request exceeds \$2530,000 per event ~~or includes other City fees outside the fees mentioned below and is not part of a Special Event City Services Agreement or is not a Special Event where the City is~~

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the Applicant or the event is not budgeted for; then the request must be approved by City Council in a Public Meeting.

1. Special Event Application;
 2. Building permit;
 3. Facility and/or equipment rentals;
 4. Field and/or park rentals;
 5. Special use of public parking permit;
 - 5-6. Transit fees;
 - 6-7. Bleachers;
 8. Trail;
 - 7-9. Community Engagement; and
 - 8-10. Public Safety Personnel.
- C. Fee reduction requests will be reviewed during review of the Special Event Application. Fee reduction requests must be submitted to the Special Events Coordinator on a Special Event Fee Reduction Application according to the following deadlines:
1. Level Three, Four and Five Events occurring between March and August are due the first Friday in October.
 2. Level Three, Four and Five Events occurring between September and February are due the first Friday in April.
 3. Applications that are determined to be a Level One or Level Two event shall submit fee reduction Applications at the time the Special Event Application is due.
 - 3-4. Late

Applications for fee reductions must demonstrate an immediate need for reduction and provide justification as to why the Application was not filed within the specified deadline.

- D. Fee reduction Applications under \$10,000 will be evaluated by the Special Events Department. The Special Events Manager will make a recommendation to the ~~Economic Development Manager~~, Budget Manager(s), and City Manager. Fee Reduction Applications over \$10,000 will be reviewed by a committee comprised of City Departments which the Fees directly impact and a recommendation will be submitted to the Special Events Manager. The Special Events Manager will make a recommendation to the ~~Economic Development Manager~~, Budget Manager(s), and City Manager. All decisions may be appealed with the final decision given by the City Manager for fees totaling below \$2530,000 and City Council for items over \$2530,000 or as according to the City's Purchasing Policy. The City shall annually publish a list of all organizations/businesses receiving Special Event Fee Reductions on the City's website. Eligibility for a full or partial Fee reduction shall be determined by the City pursuant to the following criteria, none of which shall be individually controlling:
1. ~~Reason for choosing Park City and specific Venue for the event.~~ The event qualifies as a Community Identifying Event. The event does not use Park City

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~~as a backdrop and provides reason for choosing Park City as a specific venue for the event. Reason for choosing Park City and specific Venue for the event.~~

2. ~~The event c~~Charges event admission ~~or Fees~~fees for participation and ~~has~~ policy for attendees or participants unable to pay such Fees;
3. ~~Event-The event organizers~~provides free programs to the community; or raises funds for organizations that provide free or low-cost programs, benefiting local youth, seniors, or under-served constituents of Park City, and/or is aligned with City Council's critical goals;
4. Provides community and cultural event opportunities during resort off seasons defined as October 15 to November 20 and April 15 to the Thursday before Memorial Day weekend. Event is not held during a Peak Period;
5. Demonstrates extraordinary efforts to reduce and mitigate environmental, transportation, and residential impacts associated with the event consistent with adopted City Council priority/policy goals and the General Plan; and
6. ~~Demonstrates that the imposition of Fees would create a financial hardship on the Applicant or would have a detrimental effect on services provided to the public.~~

6.

E. Fee reduction requests must be filed bi-annually; unless otherwise approved in a Special Event City Services City Services Agreement by the City Council. Approval of any fee reduction for any Application shall not create a precedent for future requests. Applications for fee reduction shall only be considered for the first three years of event approval, unless otherwise approved under in a City Special Event City Services Service Agreement or by City Councilqualified as a Community Identifying Event. If an Applicant appeals to have their Fee Reduction Application considered after three consecutive years, the ~~Economic Development~~Special Event Manager or their designee may require, by a showing of good cause or extraordinary circumstances, for the Application to be considered. ~~Approval of any fee reduction for any Application shall not create a precedent for future requests.~~

~~1.~~

HISTORY

Adopted	by	Ord.	<u>2017-51</u>	on	10/5/2017
Amended	by	Ord.	<u>2018-52</u>	on	9/27/2018
Amended by Ord. <u>2022-36</u> on 9/15/2022					

4A-2-12 Film-Making

Film-making shall be considered Special Events unless such event does not create substantial public impact or require substantial City service. Any filming undertaken by any business or corporation must first be licensed as a business under Title 4 of this Code. Corporations falling under the provisions of this Title or who are specifically in film-making or promotions on private or City Property must, as a provision of their permit, provide the following: proof of insurance, shooting schedule or schedule of events, written permission of property owners, and access to any set or site for purposes of Code enforcement.

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HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-2-13 Criminal Penalty

Any person who willfully violates any provision of this Title shall be guilty of a Class B misdemeanor. Persons conducting Special Events without having first obtained a Special Event Permit are subject to arrest and the Special Event is subject to closure.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017

4A-2-14 Revocation For Cause; Notice To Cure

- A. **NOTICE TO CURE**. If the Special Events Coordinator or any sworn law enforcement officer determines that the conditions of any permit issued pursuant to this Title have been or are being violated, then notice shall be given to the Permittee, Sponsor, and designated organizer’s representative of the Special Event to cure the violation.
- B. **FAILURE TO CURE**. It is unlawful for the Permittee, Sponsor, or on-site organizer’s representative of an authorized Special Event to fail to take reasonable steps to promptly cure any notice of violation of this Title. It is also unlawful for any participant or spectator to fail to comply with lawful directions issued by any sworn law enforcement officer or by the Permittee, Sponsor, or on-site organizer’s representative to cure their violation of this Title.
- C. **CLEAR AND PRESENT DANGER**. If a sworn law enforcement officer determines, after consultation with the Chief of Police or the Chief of Police’s designee, that any failure to cure a violation of this Title creates a clear and present danger of immediate significant harm to life, public safety, or property which cannot be reasonably mitigated by increased public safety enforcement and which, on balance, outweighs the constitutionally protected rights of the organizers or participants in the Special Event, the Permittee, Sponsor, or on-site organizer’s representative of the Special Event shall be promptly notified that the permit is revoked and that the Special Event must immediately cease and desist.
- D. **VIOLATION OF CEASE AND DESIST ORDER**. If a Special Event Permit is revoked as specified in Subsection (C) above, then it shall be unlawful for any person to fail to obey the order to cease and desist from illegal activities.

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Amended by Ord. [2022-36](#) on 9/15/2022

4A-3 Public Outdoor Music Plazas-REPEALED BY ORD 2019-35

HISTORY

Adopted by Ord. [2017-51](#) on 10/5/2017
Repealed by Ord. [2019-35](#) on 6/27/2019

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