

An aerial, black and white photograph of a large crowd gathered for a fair or festival. In the foreground, a parade float is visible, carrying several people and decorated with flags. The float has a sign that reads "HONORED GUESTS". To the left, a large building with multiple arched windows and awnings is visible. The crowd fills the street and surrounding areas, with vintage cars parked on the right side. The overall scene is festive and crowded.

**ORD 25-06
&
RES 25-16**

**LMC 5.04
SPECIAL EVENT
AMENDMENT**

SPECIAL EVENT AMENDMENT

- **Overview of Special Event Licensing**

- **Business License for short-term events**

- Public events such as parades, markets, festivals
 - Can be on public or private property

- **Varying scale**

- Mass gathering festival on Center Street
 - 10,000 attendees, street closure, police, fire
 - Small scale fund raiser at a park
 - Possibly less than 100 people, no closure, little noise or disturbance



SPECIAL EVENT AMENDMENT

- **Application Process**
 - **Apply through the Business Licensing Division**
 - Submit site plan, event description, date, times, estimated attendees, street closure details (as applicable), and other relevant information
 - **Multiple department review**
 - Parks, PW/Street, Fire, Police, Environmental, Planning and Zoning, Business Licensing, Environmental, Legal/Admin
 - Ensure inter-departmental cooperation and coordination on city resources, scheduling, and community safety
 - **Each event is unique**

SPECIAL EVENT AMENDMENT

- **Impetus for Code Amendment**

- **Defining Special Events** - What events need to come in for licensing
- **Growing scale of Special Events** - Large Center Street events
- **Growing number of Special Events** - 80 licenses issued last year
- **Neighborhood Impacts** - Large events at venues that are in residential neighborhoods causing parking, noise, and congestions issues
- **Application process and event details** - Growing complexity and providing adequate event information for reviewers
- **City services** - Large events and frequency of events is placing a strain on city resources
- **Fees** - Application fee is the same for all event regardless of size or complexity

SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**

- **Defining Special Events**

- Current: all events that take place on public property and those on private property that are opened to the public for a fee.
 - Proposed:
 - Events on or that use city property
 - City parks, streets, sidewalks, parking
 - Events on public or private property that impact normal access and use
 - Events on public or private property that exceed existing use or license at the location
 - Turn a coffee shop into a concert venue

SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**
 - **Special Event Tiers**
 - Tier 1 – Events with less than 250 attendees/participants
 - Shorter application deadline (20 days)
 - No committee meeting
 - Simpler review
 - Tier 2 – 250 – 999 attendees, or street or sidewalk closure
 - 45-day application deadline
 - Full committee review
 - Committee meeting
 - ROW and traffic control plan



SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**
 - **Special Event Tiers**
 - Tier 3 – 1,000 or more attendees
 - Application window & preliminary application
 - used by staff to set event calendar
 - 60-day full application deadline
 - Full committee review
 - Committee meeting
 - ROW and traffic control plan
 - Mass gathering permit
 - Public Safety Plan
 - Pre and post event on-site meetings



SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**
 - **Multiple Day Events**
 - No more than 5 days in a row
 - 24 consecutive weeks
 - Once a week or weekends
 - Based on a 180-day license
 - Material changes to the event between occurrences may require a separate license
 - Multiple day events are considered Tier 3



SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**
 - **City Venues**
 - Empowers staff to define event types, size, time, fees and policies for special event locations on city property
 - **Film Shoots**
 - License on public property, or private property with material off-site impacts
 - Requirement to inform neighbors about shooting schedule



SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**

- **Application Fees**

- Current: \$75 application fee for all Special Events
 - Proposed:
 - Tier 1 - \$75
 - Tier 2 - \$150
 - Tier 3 - \$300, plus a \$700 deposit
 - More complex special events require more time for review and administration
 - Deposit to be used to cover city fees and any clean-up or damage to public property

SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**
 - **Application Review Criteria**
 - Impact of the event on public infrastructure and the health, safety and welfare of the community
 - Ability of the Organizer to comply with requirements
 - The appropriateness of the event location and duration
 - Scheduling conflict with other events or availability of city resources.
 - Establishes that the City may impose conditions of approval.



SPECIAL EVENT AMENDMENT

- **Changes in Proposed Amendment**

- **Grounds for Denial**

- Unable to meet conditions
 - Incomplete application
 - Violates laws, ordinances, policies, rules, procedures or regulations
 - Unreasonable danger to health or safety of organizers or public
 - Off-site impacts cannot be reasonably mitigated
 - Cause disruption of another event
 - Insufficient location, facility, or resources to accommodate the event
 - Previous debt to the city is unpaid
 - Organizer mismanaged



DENIED

SPECIAL EVENT AMENDMENT

- Changes in Proposed Amendment
 - **Scheduling Priority**
 - Logan City, Cache County or other government events.
 - Historic usage at a location on a particular day.
 - First-in-time filing.



SPECIAL EVENT AMENDMENT

Business Licensing Proposed Fee Schedule – Administrative fee for Special Events

<i>Code</i>	<i>Categories</i>	<i>Application</i>	<i>Renewal</i>
ALC	Alcohol Consent (includes consent and applicable business license)	\$300.00	\$250.00
C-1	Commercial - Level 1 (under 10,000 s.f.)	\$150.00	\$100.00
C-2	Commercial - Level 2 (10,000 s.f. +)	\$250.00	\$200.00
M-1	Minor (Home occupation, USU, secondary use, seasonal)	\$75.00	\$50.00
M-2	Home Occupation – Administrative Fee	\$50.00	\$50.00
E-1	Special Event & Temporary Business	\$75.00	N/A
E-2	Special Event – Tier 1	\$75.00	N/A
E-3	Special Event – Tier 2	\$150.00	N/A
E-4	Special Event – Tier 3	\$300.00	N/A
E-5	Special Event – Teir 3 Application Deposit	\$700.00	N/A
L-1	Landlord	\$75.00	\$50.00