



**COUNCIL WORK SESSION**  
**Tuesday, September 5, 2017**  
**6:30 p.m.**  
**Coon Rapids City Center**  
**Conference Room 1**

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**Call to Order**

Pursuant to Minnesota Statute 13D.04, subd. 2, the City Council will meet in work session to discuss the following:

1. Public Outdoor Event Discussion

**Other Business**

**Adjourn**



## City Council Work Session

1.

**Meeting Date:** 09/05/2017

**Subject:** Public Outdoor Event Discussion

**From:** Joan Lenzmeier, City Clerk

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### **INTRODUCTION**

Council is asked to consider and discuss a possible addition to the City's Code to regulate public outdoor events.

### **DISCUSSION**

During the March 28, 2017 work session discussion concerning food trucks, the Council asked staff to research the possibility of regulating public outdoor events within the city. Staff proposes that Council consider a public outdoor event permit that could regulate Fourth of July and Springfest as well as other large outdoor events with multiple components.

Currently there are sections of the code that regulate carnivals and parades. Staff proposes that carnivals and parades do not fall under public outdoor events but remain regulated under existing code. The reason for this is so that the city does not create a hardship for the High School with its Homecoming Parade or any of the 5K run/walks that staff has been governing under the parade code. Carnivals would fall under the carnival code as that is how staff has been regulating them and that is the expectation of our annual permit holders. In the event that someone only wants to have a carnival, and nothing else onsite for an event, they would use the carnival permit. If there is alcohol or food trucks, then the public outdoor event permit would apply.

The city currently has a section of the code that requires an exclusive use permit for use of the park or other city facility. Staff proposes that the existing exclusive use permit continue to apply for individuals/businesses that wish to rent the entire (or a large section thereof) of a city park or facility for a private function where they are not inviting the general public. This would cover corporate picnics/functions, family reunions, birthdays, etc.

The purpose of the public outdoor event permit would be to regulate the events that occur outside that the general public is invited to attend whether on public or private property. The language proposed would require property owner permission so, in the case of city parks and facilities, the city would need to sign off to approve use.

Staff does not expect the concerts in the park series, movies in the park, Night to Unite, or the summer in the city events to fall under this public outdoor event permit requirement.

Staff has attached a draft of the proposed Ordinance for discussion and consideration.

**RECOMMENDATION**

Review and discuss proposed public outdoor events code.

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**Attachments**

Public Outdoor Events

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## CITY OF COON RAPIDS, MINNESOTA

## CHAPTER 5-3000

## PUBLIC OUTDOOR EVENTS

5-3001 Application of Chapter 5-100. The provisions of Chapter 5-100 shall apply to the issuance of licenses hereunder.

5-3002 Definitions.

(1) "Public Outdoor Event" means any outdoor event where the general public is invited to attend, held by any persons, business, or organization, including, but not limited to markets, live performances, demonstrations, contests, exhibits, light and image projection, festivals, concerts, tournaments, art and/or crafts fairs, and parties.

5-3003 Permit Required. Any person(s), business, or organization shall be required to obtain a permit for any Public Outdoor Event. Such permit shall be obtained on a form available from City Hall. Public Outdoor Event Permits must be applied for at least thirty (30) days prior to the event. The City may waive the minimum filing period if, after due consideration of the date, time, place and nature of the event, the anticipated number of attendees, and the City services required in connection with the event, it is determined that the waiver will not adversely impact the public health, safety, or welfare of residents. The Permit Application has the following requirements that shall be completed to include the following information:

- (1) The name and phone numbers of at least two persons in charge of the event, and phone numbers where they can be reached on the day of the event.
- (2) Date and hours of the event.
- (3) Address where the event will be conducted or a map of the planned route or path of the event with starting and finishing points.
- (4) A signed letter of authorization from property owner, if applicable.
- (5) A proposed event layout plan, including locations of any temporary structures/portable restroom facilities.
- (6) Proposed parking plan with authorization letters for parking areas owned or controlled by others.
- (7) Security plan.
- (8) Clean up plan.
- (9) Purpose of the event.
- (10) Estimated number of attendees.
- (11) Any other information which the City may require.

5-3004 Alcohol. If alcohol is to be served at the event, a temporary liquor license must be applied for and approved by the City Council. The hours of outdoor consumption shall be determined on the permit. The permit holder shall comply with all provisions of Minnesota Statute Section 340A and Chapter 5-200, Alcoholic Beverages, of the Coon Rapids City Code.

5-3005 Mobile Food Units (Food Trucks). If Food Trucks are to be utilized at the event, a transient merchant license must be applied for and approved by the City Clerk's Office. The permit holder shall comply with all provisions of Minnesota Statutes and Chapter 5-1500, Transient and Itinerant Merchants and Vendors, of the Coon Rapids City Code.

5-3006 Carnival. If a Carnival is to be part of the event, a carnival license must be applied for and approved by the City Clerk's Office. The permit holder shall comply with all provisions of Minnesota Statutes and Chapter 5-700, Carnival, of the Coon Rapids City Code.

5-3007 Tents. If tents are to be utilized for the event, tents having an area in excess of 400 square feet, or tents which have sides, must be inspected by the City's Fire Marshall.

5-3008 Permit Fee. The cost of the public outdoor event permit shall cover the cost of the City's review of the event. Additional fees will apply for temporary liquor license, Mobile Food Units (Food Trucks), and carnivals. The fee shall be set annually by Council.

5-3009 Cash Deposit. The applicant shall deposit with the City Clerk a cash deposit of \$1,500 conditioned upon the applicant causing no damage to the public or private property in the City of Coon Rapids, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations. In the event the applicant violates any conditions of the approved public outdoor event the cash payment shall be forfeited to the City in an amount equal to the City's costs and expenses related to such a violation.

5-3010 Days and Hours Allowed. No event shall occur before the hour of 7:00 a.m. or after the hour of 10:00 p.m. unless otherwise approved by the city after consideration of the public health, safety, and welfare of the residents of Coon Rapids.

5-3011 Noise. All noise levels shall be in accordance with Chapter 8-400, Noise of the Coon Rapids City Code.

5-3012 Security. If deemed necessary after review of the Security Plan, security shall be required to be present at the event. (Security shall be easily identifiable by a uniform, shirt.)

5-3013 Clean Up. Housekeeping of the event area shall be performed continuously during the event to remove excess and fallen trash and litter. The final clean up should be done immediately after the event and/or the next morning. The cleanup shall be done for an area surrounding the event, to remove all waste generated by event participants, which takes into account utilized parking areas and public streets including any properties impacted by windblown trash. If any event impinges on public property, the applicant shall be held accountable and responsible for the costs.

5-3014 Notice. If the event will have amplified sound or adversely impact city streets and/or traffic, the applicant shall provide notice of where the event is being held or its starting point to property owners within 350 feet in all directions of the event site a minimum of seven

(7) days in advance of the event. The notice shall include the date, time, location, and type of event.

5-3015 Exemptions. The following are exempt from the requirements of this Chapter:

(1) Private Parties. A private party is any party held on private property in which members of the general public are not invited.

(2) Typical residential activities including, but not limited to, garage sales, estate sales, and open houses unless otherwise regulated by City Code.

(3) City managed events including, but not limited to, concerts in the park, movies in the park, Night to Unite, and summer in the city events.