

ORIGINAL ORDINANCE NO: 2010
ENROLLED ORDINANCE NO:

INTRODUCED BY:

AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF LARAMIE, WYOMING AMENDING CHAPTER 12.60.050 OF LARAMIE MUNICIPAL CODE RELATED TO SPECIAL EVENT PERMITS PARADE REQUIREMENTS.

WHEREAS, after an incident resulting from a parade, the recommendation was made by the City Manager to implement parade guidelines to protect parade participants and update best practices;

WHEREAS, staff members, community members involved in planning community parades, and a WYDOT representative met to discuss possible guidelines and best practices on September 18, 2020 using the National League of Cities "Top 10 Things to include in Parade Safety Plans" as a reference.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LARAMIE:

Section 1. That the City Council hereby amend section 12.60.050.F. as follows:

12.60.050 - Permit—Application procedure—Filing period.

- A. A person or organization seeking a special event permit in or upon a street, alley sidewalk, public building or public park shall file an application with the city manager or designee on forms provided by the city manager or designee.
- B. A person or organization seeking to sell alcoholic beverages at a special event in or upon a street, alley, sidewalk, public building or public park shall file an additional application for a malt beverage permit or catering permit for special events with the city manager or designee on forms provided by the city manager or designee.
- C. A person or organization seeking to consume alcoholic beverages at a special event in or upon a street, alley, sidewalk, public building, public park, or on any parking lot open to unrestricted use by the public shall file an additional application for an open container permit with the city manager or designee on forms provided by the city manager or designee.
- D. A person or organization seeking to sell alcoholic beverages at a special event shall file an application for a malt beverage permit or catering permit for special events with the city manager or designee on forms provided by the city manager or designee.
- E. An application for a special event permit in or upon a street, alley, sidewalk, public building or public park and/or a catering or malt beverage permit for special events, or an open container permit shall be filed with the city manager not less than fourteen days before the date on which special event is to be held.
- F. The application for a special event permit in or upon a street, alley, sidewalk, public building or public park and/or a catering or malt beverage permit for special events or open container permit shall set forth the following information:
 - 1. The name, address and telephone number of the person seeking to conduct such special event and an alternate contact person;
 - 2. If the 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/or of the authorized and responsible heads of such organization;

3. If the 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 city manager or designee a communication in writing from the person proposing to hold the special event, authorizing the applicant to apply for the permit on his or her behalf;
4. The name, address and telephone number of the person who will be present and in charge of the special event on the day of the event;
5. The date and time (starting and ending) when the special event is to be conducted;
6. The nature/purpose of the special event;
7. Location of the event, including its boundaries;
8. Estimated number of participants in the event;
9. Estimated number of spectators and vehicles expected;
10. The type and number of vehicles, animals and structures which will be used at the special event;
11. Description of any equipment which will be used at the special event including, but not limited to, sound-amplifying systems;
12. Whether any vendors will be at the special event and if so, the type of items to be sold;
13. Whether monitors will be employed at the special event;
14. Parking requirements for the special event;
15. Additional information required for parades, races and other events occurring along a route:
 - a. The route to be traveled or closed, the starting point and the termination point,
 - b. The assembly point for the event, the time at which units of the parade or other event will begin to assemble,
 - c. Whether the parade or other event will occupy all or only a portion of the streets proposed to be traversed,
 - d. Maximum length or components of parade in miles or portions thereof,
 - e. The number, type, size and material of any floats or banners;
 - f. Complete Self-Enforcing Guidelines for Parade Applicants and Participants submitted with special event permit.**

Section 2. That this ordinance shall become effective after its passage, approval, publication, and recordation.

PASSED, APPROVED AND ADOPTED this ____ day of July 2020.

Joe Shumway
Mayor and President of the City Council

ATTEST:

Nancy Bartholomew
City Clerk

First Reading: July 21, 2020
Public Hearing: August 4, 2020
Second Reading: August 4, 2020
Third Reading and Final Action: August 19, 2020

Duly published in the *Laramie Boomerang* this ____ day of ____ 2020.