

ORDINANCE NO. 2923

AN ORDINANCE AMENDING CHAPTER 12.33 (SPECIAL EVENTS) OF TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE MUNICIPAL CODE OF THE CITY OF COLUMBIA, ILLINOIS TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE BY PROVIDING POLICY AND PROCEDURE FOR PUBLIC PLACES WITHIN THE CITY OF COLUMBIA

**Adopted by the
City Council
of the
City of Columbia, Illinois
this 17th day of January, 2012**

**Published in pamphlet form by
authority of the City Council
of the City of Columbia,
Illinois, this 17th day
of January, 2012**

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J. Ronald Colyer
City Clerk

WHEREAS, there is a need to adopt and periodically update a set of rules to clarify and communicate the mutual considerations and concerns that are an integral part of the community; and,

WHEREAS, the Corporate Authorities of the City have found and determined and do hereby declare that it is in the public interest, health, safety and welfare of the citizens of the city that Chapter 12.33 (Special Events) of the City's Municipal Code be amended so as to amend language governing special events within the city.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

Section 1. The recitals contained above in the preamble of this Ordinance are hereby incorporated herein by reference, the same as if set forth in this Section of this Ordinance verbatim, as findings of the City Council of the City of Columbia, Illinois.

Section 2. Section 12.33.010 (DEFINITIONS) of Title 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) of the City of Columbia, Illinois Municipal Code is hereby amended to read as follows:

12.33.010 DEFINITIONS.

Special Event: A special event is any outdoor or seasonal event including, but not limited to a picnic, parade, carnival, craft fair, art fair, bicycle/motorcycle/vehicle ride, run/walk, car show, wedding or other reception, or any other event held on public property which is open to attendance by the general public and/or may require special consideration from any or all of the following City departments:

- Columbia Police Department (CPD);
- Columbia Fire Protection District (CFPD);
- Department of Public Works (DOPW);
- Columbia Emergency Medical Service (EMS); and
- Community & Economic Development Department (CEDD).

Section 3. Section 12.33.030 (PERMITS) of Title 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) of the City of Columbia, Illinois Municipal Code is hereby amended to read as follows:

No group, association or organization desiring to use park facilities for a particular purpose, as defined in Section 12.33.010, shall use any park facility without first obtaining a special events permit.

- 1) Applications for a special event permit must be filed with the City Clerk no less than thirty days prior to the first day of the special event;
- 2) Applicants must be over 18 years of age. Applicants and their guests must fully comply with the requirements of any special conditions attached to the permit, rules, all local ordinances, codes and regulations, as well as all State and Federal Laws;
- 3) Final event details must be submitted at least thirty days before the scheduled event. Details are to include all components of the event such as type of event, expected attendance, staging, tent usage, name of rental companies, entertainment, electricity needs, etc.;
- 4) The permit may be revoked or terminated at any time by the City if the applicant(s) and/or their guest(s) breaches any of these rules, violates any other laws, ordinances, rules, or regulations, or if the City, in the exercise of its sole and absolute discretion, deems it necessary to revoke the permit to ensure the public's health, safety, welfare, or enjoyment of the public property;
- 5) Permission will be required for any person or group to bring and use an electrical device with special power requirements;
- 6) Applicants must provide the following information (as applicable):
 - a. Traffic and parking plan (parking area, street closing or one-way restrictions, traffic control points where police assistance may be needed and overflow parking areas), anticipated crowds, and estimated attendance;
 - b. Contingency plans for rain (relocation or rescheduling of events, alternative parking areas, method of notifying the public of changes);
 - c. Proof of liability insurance with the City of Columbia named as an additional insured in the minimum amount of \$1,000,000;
 - d. Refundable security deposit to protect City facilities;

- e. Supplemental liquor license;
- f. Plans for toilet facilities;
- g. A list of for-profit vendors and sales tax numbers (to verify sales tax is collected and remitted);
- h. Name and phone number of person in charge of event, and secondary contact; and
- i. Special request(s) for specified City-provided assistance from CPD, CFPD, DOPW, EMS and CEDD.

7) Applicants must have a copy of the signed permit with them at the event.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall be in full force and effect from and after its passage and publication in pamphlet form, as provided by law.

Alderman Ebersohl moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Piazza, and the roll call vote was as follows:

YEAS: Aldermen Ebersohl, Agne, Niemietz, Roessler, Huch, Piazza and Reis.

NAYS: None.

ABSENT: Alderman Mathews.

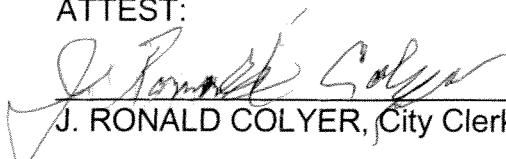
ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 17th day of January, 2012.



KEVIN B. HUTCHINSON, Mayor

ATTEST:



J. RONALD COLYER, City Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MONROE)

CERTIFICATE OF PUBLICATION

I, J. Ronald Colyer, certify that I am the duly elected and acting City Clerk of the City of Columbia, Illinois.

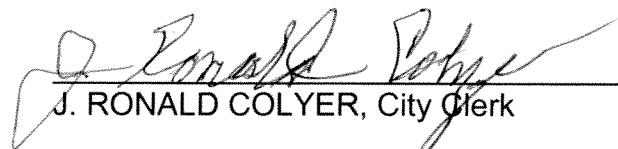
I further certify that on the 17th day of January, 2012, the Corporate Authorities of the City of Columbia, Illinois, passed and approved Ordinance No. 2923 entitled:

"AN ORDINANCE AMENDING CHAPTER 12.33 (SPECIAL EVENTS) OF TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE MUNICIPAL CODE OF THE CITY OF COLUMBIA, ILLINOIS TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE BY PROVIDING POLICY AND PROCEDURE FOR PUBLIC PLACES WITHIN THE CITY OF COLUMBIA"

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2923, including the ordinance and a cover sheet thereof, was prepared, and a copy of such ordinance was posted in the Columbia City Hall, commencing on January 18, 2012 and continuing for at least ten (10) days thereafter. Copies of such ordinance were also made available for public inspection upon request in the office of the City Clerk.

DATED at Columbia, Illinois this 17th day of January, 2012.



J. RONALD COLYER, City Clerk

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF MONROE)

CERTIFICATE OF TRUE COPY

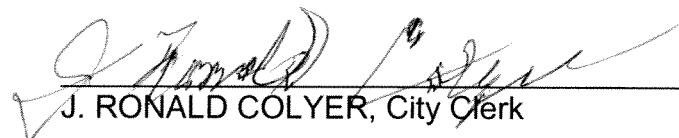
I, J. Ronald Colyer, hereby certify that I am the duly elected and acting City Clerk of the City of Columbia, Illinois, and as such I am the keeper of the books, records, files and corporate seal of said City.

I do further certify that Ordinance No. 2923, entitled:

“AN ORDINANCE AMENDING CHAPTER 12.33 (SPECIAL EVENTS) OF TITLE 12 (STREETS, SIDEWALKS AND PUBLIC PLACES) OF THE MUNICIPAL CODE OF THE CITY OF COLUMBIA, ILLINOIS TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE BY PROVIDING POLICY AND PROCEDURE FOR PUBLIC PLACES WITHIN THE CITY OF COLUMBIA”

to which this certificate is attached, is a true, perfect, complete and correct copy of said ordinance as adopted at a regular meeting of the Columbia, Illinois, City Council held on the 17th day of January, 2012.

IN WITNESS WHEREOF, I have made and delivered this certificate for the uses and purposes hereinabove set forth this 17th day of January, 2012.



J. RONALD COLYER, City Clerk

(SEAL)