Agenda Request Form

Requestor:	JANET THELEN
Department:	COMMUNITY DEVELOPMENT
Date of Meeting:	OCTOBER 28, 2019
Subject:	SPECIAL EVENT PERMIT AND TEMPORARY VENDOR PERMIT

Caption:

DISCUSSION AND ACTION ON IMPLEMENTING AN ORDINANCE REGULATING SPECIAL EVENTS AND TEMPORARY VENDOR PERMITS AND FEES

Background:

Lorenzo Nastasi, Director of Economic Development and Public Affairs expressed interest in regulating temporary vendors/exhibitors at events held in our City. Without policy, the city is not aware of the types of vendors, merchandise, whether vendors are using unsafe equipment, i.e., extensions, exposed trip hazards, etc. during events.

Temporary food vendors are required to obtain a permit, thereby prompting an inspection by our sanitation officer which enhances food/public safety. Staff discussed permit requirements for vendors that sell/exhibit products at special events and the need for inspection for public safety. Vendors bring tables/booths and set up in locations that may cause fire exit obstruction, or pedestrian obstruction in aisles, trip hazards, fire hazards, etc.

Monitoring special events is the second portion of these proposed permits. Emergency responders need information regarding special events to ensure safe and orderly gatherings, plan for possible extra manpower, review event plans for parking and traffic control, and verify ingress and egress for emergency vehicles.

Attached is draft language for an ordinance, along with draft applications for the Special Event Organizer and Temporary Vendor. A temporary vendor permit will not be issued without a special event permit.

Requiring permits and applicable fees, would allow fire, police, and health officials to be aware of the number of people expected to attend the event and conduct proper inspections of the set-up, electrical, and any other safety aspects of the event.

Temporary vendors compete with conventional retailers without the overhead of long-term rent and utility expenses. Conventional retailers must obtain a Certificate of Occupancy which requires building, fire and health inspections. Tracking vendors/exhibitors through a permitting process creates a mechanism for inspections.

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Fiscal Impact:

$5,000-Revenue based on number of vendors who have participated in special events during the past year.

Recommendation:

Approve and direct City Attorney to draft final ordinance.

Attachment(s):

Draft language for ordinance and draft applications.