

**AGENDA MINUTES
CITY COUNCIL
SPECIAL EVENT ORDINANCE WORKSHOP
CITY OF ARCADIA
TUESDAY, JANUARY 17, 2017
5:00 P.M.**

The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.

CALL TO ORDER AND ROLL CALL

Arcadia City Council

Mayor Judy Wertz-Strickland
Deputy Mayor Jaccarie D. Simons

Councilmember Susan Coker
Councilmember Robert W. Heine, Jr.

Councilmember S. Delshay Turner – not in attendance

Arcadia City Staff

City Administrator Terry Stewart
City Clerk Penny Delaney
Code Enforcement Officer Carl McQuay

ACTION ITEMS

Agenda Item 1 – Special Event Ordinance

City Administrator Stewart advised the special event ordinance had been reviewed and there were a number of weaknesses in it. He further advised that a prior Council had briefly looked at the issues, but it never got off the ground. He explained that what was being presented tonight is a totally new approach from when it was presented before. Mr. Stewart stated that a draft ordinance was in existence, but it had not gone to the City Attorney because he did not want to invest the City Attorney's time without City Council's approval to move forward and work on it. While there are numerous changes, he addressed two specific issues. The first was City Council authorizing the City Administrator to approve special event permits (certain ones) and should the City Administrator deny an application, the applicant may appeal to the City Council. The second was the City's extremely low costs for a special event. He explained a way for non-profits to apply for a reduced cost or no cost, but other than that, there will be a graduated scale of costs that will address the size of the event, the duration of the event and more importantly, the timing of when the application is submitted (to encourage applicants to turn them in on time). At this time he turned it over to Code Enforcement Officer Carl McQuay.

Mr. McQuay presented a presentation of special events which covered the following: 1) definition of special events, 2) permit requirements, 3) exemption from permit requirements, 4) fees, 5) fee recommendation, 6) fee waivers and budget allocation, 7) general criteria and limitations for special event permits, 8) recurring special events requirements (Code Enforcement Officer McQuay advised that the Fire Marshal has been added as a sign-off as such relates to crowd control and for tent inspections), 9) application requirements, 10) application denials, 11) permits for political demonstrations, 12) signage, and 13) noise. A printed copy of the power point is attached to these minutes for reference. After Code Enforcement Officer McQuay completed the presentation, Councilmember Coker inquired as to the permit fee increase and Mr. Stewart advised that there is quite a bit of work that goes into it that has not been recuperated in the past. Councilmember Heine asked if there would ever be a circumstance wherein the insurance fee would be waived and Mr. Stewart advised that the applicant provides the insurance and that they do not pay the City for such. Mayor Wertz-Strickland asked if an organization was holding multiple events, if it would be one application fee and Mr. Stewart advised that it would be a separate application fee for each event. Deputy Mayor Simons asked if the application fee was nonrefundable and Mr. Stewart confirmed that it was nonrefundable, but the deposit could be refundable assuming there is no damage or outstanding costs. Councilmember Coker stated that the increase seemed large and would rather not do so all at once. City Administrator Stewart stated that it fell within the prevue of the City Council to address. Councilmember Heine asked if an applicant were to file an appeal, if a special meeting would need to be called if it occurred at a time when a Council meeting was not scheduled before the event. Mr. Stewart advised that he did not expect such to happen assuming it was filed in a timely fashion which would provide sufficient time to review the application. After further discussion, it was the general consensus of the City Council to move forward and for the City Attorney to bring an ordinance back before them.

PUBLIC

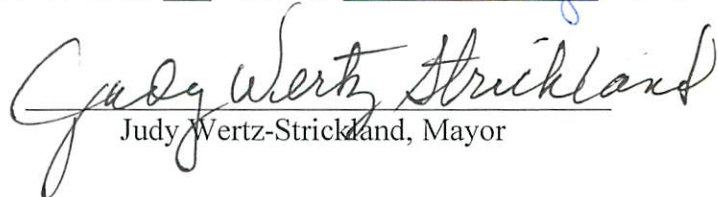
None

ADJOURN

Councilmember Coker made a motion to adjourn and Councilmember Heine seconded the motion. No discussion followed and it was unanimously, 4/0, approved. Having no further business at this time, the meeting was adjourned at approximately 5:40 P.M.

ADOPTED THIS 7th DAY OF February, 2016.

By:


Judy Wertz-Strickland, Mayor


Penny Delaney, City Clerk