

1 **..Title**

2 **Special Event Rules** – For the purpose of adopting special event rules pursuant to Chapter
3 14.18 of the City Code on special events in pending Ordinance 16-14.

4 **..Body**

5
6 **CITY COUNCIL OF THE**
7 **City of Annapolis**

8
9 **Resolution 19-14**

10
11 **Introduced by: Alderman Budge and Alderman Arnett**

12
13 **Referred to**
14 **Rules and City Government**
15 **Economic Matters**

16
17 **A RESOLUTION** concerning

18 **Special Event Rules**

19 **FOR** the purpose of adopting special event rules pursuant to Chapter 14.18 of the City Code
20 on special events in pending Ordinance 16-14.

21
22 **WHEREAS,** pending Ordinance 16-14 is a comprehensive overhaul of the City Code related
23 to special events; and

24
25 **WHEREAS,** pending Ordinance 16-14 authorizes special event rules by Resolution of the
26 City Council.

27
28 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the special
29 event Rules are as follows:

30
31 **I. Introduction**

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33 The purpose and intent of the Special Event Rules are to be a supporting document for the City
34 Code's authorization and regulation of special events in the City of Annapolis, and to limit the
35 type and frequency of events in the area of City Dock. These Special Event Rules serve to
36 implement Chapter 14.18 of the City Code on special events in Ordinance 16-14.

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38 The City Council finds that it is in the public interest to regulate events on public streets, alleys,
39 rights of way, City Waters, or other public property and, under certain circumstances, events
40 held on private property in order to maintain, protect, and promote the public health, safety and
41 welfare of the citizens, residents, and visitors of the City of Annapolis.

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43 Under certain conditions and by weighing the impact of events on City facilities, City resources,
44 resident quality of life, and normal business operations, a proposed special event may be
45 subject to additional considerations as reasonable and appropriate to reduce the impact of the

1 proposed special event, including but not limited to, processing requirements, permitting
2 conditions, and notifications to the public.

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5 **II. Rules Implementing Chapter 14.18 of the City Code**

6 **14.18.060 - Permit Application**

7 A. The application shall list, as appropriate:

- 8 1. Sponsoring entity or individual, naming the responsible party and providing
9 contact information before, during, and after the proposed special event.
- 10 2. Corporate or other organizational status of the sponsoring entity including, if
11 applicable, the charitable designation of the entity and documentation thereof.
- 12 3. Intent to utilize or have on-site vendors, temporary structures, serving or selling
13 of alcoholic beverages, and other such information to determine if other City or
14 County permitting or inspections are required.
- 15 4. Proposed road or sidewalk closures, reserved use of City parking, docking or
16 mooring, and other information to determine if use of City services or City
17 facilities are requested or required.
- 18 5. A site plan reflecting all features and uses of City property or a written statement
19 of the equivalent.
- 20 6. Toilet facilities corresponding to intended crowd size, including ADA compliance.
- 21 7. Refuse and recycling plans, including plans for collection and disposal.
- 22 8. Parking, transportation, and security plans for attendees, participants, and
23 spectators of the special event.
- 24 9. Conditions that may require additional permitting by the City, County, State, or
25 Federal Government and reference to any such necessary permits.
- 26 10. Other information that the Special Events Coordinator deems necessary to
27 evaluate an application.
- 28 11. A guarantee of compliance with the City's admissions and amusement tax.

29 B. Special event applications may be filed up to one year in advance of the proposed event
30 date and no later than the dates prior to the proposed event date, as indicated below:

- 31 1. Major City Dock Event: 180 days.
- 32 2. Special Events requiring legislation: 150 days.
- 33 3. Major Special Event: 120 days.
- 34 4. Special Events requiring Coast Guard Approval: 120 days.
- 35 5. Special events that will use temporary structures, serve alcohol, or close two or
36 more blocks for more than 30 minutes: 60 days.
- 37 6. Commercial film or photographic event using temporary structures or requiring
38 road closure or traffic control: seven days (subject to the availability of Police
39 personnel and permitting review and/or approval).
- 40 7. Commercial film or photographic event not requiring road closure or traffic
41 control: 4 working days.
- 42 8. Other special events: 30 days.

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45 **14.18.070 - Permit Approval**

46 In deciding whether to approve, approve with conditions, or deny an application for a special
47 event permit, the Special Events Coordinator shall determine whether:

- 48 1. The applicant has provided sufficient information, including, but not limited to, the
49 event's location, route plan, and scheduling in a timely manner to evaluate the
50 special event application and make a determination.

- 1 2. The applicant can meet all requirements or any other conditions imposed by the
- 2 Special Event Coordinator.
- 3 3. The applicant has paid all City invoices for reimbursement of City costs in a
- 4 timely manner.
- 5 4. The proposed special event can function safely.
- 6 5. The use of police and fire resources to support the proposed special event would
- 7 impede reasonable police and fire protection in the City generally.
- 8 6. There is an adequate plan for security, sanitation, waste collection, recycling,
- 9 traffic control, and parking management.
- 10 7. The Police Department and/or Harbormaster have approved proposed closures
- 11 of City streets or City Waters.
- 12 8. The proposed special event would serve the public interest or a significant part of
- 13 the public through cultural enrichment, or by creating and promoting economic
- 14 vitality, or enhancing community identity and pride.
- 15 9. The proposed special event, and the cumulative impact of special events at the
- 16 requested location, would substantially disrupt regular business, unduly disturb
- 17 local residents, or curtail long-range community economic interests.
- 18 10. The proposed special event would cause irreconcilable interference with
- 19 previously approved and/or scheduled construction, maintenance, another
- 20 special event, or other activity or activities.
- 21 11. The proposed special event would be detrimental to the health or safety of the
- 22 public.
- 23 12. The proposed special event would satisfy any other criteria prescribed by law or
- 24 rules.

27 **III. Special Event Parking Rules – Downtown/Ward 1**

28 **Purpose**

29 Special events which attract a large number of visitors to the downtown area/City Dock pose a
30 specific demand on parking resources, particularly within Special Residential Parking District 1.
31 These Rules are intended to help alleviate the parking demand on the residential communities
32 within the downtown area during special events.
33

34 **Existing Parking Restrictions in District**

35 Special Residential Parking District 1 limits parking to two hours between 8:00 a.m. and 12:00
36 a.m., seven days per week unless the vehicle parked within the District displays a special
37 residential parking permit.
38

39 **Rules**

- 40 A. During special events which attract a large number of visitors or use a large number of
- 41 on-street/metered parking spaces as specified herein, specific blocks of Special
- 42 Residential District 1 shall be designated by signage as “Resident Parking Only” (RPO).
- 43
- 44
- 45 B. Special Events shall include July 4th celebrations and the Annapolis Sail and Power Boat
- 46 Shows. The Special Events Coordinator shall review all other events on a case-by-case
- 47 basis with the Department of Transportation for:
 - 48 1. Events which utilize more than 60 Pay and Display spaces on the City Dock.
 - 49 2. Events utilize more than 40 metered spaces along Dock Street.
 - 50 3. Events the City or applicant anticipates more than 10,000 attendees.
- 51

- 1 C. Under the following circumstances and events, Prince George Street shall be designated
2 by signage as RPO.
 - 3 1. All of Prince George Street for July 4th and Annapolis Sail and Power Boat Shows
4 will be RPO.
 - 5 2. Craig Street to East Street: If the special event utilizes 60 parking spaces on City
6 Dock/Dock Street or if the City or applicant anticipates over 10,000 attendees.
 - 7 3. Craig Street to Maryland Avenue: If the special event utilizes over 100 parking
8 spaces on City Dock/Dock Street or if the City or applicant anticipates over 15,000
9 attendees
 - 10 4. All of Prince George Street: If the special event utilizes all parking spaces on City
11 Dock/Dock Street or if the City or applicant anticipates over 20,000 attendees.
12
- 13 D. The Department of Transportation and/or its designee shall be responsible for the
14 required designation and/or signage during RPO periods. The City retains the authority
15 and discretion to make additional changes on a case-by-case basis.
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- 18 E. Enforcement of the RPO area shall be conducted as part of the regular Parking
19 Enforcement Division/Police Department work activities and/or in response to a specific
20 request for parking enforcement.
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23 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that this resolution
24 shall be effective upon the same date of adoption as pending Ordinance 16-14.
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28 **EXPLANATION**

29 CAPITAL LETTERS indicate matter added to existing law.
30 ~~Strikethrough~~ indicates matter stricken from existing law.
31 Underlining indicates amendments.
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