

1 **..Title**

2 **Establishing Chapter 14.18 of the City Code on Special Events** – For the purpose of
3 establishing Chapter 14.18 of the City Code regarding the process for authorizing
4 special events within the City of Annapolis; requiring a permit and permit fee for special
5 events; providing parameters for approving a special event permit; authorizing
6 exemptions for a special event permit and permit fee; establishing conditions for special
7 events at City Dock; and for all other purposes related to special events.

8
9 **..Body**

10
11 **CITY COUNCIL OF THE**
12 **City of Annapolis**

13
14 **Ordinance 16-14**

15
16 **Introduced by: Alderman Budge and Alderman Arnett**

17 **Referred to**
18 **Rules and City Government**
19 **Economic Matters**
20 **Finance**
21

22 **AN ORDINANCE** concerning

23 **Establishing Chapter 14.18 of the City Code on Special Events**

24 **FOR** the purpose of establishing Chapter 14.18 of the City Code regarding the process
25 for authorizing special events within the City of Annapolis; requiring a permit and
26 permit fee for special events; providing parameters for approving a special event
27 permit; authorizing exemptions for a special event permit and permit fee;
28 establishing conditions for special events at City Dock; and for all other purposes
29 related to special events.

30 **BY** repealing and re-enacting with amendments the following portions of the Code of
31 the City of Annapolis, 2012 Edition
32 Section 2.12.020
33 Section 11.12.050
34

35 **BY** repealing the following portions of the Code of the City of Annapolis, 2012 Edition
36 Section 14.16.030
37

38 **BY** adding the following portions to the Code of the City of Annapolis, 2012 Edition
39 Chapter 14.18
40

41 **WHEREAS,** special events in the City of Annapolis provide cultural enrichment,
42 promote economic vitality, and enhance community identity and pride;
43 and

1 **WHEREAS,** the City recognizes that an over-saturation of special events in or around
2 a single location such as City Dock can disrupt regular business, disturb
3 local residents, and curtail long-range community economic interests; and
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5 **WHEREAS,** special events have varied impacts on residents and businesses in the
6 City and those impacts differ by the special event's location, size, duration
7 and required resources; and
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9 **WHEREAS,** the City encourages holding special events in all areas of the City at
10 varied times of the year so that all areas may reap any positive benefits
11 associated with special events; and
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13 **WHEREAS,** City Dock is historically significant and has been developed as a
14 commercial center and civic gathering place for all residents of the City.
15 Since City Dock has unique logistic and operational constraints, the
16 proposed ordinance details certain permitting conditions and processes
17 that apply to Major City Dock Events; and
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19 **WHEREAS,** recognizing that certain events, certain City facilities and certain
20 conditions may not necessitate a special events permit, the proposed
21 ordinance provides exemptions from special event permit requirements.
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23 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS**
24 **CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as
25 follows:

26 **Chapter 2.12 - Mayor**

27 **2.12.020 - Powers and duties.**

28 In addition to all other duties and powers conferred upon the Mayor pursuant to the
29 Charter and Code, the Mayor has the following additional powers and duties:

30 A. Generally. The Mayor has the responsibility for the faithful execution of the
31 ordinances of the City and is the Chief Executive Officer and Administrative
32 Director of the City government.

33 B. Reports and Recommendations to Aldermen. The Mayor shall give an annual
34 report to the City Council setting forth the conditions of municipal affairs and
35 making recommendations as the Mayor deems proper for the public good and
36 welfare of the City. The annual report shall be given no later than the date on which
37 the Mayor submits the proposed annual budget for the City to the Finance
38 Committee, as set forth in subsection C of this section.

39 C. In consultation with the Director of Finance and all other department directors,
40 the Mayor shall prepare, or have prepared an annual operating budget and shall
41 submit it to the City Council no later than the second Monday in March of each
42 year. The Mayor shall supervise the administration of the budget as adopted by the
43 council.

44 D. Committee Appointments. The Mayor shall recommend to the City Council all

1 appointments to aldermanic standing committees but all appointments shall be
2 confirmed by a majority of the City Council.

3 E. Full-time Devotion. The Mayoralty shall be a full-time office. The Mayor shall
4 be available to meet with the general public at all convenient times. The Mayor
5 shall preside over all meetings of the City Council and the Mayor shall have one
6 vote, the same as each Alderman, but shall vote first, and shall perform all of the
7 duties of the chairperson as designated under the current edition of Robert's Rules
8 of Order, Newly Revised.

9 F. Meetings with Department Directors. The Mayor shall convene a meeting with
10 all department directors at least once in each week for the purpose of coordinating
11 the operation of the government.

12 G. Ombudsman. The Mayor shall be responsible for designating an individual
13 from his/her office to serve as an ombudsman for the City of Annapolis. All citizen
14 complaints shall be directed to the ombudsman who will arrange to have each
15 complaint reduced to writing and directed to the appropriate department with copies
16 sent to the aldermen.

17 H. Special Events Coordinator. Subject to the provisions of ~~Section 14.16.030~~
18 CHAPTER 14.18 of this Code, the Mayor, ~~or his or her designee,~~ SHALL
19 DESIGNATE A SPECIAL EVENTS COORDINATOR ~~shall~~ TO be responsible for
20 assisting those who APPLY ~~desire~~ to hold special events in the City of Annapolis by
21 providing a single point of contact for the City of Annapolis, advising of necessary
22 permits, fees and other City requirements, assisting in the development of special
23 event applications and fees where appropriate, and working with businesses and
24 residents to recognize and resolve MATTERS ~~differences over such matters as~~
25 ~~parking and access, as impacted by~~ ARISING FROM special events.

26 I. Workforce Development. The Mayor, or his or her designee, shall be
27 responsible for enhancing employment opportunities for all residents, especially
28 women, minorities, and youth, by serving as a resource for workforce development
29 activities and programs related to the economic vitality of the City of Annapolis.

30 J. Small, Minority, and Disadvantaged Business Development. The Mayor, or his
31 or her designee, shall be responsible for facilitating the growth of new and
32 emerging small, minority, and/or disadvantaged businesses in the City of
33 Annapolis. This facilitation shall include, but shall not be limited to, coordinating
34 access to existing federal, state, county and local initiatives that support new and
35 emerging small, minority and/or disadvantaged businesses, especially with respect
36 to initiatives that expand access to procurement opportunities and/or financial,
37 accounting, legal and marketing support.

38 K. The Mayor shall have such other duties as may be prescribed by the Charter
39 and this Code, or as may be required of the Mayor by the City Council, not
40 inconsistent with the Charter and Code.

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11.12.050 Parades and assemblies—Permit required.

~~A. A person may not hold or participate in any parade, show, meeting or exhibition upon any of the streets or alleys, or public or private spaces or vacant lots, unless as elsewhere provided in this code, without first obtaining from the Mayor a permit in writing to do so. The granting of these permits shall be at the discretion of the Mayor.~~

NO PERSON OR ENTITY MAY HOLD OR PARTICIPATE IN ANY PARADE, ASSEMBLY, SHOW, MEETING, OR EXHIBITION UPON ANY OF THE PUBLIC STREETS, ALLEYS, RIGHTS OF WAY, CITY WATERS, OR OTHER PUBLIC PROPERTY WITHOUT FIRST OBTAINING A PERMIT IN ACCORDANCE WITH CHAPTER 14.18 OF THE CITY CODE, UNLESS AS ELSEWHERE PROVIDED IN THIS CODE. A VIOLATION OF ANY PROVISION OF THIS SECTION SHALL CONSTITUTE A MUNICIPAL INFRACTION AND FOR EACH VIOLATION, THE PERSON OR ENTITY IN VIOLATION IS SUBJECT TO A FINE AS ESTABLISHED BY RESOLUTION OF THE CITY COUNCIL.

~~B. Annapolis community associations and neighborhood watch groups that promote neighborhood pride consistent with the goals of the Comprehensive Plan shall not be charged fees for the first three hundred dollars of services provided by the City.~~

14.16.030 Temporary street closure for special events

~~If a special event involves closing a street, the closure must be approved by the Mayor or the Mayor's designee. Timely notice of a request to close a street must be given by the sponsors of the event to residents, business, and other affected parties in the immediate vicinity. A request for closing a street must be accompanied by a parking and traffic plan to be approved by all applicable departments. If a request to close a street is approved, prior notice of the closure must be given by the sponsor at their expense as directed by the City to the residents, businesses, and other affected parties in the immediate vicinity.~~

CHAPTER 14.18 – SPECIAL EVENTS.

14.18.010 - PURPOSE

THE PURPOSE AND INTENT OF THIS CHAPTER IS TO AUTHORIZE AND REGULATE SPECIAL EVENTS IN THE CITY OF ANNAPOLIS, AND TO LIMIT THE TYPE AND FREQUENCY OF EVENTS IN THE AREA OF CITY DOCK.

THE CITY COUNCIL FINDS THAT IT IS IN THE PUBLIC INTEREST TO REGULATE EVENTS ON PUBLIC STREETS, ALLEYS, RIGHTS OF WAY, CITY WATERS, AND OTHER PUBLIC PROPERTY AND, UNDER CERTAIN CIRCUMSTANCES, EVENTS HELD ON PRIVATE PROPERTY IN ORDER TO MAINTAIN, PROTECT, AND PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE CITIZENS, RESIDENTS, AND VISITORS OF THE CITY OF ANNAPOLIS.

1 **14.18.020 - DEFINITIONS**

- 2 A. "ATHLETIC EVENT" MEANS AN OCCASION IN WHICH A GROUP OF PEOPLE
3 COLLECTIVELY ENGAGE IN A SPORT. ATHLETIC EVENTS INCLUDE BICYCLE
4 AND FOOT RACES, BIKE-A-THONS, WALK-A-THONS, AND COMPETITIVE
5 SPORTS EVENTS OF ALL KINDS. SPECIFIC TYPES OF ATHLETIC EVENTS
6 INCLUDE, BUT ARE NOT LIMITED TO:
- 7 1. "MASS PARTICIPATION SPORTS" WHICH MEANS ATHLETIC EVENTS
8 SUCH AS MARATHONS AND OTHER RUNNING EVENTS, BICYCLE RACES,
9 OR TOURS, TRIATHLONS, AND TOURNAMENTS WHERE ATTENDEES ARE
10 PRIMARILY PARTICIPANTS.
 - 11 2. "SPECTATOR SPORTS" WHICH MEANS ATHLETIC EVENTS SUCH AS
12 FOOTBALL, BASKETBALL, AND BASEBALL GAMES, GOLF TOURNAMENTS,
13 AND VEHICLE RACES WHERE ATTENDEES ARE PRIMARILY THERE TO
14 OBSERVE.
- 15 B. "APPLICANT" MEANS ANY PERSON WHO, OR AN ENTITY WHICH, SEEKS A
16 SPECIAL EVENT PERMIT FROM THE CITY TO CONDUCT OR SPONSOR AN
17 EVENT GOVERNED BY THIS CHAPTER. SUCH PERSON SHALL BE EIGHTEEN
18 YEARS OF AGE OR OLDER AND ANY SUCH ENTITY SHALL BE IN GOOD
19 STANDING WITH THE STATE OF MARYLAND AND, IN THE CASE OF AN OUT
20 OF STATE ENTITY, SHALL BE REGISTERED TO CONDUCT BUSINESS IN THE
21 STATE OF MARYLAND.
- 22 C. "CITY DOCK" MEANS, FOR THE PURPOSES OF THIS CHAPTER, ALL OF DOCK
23 STREET, CRAIG STREET, SUSAN CAMPBELL PARK, THE SMALL BOAT
24 LANDING AND PLAZA, THE PORTION OF RANDALL STREET BETWEEN
25 MEMORIAL CIRCLE AND DOCK STREET, THE INTERSECTION OF DOCK
26 STREET AND RANDALL STREET, AND PRINCE GEORGE STREET BETWEEN
27 RANDALL STREET AND SPA CREEK. MEMORIAL CIRCLE IS EXCLUDED.
- 28 D. "CITY SPONSORED EVENTS" MEANS SPECIAL EVENTS THAT THE CITY OF
29 ANNAPOLIS SOLELY OR PRIMARILY ORGANIZES AND STAFFS.
- 30 E. "CITY CO-SPONSORED EVENTS" MEANS EVENTS THAT ARE ESTABLISHED
31 BY RESOLUTION OF THE CITY COUNCIL AND THE DESIGNATION OF SUCH
32 EVENTS MAY BE REMOVED BY RESOLUTION OF THE CITY COUNCIL.
- 33 F. "CITY WATERS" ARE THOSE WATERS GOVERNED BY TITLE 15 OF THIS
34 CODE.
- 35 G. "COMMERCIAL FILM OR PHOTOGRAPHIC EVENT" MEANS MOVIES,
36 TELEVISION SHOWS, COMMERCIALS, OR INDUSTRY PHOTOGRAPHY ON
37 PUBLIC STREETS, ALLEYS, RIGHTS OF WAY, CITY WATERS, OR OTHER
38 PUBLIC PROPERTY. BROADCAST MEDIA OR PRINT MEDIA ARE EXCLUDED
39 IN THE DEFINITION OF A COMMERCIAL FILM OR PHOTOGRAPHIC EVENT IN
40 THIS CHAPTER.
- 41 H. "EVENT ORGANIZER" MEANS ANY PERSON WHO CONDUCTS, MANAGES,
42 PROMOTES, ORGANIZES OR SOLICITS ATTENDANCE AT THE EVENT FOR
43 WHICH A SPECIAL EVENT PERMIT IS REQUESTED.
- 44 I. "MAJOR SPECIAL EVENT" MEANS SPECIAL EVENTS (AS DEFINED HEREIN)
45 THAT ARE EXPECTED TO:
- 46 1. SIMULTANEOUSLY ATTRACT 500 OR MORE PARTICIPANTS OR
47 ATTENDEES; AND
 - 48 2. INVOLVE ANY ONE, OR COMBINATION, OF THE FOLLOWING CRITERIA:
49 ROAD OR LANE CLOSURES OF MORE THAN 30 MINUTES AT ANY ONE
50 LOCATION, SERVING OF ALCOHOLIC BEVERAGES, USE OF CITY

1 PERSONNEL OR PROVISION OF CITY SERVICES THAT EXCEED
2 NORMAL OPERATIONS, EXCEPT WHERE EXEMPT.

3 J. "MAJOR CITY DOCK EVENT" MEANS A SPECIAL EVENT (AS DEFINED HEREIN)
4 HELD ON PUBLIC STREETS, ALLEYS, RIGHTS OF WAY, CITY WATERS, OR
5 OTHER PUBLIC PROPERTY WITHIN CITY DOCK AS DEFINED IN THIS
6 CHAPTER, THAT MEETS THE FOLLOWING CRITERIA:

- 7 1. A MAJOR SPECIAL EVENT OR
8 2. A SPECIAL EVENT THAT RESULTS IN ONE OR MORE OF THE
9 FOLLOWING: ROAD OR LANE CLOSURES OF MORE THAN 30 MINUTES,
10 SALES BY VENDORS THAT COMPETE WITH BUSINESSES WITHIN THE
11 CITY DOCK AREA (AS DEFINED HEREIN) OR ABUTTING THE CITY
12 DOCK AREA AS DEFINED AS MARKET SPACE, RANDALL STREET TO
13 PRINCE GEORGE STREET, AND THE BUSINESSES FACING MEMORIAL
14 CIRCLE, OR THE DISPLACEMENT OF MORE THAN 20 PARKING
15 SPACES ON CITY DOCK.

16 K. "SPECIAL EVENT" MEANS AN ACTIVITY FOR WHICH SPECIFIC AND
17 EXCLUSIVE USE OF PUBLIC STREETS, ALLEYS, RIGHTS OF WAY, CITY
18 WATERS, OR OTHER PUBLIC PROPERTY IS DESIRED AND WILL GATHER OR
19 ATTRACT PARTICIPANTS OR ATTENDEES TO THAT ACTIVITY, OR AN
20 ACTIVITY ON PRIVATE PROPERTY OR PROPERTY HELD BY OTHER
21 GOVERNMENTAL JURISDICTIONS THAT WOULD HAVE ANY EFFECT ON CITY
22 PROPERTY, CITY WATERS OR PUBLIC SAFETY. A SPECIAL EVENT
23 INCLUDES, BUT IS NOT LIMITED TO: PARADES, MARCHES, RALLIES,
24 FESTIVALS, CARNIVALS, FILMING, MOTORCADES, PROMOTIONAL EVENTS,
25 RUNS, STREET DANCES, RACES, WALKS, OR OTHER ATTENDED
26 ENTERTAINMENT OR CELEBRATION.

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29 **14.18.030 – RULES**

30 IN ADMINISTERING THIS CHAPTER, THE SPECIAL EVENTS COORDINATOR MAY
31 PROPOSE RULES NOT INCONSISTENT WITH THIS CHAPTER, FOR APPROVAL BY
32 RESOLUTION OF THE CITY COUNCIL.

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35 **14.18.040 - PERMIT REQUIRED**

36 AN APPLICANT SHALL SUBMIT A SPECIAL EVENT PERMIT APPLICATION TO THE
37 SPECIAL EVENTS COORDINATOR FOR HIS OR HER REVIEW, AND SHALL
38 RECEIVE A SPECIAL EVENT PERMIT IN ORDER TO HOLD A SPECIAL EVENT AS
39 DEFINED IN THIS CHAPTER, UNLESS THIS CHAPTER EXPRESSLY EXEMPTS THE
40 SUBMISSION OF AN APPLICATION.

41
42 THE ISSUANCE OF A SPECIAL EVENT PERMIT DOES NOT RELIEVE THE
43 APPLICANT FROM THE OBLIGATION TO OBTAIN ANY OTHER APPLICABLE
44 NECESSARY PERMIT(S) OR LICENSE(S) AS REQUIRED UNDER THIS CODE.

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47 **14.18.050 - EXEMPTIONS FROM PERMIT REQUIREMENTS**

48 THE FOLLOWING EVENTS ARE EXEMPT FROM SPECIAL EVENT PERMIT
49 REQUIREMENTS:

- 50 A. EVENTS HELD ON PROPERTY OWNED AND/OR REGULATED BY ANOTHER
51 GOVERNMENTAL JURISDICTION OR ENTITY UNLESS THE EVENT

- 1 IMPACTS ACCESS TO CITY ROADS OR REQUIRES THE EXCLUSIVE USE
2 OF SIX OR MORE CITY PARKING SPACES.
- 3 B. EVENTS FOR WHICH THE SPONSOR, EVENT ORGANIZER, OR OTHER
4 PARTY SEEKING TO CONDUCT AN EVENT AS DEFINED IN THIS CHAPTER
5 HAS ALREADY ENTERED INTO A LEASE, LICENSE, USE, OR OTHER
6 AGREEMENT WITH THE CITY TO ADDRESS THE SAME MATTERS THAT
7 WOULD BE ADDRESSED IN A SPECIAL EVENT APPLICATION AND PERMIT
8 FOR THAT EVENT.
- 9 C. FUNERAL PROCESSIONS.
- 10 D. MOTORCADES.
- 11 E. LAWFUL PICKETING, DEMONSTRATIONS AND ASSEMBLIES IN PUBLIC
12 RIGHTS OF WAY.
- 13 F. EVENTS TAKING PLACE WHOLLY ON PRIVATE PROPERTY UNLESS IT
14 IMPACTS PUBLIC ACCESS TO CITY ROADS OR REQUIRES THE
15 EXCLUSIVE USE OF SIX OR MORE CITY PARKING SPACES.
- 16 G. GROUPS REQUIRED BY LAW TO BE ASSEMBLED.
- 17 H. EVENTS HELD IN PARKS THAT THE CITY OF ANNAPOLIS OWNS OR
18 ADMINISTERS, WITH THE EXCEPTION OF SUSAN CAMPBELL PARK AND
19 WHITMORE PARK.
- 20 I. ATHLETIC EVENTS HELD EXCLUSIVELY ON CITY WATERS.
- 21 J. ATHLETIC EVENTS TAKING PLACE ENTIRELY AT THE NAVY-MARINE
22 CORPS MEMORIAL STADIUM OR THE NAVY-MARINE CORPS STADIUM
23 PARKING LOT.
- 24 K. MARCHES OF THE UNITED STATES NAVAL ACADEMY MIDSHIPMEN.
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27 **14.18.060 - PERMIT APPLICATION**

- 28 A. THE APPLICANT SHALL SUBMIT THE SPECIAL EVENT APPLICANT TO THE
29 SPECIAL EVENTS COORDINATOR WITH THE APPLICABLE SPECIAL EVENT
30 APPLICATION FEE AS SET BY RESOLUTION OF THE CITY COUNCIL.
- 31 B. AN APPLICANT MAY INCLUDE MULTIPLE INSTANCES OF PROPOSED
32 SPECIAL EVENTS THAT ARE SIMILAR TO EACH OTHER IN A SINGLE
33 SPECIAL EVENT APPLICATION.
- 34 C. THE CITY OF ANNAPOLIS IS EXEMPT FROM SUBMITTING A SPECIAL
35 EVENT APPLICATION WHEN THE CITY OF ANNAPOLIS IS THE EVENT
36 APPLICANT ALTHOUGH THE CITY OF ANNAPOLIS SHALL COMPLY WITH
37 ALL OTHER REQUIREMENTS IN THIS CHAPTER.
- 38 D. THE APPLICANT MAY AMEND THE SPECIAL EVENT APPLICATION PRIOR
39 TO ISSUANCE OR DENIAL OF A PERMIT.
- 40 E. HARBOR CLOSURES WHICH PRECLUDE NAVIGATION IN AND THROUGH
41 ANNAPOLIS HARBOR AND SPA CREEK ARE NOT PERMITTED FOR
42 SPECIAL EVENTS BETWEEN THE START OF MEMORIAL DAY WEEKEND
43 THROUGH OCTOBER 31.
- 44
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46 **14.18.070 - PERMIT APPROVAL**

- 47 A. THE SPECIAL EVENTS COORDINATOR SHALL REVIEW ALL SPECIAL
48 EVENT APPLICATIONS. IN DOING SO, THE SPECIAL EVENTS
49 COORDINATOR SHALL SEEK INPUT FROM THE RELEVANT CITY
50 DEPARTMENTS. THE SPECIAL EVENTS COORDINATOR SHALL APPROVE,

- 1 APPROVE WITH CONDITIONS, OR DENY AN APPLICATION FOR A SPECIAL
2 EVENT PERMIT.
- 3 B. THE SPECIAL EVENTS COORDINATOR SHALL MAKE DECISIONS IN
4 ORDER TO ALLOW TIMELY NOTICES TO THE PUBLIC REQUIRED BY THIS
5 CHAPTER OR RULES ADOPTED PURSUANT TO THIS CHAPTER.
- 6 C. AT THE TIME OF APPLICATION SUBMITTAL, AN APPLICANT MAY
7 REQUEST AN EXPEDITED REVIEW FROM THE SPECIAL EVENTS
8 COORDINATOR. THE APPLICANT SHALL DEMONSTRATE SUFFICIENT
9 JUSTIFICATION FOR AN EXPEDITED REVIEW. IF THE SPECIAL EVENTS
10 COORDINATOR FINDS SUCH JUSTIFICATION SUFFICIENT, THEN THE
11 SPECIAL EVENTS COORDINATOR SHALL PROVIDE AN EXPEDITED
12 REVIEW OF THE APPLICATION. AT HIS OR HER DISCRETION, THE
13 SPECIAL EVENTS COORDINATOR MAY ISSUE PRELIMINARY APPROVAL
14 OF THE EVENT DATE AND LOCATION IF FINAL APPROVAL IS NOT
15 FEASIBLE ON AN EXPEDITED BASIS.
- 16 D. IF THE SPECIAL EVENTS COORDINATOR REQUIRES CONDITIONS FOR
17 PERMIT APPROVAL, SUCH CONDITIONS MAY, INCLUDE, BUT NOT BE
18 LIMITED TO:
- 19 1. REASONABLE TERMS AND/OR CONDITIONS AS TO THE TIME,
20 PLACE, AND MANNER OF THE SPECIAL EVENT.
 - 21 2. COMPLIANCE WITH HEALTH AND SANITARY LAWS AND
22 REGULATIONS, EMERGENCY SERVICES, AND SECURITY.
 - 23 3. ANY APPLICATION WHICH REFLECTS 200 OR MORE PROJECTED
24 ATTENDEES SHALL BE REQUIRED TO HAVE AN ADEQUATE AND
25 EQUAL NUMBER OF REFUSE AND RECYCLING CONTAINERS AT
26 ALL TIMES DURING A SPECIAL EVENT.
 - 27 4. ADDITIONAL FEDERAL, STATE, COUNTY, AND CITY PERMITS,
28 APPROVALS OR LICENSES WHICH ARE REQUIRED TO MEET THE
29 CONDITIONS ESTABLISHED IN THE SPECIAL EVENT PERMIT
30 AND/OR CITY CODE.
 - 31 5. ACCOMMODATION OF OTHER SIMULTANEOUSLY OCCURRING
32 SPECIAL EVENTS, THE RIGHTS OF ADJACENT PROPERTY
33 OWNERS, AND PUBLIC NEEDS TO USE STREETS AND PARKS, BY
34 REASONABLE ADJUSTMENTS IN THE DATE, TIME, ROUTE, OR
35 LOCATION OF THE PROPOSED SPECIAL EVENT,
36 ACCOMMODATIONS FOR PEDESTRIAN AND/OR VEHICULAR
37 TRAFFIC USING PUBLIC RIGHTS-OF-WAY, OR LIMITATIONS ON THE
38 DURATION OF THE SPECIAL EVENT.
- 39 E. THE APPLICANT MAY REQUEST AN AMENDMENT TO THE SPECIAL EVENT
40 APPLICATION IN ACCORDANCE WITH THE REQUIREMENTS OF THIS
41 CHAPTER. THE SPECIAL EVENTS COORDINATOR SHALL APPROVE,
42 APPROVE WITH CONDITIONS, OR DENY THE APPLICANT'S REQUEST FOR
43 AMENDING THE PERMIT FOR A SPECIAL EVENT.
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46 **14.18.080 – SUSPENSION OR REVOCATION OF PERMIT**

47 A SPECIAL EVENTS PERMIT ISSUED UNDER THIS CHAPTER SHALL BE
48 TEMPORARY, VEST NO PERMANENT PROPERTY OR OTHER RIGHTS IN THE
49 APPLICANT. THE SPECIAL EVENTS COORDINATOR SHALL IMMEDIATELY
50 SUSPEND OR REVOKE A SPECIAL EVENT PERMIT IF ANY OF THE FOLLOWING
51 CONDITIONS ARE FOUND TO EXIST:

- 1 A. THE APPLICANT REQUESTS THE CANCELLATION OF THE PERMIT OR
2 CANCELS THE PERMITTED EVENT.
- 3 B. THE APPLICANT HAS MADE A MISSTATEMENT OF MATERIAL FACT IN
4 CONNECTION WITH THE APPLICATION WHICH CAUSED THE PERMIT TO
5 BE GRANTED, FAILED TO FULFILL A TERM OR CONDITION OF THE
6 PERMIT IN A TIMELY MANNER, FAILED TO PAY THE REQUIRED FEES, OR
7 THE CHECK SUBMITTED BY THE APPLICANT IN PAYMENT OF THE PERMIT
8 FEE OR ANY OTHER FEES PAID TO THE CITY IN CONNECTION WITH THE
9 PERMIT HAS BEEN RETURNED FOR INSUFFICIENT FUNDS OR
10 DISHONORED FOR ANY OTHER REASON.
- 11 C. THE SPECIAL EVENTS COORDINATOR OR THE APPLICANT HAS FAILED
12 TO PROVIDE ADEQUATE NOTICE OF A SPECIAL EVENT AS REQUIRED BY
13 THIS CHAPTER.
- 14 D. AN ACTIVITY UNDERTAKEN BY THE APPLICANT OR THOSE ACTING ON
15 BEHALF OF THE APPLICANT IN THE SETUP OF THE EVENT OR DURING
16 THE EVENT ENDANGERS OR THREATENS PERSONS OR PROPERTY, OR
17 OTHERWISE JEOPARDIZES THE HEALTH, SAFETY, OR WELFARE OF
18 PERSONS OR PROPERTY.
- 19 E. AN ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR
20 CONDITIONS OR SCOPE OF THE SPECIAL EVENT PERMIT.
- 21 F. AN ACTIVITY CONDUCTED IS IN VIOLATION OF ANY FEDERAL, STATE,
22 COUNTY, OR CITY LAW OR REGULATION.
- 23 G. AN EMERGENCY OCCURRENCE OR ACT OF GOD REQUIRES THE
24 CANCELLATION OR TERMINATION OF THE EVENT IN ORDER TO
25 PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE.
- 26 H. OTHER EVENTS OR OCCURRENCES THE SPECIAL EVENTS
27 COORDINATOR DEEMS TO ADVERSELY IMPACT PUBLIC HEALTH,
28 SAFETY, AND WELFARE.

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31 **14.18.090 APPEALS**

- 32 A. ANY PERSON AGGRIEVED BY AN APPROVAL, DENIAL, SUSPENSION, OR
33 REVOCATION OF THE SPECIAL EVENTS COORDINATOR MADE
34 PURSUANT TO THIS CHAPTER OR SPECIAL EVENT RULES ADOPTED
35 PURSUANT TO THIS CHAPTER MAY FILE A WRITTEN REQUEST FOR
36 RECONSIDERATION WITH THE CITY MANAGER. THE AGGRIEVED
37 PERSON SHALL SET FORTH IN DETAIL THE FACTS SUPPORTING THE
38 REQUEST FOR RECONSIDERATION. SUCH REQUEST SHALL BE FILED NO
39 LATER THAN FOURTEEN CALENDAR DAYS AFTER THE DATE OF THE
40 SPECIAL EVENTS COORDINATOR'S ACTION FOR WHICH
41 RECONSIDERATION IS SOUGHT. THE CITY MANAGER SHALL CONSIDER
42 THE APPLICATION AND AFFIRM, MODIFY, OR REVERSE THE SPECIAL
43 EVENTS COORDINATOR'S DECISION. WITHIN TEN CALENDAR DAYS
44 AFTER THE FILING DATE OF ANY REQUEST FOR RECONSIDERATION,
45 THE CITY MANAGER MAY EXERCISE REASONABLE DISCRETION TO
46 ADJUST THE TIME FOR HIS OR HER DECISION. THE DECISION OF THE
47 CITY MANAGER ON THE REQUEST FOR RECONSIDERATION SHALL BE
48 THE FINAL ADMINISTRATIVE DECISION OF THE CITY.
- 49 B. ANY PERSON AGGRIEVED BY AN APPROVAL, DENIAL, SUSPENSION, OR
50 REVOCATION OF THE SPECIAL EVENTS COORDINATOR OR CITY
51 MANAGER MADE PURSUANT TO THIS CHAPTER OR SPECIAL EVENT

1 RULES ADOPTED PURSUANT TO THIS CHAPTER MAY FILE AN APPEAL
2 DIRECTLY TO THE CIRCUIT COURT OF MARYLAND FOR ANNE ARUNDEL
3 COUNTY IN ACCORDANCE WITH THE MARYLAND RULES OF
4 PROCEDURE, INSTEAD OF FILING A REQUEST FOR RECONSIDERATION
5 WITH THE CITY MANAGER.
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8 **14.18.100 - FEES**

- 9 A. A NON-REFUNDABLE SPECIAL EVENT APPLICATION FEE SHALL BE SET
10 BY RESOLUTION OF THE CITY COUNCIL. THE SPECIAL EVENT
11 APPLICATION FEE SHALL BE PAID AT THE TIME OF SUBMISSION OF A
12 SPECIAL EVENT PERMIT APPLICATION.
13 B. A LOCATION FEE MAY BE ASSESSED TO AN APPLICANT TO CAPTURE
14 THE CITY'S COSTS OF CONSTRUCTING, MAINTAINING, OR UPGRADING
15 INFRASTRUCTURE FOR THE CONDUCT OF SPECIAL EVENTS. LOCATION
16 FEES SHALL BE SET BY RESOLUTION OF THE CITY COUNCIL AND SHALL
17 BE PAID BEFORE ISSUANCE OF THE SPECIAL EVENT PERMIT.
18 C. THE APPLICANT FOR A SPECIAL EVENT PERMIT SHALL REIMBURSE THE
19 CITY FOR THE USE OF CITY FACILITIES AND SERVICES PURSUANT TO
20 SECTION 6.04.210 OF THE CITY CODE. ANNAPOLIS COMMUNITY
21 ASSOCIATIONS, NEIGHBORHOOD WATCH GROUPS, OR OTHER
22 NEIGHBORHOOD ASSOCIATIONS AND COMMUNITY GROUPS WHICH
23 PROMOTE NEIGHBORHOOD PRIDE SHALL NOT BE CHARGED FEES FOR
24 THE FIRST THREE-HUNDRED DOLLARS OF SERVICES THAT THE CITY
25 PROVIDES.
26 D. ANY APPLICANT WHOSE SPECIAL EVENT RESULTS IN DAMAGE TO, OR
27 LOSS OF, CITY PROPERTY, SHALL BE RESPONSIBLE FOR THE FULL
28 COST OF REPAIR OR REPLACEMENT OF CITY PROPERTY. THE
29 APPLICANT SHALL REMIT PAYMENT TO THE CITY WITHIN 30 CALENDAR
30 DAYS AFTER RECEIPT OF THE INVOICE FOR THE REPAIR OR
31 REPLACEMENT OF CITY PROPERTY. THIS PROVISION DOES NOT LIMIT
32 OR RESTRICT THE CITY'S REMEDIES AGAINST THOSE INDIVIDUALS WHO
33 CAUSE SUCH DAMAGE OR LOSS.
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36 **14.18.110 - EXEMPTIONS FROM FEES**

- 37 A. NO FEES AUTHORIZED IN THIS CHAPTER SHALL BE IMPOSED IF
38 PROHIBITED BY FEDERAL, STATE, OR COUNTY LAW OR FOR THOSE
39 EVENTS WHOSE PURPOSE IS POLITICAL OR RELIGIOUS ACTIVITY
40 INTENDED PRIMARILY FOR THE COMMUNICATION OR EXPRESSION OF
41 IDEAS.
42 B. THE CITY COUNCIL MAY EXEMPT CERTAIN SPECIAL EVENTS FROM FEES
43 BY RESOLUTION AND, IN DOING SO, SHALL CONSIDER:
44 1. THE NATURE OF THE EVENT;
45 2. THE NON-PROFIT STATUS, LOCATION, RESOURCES, AND MISSION OF
46 THE ENTITY SPONSORING THE EVENT;
47 3. THE EXTENT OF COMMERCIAL ACTIVITY, SUCH AS SALES OF FOOD,
48 GOODS, OR SERVICES, PRODUCT ADVERTISING OR PROMOTION, OR
49 OTHER PRIVATE SECTOR PARTICIPATION IN THE EVENT;
50 4. OTHER FACTORS AS THE CITY COUNCIL MAY DEEM APPROPRIATE.
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2 **14.18.120 - NOTIFICATION OF SPECIAL EVENTS**

- 3 A. THE SPECIAL EVENTS COORDINATOR SHALL BE RESPONSIBLE FOR
4 MAINTAINING AND PUBLISHING ON THE CITY INTERNET SITE UP-TO-
5 DATE LISTINGS OF SPECIAL EVENT APPLICATIONS, SPECIAL EVENT
6 PERMITS ISSUED, CITY-SPONSORED AND CITY CO-SPONSORED EVENTS
7 AND LEASES, AGREEMENTS, AND OTHER DECISIONS MADE BY THE
8 SPECIAL EVENTS COORDINATOR OR THE CITY COUNCIL. THE SPECIAL
9 EVENTS COORDINATOR ALSO MAY PUBLISH SUCH INFORMATION
10 THROUGH OTHER MEDIA.
- 11 B. THE APPLICANT SHALL PROVIDE WRITTEN NOTIFICATION TO THE
12 ALDERMAN OR ALDERWOMAN IN WHOSE WARD A PROPOSED EVENT
13 WILL TAKE PLACE, THE PRESIDENTS OF ADJACENT OR IMPACTED
14 HOMEOWNER OR RESIDENT ASSOCIATIONS, AND THE PRESIDENTS OF
15 ADJACENT OR IMPACTED BUSINESS ASSOCIATIONS WITHIN 30
16 CALENDAR DAYS AFTER THE DATE OF THE FILING OF AN APPLICATION
17 FOR A MAJOR SPECIAL EVENT OR A MAJOR CITY DOCK EVENT. THE
18 SPECIAL EVENTS COORDINATOR SHALL PROVIDE THE APPLICANT WITH
19 THE NAMES AND ADDRESSES OF THE INDIVIDUALS, BUSINESSES,
20 ASSOCIATIONS, AND ORGANIZATIONS TO BE NOTIFIED.
- 21 C. IF A SPECIAL EVENT THAT WILL CLOSE A STREET FOR MORE THAN 30
22 MINUTES IS PERMITTED, THE APPLICANT SHALL PROVIDE WRITTEN
23 NOTICE OF THE CLOSURE AT THE APPLICANT'S EXPENSE TO THE
24 ALDERMAN OR ALDERWOMAN IN WHOSE WARD A PROPOSED EVENT
25 WILL TAKE PLACE, THE PRESIDENTS OF ADJACENT OR IMPACTED
26 HOMEOWNER OR RESIDENT ASSOCIATIONS, AND THE PRESIDENTS OF
27 ADJACENT OR IMPACTED BUSINESS ASSOCIATIONS, AND OTHER
28 AFFECTED PARTIES IN THE IMMEDIATE VICINITY AT LEAST SEVEN
29 CALENDAR DAYS PRIOR TO THE SPECIAL EVENT. A MINIMUM OF 14
30 CALENDAR DAYS' NOTICE SHALL BE GIVEN FOR MAJOR SPECIAL
31 EVENTS OR MAJOR CITY DOCK EVENTS. WHEN MULTIPLE
32 OCCURRENCES OF A SPECIAL EVENT ARE INCLUDED IN ONE PERMIT,
33 ONE WRITTEN NOTICE TO INCLUDE ALL EVENTS CONTAINED IN THE
34 PERMIT IS SUFFICIENT. THE SPECIAL EVENTS COORDINATOR SHALL
35 PROVIDE THE APPLICANT WITH THE NAMES AND ADDRESSES OF THE
36 INDIVIDUALS, BUSINESSES, ASSOCIATIONS, AND ORGANIZATIONS TO BE
37 NOTIFIED.

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40 **14.18.130 - INDEMNIFICATION**

41 THE APPLICANT SHALL INDEMNIFY, DEFEND, AND HOLD THE CITY, ITS
42 ELECTED OFFICIALS, EMPLOYEES, AND AGENTS HARMLESS FROM LIABILITY
43 FOR ALL INJURIES AND DAMAGES OR LOSS TO PERSONS OR PROPERTY THAT
44 ARISE FROM THE APPLICANT'S USE OF CITY PROPERTY PURSUANT TO
45 ISSUANCE OF A PERMIT AND THE PLANNING AND OPERATION OF THE SPECIAL
46 EVENT, AND FOR ANY REASONABLE ATTORNEY FEES AND COSTS INCURRED
47 IN ADDRESSING AND DEFENDING CLAIMS, COMPLAINTS, AND LAWSUITS THAT
48 SEEK TO IMPOSE LIABILITY ON THE CITY, ITS ELECTED OFFICIALS,
49 EMPLOYEES, AND AGENTS.

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2 **14.18.140 - INSURANCE REQUIRED**

3 THE APPLICANT SHALL PROVIDE THE CITY WITH A CERTIFICATE OF
4 INSURANCE TO ESTABLISH THE SPECIAL EVENT AS INSURED, IN AMOUNTS
5 ACCEPTABLE TO THE CITY, AGAINST LIABILITY FOR INJURIES AND DAMAGES
6 OR LOSS TO PERSONS OR PROPERTY ARISING FROM ACTS OR OMISSIONS OF
7 THE APPLICANT AND THE APPLICANT'S AGENTS, EMPLOYEES AND
8 CONTRACTORS THAT ARISE IN THE PLANNING AND OPERATION OF THE
9 SPECIAL EVENT. THE CITY AND ITS ELECTED OFFICIALS, EMPLOYEES, AND
10 AGENTS SHALL BE NAMED AS ADDITIONAL INSUREDS AND SHALL BE
11 REFLECTED ON THE CERTIFICATE OF INSURANCE.
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14 **14.18.150 - WAIVER OF INSURANCE**

15 A. EXCEPT FOR SPECIAL EVENTS WHERE THE CITY AUTHORIZES THE SALE OF
16 ALCOHOLIC BEVERAGES FOR THE EVENT OR WHERE THE CITY REQUIRES A
17 PARKING OR TRAFFIC PLAN, THE SPECIAL EVENTS COORDINATOR MAY
18 WAIVE THE INSURANCE REQUIREMENTS IN THIS CHAPTER. IN MAKING THE
19 DETERMINATION OF WHETHER TO WAIVE INSURANCE, THE FOLLOWING
20 SHALL BE CONSIDERED:

- 21 1. WHETHER THE EVENT IS A BLOCK PARTY A RESIDENT ORGANIZES AND
22 REQUESTS PERMISSION FOR THE EVENT TO BE HELD ON THE STREET;
- 23 2. WHETHER THE EVENT IS A CONSTITUTIONALLY-PROTECTED EVENT;
- 24 3. WHETHER IT IS OBJECTIVELY IMPOSSIBLE OR NOT FINANCIALLY
25 PRACTICAL TO OBTAIN INSURANCE COVERAGE, IN WHICH CASE, THE
26 APPLICANT SHALL SUBMIT A STATEMENT FROM AT LEAST TWO
27 INDEPENDENT LICENSED INSURANCE BROKERS DEMONSTRATING THAT
28 THE INSURANCE IS UNAVAILABLE IN THE MARKET PLACE OR NOT
29 FINANCIALLY PRACTICAL TO OBTAIN;
- 30 4. WHETHER THE SPECIAL EVENT WILL INVOLVE THE USE OF EQUIPMENT
31 (OTHER THAN SOUND EQUIPMENT), VEHICLES, ANIMALS, FIREWORKS,
32 PYROTECHNICS OR OTHER EQUIPMENT DEEMED TO POSE A POTENTIAL
33 HAZARD OR RISK TO PUBLIC SAFETY, OR PUBLIC OR PRIVATE
34 PROPERTY.

35 B. A WAIVER OF INSURANCE SHALL NOT CONSTITUTE A WAIVER OF
36 INDEMNIFICATION AS REQUIRED IN THIS CHAPTER.
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39 **14.18.160 - MAJOR EVENTS AT CITY DOCK**

40 A. THE FOLLOWING LIMITATIONS SHALL APPLY TO MAJOR CITY DOCK
41 EVENTS:

- 42 1. FOR THE MONTHS OF MAY, JUNE, JULY, AND AUGUST, THERE
43 SHALL BE ONLY ONE MAJOR CITY DOCK EVENT PERMITTED PER
44 WEEKEND.
- 45 2. FOR THE MONTHS OF APRIL, SEPTEMBER, AND OCTOBER, THERE
46 SHALL BE UP TO TWO MAJOR CITY DOCK EVENTS PERMITTED
47 PER WEEKEND.
- 48 3. FOR THE PERIOD BETWEEN THANKSGIVING DAY AND CHRISTMAS
49 DAY, THERE SHALL BE ONLY ONE MAJOR CITY DOCK EVENT
50 PERMITTED PER WEEKEND.

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4. MAJOR CITY DOCK EVENTS SHALL NOT BE PERMITTED ON SUCCESSIVE WEEKENDS DURING THE MONTHS OF APRIL, MAY, JUNE, JULY, AND AUGUST.
 5. A MAJOR CITY DOCK EVENT THAT STARTS IN ONE MONTH AND ENDS IN ANOTHER MONTH SHALL COUNT TOWARDS THE LIMITATIONS DURING THE MONTH IN WHICH THE MAJORITY OF THE EVENT OCCURS. IF THERE IS NO MAJORITY OF DAYS IN THE STARTING OR ENDING MONTH, THEN A DETERMINATION SHALL BE MADE AT THE DISCRETION OF THE SPECIAL EVENTS COORDINATOR.
 6. FOR THE LIMITATIONS DESIGNATED IN PARAGRAPHS 1, 2 AND 3 ABOVE, THERE MAY BE AN ADDITIONAL FOUR MAJOR CITY DOCK EVENTS THAT ARE MASS PARTICIPATION SPORTS EVENTS ON WEEKENDS DURING WHICH THERE IS NOT A MAJOR CITY DOCK EVENT OCCURRING.
 7. PARADES AND CEREMONIES IN CELEBRATION OF MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, KUNTA KINTE CELEBRATION, ANNAPOLIS HIGH SCHOOL HOMECOMING, AND NEW YEAR'S EVE MAY BE PERMITTED WITHOUT REGARD TO THE LIMITS IMPOSED IN THIS CHAPTER.
 8. OTHER CITY-SPONSORED EVENTS, CITY CO-SPONSORED EVENTS, AND SPECIAL EVENTS THAT ARE THE SUBJECT OF LEASES APPROVED BY THE CITY COUNCIL ARE INCLUDED IN THE CALCULATION OF THE SPECIAL EVENT LIMITATIONS IF THEY ARE MAJOR CITY DOCK EVENTS.
- B. WHEN APPLICANTS SEEK MORE MAJOR CITY DOCK EVENTS THAN ARE ALLOWED UNDER THE LIMITATIONS OF THIS CHAPTER, THE SPECIAL EVENTS COORDINATOR SHALL GIVE PRIORITY TO EVENTS THAT ARE THE SUBJECT OF LEASES THE CITY COUNCIL HAS APPROVED.
- C. THE LIMITATIONS OF THIS CHAPTER NOTWITHSTANDING, THE CITY COUNCIL MAY AUTHORIZE A NON-RECURRING MAJOR CITY DOCK EVENT BY RESOLUTION AFTER A PUBLIC HEARING HAS BEEN HELD.
- D. ALL STREETS LOCATED IN THE ANNAPOLIS NATIONAL HISTORIC LANDMARK DISTRICT THAT A MASS PARTICIPATION SPORTS EVENT IN THE CITY DOCK AREA CLOSES SHALL BE OPEN AND PASSABLE TO TRAFFIC BY 9:00 A.M. ON THE DAY OF THE EVENT.
- E. THE SPECIAL EVENTS COORDINATOR OR HIS OR HER DESIGNEE SHALL BE IN ATTENDANCE AT ALL MAJOR CITY DOCK EVENTS AND SHALL BE READILY ACCESSIBLE TO EVENT SPONSORS AND RELEVANT CITY PERSONNEL.

14.18.170 SPECIAL EVENT VIOLATIONS

A VIOLATION OF ANY PROVISION OF THIS CHAPTER SHALL CONSTITUTE A MUNICIPAL INFRACTION AND FOR EACH VIOLATION, THE PERSON OR ENTITY IN VIOLATION IS SUBJECT TO A FINE AS ESTABLISHED BY RESOLUTION OF THE CITY COUNCIL.

