

1 **..Title**

2 **Special Events** – For the purpose of clarifying special event permitting procedures; providing for  
3 certain exemptions; providing certain definitions; authorizing the promulgation of rules and  
4 regulations; and generally relating to special events.

5 **..Body**

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

8  
9 **Ordinance 12-22**

10  
11 **Introduced by: Alderwoman Tierney**  
12 **Co-sponsored by:**

13  
14 **Referred to**  
15 **Environmental Matters Committee**  
16 **Transportation Committee**  
17 **90 day Rule: \_\_\_\_\_**

18  
19 **AN ORDINANCE** concerning

20  
21 **Special Events**

22  
23 **FOR** the purpose of clarifying special event permitting procedures; providing for certain  
24 exemptions; providing certain definitions; authorizing the promulgation of rules and  
25 regulations; and generally relating to special events

26  
27 **BY** repealing and reenacting with amendments the following portions of the Code of the City  
28 of Annapolis, 2022 Edition  
29 14.18.010  
30 14.18.020  
31 14.18.030  
32 14.18.040  
33 14.18.050  
34 14.18.060  
35 14.18.070  
36 14.18.080  
37 14.18.090  
38 14.18.100  
39 14.18.110  
40 14.18.120  
41 14.18.130  
42 14.18.140  
43 14.18.150  
44 14.18.160

45

1 **BY** repealing and reenacting without amendments the following portions of the Code of the  
2 City of Annapolis, 2022 Edition  
3 14.18.170  
4

5  
6 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
7 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:  
8

9 **Title 14 - STREETS, SIDEWALKS AND PUBLIC PLACES**

10 **Chapter 14.18 - SPECIAL EVENTS**  
11

12 **Section 14.18.010 - Purpose.**  
13

14 The purpose and intent of this chapter is to authorize and regulate special events in the City  
15 of Annapolis, and to limit the type and frequency of SPECIAL events in the area of City dock.  
16

17 The City Council finds that it is in the public interest to regulate SPECIAL events on public  
18 streets, alleys, rights-of-way, City waters, and other public property and, under certain  
19 circumstances, SPECIAL events held on private property in order to maintain, protect, and  
20 promote the public health, safety, and welfare of the citizens, residents, and visitors of the City of  
21 Annapolis.  
22

23 **Section 14.18.020 - Definitions.**  
24

- 25 A. "Athletic event" OR "SPORTING EVENT" means an occasion in which a group of people  
26 collectively engage in a sport. Athletic events OR SPORTING EVENTS include bicycle and  
27 foot races, bike-a-thons, walk-a-thons, and competitive sports events of all kinds. Specific  
28 types of athletic events OR SPORTING EVENTS include, but are not limited to:  
29 1. "Mass participation sports" which means athletic events OR SPORTING EVENTS such  
30 as marathons and other running events, bicycle races, or tours, triathlons, and tournaments  
31 where attendees are primarily participants.  
32 2. "Spectator sports" which means athletic events OR SPORTING EVENTS such as  
33 football, basketball, and baseball games, golf tournaments, and vehicle races where  
34 attendees are primarily there to observe.
- 35 B. "Applicant" means any person who, or an entity which, seeks a special event permit from the  
36 City to conduct ~~or sponsor an~~ A SPECIAL event governed by this chapter. Such person, OR  
37 REPRESENTATIVE OF AN ENTITY, shall be eighteen years of age or older, and any such  
38 entity shall be in good standing with the State of Maryland ~~and~~OR, in the case of an out of  
39 State entity, shall be registered to conduct business in the State of Maryland AS MAY BE  
40 REQUIRED BY LAW, OR IN GOOD STANDING IN THE STATE OF ORGANIZATION  
41 OF INCORPORATION.
- 42 C. "APPLICATION" MEANS THE FORM PRESCRIBED BY THE SPECIAL EVENTS  
43 COORDINATOR FOR USE BY AN APPLICANT SEEKING A SPECIAL EVENT  
44 PERMIT.
- 45 D. "BLOCK PARTY" MEANS A SOCIAL GATHERING FOR NEIGHBORS LIVING ON A  
46 BLOCK, ALLEY, OR STREET, WHICH REQUIRES THE CLOSURE OF NO MORE

1 THAN 2 CITY BLOCKS OR A SINGLE CUL DE SAC, AND DOES NOT INVOLVE THE  
2 CONSUMPTION OF ALCOHOLIC BEVERAGES ON ANY PUBLIC PROPERTY.

3 ~~EE.~~ "City dock" means, for the purposes of this chapter, all of Dock Street, Craig Street, Susan  
4 Campbell Park, the Small Boat Landing and Plaza, the portion of Randall Street between  
5 Memorial Circle and Dock Street, the intersection of Dock Street and Randall Street, and  
6 Prince George Street between Randall Street and Spa Creek. Memorial Circle is excluded.

7 ~~DE.~~ "City ~~sponsored~~ event" means a special event FOR WHICH THE CITY IS THE EVENT  
8 ORGANIZER, AND that:

9 1. The City Council approves by resolution as a City ~~sponsored~~ event; AND

10 2. ~~Enures solely to the benefit of the public, with no profit or emolument to the City to~~  
11 ~~thereby serve a governmental function; and~~ SERVES A GOVERNMENTAL PURPOSE  
12 BY BENEFITING THE PUBLIC HEALTH, SAFETY, OR WELFARE.

13 3. ~~Benefits the public health, safety and welfare to thereby serve a governmental purpose.~~

14 G. "CITY-SUPPORTED EVENT" MEANS A SPECIAL EVENT FOR WHICH THE CITY  
15 WAIVES SOME OR ALL OF THE FEES PURSUANT TO SECTION 14.18.110, OR FOR  
16 WHICH THE CITY AGREES TO PROVIDE FINANCIAL OR IN-KIND SUPPORT AND  
17 BE IDENTIFIED AS A SPONSOR. THE CITY SHALL NOT BE THE APPLICANT OR  
18 AN EVENT ORGANIZER FOR A CITY-SUPPORTED EVENT.

19 ~~EH.~~ "City waters" are those waters governed by Title 15 of this Code.

20 ~~EI.~~ "Commercial film or photographic event" means movies, television shows, commercials, or  
21 industry photography on public streets, alleys, rights-of-way, City waters, or other public  
22 property. Broadcast media or print media are excluded in the definition of a commercial film  
23 or photographic event in this chapter.

24 ~~EJ.~~ "Event organizer" OR "ORGANIZER" means any person who, OR ENTITY WHICH,  
25 conducts, manages, promotes, organizes, or solicits attendance at ~~the~~ a SPECIAL event ~~for~~  
26 ~~which a special event permit is requested.~~ AN EVENT ORGANIZER MAY ALSO BE THE  
27 APPLICANT.

28 ~~EK.~~ "Major special event" means a special event (~~as defined herein~~) that is expected to:

29 1. Simultaneously attract ~~five hundred~~ 500 or more participants or attendees; and

30 2. Involve any one, or combination, of the following criteria: (i) road or lane closures of  
31 more than ~~thirty~~ 30 minutes at any one location, (ii) serving of alcoholic beverages, or  
32 (iii) use of City personnel or provision of City services that exceed normal operations;  
33 ~~except where exempt.~~

34 ~~EL.~~ "Major City dock event" means a special event (~~as defined herein~~) held on public streets,  
35 alleys, rights-of-way, City waters, or other public property within THE City dock AREA ~~as~~  
36 ~~defined in this chapter,~~ AND that meets ONE OR MORE OF the following criteria:

37 1. A major special event; or

38 2. A special event that results in one or more of the following: (i) road or lane closures of  
39 more than ~~thirty~~ 30 minutes, (ii) sales by vendors that compete with businesses within the  
40 City dock area (~~as defined herein~~) or abutting the City dock area ~~as~~ WHICH ABUTTING  
41 AREA IS defined ~~as~~ TO INCLUDE Market Space, Randall Street to Prince George  
42 Street, and the businesses facing Memorial Circle, or (iii) the displacement of more than  
43 ~~twenty~~ 20 parking spaces on City dock.

44 ~~EM.~~ "Special event" means ANY OF THE FOLLOWING:

45 1. an activity for which specific and exclusive use of public streets, alleys, rights-of-way,  
46 City waters, or other public property is desired ~~and~~ AND THAT MEETS ONE OR

1 MORE OF THE FOLLOWING CRITERIA: (i) will SIMULTANEOUSLY gather or  
 2 attract MORE THAN 25 participants or attendees to that activity; OR (ii) REQUIRES  
 3 USE OF CITY PERSONNEL OR PROVISION OF CITY SERVICES OVER AND  
 4 ABOVE THAT REQUIRED FOR NORMAL OPERATIONS; or

5 2. an activity on private property or property ~~held~~ DOWNED OR CONTROLLED by ~~other~~  
 6 ANOTHER governmental ENTITY OR jurisdiction, EXCEPT AS EXEMPTED BY  
 7 THIS CHAPTER FROM THE REQUIREMENT OF A SPECIAL EVENT PERMIT ~~that~~  
 8 ~~would have any effect on City property, City waters or public safety;~~ OR-

9 3. AN ATHLETIC EVENT, EXCEPT AS EXEMPTED BY THIS CHAPTER FROM THE  
 10 REQUIREMENT OF A SPECIAL EVENT PERMIT; OR

11 4. A COMMERCIAL FILM OR PHOTOGRAPHIC EVENT. ~~A special event includes, but~~  
 12 ~~is not limited to: parades, marches, rallies, festivals, carnivals, filming, motorcades,~~  
 13 ~~promotional events, runs, street dances, races, walks, or other attended entertainment or~~  
 14 ~~celebration.~~

15 N. "SPONSOR" MEANS TO PROVIDE FINANCIAL OR IN-KIND SUPPORT FOR A  
 16 SPECIAL EVENT IN ORDER TO FACILITATE OR SECURE THE OCCURRENCE OF  
 17 THE EVENT.

18  
 19 **Section 14.18.030 – Rules AND REGULATIONS.**

20  
 21 In administering this chapter, the Special Events Coordinator may ~~propose rules not~~  
 22 ~~inconsistent with this chapter, for approval by resolution of the City Council~~ PROMULGATE  
 23 SUCH RULES AND REGULATIONS AS NECESSARY TO CARRY OUT THE PURPOSE OF  
 24 THIS CHAPTER.

25  
 26 **Section 14.18.040 - Permit required.**

27  
 28 A. AN APPLICANT MAY NOT CONDUCT OR HOLD A SPECIAL EVENT WITHOUT  
 29 FIRST OBTAINING A SPECIAL EVENT PERMIT FROM THE SPECIAL EVENTS  
 30 COORDINATOR, UNLESS THE EVENT IS EXEMPT FROM THE PERMIT  
 31 REQUIREMENTS PURSUANT TO SECTION 14.18.050.

32  
 33 B. The issuance of a special event permit does not relieve the applicant from the obligation to  
 34 obtain any other applicable necessary permit(s) or license(s) as required ~~under this code~~ BY  
 35 LAW.

36  
 37 C. A SPECIAL EVENT PERMIT MAY BE REQUIRED AS OTHERWISE PROVIDED BY  
 38 THIS CODE, INCLUDING, BUT NOT LIMITED TO, SECTIONS 12.20.230.B.4 AND  
 39 12.54.010.F.

40  
 41 D. IF A SPECIAL EVENT IS SCHEDULED TO OCCUR ON MORE THAN 20 SEPARATE  
 42 CALENDAR DATES DURING ONE FISCAL YEAR, THE APPLICANT SHALL BE  
 43 REQUIRED TO OBTAIN A LEASE FROM THE CITY, IN LIEU OF A SPECIAL EVENT  
 44 PERMIT. AN APPLICANT MAY NOT SUBMIT MORE THAN ONE APPLICATION  
 45 FOR THE SAME SPECIAL EVENT. A DETERMINATION BY THE SPECIAL EVENTS  
 46 COORDINATOR ON WHETHER A SPECIAL EVENT REQUIRES A LEASE OR A

1 PERMIT IS DEEMED A FINAL DECISION AND IS NOT SUBJECT TO THE APPEAL  
2 PROVISIONS OF SECTION 14.18.090.

3  
4 **Section 14.18.050 - Exemptions from permit requirements.**

5  
6 The following SPECIAL events are exempt from ~~special event permit~~THE requirements OF  
7 THIS CHAPTER:

- 8  
9 A. SPECIAL Events held on property owned ~~and~~or regulated by another governmental  
10 ENTITY OR jurisdiction ~~or entity~~ unless ~~the event~~ ONE OR MORE OF THE  
11 FOLLOWING CRITERIA IS PRESENT:  
12 (1) impacts access to City roads; ~~or~~  
13 (2) requires the exclusive use of ~~six~~6 or more City parking spaces; OR  
14 (3) REQUIRES THE USE OF CITY PERSONNEL OR PROVISION OF CITY  
15 SERVICES IN EXCESS OF THOSE REQUIRED FOR NORMAL OPERATIONS.  
16 B. SPECIAL Events for which the ~~sponsor~~APPLICANT OR, event organizer, ~~or other party~~  
17 ~~seeking to conduct an event as defined in this chapter~~ has already entered into a lease,  
18 license, use, PERMIT, APPLICATION, or other agreement with the City to address the  
19 same OR SUBSTANTIALLY THE SAME matters that would be addressed in a ~~special~~  
20 ~~event~~ AN application and SPECIAL EVENT permit ~~for that event~~.  
21 C. Funeral processions.  
22 D. Motorcades.  
23 E. Lawful picketing, demonstrations and assemblies in public rights-of-way.  
24 F. SPECIAL Events taking place wholly on private property unless ~~it~~ ONE OR MORE OF  
25 THE FOLLOWING CRITERIA IS PRESENT:  
26 (1) impacts public access to City roads ~~or~~ ;  
27 (2) requires the exclusive use of ~~six~~6 or more City parking spaces; OR  
28 (3) REQUIRES THE USE OF CITY PERSONNEL OR PROVISION OF CITY  
29 SERVICES IN EXCESS OF THOSE REQUIRED FOR NORMAL OPERATIONS.  
30 G. Groups required by law to be assembled.  
31 H. SPECIAL Events held in parks that the City of Annapolis owns or administers, with the  
32 exception of Susan Campbell Park ~~and Whitmore Park~~.  
33 I. Athletic events held exclusively on City waters.  
34 J. Athletic events taking place entirely at the Navy-Marine Corps Memorial Stadium or the  
35 Navy-Marine Corps Stadium parking lot.  
36 K. Marches of the United States Naval Academy Midshipmen.  
37 L. BLOCK PARTIES.  
38 M. CITY EVENTS.

39  
40 **Section 14.18.060 - ~~Permit application~~APPLICATION.**

- 41  
42 A. The applicant shall submit the ~~special event~~ application to the Special Events Coordinator  
43 with the ~~applicable special event~~ application fee as set by resolution of the City Council.  
44 B. An applicant may include multiple instances of proposed special events that are similar to  
45 each other in a single ~~special event~~ application.

1 ~~C. The City of Annapolis is exempt from submitting a special event application when the City of~~  
 2 ~~Annapolis is the event applicant although the City of Annapolis shall comply with all other~~  
 3 ~~requirements in this chapter.~~

4 ~~D. The applicant may amend the special event application prior to issuance or denial of a permit.~~

5 ~~E~~C. SPECIAL EVENTS THAT INVOLVE Harbor closures which preclude navigation in and  
 6 through Annapolis Harbor and Spa Creek are not permitted for special events between the  
 7 start of Memorial Day weekend through October 31 OF EACH YEAR.

8  
 9 **Section 14.18.070 - Permit approval.**

10  
 11 A. The Special Events Coordinator shall review all ~~special event~~ applications. In doing so, the  
 12 Special Events Coordinator shall seek input from the relevant City departments. The Special  
 13 Events Coordinator shall approve, approve with conditions, or deny ~~an~~ EACH application for  
 14 a special event permit.

15 B. The Special Events Coordinator shall make decisions in order to allow timely notices to the  
 16 public AS required by this chapter or BY ANY rules adopted pursuant to this chapter.

17 C. At the time of application submittal, an applicant may request an expedited review from the  
 18 Special Events Coordinator. The applicant shall demonstrate sufficient justification for an  
 19 expedited review. If the Special Events Coordinator finds such justification sufficient, then  
 20 the Special Events Coordinator shall provide an expedited review of the application. At his or  
 21 her discretion, the Special Events Coordinator may issue preliminary approval of the  
 22 SPECIAL event date and location if final SPECIAL EVENT PERMIT approval is not feasible  
 23 on an expedited basis.

24 D. If the Special Events Coordinator requires conditions for A SPECIAL EVENT permit  
 25 approval, such conditions may include, but not be limited to:

26 1. Reasonable terms and conditions as to the time, place, and manner of the special event.

27 2. Compliance with health and sanitary laws and regulations, emergency services, and  
 28 security.

29 ~~3. All applications shall be required to have an adequate and equal number of refuse and~~  
 30 ~~recycling containers placed together at all times during a special event. The Special Event~~  
 31 ~~Organizer shall collect the same materials as the City's curbside recycling service.~~

32 34. Additional Federal, State, County, and City permits, approvals, AND licenses which are  
 33 required to meet the conditions established in the special event permit.

34 45. Accommodation of other simultaneously occurring special events, the rights of adjacent  
 35 property owners, leaseholders and tenants, and public needs to use streets and parks, by  
 36 reasonable adjustments in the date, time, route, or location of the proposed special event,  
 37 accommodations for pedestrian and/or vehicular traffic using public rights-of-way, AND  
 38 limitations on the duration of the special event.

39 E. THE APPLICANT OR EVENT ORGANIZER SHALL COLLECT THE SAME  
 40 MATERIALS AS THE CITY'S CURBSIDE TRASH AND RECYCLING SERVICES  
 41 THROUGHOUT THE SPECIAL EVENT. A RECYCLING CONTAINER MUST BE  
 42 PLACED ADJACENT TO EACH TRASH CAN FOR THE DURATION OF THE EVENT.

43 ~~E~~F. The applicant may request an amendment to the ~~special event~~ application PRIOR TO THE  
 44 ISSUANCE OR DENIAL OF THE SPECIAL EVENT PERMIT ~~in accordance with the~~  
 45 ~~requirements of this chapter.~~ The Special Events Coordinator shall approve, approve with

1 conditions, or deny the applicant's request for amending the ~~permit for a special~~  
 2 ~~event~~ SPECIAL EVENT APPLICATION.

3 FG. The Special Events Coordinator may deny an application FOR ANY FAILURE TO  
 4 COMPLY WITH THE REQUIREMENTS OF THIS CHAPTER OR ANY OTHER  
 5 APPLICABLE LAW, OR based on THE APPLICANT'S previous material violations of  
 6 special ~~events~~ EVENT RULES, policy, OR THIS CHAPTER.

7  
 8 **Section 14.18.080 - Suspension or revocation of permit.**

9  
 10 A special events permit issued under this chapter shall be temporary, AND vest no permanent  
 11 property or other rights in the applicant. The Special Events Coordinator shall immediately  
 12 suspend or revoke a special event permit if any of the following conditions ~~are found to exist~~  
 13 OCCUR:

- 14  
 15 A. The applicant requests the cancellation of the SPECIAL EVENT permit or cancels the  
 16 permitted SPECIAL event.  
 17 B. The applicant has made a misstatement of material fact in connection with the application  
 18 which caused the SPECIAL EVENT permit to be granted, failed to fulfill a term or  
 19 condition of the SPECIAL EVENT permit in a timely manner, failed to pay ANY OF the  
 20 required fees, or the check submitted by the applicant in payment of ~~the permit fee or any~~  
 21 ~~other fees paid to the City~~ in connection with the SPECIAL EVENT permit has been  
 22 returned for insufficient funds or dishonored for any other reason.  
 23 C. ~~The Special Events Coordinator or the~~ applicant has failed to provide adequate notice of  
 24 a special event as required by this chapter.  
 25 D. An activity undertaken by the applicant, or those acting on behalf of the applicant, in the  
 26 setup of the SPECIAL event or AN ACTIVITY during the SPECIAL event endangers or  
 27 threatens persons or property, or otherwise jeopardizes the health, safety, or welfare of  
 28 persons or property.  
 29 E. An activity conducted is in violation of any of the terms or conditions or scope of the  
 30 special event permit.  
 31 F. An activity conducted is in violation of any Federal, State, County, or City law or  
 32 regulation.  
 33 G. An emergency occurrence, A GOVERNMENTAL ACT, or AN Act of God requires the  
 34 cancellation or termination of the SPECIAL event in order to protect PUBLIC  
 35 PROPERTY, OR the public health, safety, and welfare.  
 36 H. Other ~~events or~~ occurrences the Special Events Coordinator deems to adversely impact  
 37 PUBLIC PROPERTY, OR public health, safety, and welfare.  
 38

39 **Section 14.18.090 - Appeals.**

- 40  
 41 A. Any person aggrieved by an approval, denial, suspension, or revocation of the Special Events  
 42 Coordinator made pursuant to this chapter, or special event rules adopted pursuant to this  
 43 chapter, may file a written request for reconsideration with the City Manager. The aggrieved  
 44 person shall set forth in detail the facts supporting the request for reconsideration. Such request  
 45 shall be filed no later than ~~fourteen~~ 14 calendar days after the date of the Special Events  
 46 Coordinator's ~~action~~ DECISION for which reconsideration is sought. The City Manager shall

1 consider the application, and SHALL affirm, modify, or reverse the Special Events  
 2 Coordinator's decision. Within ~~ten~~ 10 calendar days after the filing date of any request for  
 3 reconsideration, the City Manager may exercise reasonable discretion to adjust the time for  
 4 his or her decision. The decision of the City Manager on the request for reconsideration shall  
 5 be the final administrative decision of the City.

6 B. ANY PERSON AGGRIEVED BY AN APPROVAL, DENIAL, SUSPENSION, OR  
 7 REVOCATION OF THE CITY MANAGER MADE PURSUANT TO THIS SECTION  
 8 MAY FILE AN APPEAL WITH THE CIRCUIT COURT OF MARYLAND FOR ANNE  
 9 ARUNDEL COUNTY IN ACCORDANCE WITH THE MARYLAND RULES OF  
 10 PROCEDURE.

11 ~~B. Any person aggrieved by an approval, denial, suspension, or revocation of the Special Events~~  
 12 ~~Coordinator or City Manager made pursuant to this chapter or special event rules adopted~~  
 13 ~~pursuant to this chapter may file an appeal directly to the Circuit Court of Maryland for Anne~~  
 14 ~~Arundel County in accordance with the Maryland Rules of Procedure, instead of filing a~~  
 15 ~~request for reconsideration with the City Manager.~~

#### 17 Section 14.18.100 - Fees.

- 18
- 19 A. A non-refundable ~~special event~~ application fee shall be set by resolution of the City Council.  
 20 The ~~special event~~ application fee shall be paid at the time of submission of a ~~special event~~  
 21 ~~permit~~ AN application.
- 22 B. A location fee may be assessed to an applicant to capture the City's costs of constructing,  
 23 maintaining, or upgrading infrastructure for the conduct of special events. Location fees shall  
 24 be set by resolution of the City Council and shall be paid before issuance of the special event  
 25 permit OR IN ACCORDANCE WITH ANY APPLICABLE LEASE.
- 26 C. ~~The~~ A SERVICE FEE MAY BE ASSESSED TO AN applicant for a ~~special event permit~~  
 27 ~~shall reimburse the City~~ for the use of City facilities and services pursuant to Section 6.04.210  
 28 of the City Code. Annapolis Community Associations, Neighborhood Watch Groups, or other  
 29 neighborhood associations and community groups which promote neighborhood pride shall  
 30 not be charged fees for the first ~~three hundred dollars~~ \$300.00 of services that the City  
 31 provides, AS ALLOWED BY SECTION 6.04.210.D.1.
- 32 D. Any applicant whose special event results in damage to, or loss of, City property, shall be  
 33 responsible for the full cost of repair or replacement of City property. The applicant shall remit  
 34 payment to the City within ~~thirty~~ 30 calendar days after receipt of the invoice for the repair or  
 35 replacement of City property. This provision does not limit or restrict the City's remedies  
 36 against those individuals who cause such damage or loss.

#### 38 Section 14.18.110 - Exemptions from fees.

- 39
- 40 A. No fees authorized in this chapter shall be imposed if prohibited by Federal, State, or County  
 41 law, or for those SPECIAL events whose purpose is political or religious activity intended  
 42 primarily for the communication or expression of ideas.
- 43 B. The City Council may exempt certain special events from THE APPLICATION FEE AND  
 44 LOCATION fees FEE set by resolution and, in doing so, shall consider:
- 45 1. The nature of the SPECIAL event;



- 1        2. The non-profit status, location, resources, and mission of the ~~entity sponsoring the event~~  
 2        SPONSOR OR APPLICANT;  
 3        3. The extent of commercial activity, such as sales of food, goods, or services, product  
 4        advertising or promotion, or other private sector participation in the SPECIAL event;  
 5        AND  
 6        4. Other factors as the City Council may deem appropriate.  
 7        C. THE CITY COUNCIL MAY EXCEMPT CERTAIN SPECIAL EVENTS FROM THE  
 8        SERVICE FEE IN ACCORDANCE WITH SECTION 6.04.210.

9  
 10    **Section 14.18.120 - Notification of special events.**

- 11  
 12    A. The Special Events Coordinator shall be responsible for maintaining and publishing on the  
 13    City ~~internet site~~ WEBSITE up-to-date listings of ~~special event~~ applications, special event  
 14    permits issued, City-~~sponsored~~ events, CITY-SUPPORTED EVENTS, and ANY OTHER  
 15    leases, agreements, and other decisions made by the Special Events Coordinator or the City  
 16    Council IN CONNECTION WITH A SPECIAL EVENT. The Special Events Coordinator  
 17    ~~also~~ may publish such information through other media.  
 18    B. The applicant shall provide written notification, AT THE APPLICANT'S EXPENSE, to the  
 19    alderman or alderwoman in whose ward a proposed SPECIAL event will take place, the  
 20    presidents of adjacent or impacted homeowner or resident associations, and the presidents of  
 21    adjacent or impacted business associations within ~~thirty-30~~ calendar days after the date of the  
 22    filing of an application for a major special event or a major City dock event. The Special  
 23    Events Coordinator shall provide the applicant with the names and addresses of the  
 24    individuals, businesses, associations, and organizations to be notified.  
 25    C. If a PERMITTED special event ~~that will close a street for more than thirty-30 minutes is~~  
 26    ~~permitted~~, the applicant shall provide written notice of the closure, at the applicant's expense,  
 27    to the alderman or alderwoman in whose ward a ~~proposed~~ THAT SPECIAL event will take  
 28    place, the presidents of adjacent or impacted homeowner or resident associations, and the  
 29    presidents of adjacent or impacted business associations, and other affected parties in the  
 30    immediate vicinity at least ~~seven-7~~ calendar days prior to the special event. A minimum of  
 31    ~~fourteen-14~~ calendar days' notice shall be given for major special events or major City dock  
 32    events. When multiple occurrences of a special event are included in one SPECIAL EVENT  
 33    permit, one written notice to include all ~~events-contained~~ OCCURRENCES OF THAT  
 34    SPECIAL EVENT IDENTIFIED in the SPECIAL EVENT permit is sufficient. The Special  
 35    Events Coordinator shall provide the applicant with the names and addresses of the  
 36    individuals, businesses, associations, and organizations to be notified.  
 37    D. When an ~~event~~ application or SPECIAL EVENT permit that requires written notice under this  
 38    chapter is significantly amended, the applicant shall provide a new written notice of the  
 39    changed SPECIAL event to all parties that had previously been notified. If a deadline for  
 40    notification has passed, ~~an~~ THE SPECIAL event may not be amended other than to reduce its  
 41    hours or REDUCE ITS location AREA.

42  
 43    **Section 14.18.130 - Indemnification.**

44  
 45        The applicant shall indemnify, defend, and hold the City, its elected officials, employees, and  
 46        agents harmless from liability for all injuries and damages or loss to persons or property that arise

1 from the applicant's use of City property pursuant to issuance of a SPECIAL EVENT permit and  
 2 the planning and operation of the special event, and for any reasonable attorney fees and costs  
 3 incurred in addressing and defending claims, complaints, and lawsuits that seek to impose liability  
 4 on the City, its elected officials, employees, and agents.

5  
 6 **Section 14.18.140 - Insurance required.**

7  
 8 The applicant shall provide the City with a certificate of insurance to establish the special  
 9 event as insured, in amounts acceptable to the City, against liability for injuries and damages or  
 10 loss to persons or property arising from acts or omissions of the applicant and the applicant's  
 11 agents, employees and contractors that arise in the planning and operation of the special event. The  
 12 City and its elected officials, employees, and agents shall be named as additional insureds and shall  
 13 be reflected on the certificate of insurance. ANY CERTIFICATE OF INSURANCE IS SUBJECT  
 14 TO APPROVAL BY THE CITY ATTORNEY.

15  
 16 **Section 14.18.150 - Waiver of insurance.**

- 17  
 18 A. Except for special events where the City authorizes the sale of alcoholic beverages for the  
 19 SPECIAL event or where the City requires a parking or traffic plan, the Special Events  
 20 Coordinator, IN COORDINATION WITH THE CITY ATTORNEY, may waive the  
 21 insurance requirements FOR A SPECIAL EVENT PERMITTED UNDER ~~in~~ this chapter. In  
 22 making the determination of whether to waive insurance, the following shall be considered:  
 23 1. Whether the SPECIAL event is a ~~block party a resident organizes and requests permission~~  
 24 ~~for the event to be held on the street~~ COMMUNITY GATHERING;  
 25 2. Whether the SPECIAL event is a constitutionally-protected event;  
 26 3. Whether it is objectively impossible or not financially practical to obtain insurance  
 27 coverage, in which case, the applicant shall submit a statement from at least ~~two~~ 2  
 28 independent licensed insurance brokers demonstrating that the insurance is unavailable  
 29 in the market place or not financially practical to obtain; AND  
 30 4. Whether the special event will involve the use of equipment (other than sound  
 31 equipment), vehicles, animals, fireworks, pyrotechnics, or other equipment deemed to  
 32 pose a potential hazard or risk to public safety, or public or private property.  
 33 B. A waiver of insurance shall not constitute a waiver of indemnification as required in this  
 34 chapter.  
 35 C. THE APPLICANT SHALL COMPLETE AN INSURANCE WAIVER FORM PROVIDED  
 36 BY THE SPECIAL EVENTS COORDINATOR BEFORE ANY INSURANCE  
 37 REQUIREMENTS MAY BE WAIVED.

38  
 39 **Section 14.18.160 - Major events at City dock.**

- 40  
 41 A. The following limitations shall apply to major City dock events:  
 42 1. For the months of May, June, July, and August, there shall be no more than four major  
 43 City dock events that take place on a weekend permitted during this entire period.  
 44 2. For the months of April, September, and October, there shall be no more than six major  
 45 City dock events that take place on a weekend permitted during this entire period.

- 1 3. For the period between Thanksgiving Day and Christmas Day, there shall be no more  
 2 than one major City dock event that takes place on a weekend permitted during this entire  
 3 period.  
 4 4. Major City dock events shall not be permitted on successive weekends during the months  
 5 of April, May, June, July, and August.  
 6 5. A major City dock event that starts in one month and ends in another month shall count  
 7 towards the limitations during the month in which the majority of the event occurs. If  
 8 there is no majority of days in the starting or ending month, then a determination shall be  
 9 made at the discretion of the Special Events Coordinator.  
 10 6. For the limitations designated in paragraphs 1., 2. and 3. above, no more than four of the  
 11 major City dock events that take place on weekends may be mass participation sports  
 12 events.  
 13 7. Parades and ceremonies in celebration of Memorial Day, Independence Day, Labor Day,  
 14 Kunta Kinte HERITAGE FESTIVAL, MARTIN LUTHER KING JR., ~~Celebration,~~  
 15 ~~Annapolis High School Homecoming,~~ JUNETEENTH, and New Year's Eve may be  
 16 permitted without regard to the limits imposed in this ~~chapter~~SECTION.  
 17 8. ~~Other City-sponsored events, and special events that are the subject of leases approved~~  
 18 ~~by the City Council are EXEMPTED FROM THE PERMIT REQUIREMENT~~  
 19 ~~PURSUANT TO SECTION 14.18.050.B, THAT MEET THE DEFINITION OF A~~  
 20 ~~MAJOR CITY DOCK EVENT SHALL BE included in the calculation of the special~~  
 21 ~~event limitations IN THIS SECTION if they are major City dock events.~~  
 22 6. A MASS PARTICIPATION SPORTS EVENT THAT (i) DOES NOT ORIGINATE IN  
 23 THE CITY DOCK AREA AND (ii) ENSURES THAT ANY STREETS CLOSED FOR  
 24 THE SPECIAL EVENT ARE OPEN AND PASSABLE TO TRAFFIC BY 9:00 A.M.  
 25 ON THE DAY OF THE SPECIAL EVENT SHALL NOT BE INCLUDED IN THE  
 26 CALCULATION OF THE SPECIAL EVENT LIMITATIONS FOR PARAGRAPHS  
 27 1., 2., 3., 4., 5., AND 6. OF THIS SECTION.  
 28 B. When applicants seek more major City dock events than are allowed under the limitations of  
 29 this ~~chapter~~SECTION, the Special Events Coordinator shall give priority to SPECIAL events  
 30 that are the subject of leases APPROVED BY the City Council ~~has approved~~.  
 31 C. ~~After three 3 years the City Council will review the list of repeating major City dock events~~  
 32 ~~to assure the THOSE SPECIAL events continue to meet the needs of the community. The~~  
 33 ~~CITY Council, at its sole discretion AND THROUGH A RESOLUTION, may remove~~  
 34 ~~repeating SPECIAL events to allow for new SPECIAL events. In evaluating SPECIAL events,~~  
 35 ~~the Council will consider if the SPECIAL event is:~~  
 36 1. A City ~~sponsored~~ event OR A CITY-SUPPORTED EVENT.  
 37 2. Reflective of the history, heritage, culture and diversity of the City.  
 38 3. Organized by a charitable organization that is located in the City of Annapolis and serves  
 39 the City of Annapolis.  
 40 4. ~~Open to the public and does not charge a fee~~FREE OF CHARGE.  
 41 5. Intended to attract City residents and residents of the surrounding region that would  
 42 support and patronize City dock businesses.  
 43 6. Least likely to disrupt residents and businesses in the area of the SPECIAL event.  
 44 7. IMPACTED BY OTHER ~~Other~~ criteria as the CITY Council may deem appropriate.  
 45 D. The limitations of this chapter notwithstanding, the City Council may authorize a non-  
 46 recurring major City dock event by resolution after a public hearing has been held.

- 1 E. All streets located in the Annapolis National Historic Landmark District that a mass  
2 participation sports event CLOSES in the City dock area ~~eloses~~ shall be open and passable to  
3 traffic by 9:00 a.m. on the day of the SPECIAL event.  
4 F. The Special Events Coordinator or his or her designee shall be in attendance at all major City  
5 dock events and shall be readily accessible to THE APPLICANT, event ORGANIZER,  
6 ~~sponsors~~ and relevant City personnel.  
7

8 **Section 14.18.170 - Special event violations.**  
9

10 A violation of any provision of this chapter shall constitute a municipal infraction and for each  
11 violation, the person or entity in violation is subject to a fine as established by resolution of the  
12 City Council.  
13

14  
15 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
16 **ANNAPOLIS CITY COUNCIL** that this ordinance shall take effect from the date of its passage.  
17

18  
19 **Explanation:**

20 UPPERCASE indicates matter added to existing law.

21 ~~Strikethrough~~ indicates matter stricken from existing law.

22 Underlining indicates amendments.  
23