



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley
From: David Jarrell, City Manager
Date: March 11, 2022
Subject: O-12-22, Special Events

This ordinance is intended to clarify and update special event permitting procedures in Title 14 of the City Code.

New or updated definitions are provided for “sporting events”, “applicant”, “application”, “block party”, “City event”, “City-supported event”, “organizer”, “special event”, and “sponsor”.

The ordinance authorizes the City’s Special Events Coordinator to promulgate rules and regulations as necessary to carry out the purpose of this Code section. Currently, the Coordinator must propose new rules to the City Council for approval via resolution.

The ordinance requires that applicants obtain a special event permit from the City’s Special Events Coordinator, unless the event is otherwise exempt from the permit requirements. Additionally, if the special event is scheduled to occur on more than 20 dates per fiscal year, a lease rather than special event permit is required.

The ordinance updates the exemptions from the requirements for special permits by incorporating the new and updated definitions; removing events that require use of City personnel or services from being exempted; and adding block parties and City events to the exemptions.

Finally, the ordinance adds the Martin Luther King Jr. and Juneteenth parades and ceremonies to the list of Major Events at City Dock, which are supported by the City and aren’t subject to the limits on the number of dock events that can be held. Additionally, certain sports events that don’t originate at City Dock and don’t require street closures after 9:00 AM are exempt from the limits.

This ordinance incorporates in Code Section 14 the lessons learned and process improvements that have been gleaned since the passage and subsequent implementation of Ordinance No. O-16-14, which established Chapter 14.18 of the City Code to specify the process for authorizing special events within the City of Annapolis, on October 27, 2014.

Prepared by David Jarrell, City Manager