

ARTICLE V. - SPECIAL EVENTS

Sec. 10-121. - Purpose and intent.

The purpose of this article is to promote the orderly, compatible and safe use of property for temporary, one-time or annually occurring special events.

(Prior Code, § 14-251)

Sec. 10-122. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means person, association, society or group seeking or receiving a special events permit from the city.

City Co-sponsored means a special event organized and conducted by a tax exempt nonprofit organization under section 501(c)(3) through (10) of the Internal Revenue Code that the city has elected to support through services, materials, and/or through appropriation of funds within the city's budget. This is typically an annual recurring event. This is an event that the city has determined is of general interest to the public and advances the city's public image.

For-profit entity means a special event organized and conducted by a business that does not qualify as a tax-exempt nonprofit organization under section 501(c)(3) through (10) of the Internal Revenue Code.

Local Nonprofit means a tax-exempt nonprofit organization under section 501(c)(3) through (10) of the Internal Revenue Code based within the city or the trade area.

Nonprofit means a tax-exempt nonprofit organization under section 501c(3) – (10) of the Internal Revenue Code, based within the trade area.

Permit for special event means a permit issued by the city to allow a special event.

Permitted location means the locations where the special event will be occurring.

Outdoor means activity conducted outside of a permanent structure or building.

Special event means any event open to the general public, or at which tickets are sold, and held on a city street, sidewalk, parking lot, trail, or any other public right-of-way requiring closure for the event:

Events held on privately owned property that do not require public property closures or any level of city services, and the following events and locations, shall not be considered special events:

- (1) Any permanent place of worship, stadium, athletic field, arena, theater, auditorium, or fairs conducted pursuant to M.S.A. ch. 38;
- (2) National Night to Unite events established through the city police department;
- (3) Lawful picketing on sidewalks;
- (4) Activities conducted by a governmental agency acting within the scope of its authority;

Trade area means the cities of Anoka, Andover, Champlin, Coon Rapids and Ramsey.

(Prior Code, § 14-252)

Sec. 10-123. - Permit required.

No person on or after the effective date of the ordinance from which this article is derived shall conduct or allow to be conducted any special event as defined in this article without first obtaining a special event permit. Special events that have been approved by the city and held in the city the year preceding the adoption of the ordinance from which this article is derived, as amended on June 6, 2016, are exempt from the permitting requirements as established in this article.

(Prior Code, § 14-253)

Sec. 10-124. - Requirements for issuance of a permit.

- (a) Applicant will submit a completed special event permit application according to the standards noted in the Special Event Permit Policy and pay the applicable fees.
- (b) Applicant will meet with staff to review special event plan.
- (c) Summary of event details will be submitted to Anoka Business & Landowner's Association (ABLA) for review.
- (d) Application will be submitted to the Anoka City Council for final approval.
- (e) Applicant shall provide or disclose all information relating to the event as requested in the application and specified in the Special Event Permit Policy.
- (f) Applicant shall further provide:
 - (1) *Attendance and crowd control plan* to limit attendance to the maximum amount the event space will accommodate and as specified on the permit application.
 - (2) *Solid waste disposal plan* as identified in the Special Event Policy.
 - (3) *Parking and traffic control plan* as specified in the Special Event Policy.
 - (4) *Recycling collection and processing plan* as specified in the Special Event Policy.
 - (5) *Security deposit*. A monetary, refundable deposit based on the size of the event will be required with the permit. The deposit will be used to cover any costs associated to damage of property within the event area. The deposit will be returned if no damage occurred.
 - (6) *Insurance*. Before the issuance of a permit, the applicant shall obtain public liability insurance with limits specified in the Special Event Policy. Such insurance shall name the city as an additional insured and shall remain in full force and effect in the specified amounts for the duration of the permit. Evidence of insurance shall include an endorsement to the effect that the insurance company will notify the city in writing at least ten days before the expiration or cancellation of the insurance.

(Prior Code, § 14-254)

Sec. 10-125. - Application procedures.

A city-supplied written application for a special event permit shall be submitted not less than 60 days before the date proposed for holding the special event. The written application shall be signed by the sponsor of the event, or the designee responsible for conducting the event, and shall be accompanied by the applicable fee adopted in the city's master fee schedule in effect at the time of submittal of the application.

(Prior Code, § 14-255)

Sec. 10-126. - Fees and charges.

- (a) The fee for a special events permit shall be established by the city council.
- (b) All applicants for special events permitted by this article shall be required to pay for all costs incurred by the city to assist with the special event, including, but not limited to, equipment and materials costs, whether provided by the city or contracted by the city, over-time staff labor costs, security costs, electrical costs, etc. These costs are determined by city staff. Payment of these costs are due within 30 days of the special event. Failure to pay these costs within 30 days of the special event may void an annual permit or be cause for denial of a future special event permit, as determined by the city council.
- (c) The city manager has the sole authority to determine which special events the city will provide financial, material, labor or other support to, and to what extent.
- (d) The city council may waive fees or recovery of costs if the special event:
 - (1) Is free and open to the public, is nonpolitical, and serves a secular purpose;
 - (2) Enhances community pride and positive image, as determined by the city;
 - (3) Generates a positive economic impact for the city, as determined by the city;
 - (4) Generates positive media exposure and visibility for the city, as determined by the city;
 - (5) Demonstrates support for local charitable organizations.

(Prior Code, §§ 14-256, 14-257)

Sec. 10-127. - Revenue sharing.

All for-profit entities applying for a special event permit under this article must meet the following revenue sharing requirements: A specified percentage of the net revenue, as approved by the city council, shall be donated to a local nonprofit organization in the trade area and through the approval of a special event permit process. Applicant will determine donation amount based on estimated revenue to be received and indicate that donation amount (and that percentage of revenue) on the permit application. Revenue sharing includes entry and participation costs to the special event. Revenue derived from the sale of alcoholic beverages is considered part of the revenue sharing requirements. Revenue derived from the sale of food is not considered part of the revenue sharing requirements. If an applicant changes a future or subsequent permit application by changing its percentage of donation to a local nonprofit, the changed application will be brought back to the City Council for review under the consent agenda prior to any approval.

(Prior Code, § 14-258)

Sec. 10-128. - Operation.

The following standards shall be required in operation of a special event:

- (1) The applicant or their agents shall maintain the permitted location and facilities in a clean, orderly and sanitary condition at all times.
- (2) No dogs, cats or other animals shall be permitted to run loose on the permitted location.
- (3) No fires of any kind shall be permitted on the permitted location or in facilities, except in grills or at locations designated for that purpose, and/or as approved by the city.
- (4) No person shall engage in any conduct that violates a state, county, or local law or ordinance.
- (5) Any special event that incorporates the sale or distribution of alcoholic beverages must contract the sale of alcoholic beverages to a nonprofit, charitable, or religious organization, or a state-licensed manufacturer of malt liquor, so long as the manufacturer meets all requirements of M.S.A. § 340A.404, subd. 10. Such nonprofit, charitable, or religious organization, or state-licensed manufacturer of malt liquor, must obtain a temporary-on-sale 3.2 malt liquor license or temporary-on-sale intoxicating liquor license from the city, and adhere to all city, county and state laws relating to the sale or distribution of alcohol.
- (6) Alcoholic beverages that are sold or distributed in conjunction with a special event will be limited to the following:
 - a. 3.2 malt liquor;
 - b. Wine, strong beer, and other malt beverages, which may not exceed 24 percent alcohol by volume, and which must be sold, distributed, or served as a beverage premixed by the manufacturer, and sold, distributed, or served directly from the manufacturer's individualized packaging containers, which may not exceed 12 ounces; or
 - c. As otherwise approved by the city council.
- (7) Any special event that incorporates the sale or distribution of food or beverages must obtain the proper county or state license. The sponsor of the event must submit with their special event permit application, a copy of the county food license required for the event, pertinent to the special event's food and beverage sales or distribution.

(Prior Code, § 14-259)

Sec. 10-129. - Granting a permit.

The city council, in its sole discretion, reserves the right to review and determine whether a request for a special event is acceptable. It is the stated purpose of the city council that all such special events shall be for family-friendly activities only. Special event activities must be inclusive of events and activities for both adults and children. In the event the city council determines the activity does not meet these criteria, such application may be denied. Prior to council consideration of the permit, the city shall notify the Anoka Business and Landowners Association, providing ~~ten~~ with the special event details. Additionally, prior to the issuance of a special event permit, the City Council may impose any other conditions it deems necessary to protect the health, safety, and welfare of persons in attendance and the community at large.

(Prior Code, § 14-260)

Sec. 10-130. - Denial of permit.

- (a) The city council shall have the right to deny the permit if, in the judgment of the city council, granting of a permit would adversely affect the safety, health or welfare of city citizens. Such denial may also be based upon the following circumstances:
- (1) The special event would unreasonably inconvenience the general public;
 - (2) The special event would unreasonably infringe upon the rights of abutting properties;
 - (3) The special event would conflict with another proximate event or interfere with construction or maintenance work;
 - (4) There are not sufficient safety personnel or other necessary staff to accommodate the special event;
 - (5) Other issues in the public interest as identified by the city council.
- (b) The applicant shall be notified of such denial and may appear before the city council to appeal the denial.

(Prior Code, § 14-261)

Sec. 10-131. - Transferability.

No transfer of a permit shall be allowed from place to place, entity to entity, or person to person without complying with the requirements of an original special event permit application.

(Prior Code, § 14-262)

Sec. 10-132. - Prohibited special events.

Reserved. (Prior Code, § 14-263)

Sec. 10-133. - Enforcement and penalties.

- (a) The police department, and other such officers, employees, or agents as the city council or city manager may designate, shall enforce the provisions of this article.
- (b) The holding of a special event in violation of any provision of this article shall be deemed a public nuisance and may be abated as such. In addition, any person violating any provision of this article is guilty of a misdemeanor and, upon conviction, shall be subject to the penalties set forth in state law.

(Prior Code, § 14-264)

Sec. 10-134. - Revocation of permit.

The permit for a special event may be revoked by the city council at any time, or the event may be terminated by police department or fire department if any life safety/public safety issue exists that cannot be immediately remedied.

(Prior Code, § 14-265)