

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**99-320**

**SYNOPSIS -**

**AGENDA:**

Policy and ordinance regarding street use special events and related Municipal Code changes.

JULY 12, 1999

**FISCAL IMPACT -**

**SUBJECT:**

N/A

POLICY AND  
ORDINANCE  
REGARDING  
STREET USE  
POLICY AND  
PERMIT

**RECOMMENDATION -**

**Approval.**

**TYPE:**

**BACKGROUND -**

RESOLUTION  
**ORDINANCE**  
RECEIVE/FILE

At its August 3, 1998 meeting, by Roll Call No. 98-2431, Council requested a policy recommendation from the City Manager, Legal Department, and staff regarding street closures for special events. The staff recommendation for a new Street Use Policy, Ordinance, and Permit came about through the research and collaboration of several departments and comments received at an informal public hearing.

**SUBMITTED BY:**

ERIC A. ANDERSON  
CITY MANAGER

The staff team that has spent the past six months developing this new policy and ordinance were primarily concerned with coordination and safety of events. The City Clerk's Office has been designated the one, centralized point for street closure applications and a staff team has been created to review all applications. This was done in order to ensure the coordination of staff to provide the highest level of service and efficiency to event sponsors and to make sure that events will be well planned and safe.

DONNA BOETEL-  
BAKER  
CITY CLERK

The new process is intended to be consistent and fair. The new policy and ordinance, in conjunction with the Risk

Management Special Events Policy, classifies the events and transfers a portion of the risk to the event organizers, rather than having the City assume all risk.

Some of the additional changes that have been made include minor increases in the cost of several related permits, insurance requirements recommended by Risk Management which are included in the Risk Management Special Events Policy attached to the roll call, and several Municipal Code changes necessary to ensure coordination among various related ordinances. The following is a summary of the ordinances presented:

#### Alcoholic Beverages

- Increase Transfer Fee of a Liquor License to \$150 to recoup inspection costs.
- Increase fee for outdoor service areas to \$300 to recoup inspection and administration costs.
- Requires a Street Use Permit if event will be on a City street.

#### Timed/Athletic Events

- No change in application fee or process. Minor changes in language to clarify permit process.
- If streets are to be closed, a Street Use Permit is necessary, with no fee.

#### Parades

- No change in application process. Requires no fee. Ordinance language adjusted to assign issue responsibility of the permit from the Mayor to the City Clerk.
- If streets are to be closed, a Street Use Permit is necessary, with no fee.

### Entertainment District

- Fee increased to \$150 per year to recoup administration costs.
- Minor changes in language to allow district to offer non-alcoholic beverages and merchandise; also to allow signage, planters, artwork, historic markers, etc. These changes were at the request of the Downtown Partnership.
- If streets are to be closed, a Street Use Permit is necessary, with no fee.

### Sidewalk Sales

- No change in fees or application process.
- Minor language changes to limit sidewalk sales to three per year and clarification of conduct of sale so as not to be in competition with an Entertainment District.

### Farmers Market

- No change in application process. Fee increased to \$150 per season to recoup administration costs.
- If portions of the streets are to be closed, a Street Use Permit is necessary, with no fee.

### Street Use Permit

- New application fee of \$250 for commercial street use.
- New Ordinance to replace former Block Party Permit.
- No change in Residential Street Use Permit (formerly known as Block Parties) fees or process, except applicants apply to the City Clerk instead of Traffic and Transportation Division.
- The City Council may waive fees for any

event deemed appropriate.

- Other changes, including a review process by the Street Use Team as further outlined in the ordinance.

A Fee Schedule has been included in the materials accompanying the roll call as well as West Des Moines' street closure policy for comparative purposes. Also included with the roll call is a listing of parades and timed/athletic event costs for 1998.