



MEMORANDUM

To: Mayor and City Council
From: Sustainability Commission
Date: January 10, 2011
Subject: **Special Event Requirements**

BACKGROUND

The Sustainability Commission continues to enthusiastically pursue the Green Communities certification; however, we have recently begun to consider policies that are also outside of the measures that promote sustainability in the community. The Sustainability Commission would like the Mayor and City Council to consider a text amendment to the special events ordinance that would require a recycling plan as a function of a special events application.

DISCUSSION

Section 26-268(f) identifies application requirements for special events, and the Commission would like to propose adding a line-item that also requires a recycling plan to be submitted at the time of application. If the Mayor and City Council agrees, the Commission would like to develop the recycling plan criteria separately from the ordinance, perhaps as a policy. Below, you will find the excerpt from Chapter 26, Section 26-268(f) pertaining to application requirements for special events:

The application shall include the following information:

- (1) Purpose of the special event;
- (2) Name, address, e-mail address, and telephone number of the sponsoring entity or person in addition to the person named in subsection (e) of this section;
- (3) Proposed date, location, and hours of operation, but in no event earlier than 8:00 a.m. nor later than 11:00 p.m. in residentially zoned locations and in no event earlier than 8:00 a.m. nor later than 12:00 midnight in commercially zoned locations;
- (4) Schedule of proposed activities;
- (5) Projected attendance at the special event;
- (6) Plans for parking that show the special event is not overly disruptive to neighboring businesses and residences;



- (7) Plans for restroom facilities and sanitation concerns;
- (8) Plan for crowd and traffic control.
- (9) Plan for recycling collection.

RECOMMENDATION

The Sustainability Commission requests direction from Mayor and City Council whether a text amendment should be considered and whether recycling criteria should be addressed in a separate policy.