

VILLAGE OF ELMORE

ORDINANCE NO. O29-2023

AN ORDINANCE TO REGULATE SPECIAL EVENTS.

WHEREAS, the Village of Elmore encourages public events and gatherings to promote a sense of community; and,

WHEREAS, the orderly regulation of such events promotes safety and cost effectiveness; and,

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF ELMORE, OTTAWA COUNTY, OHIO THAT:

Section 1. This Ordinance applies to special events which are defined as events to be held in any Village park, facility, or other public space including streets, highways, or rights-of-ways. Events expected to include less than 100 hundred people are not special events.

Section 2. Special events shall require an Event License.

Section 3. An application for an Event License must be submitted at least 45 days prior to the special event.

Section 4. If any private property is included in the event site, a letter of authorization from the property owner shall be included with the application.

Section 5. An event plan must be submitted as part of the application. The event plan shall include:

- A. Date and time of event.
 - B. The names and phone numbers of at least two people who will have authority regarding the event.
 - C. A map or site layout.
 - D. A traffic control and parking plan.
-

- E. Emergency response plans for emergencies due to weather, accidents, and other calamities. These will include communications, evacuation plans, shelter locations, and medical provisions for first aid.
- F. Event security and safety plans if not using the Elmore Police Department.
- G. A clean-up plan, lighting plan, and methods for sound control.
- H. A list of requested Village services such as traffic control, fencing, water, electricity, policing, or road closure.
- I. Proof of licensing or permits from other agencies (i.e., a liquor permit).
- J. Any event insurance will include the Village of Elmore, its officers, agents, and employees as additional insureds.
- K. A description of restroom facilities for events predicted to last more than two hours.
- L. Any other information deemed appropriate by the Village Administrator or Chief of Police.

Section 6. If the Village Administrator or the Administrator's designee determines that residents should receive advance notice of the event, notice shall be given by the event organizer to the relevant residents at least two weeks prior to the event.

Section 7. Upon approval, both fire and EMS services will be notified of the event by the event organizers.

Section 8. The Village Administrator, in consultation with the Chief of Police will determine a fee sufficient to reimburse the Village for the use of Village services such as water, electricity, policing, and others. All such fees shall be paid within fifteen days of the event's completion. No person or organization will be approved for an event if previous fees have not been paid; and in the event of delinquency, a sufficient deposit must be made for future fees.

Section 9. Approval of the event is required by the Village Administrator and Chief of Police or their designees.

Section 10. Event applications will be prioritized as follows:

- A. Recurring annual events shall be given first priority.
- B. Two recurring annual events shall be given priority based on the number of past events. The event with the most prior annual celebrations will be given priority.
- C. New events will be prioritized by date of application.
- D. No application will be accepted more than one year prior to the scheduled event.
- E. Only one event will be approved if events propose to use the same area or the same limited services.
- F. The Village Administrator and Police Chief will attempt to resolve conflicts between conflicting events, but if unsuccessful, the priority event will be approved and the other event(s) will not be approved.

Section 11. The Village of Elmore strives to make its programs, services, and activities accessible to qualified individuals with disabilities. In that regard, the Village suggests that event planners make reasonable modifications to the programs, services, and activities of the planned event to insure accessibility to such individuals. The Americans with Disabilities Act definition of people with disabilities is applicable to this section.

Section 12. No more than six (6) closures of a State Route will be approved per year, and no more than one closure of a State Route will be approved per month.

Section 13. No fees will be charged for set up and removal for a maximum of two events per year benefitting a Section 501 (C) (3) not-for-profit organization.

Section 14. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council

and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

VOTES:


To pass

Yeas 6 Nays 0

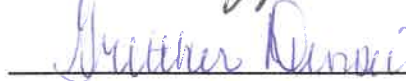
Date: 12/11/2023



PRESIDENT OF COUNCIL

Approved: 

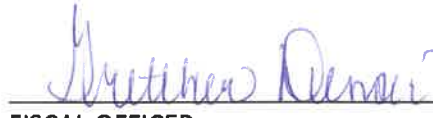
MAYOR



FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO PUBLICATION

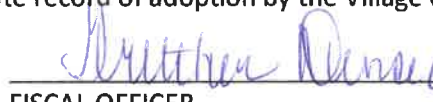
This is to certify that publication of the foregoing Ordinance was duly made as provided in the Ohio Revised Code by publication in a newspaper of general circulation in Elmore, Ohio on the following date(s): _____.



FISCAL OFFICER

FISCAL OFFICER'S CERTIFICATE AS TO AUTHENTICITY

I hereby certify that the foregoing Ordinance is a true copy of the aforesaid Ordinance No. _____ together with a true and accurate record of adoption by the Village of Elmore, Ohio.



FISCAL OFFICER

Prepared by Mark E. Mulligan, Solicitor for the Village of Elmore