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City Clerk
116 E. Market Street
Troy, Illinois 62294



Ordinance No. 2024 – 58

An Ordinance of the City of Troy, Illinois,
Amending Title XI: Business Regulations,
Chapter 119: Special Events of the Codified Ordinances

ADOPTED BY THE CITY COUNCIL
OF THE CITY OF TROY, ILLINOIS

THIS FOURTH DAY OF NOVEMBER, 2024

WHEREAS, the corporate authorities of the City of Troy adopted a Code of Ordinances and have made revisions thereto; and

WHEREAS, the corporate authorities believe that it is in the best interest of City residents to amend Title XI: Business Regulations, Chapter 119: Special Events of the Codified Ordinances.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Troy, Madison County, Illinois as follows:

Section 1: Recitals. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and hereby adopted as part of this Ordinance.

Section 2: Amendment. The Troy Municipal Code, Title IX: Business Regulations, Chapter 119: Special Events of the Codified Ordinances shall be adopted to read in its entirety, as follows:

CHAPTER 119: SPECIAL EVENTS

§ 119.01 DEFINITION.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

SPECIAL EVENT. Any outdoor or seasonal event such as a tent sale, warehouse sale, sidewalk sale, craft fair, carnival, picnic, contest, game, sporting event, rodeo, 5K run, farmer's market, Christmas tree sales lot, or similar promotion event. A SPECIAL EVENT may not exceed six months in duration per calendar year. Parades within city limits are NOT considered SPECIAL EVENTS and will be processed by the City Clerk/Deputy Clerk for IDOT clearance and Troy Police Department coordination.

§ 119.02 PERMIT REQUIRED; PROCEDURES; FEE.

- (A) Special events as defined in § 118.01 of this chapter require a special events permit.
- (B) An application for a special events permit must be filed with the ~~City Clerk/Deputy Clerk~~ City Administrator not less than four weeks prior to the first day of the special event. The ~~City Clerk~~ City Administrator will coordinate the review of the permit with affected city departments. The cost for permit issuance is \$50 for "for-profit" applicants. There will be no permit charge for non-profit organizations. Proof shall be provided of non-profit status.
- (C) With each special events permit application, the applicant must also provide the following related information (if applicable):
- (1) Traffic and parking plan (parking area; street closing or one-way restrictions; traffic control points where police assistance may be needed; overflow parking areas); anticipated crowds; estimated attendance;

(2) Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes);

(3) Proof of liability insurance; and if the event is held on city property, the city should be named as an additional insured in the amount of \$2,000,000;

(4) Damage bond or cash deposit to protect city facilities (this would be mainly for out-of-town sponsors) in the amount of \$500,000;

(5) Health permits for all food concessions;

(6) Liquor license information for beer sales (including hours of sale);

(7) Plans for toilet facilities;

(8) A list of for-profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to the event;

(9) A security plan;

(10) ADA compliance;

(11) The name and phone number of the person in charge of the event and a secondary contact; and

(12) Special consideration requests, i.e., city-provided assistance requested (Street Department, IDOT) (for street closings, signalization, and detour routes), Police Department, Fire Department), being as specific as possible (fees may be charged for these services).

(D) Temporary signs for said special event shall be permitted as provided for in Chapter 155 Sign Regulations of the *Code of Ordinances* or as otherwise approved by the City Council.

§ 118.03 PERMIT APPROVAL.

(A) *Approval by City Administrator.* The City Administrator shall review and may approve certain special events; provided, they meet the following requirements:

(1) The event is requested by an existing registered business within the city or by a non-profit organization with the approval of an existing registered business within the city and is located on its business property or is held on city property and does not require the closure of public streets;

(2) The duration of the event will not exceed three days;

(3) The event will not require the issuance of a liquor permit;

(4) A special event has not or will not be held more than four previous times during any calendar year at the same location;

(5) Event requires no more than an incidental amount of city services, as determined by the City Administrator; and

(6) No off-premises signage or ribbons are requested, other than temporary non-commercial signs authorized without a permit under § 155.04.

(B) *Approval by City Administrator for reoccurring special events.* In addition to the requirements of division (A) of this section, the City Administrator shall review and may approve certain special events provided they meet the following requirements:

(1) The event has been requested and approved by the City Council for at least the two years immediately preceding the request;

(2) The request is substantially similar to the previously approved event;

(3) The event has not been objected to by any of the following: the Police Chief, the City Administrator, the Mayor, or a positive vote of any committee; and

(4) If these conditions are not met, the special event permit request shall be submitted to the City Council for consideration.

(C) *Approval by City Council.* All other requests for special permits not approved by the City Administrator shall go before the City Council for approval.

Section 3: Severability. If any provisions of this Ordinance, or the application of any provisions of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision or application of such provision is severable unless otherwise provided by this Ordinance.

Section 4: Effective date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as provided by law.

PASSED by the City Council of the City of Troy, Madison County, Illinois, approved by the Mayor, and deposited in the office of the City Clerk this 4th day of November, 2024.

Aldermen:

Dawson ✓

Flint ✓

Hellrung ✓

Henderson ✓

Italiano ✓

Knoll ✓

Manley ABSENT

Turner ✓

Total:

7 Ayes

0 Nays

0 Abstains

APPROVED:



David Nonn, Mayor,

ATTEST:



Kimberly Thomas, City Clerk

