



City of Jordan Special Event Street Closure Policy

1. Purpose:

The city council has determined that they must set forth a policy for the purpose of limiting the number and frequency of street closure events that impose burdens on the quality of life of city residents and city resources such as police and fire/medical services. The city council finds that level 1 events do not impose a substantial burden on quality of life or city resources, and, accordingly, there is not a need to impose a limit on the number and frequency of such events. The city council also finds, however, that many level 2 and all level 3 events do impose substantial burdens on resident's quality of life and city resources and it is, therefore, appropriate to impose reasonable limits on the number and frequency of such events. The City Council at their discretion will amend or update this policy as needed.

All City of Jordan-requested street closures such as construction, maintenance, fire or police events are exempt from requiring a special event permit.

2. Type of Events:

Level 1 Event

- 5-100 Guests, participants, or spectators
- Includes City of Jordan property or park with no road closure
- Regardless of guest count, any event with amplified sound or alcohol requires an event permit

Level 2 Event

- 101-1,000 guests, participants, or spectators
- road closure of 1 block or less/traffic control likely

Level 3 Event

- 1,000 or more guests
- Road closure of more than one city block

All Level 2 or Level 3 Events other than Heimatfest, Heimatfest Parade, and the JordanDazzle Tree Lighting & Parade (Jordan city-wide community festival events) will require at least one business on the proposed street closure to co-sponsor the application for the event closing a street. Only *hospitality businesses** on the streets being closed can co-sponsor an event requesting a street closure.

***Hospitality Businesses are defined as those businesses that sell alcohol and or food & alcohol**

3. Number of Events:

Historically, the burdens imposed by such events have been most problematic during the summer months (May—October). Accordingly, the total number of special event permits issued during each of the summer months needs to be limited. The following limitations are based on the council's review of the historical experience of the community. They account for city-sponsored events subject to agreements between the city and the event organizer that is not otherwise covered by this article. The city council shall review these limits annually and adjust them as necessary to achieve the goals of this chapter. When these limits are considered along with the number of level 2 and 3-type city-sponsored events subject to agreements between the city and the event organizer that is not otherwise covered by this article, these limits ensure the following number of level 1, 2 or 3 events are allowed per month:

Level 1 – Unlimited

Level 2 – Limit up to 3 per month with only closing the same street once per month

Level 3 – Limit 1 per month

4. Street Closures Days and Times

4.01 Special event street closures in the downtown business district should be if at all possible only allowed on weekends when a larger percentage of businesses are closed. This would be Saturday or Sunday after 2 pm to impose the least amount of burden on the business community.

5. Fees and Charges for Special Events:

5.01 Police Services may be required, and the Chief of Police shall determine the appropriate police presence necessary to provide security for any event including alcohol or Level 2 or 3 events. The cost of police security shall be paid by the sponsoring organization at the hourly rate set by the City Council yearly in its City fees schedule.

5.02 The cost of any and all post-event clean-up required to be completed by the City Public Works Department will be deducted from the deposit and or billed back to the sponsoring organizations.

5.03 Any extra set-up services required by the Jordan Public Works Department may be billed at the rates approved by the City Council in the City fee schedule.

6. Regulations and Procedures:

6.01 Any person or organization wishing to sponsor a Special Event must obtain a Special Event Permit not less than 30 days before the special event.

6.02 Special Event Permit applications will be available at the City Administrator's office, and if approved, shall become a part of the permit. Incomplete applications will be returned.

6.03 The permit fee if required shall be paid upon submittal of the application.

6.04 Level 2 and 3 Special Events which are not sponsored by the City may require a deposit of not less than \$500 or as determined by the City Administrator.

6.05 The cash deposit will be calculated based on the anticipated and potential cost to the City of Jordan and shall be submitted no less than thirty (30) days before the special event.

6.06 The return of the deposit is conditioned upon the applicant has not requested nor received services which are a cost to the City of Jordan and the applicant causing no damage to the public or private property in the City of Jordan, and further conditioned upon the fact that the applicant will remove all dirt, paper, litter, or other debris generated by its operations, from the site of the event and the adjoining premises upon completion of the event. Any use of paint on the streets or sidewalks will result in an automatic forfeit of your deposit.

6.07 Issuance of a Special Event Permit does not constitute a waiver of any Federal, State or Local laws. Applicants are responsible for complying with all applicable Federal, State, and Local laws.

6.08 Issuance of a Special Event Permit does not, in any way, imply City sponsorship of the Special Event.

6.09 Traffic Control Measures: Applicant is required to pay all costs for traffic control measures and traffic control personnel.

6.10 Traffic Barricades: The installation and removal of barricades by Jordan Public Works Department is subject to the hourly rates charges.

6.11 Notice to Property Owners: The applicant will be required to provide a notice to all property owners about a Special Event as stipulated by the City Administrator or designee for all events which require a street closure before the application is considered by the City Council. The intent is to notify the businesses with a direct storefront that faces the street closure area.

6.12 Insurance: Applicant must provide the City with a Certificate of Insurance showing proof of general liability insurance, automobile liability insurance (if applicable) and liquor liability insurance (if applicable) meeting the following minimum requirements:

- Applicant shall procure and maintain for the duration of the event commercial general liability insurance or equivalent special event coverages protecting it from claims for damages for bodily injury and property damage which may arise from or in connection with the event's operation and use of the City's property in the minimum amount of \$1,000,000 per occurrence.

- If automobiles will be used during the event, Applicant shall provide automobile liability insurance with a minimum combined single limit of \$1,000,000 per occurrence. Coverage shall include liability for owned, non-owned and hired automobiles.
- If alcohol will be sold or served, Applicant must have liquor liability (dram shop) insurance in the minimum amount of \$1,000,000 per occurrence.
- The City shall be endorsed as an additional insured on all liability policies. Applicant's insurance shall be primary.
- The City reserves the right to modify these insurance requirements depending on the nature and scope of the event.

6.13 Claims: Applicant agrees to defend and hold the City harmless from claims, demands, actions, or causes of actions, of any nature of the character, arising out of, or by reason of the conduct of the event authorized by such premise extension, including attorney fees and all expenses.

6.14. Damages: Applicant will indemnify the City for all damages that may result to City property as a result of an event.

6.15 Supervision: Applicant will maintain adult supervision of the event at all times. The applicant will provide security as stipulated by the Chief of Police or designee. Security will be billed at the Hourly Rate outlined in Attachment A.

6.16 Clean-up: Applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left on the street because of the event. If the Applicant neglects or fails to proceed with clean-up within two hours immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Director of Public Works or designee is authorized to clean up and charge the Applicant for clean-up at the Hourly Rate shown in the City fees schedule.

6.17 Trash Disposal: Applicant will provide plans for trash disposal including the group or company contracted for trash disposal as part of the Special Event Permit Application. This may mean the event will need to purchase bags and carry trash to a central location to deposit into a large roll-off dumpster. The permanent trash receptacles will be emptied at the end of the event, and that trash will be put in the roll-off as well.

6.18 Restrooms. The applicant will provide plans for providing restrooms including the company contracted for supplying restrooms as part of the Special Event Permit Application. The minimum amount of restrooms will be 3 per block. The City Administrator or designee may require more per block depending on the number of guests expected to attend.

6.19 Use of City Utilities: The Applicant will not use City utilities for any event unless permission has been granted by the Director of Public Works or designee. The electrical circuits in the Central Business District have a limited amperage capacity.

6.20 Food Permits. The Applicant shall obtain a Minnesota Department of Health food license and shall comply at all times with the applicable health codes and regulations. Proof of license shall be

provided to the City Clerk at least seven days before the event and kept on site for immediate inspection.

6.21 Mobile Food Units. The applicant shall obtain a Mobile Food Unit license from the City Administrator and shall comply with all conditions outlined in the city code. For units parked on a city street, all food sales must locate in the defined space.

6.22 Alcoholic Beverages on Public Property. The Applicant is required to follow the procedures listed in Jordan city code and parks policies. All of the below stipulations are inclusive of interior and exterior areas of any special events:

- The defined area for the service of alcoholic beverages will be secured and clearly marked to establish the outdoor event area. All liquor sales and containers used for consumption must remain in the defined space.
- There should be controlled access to the event with event security personnel to identify and wristband those of legal age to consume. The gate/exit of the defined area for the service of alcoholic beverages will need to be continuously staffed to prevent patrons from leaving with alcoholic beverages.
- All alcohol service will cease at 11 p.m. All patrons must exit the defined space by 11:30 p.m.
- Event security will assist the Police Department in clearing the event at closing time. The closing time should be prominently displayed throughout, so there is no confusion at the end of the evening when patrons are asked to leave.
- For events, applicants will be required to hire uniformed police officers to supplement their security staff as required by the Police Department. Monitoring of those consuming alcohol will be done by event coordinators and the Jordan Police Officers who have been hired to assist with the oversight of the event.

6.23 Outdoor Music. No outdoor music or amplified sound is allowed during the hours of 11 p.m. and 8 a.m. The Police Chief or designee has the ability to direct the event manager to control the level of noise and/or terminate the event at any time. Any plans for outdoor music or amplified sound must be described in the Special Event Permit Application.

6.24 Outdoor Tents. Applications must be submitted for any tent permits exceeding 200 square feet. Erection of tents, canopies, or similar structures is allowed; however, the applicant cannot drive stakes, nails, screws, posts, or otherwise, disturb either paved or unpaved surfaces within the right of way to secure such features.

6.25 Variances. The applicant shall provide in writing the condition or conditions that are requested to be modified, the modification that is requested, and the factors that the City Administrator or designee should consider when determining the modification. Variance requests must be submitted with the Special Event Permit application. Approval of a variance does not require the City to

approve similar variances or even the repeat of the same event. Each variance will be reviewed separately.

6.26 City staff may place any additional requirements on any event. These requirements may include specific staff levels for Police, Fire, Public Works, or other personnel. Expenses will be billed to the sponsoring organization under the terms of this policy.

Adopted: 9-12-22