

ORDINANCE NO. 2021-03

LENT TOWNSHIP, CHISAGO COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 6 OF THE LENT TOWNSHIP LAND  
USE REGULATIONS TO ESTABLISH A SPECIAL EVENTS ORDINANCE TO A  
NEW SECTION 7.

THE LENT TOWNSHIP BOARD OF SUPERVISORS ORDAINS:

**Section 1.** Chapter 6 of the Lent Township Land Use Regulations is amended by adding the following new Section 7. SPECIAL EVENTS.

**SECTION 7. SPECIAL EVENTS**

**7.01 Purpose**

The following sections govern the time, place and manner of holding certain special events on Township streets, on Township property and on private property when an event's impact upon the health, fire, law enforcement, transportation or other services exceeds those regularly provided to that property. This section is enacted in order to promote the health, safety and welfare of the residents and visitors of the Township by ensuring that special events do not create disturbances, become nuisances, menace or threaten life, health and property, disrupt traffic or threaten or damage private or public property. It is not the intent of the Town Board by enacting this article to regulate in any manner the content of speech or infringe upon the right to assemble, except for regulating the time, place and manner of speech and assembly and this article should not be interpreted or construed otherwise.

**7.02 Definitions**

For the purposes of this article, the terms defined have the following meanings given to them:

- Applicant        Any individual, partnership, corporation, association, society or group seeking and/or receiving a special events license from the Township.
- License         A license issued by the Township to allow a special event.
- Outdoor        Activity conducted outside of a permanent structure or building.
- Person         Any person, association, partnership, firm, business trust, corporation or company.
- Special event   Any temporary, outdoor privately sponsored event open to the general public and held on public or privately owned property including, but not limited to, a concert, parade, fair, show, festival, carnival, rally, party, motorcade, run, street dance, bike-athon, race, walk, athletic event, block party or other attended outdoor entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event.

### **7.03 License Required**

Any person or organization desiring to conduct or sponsor a special event in the Township shall first obtain a special event license from the Township. A special event license is not required for the following types of events:

1. Any permanent place of worship, stadium, athletic field, arena, theatre, auditorium, or fairs conducted pursuant to Minn. Stats. ch. 38.
2. Special events or activities permitted or licensed by other state laws or regulations of the Township of Lent, including publicly sponsored activities in the local park system.
3. Family gatherings, including family reunions, graduation parties, baptisms, confirmations, weddings, funerals, under 100 people.
4. Garage sales.
5. Nonrecurring auctions.
6. Events held in or on the grounds of any school, place of worship, athletic field, arena, auditorium or other place of assembly used for regularly established assembly purposes.
7. An annual reoccurring event that has no change, and at staff discretion.

### **7.03 Permit Application**

Any person or organization desiring to sponsor a special event that is not exempted by this article must apply to the Township for a special event permit. This application must be filed not less than 45 days in advance of the date in which the event is to occur, or at staff discretion. Special event permit applications must include the following information:

1. Type and description of the special event and a list of all activities to take place at the special event.
2. The names and addresses of the person(s) responsible for conducting the event.
3. Proposed date(s) of the special event, together with the beginning and ending times for each date.
4. Proposed location of the special event, including a map of the proposed area to be used which shows any barricades, street route plans or perimeter/security fencing.
5. Estimated number of special event staff, participants and spectators.
6. Whether the premises are owned by the applicant or, if not owned, the written permission from the owner or agent having authority to permit the use of such premises.
7. Any crowd control, solid waste disposal, parking and traffic control and insurance information required in section 50-304.
8. Whether food or alcohol is to be served or sold at the special event. The licensee is responsible for obtaining all necessary food licenses from the state and county.
9. Signature of the applicant.
10. If the event is an event planned within an area in which a street is to be closed, the applicant must collect and submit with the application a list of signatures from all properties whose vehicular access to their properties will be affected consenting to the street closure.
11. Certificate of liability insurance covering the dates of the special event.
12. Upon submission of an application for a special event license, Township staff will review the request and advise the applicant of the need for additional information, if any.

### **7.04 Requirements For Issuance of License**



A. The following standards shall apply to all special events:

1. Maximum number of people. The licensee shall not sell tickets nor permit attendance at the license location of more than the maximum number of people stated in the special event license.
2. Sound equipment. Sound producing equipment, including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the special event so as to be unreasonably loud or be a nuisance or disturbance to the peace and tranquility of the citizens of Lent Township.
3. Sanitary facilities. In accordance with Minnesota State Board of Health regulations and standards local specifications, adequate sanitary facilities must be provided which are sufficient to accommodate the projected number of persons expected to attend the event.
4. Security. The licensee shall employ, at his own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons in attendance at the special event and for the preservation of order and protection of property in and around the event site. Security personnel shall generally be off-duty licensed police officers. No license shall be issued unless the County Sheriff is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the event. If deemed appropriate, the County Sheriff may recommend that the Town Board authorize alternate security personnel other than off-duty officers.
5. Fire protection. The licensee shall, at his own expense, take adequate steps to insure fire protection as determined by the County Sheriff.
6. Duration of special event. The licensee shall operate the special event only on those days and during the hours specified on the license, which shall not be for more than seven days.
7. Cleanup plan. The licensee is responsible for cleanup. Any extraordinary clean up required by the Township will be charged to the licensee. Any Township service that requires overtime will be at the expense of the applicant.
8. Waiver. The Town Board may grant a waiver from the requirements of this article in any particular case where the applicant can show that strict compliance with this article would cause exceptional and undue hardship by reason of the nature of the special event or by reason of the fact that the circumstances make the requirement of this article unnecessary. Such waiver must be granted without detriment to the public health, safety or welfare and without impairing the intent and purpose of these regulations.
9. Miscellaneous. Prior to issuance of a license, the Town Board may impose any other conditions reasonably calculated to protect the health, safety and welfare of persons, attendant or of the citizens of Lent Township.

B. The following standards shall apply to special events with an expected attendance of over 100 persons or as the Town Board recommends:

1. Crowd control. A fence or barrier shall be constructed that completely encloses the proposed location and shall be of sufficient height and strength to prevent people in excess of the maximum permissible number from entering the event. The fence or barrier shall have sufficient entrances and exits to allow easy movement into and out of the special event and provide

traffic control onto established public road systems. This requirement may be waived if the Town Board determines that a fence will not be necessary for crowd control.

2. *Solid waste disposal.* A sanitary method of disposing of solid waste, in compliance with state and local laws and regulations, shall be provided and shall be sufficient to dispose of the solid waste production anticipated for the maximum number of people allowed by the license. Plans shall include a provision for holding and collecting all such waste at least once each day, sufficient trash containers and sufficient personnel to perform such tasks.
3. *Parking and traffic control.* A parking and traffic control plan for the number of persons projected to attend the event must be submitted. Such plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the applicant shall provide adequate off-street parking facilities on the site or within 1,500 feet thereof to accommodate the projected number of persons expected to attend the event.
4. *Medical facilities.* Medical or first aid facilities shall be provided which are sufficient to accommodate the projected number of persons to attend the event.
5. *Lighting.* The licensee shall provide electrical illumination of all occupied areas sufficient to ensure the safety and comfort of all attendees. The license's lighting plan shall be approved by Township staff.
6. *Potable water supply.* Potable water, meeting all federal and state requirement for sanitary quality and sufficient to provide drinking water for the maximum number of people allowed at the special event, shall be provided.

#### **7.05 Permit Review**

The Town Board, at any regular or special meeting, may grant a license under this article upon due and proper application made therefore if, in the judgment of the Town Board, the application meets the standards of this article.

The Town Board may deny a license if, in the judgment of the Town Board, the granting of a license would adversely affect the safety, health and welfare of the citizens of Lent Township. The applicant shall be notified of such denial and may appear before the Town Board to appeal such denial. Criteria for denial of an application for a special event license may include, but not be limited to:

1. The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail.
2. The applicant fails to supplement the application after having been notified by the Township of additional information or documents needed.
3. The applicant fails to agree to abide or comply with all of the conditions and terms of the special event permit.
4. The time, route, hours, location or size of the special event will unnecessarily disrupt the movement of other traffic within the area of the special event.
5. The special event is of the size or nature that requires the diversion of too many law enforcement officers to properly police the event, site and contiguous areas that allowing the special event would unreasonably deny law enforcement protection to the remainder of the Township and its residents.



6. Another special event license has already been approved to hold another special event at the same time and place requested by the applicant or so close in time and place as to cause undue hardship, undue traffic congestion, or the Township is unable to meet the needs to provide for law enforcement and other Township or County services for both special events.
7. The location of the special event would cause undue hardship for adjacent businesses or residents.
8. The location of the special event will substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way.
9. The special event would endanger public safety or health.
10. The special event would seriously inconvenience the general public's use of public property, services or facilities.
11. The applicant fails to comply with the liability insurance requirements or the applicant's insurance lapses or is canceled.
12. The special event would create or constitute a public nuisance.
13. The special event would be likely to cause significant damage to public property or facilities.

#### **7.06 Permit Conditions**

The Town Board may condition the issuance of a license by imposing reasonable conditions concerning the time, place and manner of the special event, and such conditions are necessary to protect the safety of persons and property, and the control of traffic; provided that such conditions shall not unreasonably restrict the right of free speech. Such conditions may include, but are not limited to:

1. Alteration of the date(s), time(s), route or location of the special event proposed.
2. Elimination of an activity at the special event which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the Township.
3. Requirements concerning the area of assembly and disbanding of a parade or other events occurring along a route.
4. Requirements concerning the accommodation of pedestrian or vehicular traffic, including restricting the event to only a portion of the street right-of-way.
5. Requirement for the use of traffic cones or barricades, and shall be in accordance with the current Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) and any other requirements of the roadway authority that has jurisdiction over the affected street.
6. Requirements for the use of Township or County personnel and equipment.
7. Requirements for the provision of first aid or sanitary facilities at the special event.
8. Compliance with animal protection ordinances and laws.
9. Requirements for the use of garbage containers and cleanup and restoration of any public property.
10. Restriction on the use of amplified sound and compliance with noise ordinances, regulations and laws.
11. Requirements to provide notice of the special event to surrounding property owners.
12. Restrictions on the sale or consumption of food and alcohol.

### **7.07 Permit Issuance**

The Township clerk shall issue the special events permit once the application has been approved by the Town Board and the applicant has agreed to comply with the terms and conditions of the permit as well as the requirements of this article.

### **7.08 Indemnification Agreement And Liability Insurance Requirements**

All applicants must agree to indemnify and hold harmless the Township of Lent and its employees against any and all losses, claims, damages or liability to which the organization, participants, or the Township of Lent may become subject in connection with the conduct of any activity on the premises by the authorized organization. Organizations must agree to reimburse the Township of Lent and its agents, attorneys, and employees in connection with defending any actions relating thereto. All users of the facilities that are legally established within the State of Minnesota are required to furnish a yearly certificate confirming liability insurance, with the Township named as an additional insured, in the minimum amounts of \$1,000,000.00 for bodily injury and property damage. The Township reserves the right to require adjusted insurance amounts and other applicants may be required to supply liability insurance as the Township deems necessary.

### **7.09 Insurance Requirements**

- A. *Liability insurance required.* The applicant or sponsor of the special event must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the special event. A certificate of insurance must be filed with the Township prior to issuance of the special events permit. The certificate of insurance must name the Township, its officials, employees and agents as additional insured. Insurance coverage must be maintained for the duration of the special event.
- B. *Minimum limits.* Insurance coverage must be a commercial general liability policy. The minimum limits must be at least \$1,000,000.00. If alcoholic beverages are to be sold or distributed at the special event, the policy must also include an endorsement for liquor liability. The Town Board may require additional endorsements depending upon the type of special event and proposed activities.
- C. *Waiver or reduction of required limits.* The Town Board may waive or reduce the insurance requirements of this section under the following circumstances:
  - 1. The applicant or officer of the sponsoring organization signs a verified statement with documentation from a recognized insurance company that the insurance coverage requirements required by this section is impossible to obtain; or
  - 2. The Town Board determines that the insurance requirements are in excess of the reasonable risk presented by the proposed special event.

### **7.10 Revocation of Permit**

Any permit issued pursuant to this section may be summarily revoked by the Township's law enforcement officer at any time when, by reason of disaster, public calamity, riot or other emergency, the law enforcement officer determines that the safety of the public or property requires such revocation. The Township clerk may also summarily revoke any special event permit issued pursuant to this article if he or she finds that the permit has been issued based upon false information or when the permittee exceeds the scope of the permit. Notice of such action revoking the permit shall be delivered in writing to the permittee by personal service or certified mail at the address specified by the permittee in its application.



### 7.11 Violations

1. Unlawful to sponsor a special event without a permit. It is unlawful for any person to sponsor or conduct a special event requiring a permit pursuant to this article unless a valid special event permit has been issued for the event.
2. Unlawful to exceed the scope of the permit. The special event permit authorizes the special event permittee or sponsor to conduct only such a special event as is described in the permit, and in accordance with the terms and conditions of the permit. It is unlawful for the permittee or sponsor to willfully violate the terms and conditions of the permit.
3. Misdemeanor. Any person convicted of violating this article shall be guilty of a misdemeanor and shall be subject to a fine or imprisonment as specified by state statutes. Each day in which a violation continues to occur shall constitute a separate offense. Violation of any provision of this article shall also be grounds for revocation of the special event permit.

**Section 2. SEVERABILITY.** Should any section, subdivision, clause or other provision of this Ordinance be held to be invalid in any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part hereof, other than the part held to be invalid.

**Section 3. FINDINGS.** Findings for Amending the Lent Township Land Use Regulations by amending Chapter 3, Section 3.05. In amending the Lent Township Land Use Regulations relating to Definitions, Rural Transit Center District, and Preparing and Filing the Final Plat, the Town Board of Lent Township finds that the amendments do not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area, is sufficiently compatible so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land, is in the opinion of the Township to be reasonably related to the overall needs of the Township, is consistent with the intent and purposes of the zoning ordinance, and will not cause traffic hazards or congestions.

**Section 4. EFFECTIVE DATE.** This Ordinance shall take effect and be in force upon its adoption by the Board of Supervisors.

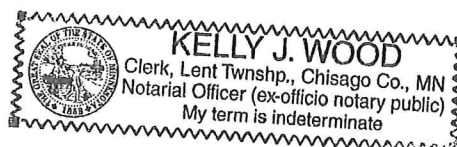
Attest

By: 

Rick Keller, Chairman

By: 

Kelly Wood, Town Clerk



Passed by the Lent Town Board this 20<sup>th</sup> day of April,  
2021.

Published in the Chicago the 6 day of May,  
2021.  
Press  
Citynews.  
Review





# SPECIAL EVENT PERMIT APPLICATION

33155 Hemingway Ave  
Stacy, MN 55079  
(651) 462-3009

Special event permit applications must be submitted to the town clerk at least **30 days** before the event, and fees must be submitted at least **30 days** before the event.

## CONTACT INFORMATION

Group/Organization	
Contact Person	
Address	
Phone	
Email	

## EVENT INFORMATION

Select one	New application		Renewal/Change in Application	
Event Name/Title				
Event Description				
Address				
Estimated Attendance				
Event Date and Time	Date		Time	
Set Up				
Actual Event				
Clean Up				

## EVENT FEATURES

Will any signs/banners be put up? <i>If yes, number and size?</i>
Will there be any inflatables? <i>If yes, provide insurance certificate from rental vendor. Note: No staking is allowed! Must use weights or other.</i>
Will there be any entertainment? <i>If yes, what type?</i>
Will sound amplification be used? <i>If yes, hours and type:</i>
Will a stage or tent(s) be set up? <i>If yes, Include size and dimensions, Note: No staking is allowed! Must use weights or other.</i>
Will merchandise be sold? <i>If yes, please include the name of the vendors:</i>
Will food be preparer or served on site? <i>If yes, contact Minnesota Department of Health</i>
Will alcohol be served? <i>If yes, contact the Minnesota Department of Health.</i>
Will there be a fireworks display? <i>If yes, obtain permit from Chisago County.</i>

**SERVICES** (After reviewing the event application, Services *may be required* for the event)

Will event Use, Close or Block any of the following: Township Road, Right-of Way Trails or Other Public Uses/Spaces
Will event need barricades? <i>If yes, number needed.</i>
Will event need water or electric? <i>If yes, please describe.</i>
Will portable restrooms be needed? <i>If yes, how many.</i>
Will extra trash receptacles be needed? <i>If yes how many?</i> <i>Note: Receptacles placed on pavement must have 2" thick wood material placed underneath receptacle touch point.</i>
Describe trash removal and cleanup during and after the event.
Will event need traffic control? <i>If yes, contact Chisago County Sheriff's Office, 651-257-4100</i>
Describe crowd control procedure to ensure the safety of participants and spectators:
Will "No Parking Signs" be needed? <i>If yes, how many?</i>
Will event need security? <i>If yes, list security company and contact info:</i>
Will event need EMS? <i>If yes, contact Lakes Region EMS, 651-277-4911</i>
Describe plans to provide first aid if needed:
Describe the Emergency Action Plan if severe weather should arrive:
List any other pertinent information: (Animals, etc.)

**ATTACHMENTS** (please attach additional sheets as needed)

Site Plan <i>(This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)</i>
Certificate of Insurance <i>(Include: Policy Number, Amount and Provisions that Lent Township is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the Township.)</i>
Permits <i>(Department of Health, Transient Merchant, Peddlers License, etc.)</i>
Signatures <i>(All signatures from properties affected, i.e. Street Closure all properties that have vehicle access)</i>
Proof of Non-Profit Status

**HOLD HARMLESS AGREEMENT**

The sponsor(s) of this event hereby agrees to save and hold harmless Lent Township, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and Lent Township and is a release of Liability.

\_\_\_\_\_  
 Signature of Applicant or Authorized Agent

\_\_\_\_\_  
 Date

**For Office Use Only**

DEPARTMENT	APPROVAL SIGNATURE	DATE
Town Board Chair		
Chisago County Sheriff's Office		
Lent/Stacy Fire Department		

<u>Application Fee</u>	<u>Damage Deposit</u> \$100 \$1,000 – Central	<u>Date Received</u>	<u>Check #</u>	<u>Receipt #</u>

Attendance	0-100	101-1000	1000+
Resident	\$0	\$100	\$750
Non-Resident	\$50	\$100	\$750



## Comments