



CITY OF RAPID CITY

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MEMORANDUM

TO: Mayor Sam Kooiker
Common Council

FROM: Allison Marsland, Assistant City Attorney *AM*

DATE: February 28, 2014

RE: Special Event Permit Process

Sometime in the next few months, a new ordinance pertaining to the special event application process will be brought before the Council. The new ordinance, if passed, will implement a process for approval of high profile events, will include parameters defining what constitutes a high profile event, and will require that high profile events be brought to the Common Council for approval. In addition, the new ordinance will also allow for approval of multi-year special event permits for large, high-profile, and recurring events. Authorization for all other events and parades will remain an administrative approval by the Chief of Police or designee. The application process for special events and parades is set out in Rapid City Municipal Code Chapter 12.20, entitled "Parades".

Ordinance No. 5984, before you for second reading, is a proposed change to Rapid City Municipal Code Section 12.12.020, which is in the chapter entitled "Street Use Regulation". In light of the forthcoming changes to the "Parades" chapter, an updated version of Ordinance No. 5984 is being attached to the agenda for this item. The updated ordinance for second reading changes the statement that a "SPECIAL EVENT" is, among other things, an event "approved by the Common Council" to "an event authorized by issuance of a special event or parade permit, . . ." The updated ordinance allows special events that are authorized by issuance of a permit – this will be a permit authorized and issued by the Council in the case of high profile events, or authorized by the Chief of Police in the case of non-high profile events.