



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#15-110) Agenda
CITY OF PARKVILLE, MISSOURI
Wednesday, February 11 2015 7:00 pm
City Hall Boardroom

1. CALL TO ORDER

A. Roll Call

1. Michelle Flamm[] Laura Ozenberger[] Adam Zink[] Neil Davidson[] Bill Noble[]
Phil Wassmer[] Chris Cardwell[] William Gresham[] Susan Robb [] Marc
Sportsman (Liaison) []

2. CITIZEN INPUT

3. CONSENT AGENDA

- A. Approve the minutes for the January 14, 2014 regular meeting.

4. ACTION AGENDA

- A. CLARB 15-110-01. Board Elections.
- B. CLARB 15-110-02. Parkville Cruise Nights. Event organizer, Danelle Nichols. Event dates: April 4, 2015; May 2, 2015; June 6, 2015; August 1, 2015; September 5, 2015. Tier 2 event.
- C. CLARB 15-110-03. 12th Annual Parkville Microbrew Fest. Event organizer, Danelle Nichols. Event date: April 25, 2015. Tier 2 event.
- D. CLARB 15-110-04. Missouri River Clean Up – Healthy Rivers Partnership. Event organizer, Vicki Richmond. Event date: May 16, 2015. Tier 1 event with special request.

5. NON-ACTION AGENDA

- A. Dog Park desired amenities discussion.

6. STAFF UPDATES ON ACTIVITIES

A. Parks

1. Ball field usage update.
2. Platte Landing Park maintenance plan.
3. Tree City “USA” update.

B. Administration

1. Donation item update.
2. Platte Landing Park wetland restoration update.

7. MISCELLANEOUS ITEMS FROM THE BOARD

8. ADJOURN

Community Land and Recreation Board Meeting
January 14, 2015
MINUTES
Meeting 109

The meeting was called to order at 7:01 pm. Roll was called by Tom Barnard. Members present were, Michelle Flamm, Adam Zink, Bill Noble, Neil Davidson, Chris Cardwell, Phil Wassmer, William Gresham, and Susan Robb. Laura Ozenberger was absent with prior notice. Liaison, Marc Sportsman present. Alysen Abel, Tom Barnard and Tim Blakeslee were present from the City.

2. Citizen Input – Carla Dods representing Platte Land Trust, approached the Board about the desire to have native grasses and flowers along the Platte Landing Park trail between the trail and Highway 45. The goal is to have flowers bloom throughout the season and to help with the migration of the Monarch Butterfly. Maintenance responsibility for the native plants would be the Platte Land Trust volunteers. Mowing time would be done once a year by City Staff, but in turn will reduce mowing time throughout the normal mowing season. Susan Robb asked if there would be any signage. Dods responded yes while in progress and afterwards once established as well. Liaison Marc Sportsman inquired on how much they expected to ask with for the Outreach Grant. Dods responded about \$2 per sq. ft. and this would be approximately \$3,000 - \$4,000. Overall the Board felt this would be a nice addition to the 45 Highway corridor and great for viewing the Monarch Butterflies.

3. Consent Agenda

Adam Zink motioned to approve the minutes from the November 12th meeting. Susan Robb seconded the motion. Motion approved 8-0.

4. Action Agenda

No Action Items for Meeting 109

5. Non-Action Agenda

- A. Missouri River Clean Up.** Vicki Richmond executive director of the Healthy Rivers Partnership (HRP) is interested in a Missouri River clean-up project and would like to use the boat ramp at Platte Landing Park for coordination efforts. Richmond presented a slide show showing the groups commitment to river clean-ups, river education, and riparian restoration. With the extent of cost and public service being provided for this river clean up in the Parkville area, a fee waiver by city staff is recommended. CLARB will review the application and vote to approve the fee waiver at our February meeting. Richmond inquired about the possibility of an in-kind donation of a loader and operator to place river debris in a dumpster provided by HRP at the conclusion of the clean-up if possible.

- B. Discussion on a donation and public/partnership program for City Parks.** City Staff and CLARB discussed ways to better take advantage of future donation requests. City staff plans to create a donation program that includes a menu of items and/or projects that are good candidates for future donations in the city parks. As previously discussed with the Community Land and Recreation Board (CLARB), city staff believes there are a number of ideal locations for bench donations in Platte Landing Park and in English Landing Park. City Staff brainstormed with CLARB members about other possible donation ideas including trees, smaller donation zones, dog park amenities, shelters, and other park equipment. Discussion included creating a community fundraising opportunity for a large project and being sure to also recognize all donors. City staff plans to research and create a donation program for review and adoption by CLARB and the Board of Aldermen at a future meeting.

6. Staff Updates on Activities:

A. Parks

1. **Outreach Grant Update.** Tom Barnard submitted designs and pricing on shade structures at the dog park in Platte Landing Park. Maintenance free structures with metal roofs were favored over canvas type structures which didn't provide the durability needed along the river bottom. A design that was similar to the shelters in English Landing Park was favored. Barnard also updated the Board with the 1st priority on the Outreach Grant for a new restroom with expanded facilities to include a heated family restroom for year round use. He stated preliminary cost to be around \$200,000.
2. **Preliminary Shelter / Bench concepts for Platte Landing Park.** Barnard presented pictures of current Platte Landing Park so the Board could visualize possible areas for shelters and/or benches for the next phase of Platte Landing Park. The Board was asked what they would envision along the riverfront as this development progresses. Ideas suggested were limited and predetermined sitting areas that best fit with any implementation of shelter houses. Shelter house access (vehicles) could be limited with easements and perhaps a passive concept with fewer amenities would fit best in Platte Landing Park. Adam Zink mentioned solar lighting around the back loop of the Martin-Marietta Trail may help with some degree of security without being too obtrusive. Barnard stated he would look into cost and feasibility and thanked the Board for the ideas that were expressed.
3. **Tree City "USA".** Barnard stated that the Parks Department completed the Tree Resource and Improvement and Maintenance

Grant (TRIM). The Grant award of \$8,100 provided a large boost to maintain trees that were potential hazards around the playgrounds, shelters and other high profile pedestrian traffic areas. Barnard will submit a press release for the award and thanked the Missouri Department of Conservation.

7. MISCELLANEOUS ITEMS FROM THE BOARD

A. Reminder for February elections.

8. Adjourn

Adam Zink motioned to adjourn the meeting at 8:47 p.m. Bill Noble seconded the motion. Motion approved 8-0.

CITY OF PARKVILLE Policy Report

Date: Thursday, February 5, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:
2015 Community Land and Recreation Board officer elections.

BACKGROUND:
Pursuant to Parkville Municipal Code Chapter 150, the Community Land and Recreation Board (CLARB) acts in an advisory capacity to study trees and shrubs along streets and in other public areas; review matters of park planning or other issues brought before the Board of Aldermen; and make recommendations regarding public neighborhood beautification project requests, event approvals occurring on community public right-of-way and park land, and procedures for carrying out such events. It consists of nine members who serve staggered, three-year terms.

According to the Community Land and Recreation Board Bylaws and Procedures adopted on October 12, 2005, the officers of the Community Land and Recreation Board shall consist of a Chairperson, Vice Chairperson, and Secretary. The Community Land and Recreation Board shall annually elect these officers from its citizen members at its regular meeting in February. Nominations shall be made from the floor, and the person receiving a majority vote of the total Board membership shall be declared elected. Officers shall serve until their successor is elected. No member may serve as Chairperson for more than three consecutive elected one-year terms.

BUDGET IMPACT:
As this is an administrative item there is no budget impact.

ALTERNATIVES:

1. Hold elections for the Chairman, Vice Chairman, and Secretary positions.
2. Re-elect current officers.

STAFF RECOMMENDATION:
Staff recommends that the Community Land and Recreation Board (CLARB) hold 2015 Board elections.

POLICY:
City Ordinance No. 2179 §1, 2-15-2005 states that the Community Land and Recreation Board shall choose its own officers.

SUGGESTED MOTION:

I move to nominate _____ as Community Land and Recreation Board Chairman

I move to nominate _____ as Community Land and Recreation Board Vice
Chairman

I move to nominate _____ as Community Land and Recreation Board Secretary

CITY OF PARKVILLE Policy Report

Date: Thursday, February 5, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:

Approve the Parkville Cruise Night events on April 4, 2015; May 2, 2015; June 6, 2015; August 1, 2015; September 5, 2015.

BACKGROUND:

The Main Street Parkville Association (MSPA) is a volunteer, membership organization dedicated to the preservation and promotion of Historic Downtown Parkville. MSPA was originally formed to assist with revitalization efforts in Historic Downtown Parkville following the 1993 flood. MSPA's mission is to preserve, maintain, and promote the hometown charm of Historic Downtown Parkville

The Parkville Cruise Night events will be held in English Landing Park on April 4, 2015; May 2, 2015; June 6, 2015; August 1, 2015; September 5, 2015. The events, including setup and tear down, will take place between 2:30 pm – 8:30 pm. The estimated attendance will be 500+ individuals each month. Event Organizer Danelle Nichols, on behalf of the MSPA, has completed the event application to a level deemed acceptable by City staff. The application and related documents are attached to this report as Attachment 1. Event activities include a Car Show, Vendors, and a DJ in the English Landing Park parking lot. As a result of a previous arrangement between the MSPA and the City of Parkville, each Cruise Night event is charged a fee of \$100 per event.

Per the Guidelines for Events in Parkville (2014) the event organizer will need to provide any other staff requested information, including proof of insurance to the City of Parkville seven days prior to the event date. City staff recommends that no deposit be collected for this event because damage to City property is unlikely. Events are still liable for any damage that does occur due to event activities. If the Cruise Night events return in 2016, it will be deemed a repeat event and will no longer need Community Land and Recreation Board (CLARB) approval.

BUDGET IMPACT:

Per the Guidelines for Events in Parkville (2014) the City of Parkville will collect a total of \$950 as the event fee based on the event application provided by the event organizer. This fee is due 30 days prior to the event. If other applicable fees arise during the course of the event, the event organizer will be invoiced following the event.

ALTERNATIVES:

1. Approve the Parkville Cruise Night events on April 4, 2015; May 2, 2015; June 6, 2015; August 1, 2015; September 5, 2015 as described in the above report and in the event application as received by staff.
2. Approve the Parkville Cruise Night events with revisions outlined by the Community Land and Recreation Board.
3. Provide other direction to staff regarding the Parkville Cruise Night events.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB approve the Parkville Cruise Night events on April 4, 2015; May 2, 2015; June 6, 2015; August 1, 2015; September 5, 2015 as described in the above report and in the event application as received by staff.

POLICY:

Section 150.050.E. states that CLARB shall make recommendations to the Director of Parks and Recreation with regard to event approvals occurring on community public right-of-way and park land. CLARB shall also review and recommend procedures for carrying out such events.

SUGGESTED MOTION:

I move to approve the Parkville Cruise Night events as described in the above report and in the event application as received by staff.

ATTACHMENTS:

1. Event Application



CITY OF PARKVILLE
 8880 Clark Avenue
 Parkville, MO 64152

Date Submitted _____
 Application # _____
 Date Approved _____
 Permit # _____

NEW SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. **Please refer to the Application Information and corresponding sections in the Event Rules and Conditions to answer most questions.** Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

1. EVENT INFORMATION:

Event Name: Parkville Cruise Nights

Event Location: City Parking Lots Event Tier: 2

Detailed event description (additional room on next page or sheet may be attached):
Car Show, Vendors and DJ

Estimated attendance: 500 each month

Event Date(s) and Times: April 4, May 2, June 6, August 1, September 5, 4-8 pm

Set up date/time: 2:30 pm Cleanup finished date/time: 8:30 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Danelle Nichols

Organization: Main Street Parkville Association

Address: 106 1/2 Main Street

City, State, Zip: Parkville, MO 64152

Phone: 816-505-2227 Fax: _____

Emergency #: 816-739-9064

E-mail: historicparkvillemainstreet@gmail.com

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: Troy Wilson

Phone: 816-215-3897

Alternative Contact

Name: _____

Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

3. EVENT TYPE:

Run Walk Parade/
March Bike
Race/Tour Street Fair Concert Film Carnival Other: _____

4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a shelter reservation with your event? Yes: ___ No:

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event.**

Do you want to have a Performance Stage for your event? MeKeon Stage: _____ River Stage: _____

Do you want to have a ball field reservation with your event? Yes: No: _____

If Yes: Attach a [Ball Field Reservation Permit](#)

5. SITE PLAN

Where do you plan to have your event? City Park: _____ Other Public Property: City Parking Lots

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document.

Explain Your Site Plan (Attach additional sheet if necessary): _____

City Parking Lots on South Main Street and Farmers' Market lot. Set up includes blocking the parking lots with signage stating all vehicles need to be removed by 2:30 pm. Attendees can enter and exit anywhere within the parking lots, no water stations provided and first aid is located at the Main Street tent. One food vendor, one commercial vendor and DJ.

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: No:

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): _____

Do you request the use of Ball Field 1 for Parking? Yes: No:

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): _____

They will be notified by email.

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): _____

They will be notified by email and social media outlets

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): _____

On-duty officers are contacted if needed for security issues.

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

On-site port-a-potties and merchants restrooms that are open to the public.

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): _____

Use trash containers provided by the City.

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

First Aid kit on-site.

13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a utility connection/s at your event? Yes: No: _____

If Yes: How Many Electric Pedestals? 1

If Yes: How Many Distribution Panels? ? (2 maximum)

If Yes: How Many Water Hookups? 0 (5 maximum)

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: No:

If Yes: Explain (Attach additional sheet if necessary): _____

Close parking lots.

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: X

If Yes: Please Explain (Attach additional sheet if necessary): _____

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: ___ No: XXX

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ___ No: X (If Yes, see the [Alcohol Guidelines](#))

Are you having amplified music?..... Yes: X No: ___ (If Yes, complete question 18 on [pg. 13](#))

Do you plan to have fireworks?..... Yes: ___ No: X (If Yes, complete question 19 on [pg. 14](#))

Will you have food/sales vendors?.....Yes: X No: ___ (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. DJ playing oldies
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

19. FIREWORKS PLAN

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan (Attach additional sheet if necessary): _____

Application Continues on the Next Page

20. VENDORS:

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

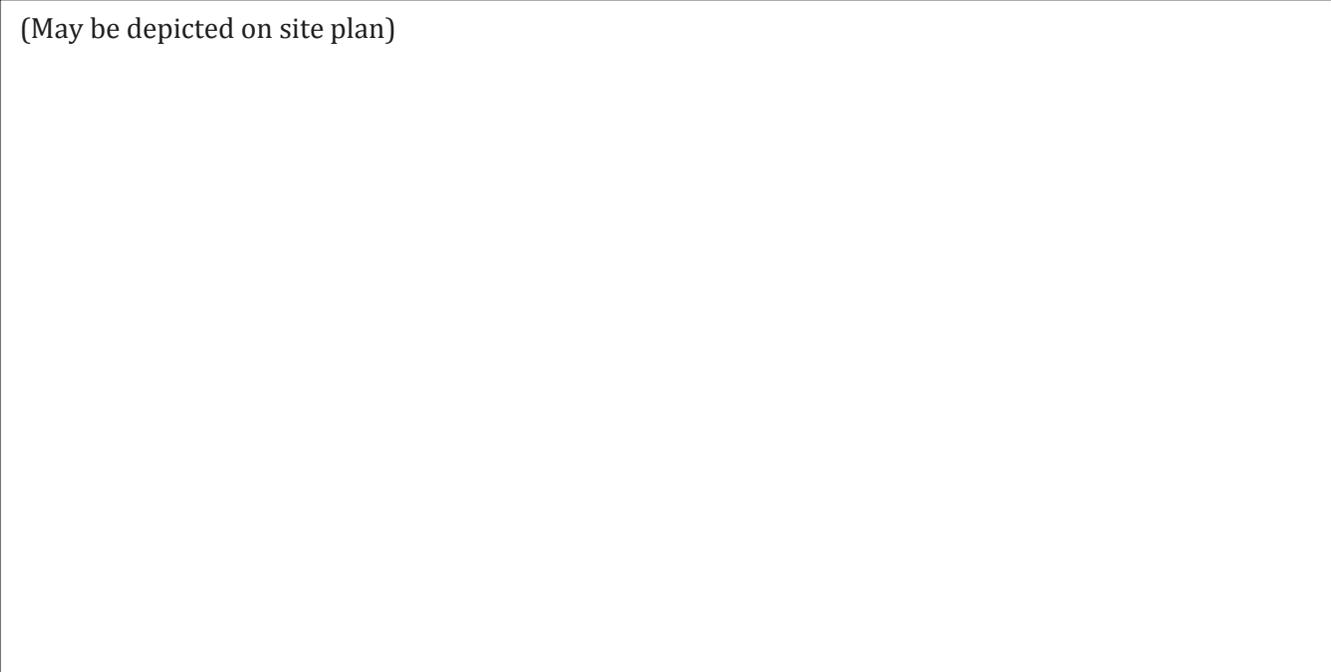
VENDOR LIST:

Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Platte County Health Dept. Permit # (Food/Beverage vendors only)	Please attached insurance certificate for each vendor
Main Street	Danelle Nichols	Raffle Tickets and Shirts		<input type="checkbox"/>
American Legion	Jim McCall	Food		<input type="checkbox"/>
Welks Resort	Danelle Nichols	Vacation Packags		<input type="checkbox"/>
				<input type="checkbox"/>

VENDOR MAP

Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)



LEGAL

- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by city staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.

Danelle Nichols Event coordinator 01-29-15 Date



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Sports Field Reservation Permit – English Landing Park

8701 McAfee, Parkville, MO 64152

Reservations are available each year from March 1 through October 31
(72 Hours' Notice Required)

*Required fields

*Group Name: Main Street Parkville Association

*Date(s) Requested: April 4, May 2, June 6, August 1, September 5

*Day(s) of Week: SU M T W TH F SA

FIELD RESERVATIONS:

All fields are charged at \$20 per hour per field

Please select a field, enter the time(s) you would like to reserve the field(s), circle AM or PM, and enter the total amount.

- Ball Field #1 Time(s) Requested: 4-8 pm Weather Permitting AM PM \$ _____
- Grigsby Field Time(s) Requested: _____ AM PM \$ _____
- Ball Field #3 Time(s) Requested: _____ AM PM \$ _____
Recommended for teams with players age 8 and under
- Soccer Field Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #1 (West) Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #2 (Center) Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #3 (East) Time(s) Requested: _____ AM PM \$ _____

Total Due \$ _____

With Shelter Reservation? Yes No Date: _____ Shelter: East West River

CONTACT INFORMATION:

*Contact Person: Danelle Nichols *Signature: _____

*Address/City/State/Zip: 106 1/2 Main Street, Parkville MO 64152

*Daytime/Cell Phone: 816-505-2227 E-mail: historicparkvillemainstreet@gmail.com

CONDITIONS FOR USE:

TO PARK PATRONS: This is your permit to use the facility/facilities that you have reserved. Keep this permit with you and present it on demand. If someone is occupying the space you reserved, you should present this permit and request they vacate the area. If they refuse to leave the reserved area, contact the Parkville Police at 816/741-4454 or 816/858-3521 to have an officer dispatched. If you do not follow these instructions, you cannot request a refund of payment. This is the only situation where a refund will be considered. NO REFUNDS will be issued if you change your mind. EXCEPTION: If the Park Director determines the condition of the field constitutes cancellation, he will do all possible to accommodate you on an alternate date. NO PARKING on the grass. Law Strictly Enforced \$75.00 MINIMUM FINE.

FOR CITY USE ONLY:

Amount Paid: \$ _____ Cash _____ Check # _____ Credit Card _____ Date: _____ Approved by: _____

1. File Original
2. Copy to Requestor
3. Copy for Parks
4. Copy for Police
5. Copy with Receipt

CITY OF PARKVILLE Policy Report

Date: Thursday, February 5, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:

Approve the 12th Annual Parkville Microbrew Fest on April 25, 2015.

BACKGROUND:

The Main Street Parkville Association (MSPA) is a volunteer, membership organization dedicated to the preservation and promotion of Historic Downtown Parkville. MSPA was originally formed to assist with revitalization efforts in Historic Downtown Parkville following the 1993 flood. MSPA's mission is to preserve, maintain, and promote the hometown charm of Historic Downtown Parkville

The 12th Annual Parkville Microbrew Fest event will be held in English Landing Park on April 25, 2015. The event, including setup and tear down, will take place between 8:00 am – 6:00 pm. The estimated attendance will be 5000+ individuals. Event Organizer Danelle Nichols, on behalf of the MSPA, has completed the event application to a level deemed acceptable by City Staff. The application and related documents are attached to this report as Attachment 1. The event will include over 50 microbrewers, numerous food vendors, usage of both large shelters, usage of both stages, and 70 onsite port-a-potties. For event control and safety, the event organizer plans to hire 3 off duty police officers. In addition, because is alcohol being served at the event, the event organizer must also separately receive the appropriate liquor licenses from the City of Parkville, Platte County, and the State of Missouri.

Per the Guidelines for Events in Parkville (2014) the event organizer will need to provide any other staff requested information, including proof of insurance, proof of all required liquor licenses, and the event deposit to the City of Parkville seven days prior to the event date. City Staff recommends that a deposit of \$500 to be collected for this event because grass damage is likely. Events are still held liable for damage beyond the despot amount if additional park damage does occur. Deposits are calculated by looking at foreseeable areas of grass or park damage and then calculating the estimated cost to repair the area back to normal. If the Parkville Microbrew Fest returns in 2016, it will be deemed a repeat event and will no longer need Community Land and Recreation Board (CLARB) approval.

BUDGET IMPACT:

Per the Guidelines for Events in Parkville (2014) the City of Parkville will collect \$730 plus the number of used electric pedestals as an event fee based on the event application provided by the event organizer. This fee is due 60 days prior to the event. If other applicable fees arise during the course of the event, the event organizer will be invoiced following the event.

ALTERNATIVES:

1. Approve the Approve the 12th Annual Parkville Microbrew Fest on April 25, 2015 as described in the above report and in the event application as received by Staff.
2. Approve the 12th Annual Parkville Microbrew Fest on April 25, 2015 with revisions outlined by the Community Land and Recreation Board.
3. Provide other direction to staff regarding the 12th Annual Parkville Microbrew Fest.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board (CLARB) approve the Approve the 12th Annual Parkville Microbrew Fest on April 25, 2015 as described in the above report and in the event application as received by Staff.

POLICY:

Section 150.050.E. states that CLARB shall make recommendations to the Director of Parks and Recreation with regard to event approvals occurring on community public right-of-way and park land. CLARB shall also review and recommend procedures for carrying out such events.

SUGGESTED MOTION:

I move to approve the Approve the 12th Annual Parkville Microbrew Fest as described in the above report and in the event application as received by Staff.

ATTACHMENTS:

1. Event Application



CITY OF PARKVILLE
 8880 Clark Avenue
 Parkville, MO 64152

Date Submitted _____
 Application # _____
 Date Approved _____
 Permit # _____

NEW SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. **Please refer to the Application Information and corresponding sections in the Event Rules and Conditions to answer most questions.** Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

1. EVENT INFORMATION:

Event Name: 12th Annual Parkville Microbrew Fest

Event Location: English Landing Park Event Tier: 3

Detailed event description (additional room on next page or sheet may be attached):
Fundraiser, Beer Sampling, Live Music and Vendors

Estimated attendance: 5000 plus

Event Date(s) and Times: Saturday, April 25, 11 - 5 pm

Set up date/time: Friday, April 24, 8 am Cleanup finished date/time: Saturday, April 25, 6 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Danelle Nichols

Organization: Main Street Parkville Association

Address: 106 1/2 Main Street

City, State, Zip: Parkville, MO 64152

Phone: 816-505-2227 Fax: _____

Emergency #: 816-739-9064

E-mail: historicparkvillemainstreet@gmail.com

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: Troy Wilson

Phone: 816-215-3897

Alternative Contact

Name: _____

Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

3. EVENT TYPE:

Run Walk Parade/
March Bike
Race/Tour Street Fair Concert Film Carnival Other: Brew Fest

4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a shelter reservation with your event? Yes: X No: _____

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event.**

Do you want to have a Performance Stage for your event? MeKeon Stage: X River Stage: X

Do you want to have a ball field reservation with your event? Yes: X No: _____

If Yes: Attach a [Ball Field Reservation Permit](#)

5. SITE PLAN

Where do you plan to have your event? City Park: English Landing Park Other Public Property: _____

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document.

Explain Your Site Plan (Attach additional sheet if necessary): _____

Attached is 2014 map. Will submit 2015 map at a later date.

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: ___ No: X

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): _____

Shuttle service from Park University triangle to Farmers' Market

Do you request the use of Ball Field 1 for Parking? Yes: X No: _____

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): _____

They will be notified by email.

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): _____

They will be notified by email and social media outlets

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): _____

Hire three off-duty police officers.

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

70 on-site port-a-potties and merchants restrooms that are open to the public.

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): _____

Dumpster and recycling containers on-site. Hire Troop 333.

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

First Aid kit on-site.

13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a utility connection/s at your event? Yes: No:

If Yes: How Many Electric Pedestals? 10

If Yes: How Many Distribution Panels? 2 (2 maximum)

If Yes: How Many Water Hookups? 1 (5 maximum)

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: No:

If Yes: Explain (Attach additional sheet if necessary): _____

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: X

If Yes: Please Explain (Attach additional sheet if necessary): _____

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: X No: ___

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: X No: ___ (If Yes, see the [Alcohol Guidelines](#))

Are you having amplified music?..... Yes: X No: ___ (If Yes, complete question 18 on [pg. 13](#))

Do you plan to have fireworks?..... Yes: ___ No: X (If Yes, complete question 19 on [pg. 14](#))

Will you have food/sales vendors?.....Yes: X No: ___ (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. School of Rock, 11:00 - 1:00 pm
2. Amendment 21, 1:00 – 2:00 pm
3. Steamboat Bandits, 2:30 – 3:30 pm
4. Three Drinks Minimum, 4:00 – 5:00 pm
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

19. FIREWORKS PLAN

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan (Attach additional sheet if necessary): _____

Application Continues on the Next Page

20. VENDORS:

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

VENDOR LIST:

Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Platte County Health Dept. Permit # (Food/Beverage vendors only)	Please attached insurance certificate for each vendor
50 plus brewers	Danelle Nichols	Not selling		<input type="checkbox"/>
Frank's Italian Restaurant	Ali Mazoon	Food		<input type="checkbox"/>
Compass Lodge	Josh Thompson	Food		<input type="checkbox"/>
Tom Hutsler	Tom Hutsler	Food		<input type="checkbox"/>
Stone Canyon	Kevin Heaton	Food		<input type="checkbox"/>
Parkville Coffee	Josh Brock	Coffee		<input type="checkbox"/>
Northland Rugby Team		Pretzels		<input type="checkbox"/>
Weston Tobacco	Cory	Cigars		<input type="checkbox"/>
				<input type="checkbox"/>

VENDOR MAP

Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)

LEGAL

- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by city staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.

Danelle Nichols Event coordinator 01-29-15 Date



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Shelter Reservation Permit – English Landing Park

8701 McAfee, Parkville, MO 64152

Reservations are available each year from March 1 through October 31 *Required fields

Applicant Name: Danelle Nichols Group Name/Function: Main Street Parkville Association

Day of Week: SU M T W TH F SA Date Requested: 04-25-15 Group Size: _____
75 OR LESS PER SHELTER

(Weddings, events, amplified sound and stage/patio reservations are considered special events and require additional review. Please visit <http://parkvillemo.gov/guidelines-events-parkville/> for more information.)

SHELTER FEES (PER SHELTER, PER TIME SLOT)

Non-Peak Days: Resident: \$25 Non-Resident: \$35 Self-Contained BBQ: \$30

Peak Days (holiday weekends): Resident \$50 Non-Resident: \$60

*Residency is verified through the Platte County Collector's Office at the time of reservation. If your real estate tax payment does not show taxes paid to Parkville, the property is not located within city limits and you must pay the non-resident fee.

Reservation Period*	Shelter Reserved*			Water	Electricity	Fee
<input checked="" type="checkbox"/> 7:30 AM to 10:30 AM	EAST	WEST	RIVER	No	No	\$ _____
<input checked="" type="checkbox"/> 11 AM to 2 PM	EAST	WEST	RIVER	No	No	\$ _____
<input checked="" type="checkbox"/> 2:30 PM to 5:30 PM	EAST	WEST	RIVER	No	No	\$ _____
<input type="checkbox"/> 6 PM to 9 PM	EAST	WEST	RIVER	No	No	\$ _____
<input type="checkbox"/> Self-Contained BBQ cooker				Yes	No	\$ _____

River Shelter: No BBQ Grills allowed and no vehicle access

Water & Electricity turned on unless noted not needed.

CONTACT INFORMATION:

*Contact Person: Danelle Nichols *Signature: _____

*Address/City/State/Zip: 106 1/2 Main Street, Parkville, MO 64152

*Daytime Phone: 816-505-2227 E-mail: historicparkvillemainstreet@gmail.com

AFFIDAVIT OF LIQUOR CONSUMPTION IN PARK:

This portion is required only if you plan to consume liquor in the park.

The undersigned requests permission for the above group to consumer liquor in English Landing Park on the day and between the hours shown. (If the undersigned is not the contact person named above, please print name, address and phone number on the back of this sheet.) _____

TERMS & CONDITIONS:

TO PARK PATRONS: This is your permit to use the facility/facilities that you have reserved. **Keep this permit with you and present it on demand.** If someone is occupying the space you reserved, you should present this permit and request they vacate the area. If they refuse to leave the reserved area, contact the Parkville Police at 816-741-4454 or 816-858-3521 to have an officer dispatched. This is the only situation where a refund will be considered. If you do not follow these instructions, you cannot request a refund of payment. **NO REFUNDS** will be issued if you change your mind, inclement weather, flooding, other acts of nature, or any other reason. **NO PARKING** around shelters or on the BBQ Pad Sites. **NO PARKING** on the grass. Law Strictly Enforced – \$75.00 MINIMUM FINE. Public parking areas are provided before the entrance to English Landing Park.

FOR CITY USE ONLY:

Amount Paid: \$ _____ Cash _____ Check # _____ Credit Card _____ Date: _____ Approved by: _____

1. File Original
2. Copy to Requestor
3. Copy for Parks
4. Copy for Police
5. Copy with Receipt



CITY OF PARKVILLE • 8880 Clark Avenue • Parkville, MO 64152 • (816) 741-7676 • FAX (816) 741-0013

Sports Field Reservation Permit – English Landing Park

8701 McAfee, Parkville, MO 64152

Reservations are available each year from March 1 through October 31

*Required fields

(72 Hours' Notice Required)

*Group Name: Main Street Parkville Association

*Date(s) Requested: 04-25-15

*Day(s) of Week: SU M T W TH F SA

FIELD RESERVATIONS:

All fields are charged at \$20 per hour per field

Please select a field, enter the time(s) you would like to reserve the field(s), circle AM or PM, and enter the total amount.

- Ball Field #1 Time(s) Requested: 10 am - 7 pm AM PM \$ _____
- Grigsby Field Time(s) Requested: _____ AM PM \$ _____
- Ball Field #3 Time(s) Requested: _____ AM PM \$ _____
Recommended for teams with players age 8 and under
- Soccer Field Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #1 (West) Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #2 (Center) Time(s) Requested: _____ AM PM \$ _____
- Volleyball Court #3 (East) Time(s) Requested: _____ AM PM \$ _____

Total Due \$ _____

With Shelter Reservation? Yes No Date: 04-25-15 Shelter: East West River

CONTACT INFORMATION:

*Contact Person: Danelle Nichols *Signature: _____

*Address/City/State/Zip: 106 1/2 Main Street, Parkville, MO 64152

*Daytime/Cell Phone: 816-505-2227 E-mail: historicparkvillemainstreet@gmail.com

CONDITIONS FOR USE:

TO PARK PATRONS: This is your permit to use the facility/facilities that you have reserved. Keep this permit with you and present it on demand. If someone is occupying the space you reserved, you should present this permit and request they vacate the area. If they refuse to leave the reserved area, contact the Parkville Police at 816/741-4454 or 816/858-3521 to have an officer dispatched. If you do not follow these instructions, you cannot request a refund of payment. This is the only situation where a refund will be considered. NO REFUNDS will be issued if you change your mind. EXCEPTION: If the Park Director determines the condition of the field constitutes cancellation, he will do all possible to accommodate you on an alternate date. NO PARKING on the grass. Law Strictly Enforced \$75.00 MINIMUM FINE.

FOR CITY USE ONLY:

Amount Paid: \$ _____ Cash _____ Check # _____ Credit Card _____ Date: _____ Approved by: _____

1. File Original
2. Copy to Requestor
3. Copy for Parks
4. Copy for Police
5. Copy with Receipt

CITY OF PARKVILLE Policy Report

Date: Thursday, February 5, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:

Approve the Missouri River Clean Up event in Platte Landing Park on May 9, 2015.

BACKGROUND:

The Healthy Rivers Partnership (HRP) is a nonprofit organization dedicated to connecting people to their rivers and rivers to their communities. Formed from a shared commitment to water resources, river clean ups and watershed education, HRP organizes river clean-ups, river education, riparian restoration, and on-the-water field trips.

The Missouri River Clean Up event will be held in Platte Landing Park on May 9, 2015. The estimated attendance will be 200 individuals. Event Organizer Vicki Richmond has completed the event application to a level deemed acceptable by City Staff. The application and related documents are attached to this report as Attachment 1. Please be aware that under the new Guidelines for Events in Parkville this event is classified as a tier 1 event and would not usually need to come to the Community Land and Recreation Board (CLARB) for final approval. However, due to the public service being provided by the event, City Staff recommends a waiver of the event fee, minus the non-refundable application fee. This fee waiver will require CLARB approval.

Per the Guidelines for Events in Parkville (2014) the event organizer will need to provide any other staff requested information, including proof of insurance to the City of Parkville seven days prior to the event date. City Staff recommends that no deposit be collected for this event because damage to City Property is unlikely. Events are still liable for any damage that does occur due to event activities.

BUDGET IMPACT:

Per the Guidelines for Events in Parkville (2014) the City of Parkville will receive \$25 for the event application. This fee is due 30 days prior to the event. If other applicable fees arise during the course of the event, the event organizer will be invoiced following the event.

ALTERNATIVES:

1. Approve the Missouri River Clean Up event in Platte Landing Park on May 9, 2015 as described in the above report and in the event application as received by Staff with an event fee waiver.
2. Approve the Missouri River Clean Up event in Platte Landing Park with revisions outlined by the Community Land and Recreation Board.
3. Provide other direction to staff regarding Approve the Missouri River Clean Up event in Platte Landing Park.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board (CLARB) approve the Missouri River Clean Up event in Platte Landing Park on May 9, 2015 as described in the above report and in the event application as received by Staff with an event fee waiver.

POLICY:

Section 150.050.E. states that CLARB shall make recommendations to the Director of Parks and Recreation with regard to event approvals occurring on community public right-of-way and park land. CLARB shall also review and recommend procedures for carrying out such events.

SUGGESTED MOTION:

I move to approve the Missouri River Clean Up event in Platte Landing Park on May 9, 2015 as described in the above report and in the event application as received by Staff with an event fee waiver.

ATTACHMENTS:

1. Event Application



CITY OF PARKVILLE
8880 Clark Avenue
Parkville, MO 64152

Date Submitted _____
Application # _____
Date Approved _____
Permit # _____

NEW SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. Please refer to the **Application Information** and **corresponding sections in the Event Rules and Conditions** to answer most questions. Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

1. EVENT INFORMATION:

Event Name: Big, Muddy Clean Up
Event Location: Platte Landing Park Event Tier: Tier 1
Detailed event description (additional room on next page or sheet may be attached):
volunteer clean up of the Missouri River
Estimated attendance: 200
Event Date(s) and Times: May 16, 2015
Set up date/time: May 16, 6 am Cleanup finished date/time: May 16, 6pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Vicki Richmond
Organization: Healthy Rivers Partnership
Address: PO Box 411780
City, State, Zip: Kansas city, MO 64141
Phone: 816-812-5166 Fax: _____
Emergency #: 816-679-7772
E-mail: vicki@healthyriverspartnership.com

Alternative Contact

Name: Larry O'Donnell
Phone: 816-679-7772

Property Owner(s), if not applicant or City

Name: _____
Organization: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Emergency #: _____
E-mail: _____

Alternative Contact

Name: _____
Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

HRP and partners will conduct a large scale river clean up on May 16, 2015 in Platte Landing Park.

Volunteers will arrive and be signed in. After providing them with gloves, trash bags and water, they will proceed through a safety briefing and be fitted into lifejackets. Volunteers will board boats that are provided through a network of state and local partners and be taken to presounded locations to pick up trash. They will leave trash in a location accessible for our boats to pick up and be returned to Platte landing park for a picnic lunch. After lunch our boats get to work hauling trash back to the park for proper disposal. A front end loader is

3. EVENT TYPE:

Run Walk Parade/March Bike Race/Tour Street Fair Concert Film Carnival Other: volunteer river clean up

4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a shelter reservation with your event? Yes: ___ No:

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event.**

Do you want to have a Performance Stage for your event? MeKeon Stage: _____ River Stage: _____

Do you want to have a ball field reservation with your event? Yes: ___ No: _____

If Yes: Attach a [Ball Field Reservation Permit](#)

5. SITE PLAN

Where do you plan to have your event? City Park: ^{Platte Landing Park} _____ Other Public Property: _____

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document.

Explain Your Site Plan (Attach additional sheet if necessary): _____

site plan attached

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: No:

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): _____

because Platte Landing is a new park, and traffic flow is unclear, we will work with the city to determine the best parking plan should cars overflow available spaces.

Do you request the use of Ball Field 1 for Parking? Yes: No:

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): _____

N/A

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): _____

The Big, Muddy Clean Up is rain or shine. Site appropriate arrangements are made in advance to accomodate weather.

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): _____

N/A

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

Pit Toilets exist on site at Platte Landing. Handwash stations will be on site.
We will rent additional portable restrooms if needed.

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): _____

Because the event is a clean up, volunteers pay particular attention to leaving the park litter free.

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

First aid is available at all times at sign in and at the safety station near the ramp. All boats carry first aid.

13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to have a utility connection/s at your event? Yes: ___ No: X

If Yes: How Many Electric Pedestals? _____

If Yes: How Many Distribution Panels? _____ (2 maximum)

If Yes: How Many Water Hookups? _____ (5 maximum)

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: ___ No: X

If Yes: Explain (Attach additional sheet if necessary): _____

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: X

If Yes: Please Explain (Attach additional sheet if necessary): _____

an in kind contribution of the use of a front end loader will be discussed with Parks and Public Works.

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: ___ No: ___

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ___ No: X (If Yes, see the [Alcohol Guidelines](#))

Are you having amplified music?..... Yes: ___ No: X (If Yes, complete question 18 on [pg. 13](#))

Do you plan to have fireworks?..... Yes: ___ No: X (If Yes, complete question 19 on [pg. 14](#))

Will you have food/sales vendors?..... Yes: ___ No: X (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. n/a
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

19. FIREWORKS PLAN

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan (Attach additional sheet if necessary): _____

n/a

Application Continues on the Next Page

VENDOR MAP

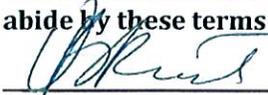
Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)

LEGAL

- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by city staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.



Event coordinator

1/7/15

Date

CITY OF PARKVILLE Policy Report

Date: February 5, 2015

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Tom Barnard
Parks Superintendent

ISSUE:

Discussion of dog park amenities to be included in a future donation program.

BACKGROUND:

As previously discussed with the Community Land and Recreation Board (CLARB) at the meeting on January 14, 2015 city staff plans to create a donation program that includes a menu of items and/or projects that are good candidates for future donations in the city parks. As part of this process, city staff would like to present and discuss with CLARB members about possible donation ideas for dog park amenities. Pictures of possible dog park amenities can be found in Attachment 1. Staff welcomes suggestions and discussion on the presented amenities.

Based on the discussion tonight, city staff will continue to research and create a donation program for review and adoption by CLARB and the Board of Aldermen. Once approved, donation projects can be easily accessed and posted in City Hall, at city parks, and online.

BUDGET IMPACT:

As this is a discussion item, there is no budget impact at this time.

ALTERNATIVES:

1. Accept the update from staff and provide guidance on the discussion items presented.
2. Direct staff in another direction.

STAFF RECOMMENDATION:

Staff recommends that CLARB receive the update on dog park amenities for the donation program.

POLICY:

City code section 140.010 describes CLARB as the advisory board which is appointed by the Mayor of the City and approved by the Board of Aldermen and functions to assist the Director of Parks and Recreation for planning, event coordination and tree and community land management.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary.

ATTACHMENT:

1. Pictures of dog park amenities









Teeter Totter



