

2022-0352

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT

ORDINANCE NO. 23-1-3

An ordinance to amend the Code of Ordinances, Chapter 17 Parks and Recreation, Article II. Special Events, Section 17-18 Procedure, and Section 17-19 Special provisions.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 17 Parks and Recreation, Article II, Special Events, is hereby amended by revising Section 17-18 Procedure, and Section 17-19 Special provisions, with new text underlined and deleted text in ~~strikethrough~~: as follows:

Sec. 17-18. Procedure.

- (2) The application for the special event less than 300 attendees shall be submitted at least forty-five (45) ~~thirty (30)~~ but not more than ninety (90) days prior to the event.; applications for events having 300 or more attendees must be submitted at least sixty (60) days prior to the event but not more than ninety (90) days. Upon showing of good cause, the sheriff shall consider an application filed after the filing deadline if there is sufficient time to process and investigate the application.
- (3) The application for a special event permit shall provide the following information:
- a. The name, address, email address, and telephone number of the applicant and an alternative contact person.
 - b. If the event is proposed to be sponsored by an organization, the name, address, email address, and telephone number of the organization, and the authorized head of the organization. If requested by the sheriff's office department, written authorization to apply for the special event permit by an officer of the organization.
 - c. If this is the applicant's first time hosting a special event in St. Charles Parish, the applicant must provide a list of prior events held by applicant in other parishes with the contact's name and information.
 - d e. The name, address, email address, and telephone number of the person or persons who will be present and in charge of the event on the date or dates of the event.
 - e d. The nature/purpose of the event.
 - f e. Dates and estimated starting and ending hours of the event.
 - g f. Location of the event, including its boundaries.
 - h g. Estimated number of participants in the event.
 - 1. vendors
 - 2. attendees
 - i h. The type and estimated number of vehicles, and structures that will be used at the event.
 - j i. Description of any sound amplification equipment that will be used at the event.
 - k j. Whether any food ~~or beverages~~ will be sold at the event or served at the event.
 - l k. Whether monitors will be employed at the event.
 - m l. Whether alcohol will be sold, served, or allowed at the event.
 - n m. Parking arrangements for the event, including a map and, applicable written permission from any property owner.
 - o n. Any supplemental information that the sheriff shall find reasonably necessary, under the particular circumstances of the special event application, to determine whether to approve or conditionally approve a special event permit.
- (4) *Action on application:*
- a. The sheriff shall require that the applicant advertise the event at least thirty (30) days prior to the event ~~within ten (10) days of application~~, in the official journal of the parish. Format for publication shall be furnished by the sheriff's office.
 - b. Any citizen desiring to comment on the application shall do so by communicating in writing with the sheriff's office, to the Sheriff or his Executive Assistant, within three (3) days of the advertisement. If so

warranted, the sheriff may request that the council call a public hearing on the application.

- c. The sheriff or his representative may approve, approve with special conditions, or deny an application within ten (10) ~~twenty (20)~~ days of receipt of the completed application. If the application is conditionally approved or denied, the sheriff shall inform the applicant in writing of the grounds for conditional approval or denial and the applicants right to and procedures for an appeal.
- (6) *Denial of an application:* The sheriff shall deny an application for a special event when he determines that:
 - a. The event may create an adverse impact to the Parish due to security, traffic or parking concerns.
 - b. a. Information contained in the application, or supplemental information requested from the applicant, if found to be false in any material detail.
 - c. b. The applicant fails to complete the application form after having been notified of the additional information or documents required.
 - d. e. The location of the event will substantially interfere with any construction or maintenance work scheduled to take place upon or along parish streets.
 - e. d. The event shall occur at a time when a school is in session at a location adjacent to the school or class, and the noise created by the activities of the event would disrupt the educational activities of the school or class.
 - f. e. Information contained in the application or supplemental information requested is in violation of section 17-19.

When the grounds for denial of an application for permit specified in subsections a through e above can be corrected by altering the date, time, duration or location of the event, the sheriff shall, instead of denying the application, conditionally approve the application, conditionally approve the application upon the applicant's acceptance of conditions for permit issuance.

Sec. 17-19. Special provisions.

(n) If an event is rescheduled by the applicant for any reason, then the Sheriff may require the applicant to resubmit a new application and advertise the event in the official journal of the Parish with adequate time for any citizen to comment by communicating in writing to the Sheriff's Office.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: BILLINGS, FONSECA, DARENSBOURG GORDON, CLULEE, GIBBS,
 DUFRENE, BELLOCK, FISHER
 NAYS: NONE
 ABSENT: FISHER-CORMIER

And the ordinance was declared adopted this 9th day of January, 2023, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Beck Billings
 SECRETARY: Michelle Dupont
 DLVD/PARISH PRESIDENT: January 10, 2023
 APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: Matt Jewell
 RETD/SECRETARY: January 10, 2023
 AT: 3:27 pm RECD BY: [Signature]