

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: UNFINISHED BUSINESS

Meeting Date: March 17, 2020

Item Details

Presenter(s): Colleen Merays, Downtown & Small Business Development Coordinator and David Wood, Halle Cultural Arts Center Manager

Department(s): Economic Development and Parks, Recreation & Cultural Resources

Requested Motion

Review of Apex Special Event Policy and research on other local municipalities

Approval Recommended?

No

Item Details

In my initial research into how other local community governments handle their special event applications. None of the municipalities I spoke to, or reviewed had special event policies that distinguish their event permitting between types of organizers. I will state, most applications where the Town is being asked to close public streets and/or sidewalks they do request the organizer to provide a statement on the public benefit for the closure. Additionally, most Special Event Applications are reviewed on a case-by-case basis and not as a large annual group even those Special Events Applications that are receiving Town service support.

For this initial review I spoke to and reviewed the policies for Fuquay-Varina and Cary, I also researched the policies for Chapel Hill and Hendersonville. Below is a brief synopsis of their Town's processes and links to their various policies and applications:

- **Fuquay-Varina:** Has their Special Event Request & Procedure online (<https://www.fuquay-varina.org/780/Special-Event-Request-Procedure>). Their only fee is \$50 for the Road Closing Permit. For police services they require larger events to hire off-duty officers (<https://www.fuquay-varina.org/569/Off-Duty-Officer-Employment>), but for not-for-profit events those fees may be paid for by the Town; but that is on a case-by-case basis, and there is no charge for trash bins, barricades, electricity, or any other public works/street cleaning services.
- **Cary:** Uses a Temporary Use Permit Application for Special Events (<https://www.townofcary.org/home/showdocument?id=1402>) that has a \$50 fee. For certain events such as a road race or larger special event may require the event organizer to pay for police. They are now in the position where the Planning Department and Heart of Cary Association are suggesting, new events consider the possibility of locating their event in a park or



another portion of Cary versus Downtown. This is due to the continued impact on the brick-and-mortar businesses in Downtown Cary and the constant closing of the main road in and out of Downtown.

- **Chapel Hill:** Has their Special Events Policy online (<https://www.townofchapelhill.org/home/showdocument?id=42176>) as well as their application (<https://www.townofchapelhill.org/home/showdocument?id=42180>). Additionally, they require the event to obtain and pay for their own security, waste disposal, vendor permits, street closure permits, and other applicable permits. Additional, detail about their process can be found here (<https://www.townofchapelhill.org/government/departments-services/community-arts-and-culture>).
- **Hendersonville:** They have their Special Events Policy online (https://www.hendersonvillenc.gov/sites/default/files/uploads/special-events/coh_specialeventpolicy_2019.pdf) as well as their application (https://www.hendersonvillenc.gov/sites/default/files/uploads/special-events/coh_special_event_app_only_2019.pdf). Additionally, the Henderson County Sheriff's department has a separate request application for Community Events.

Attachments

- Town of Apex - Special Events Policy Final
- Cary Temp Use Permit Application
- Chapel Hill - Outdoor Special Event Rules and Requirements
- Special Event Application – Town of Chapel Hill Community Arts & Culture
- City of Hendersonville - Special Events Policy
- Special Event Application – City of Hendersonville

