



# Consideration of an Ordinance Amending the Town of Bluffton Code of Ordinances Chapter 22, Streets, Sidewalks, and Other Public Property to include Provisions to Address Locations and Requirements for Special Events –

## FIRST READING

Presentation to Town Council  
Heather Colin, AICP  
December 14, 2021

ATTACHMENT 1  
**Request**



Consideration of Approval of a First Reading of an Ordinance Amending the Town of Bluffton Code of Ordinances Chapter 22, Streets, Sidewalks, and Other Public Property to include Provisions to Address Locations and Requirements for Special Events

# Current Regulations



Special Events conducted on Town owned property are required to obtain a Special Event permit prior to the event for review and approval.





# ATTACHMENT 1 What is a Special Event?

- *Event* means any festival, **fair, carnival,** concert, or other announced public gathering, upon any public **or private** street, right-of-way or property of the Town **or private property** and may include live or taped music and the sale of food and/or beverages.
- Block party;
- Filming;
- Parade;
- Performance; and
- Picketing.



# ATTACHMENT 1 Permit Required



No person shall engage or participate in, aid, form or start any parade, ~~event,~~ block party, performance or filming **or event with an anticipated attendance of 100 people or more,** unless a permit is obtained from the Town **or otherwise excluded.**

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# Exceptions



- (1) Funeral processions supervised by a licensed mortuary; and
- (2) A parade, event or performance that is under the control of the Town Manager or his designee.
- (3) School events conducted on school property.**
- (4) Places of personal residence, nor to activities within a permanent facility specifically approved and permitted for the proposed activity.**
- (5) Activities which are conducted by a duly authorized residential property owners association, occur entirely within the area of its jurisdiction, are arranged primarily for the benefit of association members, generate minimal outside traffic, and do not benefit any outside organization.**
- (6) Activities which are conducted by families, clubs, non-profit organizations or similar on Town owned properties where there is no required reservation.**
- (7) Activities which may otherwise be considered a special event; however, due to the unique circumstances there is no effect on the community or public and therefore waived by the Town Manager.**

# Other Ordinance Amendments



- Security and Safety;
- Traffic Circulation and Parking;
- Toilet Facilities;
- Solid Waste Disposal;
- Electrical Hookups; and
- Authority to Waive and Other Exemptions.



# Security and Safety



Prior to the issuance of any permit or license for events, the applicant shall make the final arrangements:

- (a) In consultation with the Town's Police Department, develop and submit for approval a plan to address crowd control during the event. A minimum of two (2) paid security/law enforcement officers to monitor crowd control shall be provided for events anticipated to generate between two hundred fifty (250) and one thousand (1,000) persons and a minimum of two (2) for every one-thousand (1,000) persons thereafter. The police department shall have the authority to determine the anticipated number of persons in attendance and to determine if more security/law enforcement is required for the event. Additionally, the police department may require that law enforcement be paid by the applicant of the event. The security/law enforcement officers shall be paid by the applicant of the event. A signed contract with the security/law enforcement agency shall be provided, and the required funds shall be placed in escrow with the Town's Finance Director. The above minimum requirements may be reduced upon authorization of the Town Manager.
- (b) In consultation with the Bluffton Township Fire District, Bluffton County EMS, and other emergency responders, develop and submit for approval a plan to address all safety concerns to ensure adequate response for the event.



# Traffic Circulation and Parking



- (a) In consultation with the Police Department and Bluffton Township Fire District, develop and submit for approval an adequate plan for traffic circulation and control, including provisions for emergency vehicle access before, during and after the event, for each day of the event. The adequacy of the plan shall be determined by the Police Department and the Fire District. The police department shall have the authority to determine that law enforcement personnel are needed to regulate traffic associated with the event. The cost of such traffic control shall be paid by the applicant of the event by placing the required funds in escrow with the Town's Finance Director.
- (b) A plan to adequately address anticipated parking demands shall be developed and submitted for approval. Parking along the shoulder of Bluffton Parkway, Buckwalter Parkway, Fording Island Road, Bluffton Road, or May River Road, unless using designated on street parking spaces, is prohibited. Vehicles should not be parked in any manner that would create a traffic hazard or block driveways, stop signs, pathways or crosswalks.

# Toilet Facilities



Adequate toilet facilities shall be provided. The following minimum standards shall generally apply, although the Town may approve variations from these standards based on the length of the event, the spatial characteristics of the event, or other factors or considerations:

- (a) A minimum of ten (10) toilet facilities shall be provided to serve an anticipated attendance of two hundred fifty (250) people. In addition, two (2) toilet facilities shall be provided for each additional two hundred fifty (250) people anticipated to attend.
- (b) Public or common use toilets must comply with the Federal ADA accessibility guidelines, which require that five (5) percent of the total number, or no less than one toilet facility per each cluster of toilet facilities, must be accessible to guests with disabilities.

# Solid Waste Disposal.



It shall be the responsibility of the applicant to provide for the collection of solid waste and litter. All solid waste and litter must be removed from the site within twenty-four (24) hours following the event. For multiple day events, the grounds shall be maintained during each day of the event with no on site accumulations, which would create a nuisance or pose a health or safety hazard.

# Electrical Hookups.



All electrical wiring must be installed in compliance with the provisions of the National Electric Code and the Town's electrical code.



**TOWN OF BLUFFTON  
SPECIAL EVENT PERMIT APPLICATION  
Process Narrative**

20 Bridge Street  
PO Box 386  
Bluffton, SC 29910  
843.706.4583

[www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov)  
[events@townofbluffton.com](mailto:events@townofbluffton.com)



The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Special Event Permit Application requirements for obtaining Special Event Permit approval in the Town of Bluffton. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Bluffton's Special Events or Noise Ordinance's. Compliance with these procedures will minimize delays and assure expeditious application review.

<b>Step 1. Pre-Application Meeting</b>	<b>May Be Required</b>
Prior to the filing of a Special Event Permit Application, the Applicant is required to consult with the Special Events Coordinator at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the Special Events Process.	
<b>Step 2. Special Event Permit Application Submission</b>	<b>Required</b>
Upon receiving input from Staff at the Application Meeting, the Applicant may submit a Special Event Permit Application and required submittal materials where the Events Coordinator or designee will review the submission for completeness.	
<b>Step 3. Application Review by the Special Events Team</b>	<b>Required</b>
The Special Events team consists of members from the Police and Fire departments and may also include members of the Town of Bluffton dependent on the type of event application. The Team will review the application to determine what shall be required of the event holder and if police or fire will be necessary for the event. (meeting)	
<b>Step 4. Submittal of Additional Required Documentation</b>	<b>Required</b>
The event holder shall be required to submit a copy of their Certificate of Insurance which shall name the Town of Bluffton, 20 Bridge St., Bluffton SC 29910 as an additional insured (and certificate holder). If beer/wine is to be sold at the event a complete ABL 900 (and ABL 100) package must be submitted to the Special Events Coordinator or designee who will verify the document and then take it to the Chief of Police for a signature. All other documents that are required will be submitted during this step of the process.	
<b>Step 5. Site Visit</b>	<b>May Be Required</b>
Dependent on the type of event and the location where the event is to be held a sight inspection may be required. Staff may include Police, Fire and Town inspections officials to meet with the applicant and responsible agent of the event.	
<b>Step 6. Final Documentation Submittal</b>	<b>Required</b>
<ol style="list-style-type: none"> <li>1. A copy of the One (1) Day Beer/Wine Event Permit issued by the South Carolina Department of Revenue shall be submitted to the Special Events Coordinator or designee no later than one (1) week prior to the event.</li> <li>2. A list of all vendors participating in the Special Event shall be submitted to the Special Events Coordinator or designee no later than ten (10) business days prior to the event.</li> </ol>	
<b>Step 7. Special Event Permit Issued</b>	<b>Required</b>
Once all required contracts, agreements, documents and permits (plus any fees paid to the Town of Bluffton) are present and following the final signs offs by the required members of the Special Events Team, the Special Event Permit will be issued.	
<b>Step 8. After Action Meeting</b>	<b>May Be Required</b>
Once the event has taken place it may be necessary for an After Action Meeting to take place to debrief and record both positives and negatives of the event for reference the following year.	

[Special Event Permit Application \(PDF\).pdf](#)

ATTACHMENT 1

# Town Council Actions



1. Approve the Amendments to the Ordinance as submitted;
2. Approve the Amendments with Modifications; or
3. Deny the applications as submitted.



# QUESTIONS



# Proposed Motion



*“I move to [approve, approve with changes, deny] the proposed amendment to the Town of Bluffton Code of Ordinances, Chapter 22 Streets, Sidewalks, and Other Public Property, Article IV Special Events Ordinance to include Provisions to Address Locations and Requirements for Special Events [First Reading]*