



**LAKE COMO BOROUGH
1740 MAIN STREET
LAKE COMO, NJ 07719
(732) 681-3232
AGENDA**

**DATE: FEBRUARY 1, 2022
7:30 PM WORKSHOP**

DISCUSSION ITEMS

Special Events Ordinance Amendment

PUBLIC COMMENTS ON WORKSHOP ITEMS

Borough of Lake Como Municipal Code

§ 4-16.1 Permit Required.

[Ord. No. 93-576]

A person or organization desiring to hold any concert, race, walkathon, fair, carnival, festival, celebration, show or other similar event, which event shall qualify under the definition of Special Event as defined below, in or upon any public grounds or private property, park, or road of the Borough of Lake Como, shall first apply for and obtain approval from the Borough Council in accordance with the requirements of this section.

No person or organization shall hold or conduct a special event without first obtaining a permit pursuant to this Chapter.

§ 4-16.2 Definition.

[Ord. No. 93-576]

As used in this section:

SPECIAL EVENT

shall mean any event concert, race, walkathon, fair, carnival, festival, celebration, show or other similar event which is likely to require the expenditure of Borough resources in the form of Department of Public Works salaries, wages or other expenses, the closing of a public street, the blocking or restriction of public property or on private property where otherwise prohibited by ordinance or which would likely require additional or extraordinary services such as police, fire, or medical aid. The installation of a stage, bandshell, grandstand or bleachers on public or private property where otherwise prohibited and the placement of portable toilets on public or private property where otherwise prohibited or the placement of any temporary No Parking signs on any public right-of-way. Special events include, but are not limited to, any concert, race, walkathon, fair, carnival, festival, celebration, fun run, show or other similar event.

§ 4-16.3 Application.

[Ord. No. 93-576]

a.

A person or organization seeking issuance of a permit hereunder shall file the application with the Borough Clerk on a form to be provided for that purpose, on which form the applicant shall furnish the following information:

1.

The name, address and telephone number of the applicant.

2.

The name, address and telephone number of the person, persons, corporation or association sponsoring the activity.

3.

A detailed description of the proposed event and a sketch that would show the area or route to be used, along with proposed structures, tents, fences, barricades, signs, banners and restroom facilities, more commonly referred to as a footprint.

4.

The date(s) and hours for which the permit is desired.

5.

The location of the event for which the permit is desired, and complete details as to how the applicant intends to provide for security and traffic control.

6.

The number of contestants, participants, spectators and/or other people that could reasonably be anticipated to attend the event.

7.

A detailed description of the Borough resources or services that will be required to be provided in connection with the event.

8.

Any other information which the Borough Clerk shall find reasonably necessary to make a fair determination as to whether a permit should be issued hereunder.

b.

Upon verification that the application is complete, the Borough Clerk shall refer the application to the Borough Department Heads for a preliminary review in accordance with subsection 4-16.4.

§ 4-16.4 Review.

[Ord. No. 93-576]

The Department Heads shall review the applications on the third Tuesday of every month, on or about 1:00 p.m. and shall present to the Mayor and Council their recommendations

during the regularly scheduled Mayor and Council meeting. The recommendation shall include an estimate of the total cost involved. Costs are scaled at an hourly rate for a Patrolman and the hourly rate for the Public Works Employee. The number of hours shall be those stated on the application plus any additional hours, which in the judgment of the Department Heads may be required; i.e. use of Street Sweeper, erection and removal of barriers, traffic control, etc.

The Council shall make the final determination by resolution adopted by majority vote, whether to issue a Permit for a Special Event, and shall set forth in the Resolution such conditions and restrictions as may be reasonably necessary to insure that the standards set forth in subsection **4-16.5**.

§ 4-16.5 Standards.

[Ord. No. 93-576]

a.

The standards for the issuance of a permit pursuant to this section shall include the following findings:

1.

That the proposed event will not unreasonably interfere with or detract from the general public enjoyment of the public park, or roadway to be utilized.

2.

That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.

3.

That the proposed activity or uses that are reasonably anticipated will not be likely to include violence, crime, or disorderly conduct.

4.

That the facilities desired have not been reserved for other use at the date and hour requested in the application.

5.

A deposit of at least 50% of the estimated costs, or \$500, whichever is greater, shall be paid not less than five days before the event. The balance is to be paid within five days after the final invoice is issued. All or part of the required fees may be waived by the Mayor and Council.

[Amended 4-4-2017 by Ord. No. 2017-923]

§ 4-16.6 Liability and Revocation.

[Ord. No. 93-576; New]

a.

Liability. A permittee shall be bound by all applicable Borough ordinances, rules and regulations, except as expressly set forth in the Resolution. The person to whom the permit is issued shall be liable for all loss, damage, or injury sustained by any person whatever by reason of the negligence of the person to whom such permit shall have been issued. The permittee shall submit to the Borough Clerk prior to the event evidence of Liability Insurance in an amount required by the Borough Council naming the Borough of Lake Como as an additional insured. The permittee shall be further responsible for all additional costs incurred in the event that as a result of this activity additional resources are needed, such as but not limited to manpower or equipment.

b.

Revocation. The Mayor or Chief of Police shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

c.

Offenses. A person commits an offense if he:

1.

Commences or conducts an event without a permit;

2.

Fails to comply with any requirements or provisions of an event permit of this section.

d.

Penalty. A person who violates a provision of this section shall upon conviction, be liable to the penalty stated in Chapter I, Section 1-5.

§ 4-16.7 Purpose and Intent.

[Ord. No. 93-576]

To enable the Governing Body of the Borough of Lake Como to have control over the type and scope of events to be held within the confines of the Borough while insuring input by all those facets of the community upon which the Special Event shall have impact.

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