

2F. Consideration of approving a Special Event Permit for Rustech Brewing for an event to be held on May 20, 2023

Prepared by: City Clerk	Meeting Date: 5/8/2023	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: Public Works Director/City Engineer, Parks & Recreation Director	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve the special event permit for Rustech Brewing for a Go Topless Day Jeep event on May 20, 2023, including waiving of special event fee and closing of a portion of the 3rd Street parking lot contingent on notification of surrounding business owners.

REFERENCE AND BACKGROUND

Rustech Brewing submitted a special event permit application for Saturday, May 20, 2023. The event is the Go Topless Day Jeep event and is proposed to take place from noon – 6 p.m. Rustech Brewing is requesting use of the 3rd Street Parking lot for the event, advertising of the closure, and a waiver of the event fee. The applicant submitted a drawing of the area within the parking lot where the event will take place and requested city resources to block off the area.

The applicant will be required to notify surrounding business owners of the lot closure and the event.

- I. **Budget Impact:** N/A
- II. **Staff Impact:** N/A
- III. **Comprehensive Plan Impact:** N/A

STAFF RECOMMENDED ACTION

City staff recommends approval of the special event permit as requested, including waiver of fee and closure of portion of 3rd Street parking lot, including city resources to block off the closure and advertisement of closure contingent on notification of surrounding business owners by the applicant.

SUPPORTING DATA

- Application



CITY OF MONTICELLO
 Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 • info@ci.monticello.mn.us

Special Event Permit Application Checklist

PROPERTY INFORMATION	
Property Address	105 W 3RD ST Monticello MN 55362
Property Legal Description	Sect-11 Twp-121 Range-025 Original Plat Monticello Block-035
Property ID Number	155010035040
PROPERTY OWNER INFORMATION	
Owner Name	Bill Burt
Owner Address	6328 86TH ST NE Monticello MN 55362
Owner Phone	612-414-9437
Owner Email	Bill.Burt@Rustechbrewing.com
APPLICANT INFORMATION	
Applicant Name	Bill Burt
Applicant Address	6328 86TH ST NE
Applicant Phone	612-414-9437
Applicant Email	Bill.Burt@Rustechbrewing.com
Name of Event	National Go topless Day - Jeep Show
Location/Address of Event	105 W 3RD ST Monticello MN 55362
Dates & Times of Event	May 20th 2023 12 to 6:00PM

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the City Clerk's Office.

Application Submission Schedule

Application, required information, and payment must be submitted **no later than 30 working days** prior to desired approval date.

Application Information

Applicants shall note that in addition to a special event permits, any liquor license or permit, sign permits and building permits for tents may also be required and are not included within the special event permit application and approval.

Any requested use of City facilities, City staff resources, City equipment, and/or City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council. In addition, events which occur after 10 PM may requires review and approval by the City Council as related to noise ordinances. Please provide clear information in the application regarding these requests.

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
See Section 1	<p>A written narrative including:</p> <ol style="list-style-type: none"> 1. A description of the proposed special event, how it will function on the property, hours and dates of operation, and any other information necessary to fully describe the request; and 2. An explanation of how the proposed special event will meet each of the review criteria specified by code (on reverse), as well as any additional criteria that may apply for the specific use. 3. Any requested use of City facilities, City staff resources, City equipment and City property (including rights of way) and/or any requested waiver of application fee or park rental fees requires review and approval by the City Council 	
See Section 2	<p>A site plan showing all information necessary to accurately depict how the proposed use will function on the site. Information required on the site plan shall include but not be limited to:</p> <ol style="list-style-type: none"> 1. The location of all existing and proposed structures; 2. Driveways and parking areas; 3. Proposed storage spaces; 4. Natural features such as woodlands, wetlands, shorelines, etc; 5. Proposed number of parking spaces (if applicable). 	
TBD	<p>If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan.</p>	
NO TENT	<p>Any event proposing to erect a temporary tent structure is required to obtain a permit from the Monticello Department of Building and Safety and Code Enforcement.</p>	
	<p>Certificate of insurance/liability coverage. Foster White /Christensen group</p>	
In Process	<p>Electronic copies of all written narratives and plan sets required above.</p>	
	<p>Application fee: \$50 \$25 – for non-profit/charitable organization</p>	

Special Event Review Process

- The City Clerk will review all applications.
- Applications determined to conform with the approval criteria outlined in Monticello Zoning Code Section 2.4(L)(4)(a) and listed below shall be approved by the Community Development Department with any conditions deemed necessary. A copy of the approved permit shall be provided to the applicant which includes all conditions and comments.
- Applications not conforming with the approval criteria outlined in Section 2.4(L)(4)(a) shall be denied by the Community Development Department.
- A notice of denial shall be provided to the applicant which includes all identified reasons for denial.

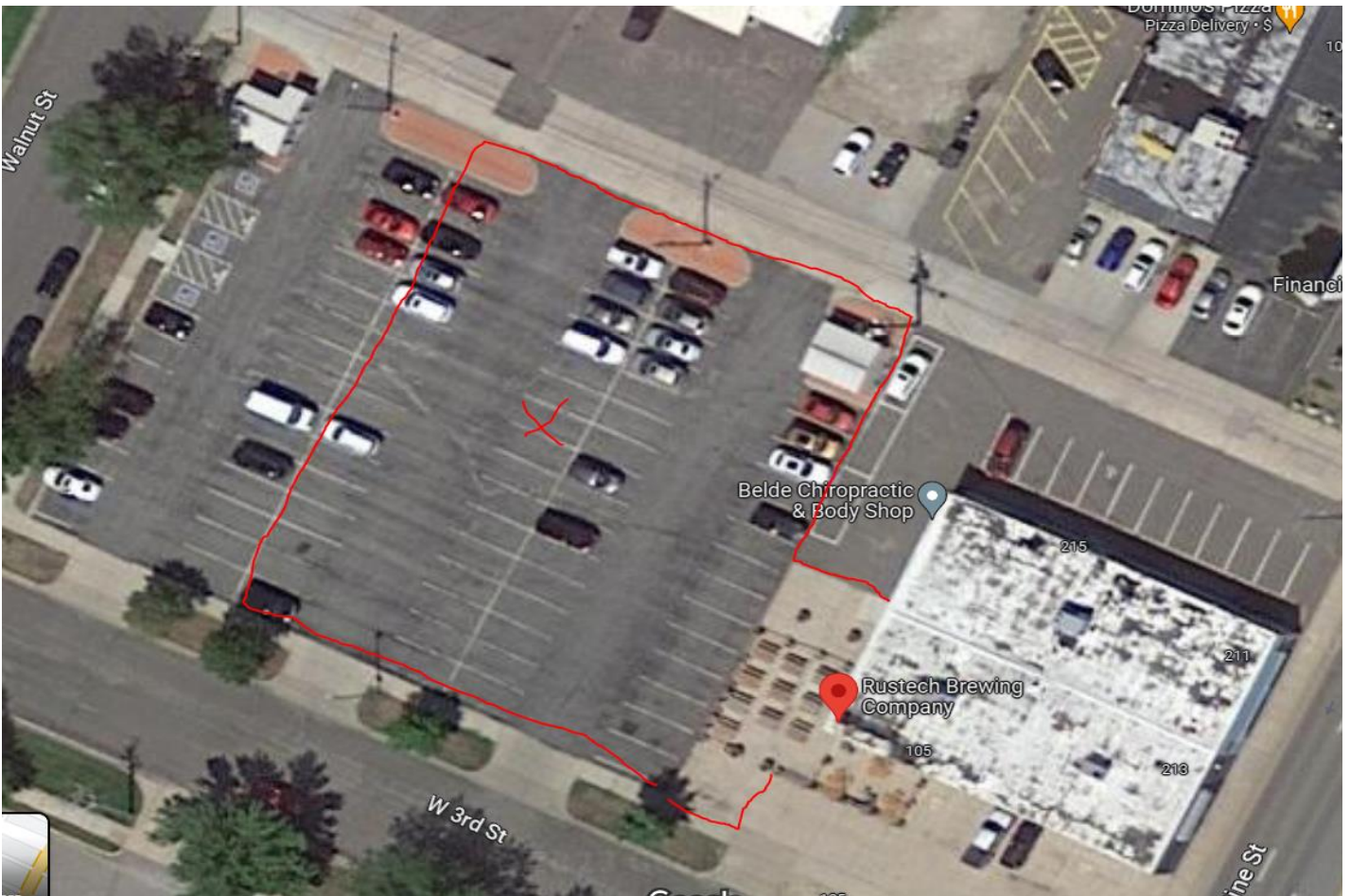
Section 1

Dear Monticello Staff, On Saturday, May 20 from 12 to 6 PM we have been asked to be a host place for the first annual National Go Topless Day (jeep show). This event is being sponsored by barricade off-road. They will be matching up to a portion of funds raised by the event. These nonprofit funds will be going to Homes for our Troops. Once homes for our troops raises \$1 million, 80% to 90% of these funds will go towards helping a qualified combat wounded veteran. Have a home built for them. To qualify the veteran must have lost two limbs in combat. We are asking for 3/4 of the parking lot to be blocked off so that we can host 100+ jeeps for a public cheap show. We are also filling out an off premise liquor license so that our guest can enjoy our beer offsite while looking at all the jeeps. We are also asking for the application fee to be waived for this day. All the areas that will be a part of this event will be properly cared for and cleaned up at the end of the event. We are asking for some barricades to be set up in the parking lot so the public knows where they cannot park.

Thank you, Bill & Penny Burt

Section 2

Below is a picture of how the area will be closed off from 12pm to 6pm. The far west of the parking lot will be open for other business parking and access to ally.



Special Event Temporary Use Permit Approval Criteria

Approval of a Special Event Permit shall only be granted once the City Clerk has determined the use shall:

- Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- Be compatible with the principal uses taking place on the site;
- Not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- Not include permanent alterations to the site;
- Not maintain temporary signs associated with the use or structure after the activity ends;
- Not violate the applicable conditions of approval that apply to a site or use on the site;
- Not interfere with the normal operations of any permanent use located on the property; and
- Contain sufficient land area to allow the temporary use, structure, or special event to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.
- Not create an unreasonable risk of significant:
 1. Damage to public or private property, beyond normal wear and tear;
 2. Injury to persons;
 3. Public or private disturbances or nuisances;
 4. Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
 5. Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public services demands; and
 6. Other adverse effects upon the public health, safety, or welfare.
- The special event shall not be of such a nature, size, or duration that the particular location requested cannot reasonably accommodate the event.
- The special event shall not conflict with another permitted special event at the same location in a manner that will negatively impact the public health, welfare, or safety.

Special Event Temporary Use Permit Conditions of Approval

- In approving the Special Event Permit, the City Clerk's Office is authorized to impose such conditions upon the issuance of the permit as may be necessary to reduce or minimize any potential adverse impacts upon other property in the area, as long as the condition relates to a situation created or aggravated by the proposed special event. The Community Development Department is authorized, where appropriate, to require:
 1. Provision of temporary parking facilities, including vehicular access and egress.
 2. Control of nuisance factors, such as but not limited to, the prevention of glare or direct illumination of adjacent properties, noise, vibrations, smoke, dust, dirt, odors, gases, and heat.
 3. Regulation of temporary buildings, structures and facilities, including placement, height and size, location of equipment and open spaces, including buffer areas and other yards.
 4. Provision of sanitary and medical facilities.
 5. Provision of solid waste collection and disposal.
 6. Provision of security and safety measures.
 7. Use of an alternative location or date for the proposed special event.
 8. Modification or elimination of certain proposed activities.
 9. Regulation of operating hours and days, including limitation of the duration of the special event to a shorter time period than that requested or specified in this subsection.
 10. Submission of a performance guarantee to ensure that any temporary facilities or structures used for such proposed special event will be removed from the site within a reasonable time following the event and that the property will be restored to its former condition.

Duration of Permit

A temporary use permit for a special event authorized in accordance with this subsection shall be limited to a maximum duration of 14 days per site per calendar year, unless otherwise specifically authorized by the City Clerk.

Property Owner's Statement	
I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.	
(Signature) <i>William P. Burt</i>	(Date) 4/22/2023

Applicant's Statement	
This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.	
(Signature) <i>William P. Burt</i>	(Date) 4/22/2023

CITY APPROVAL		
(City Clerk Signature)	(Date)	
(Community Development or Building Dept Signature)	(Date)	
Special Event Permit	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Approval is granted with the following conditions:

Internal review checklist (as applicable):				
Public Works Routing	Admin	Parks	Streets	Director
Law Enforcement Notification				
Building Department (Tents)				
Monticello Community Center Room/Park Reservations				

Post-Approval Routing/Requirements	
Applicant	
Public Works	
Law Enforcement Notification	
City Clerk	
Monticello Community Center Room/Park Reservations	
Liability Insurance Certificate Received	
Surrounding Property Owner Notification Complete	