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LEGAL SERVICES DEPARTMENT

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January 25, 2017

To: Safety & Licensing Committee Members

As you are aware, on January 18, 2017, the Common Council referred the Special Events policy back to Safety and Licensing. Since then, I have received additional feedback from City Departments, Alderpersons and the public.

So far, the policy has been before the Safety and Licensing Committee once as an information item, twice as part of the City Clerk's report and three times as an action item. It has also been to Common Council twice. The Special Events Committee has discussed this policy at 9 meetings and proposed versions of the policy have been circulated to Special Events Committee members a number of times for feedback. Every time feedback has been received, the policy has been revised. Once again, because additional feedback has been received, I am providing you with a revised policy for your consideration.

1. Definition of "Special Events Committee" has been revised to include the names of the City Departments that participate in the Committee.
2. Explanation of what role the Special Events Committee plays in the application procedure (primarily information dissemination between City departments).
3. Explanation of how Departments decide to recommend approving or denying an application.
4. Appeals process if an application is denied or not accepted (applications will not be accepted by the Clerk if an application is late or if the application is not fully completed).
5. The Police Department may want additional security measures at an event after communicating with the applicant or reviewing the application. The Police Department will let the applicant know of the requirements when the Police Department reviews the application for making a recommendation to approve or deny the application. If the event planner objects to the additional safety requirements and the Police Department recommends denying the application, the event planner can appeal the denial.
6. Better explanation of when late fees apply.

It is clear that this Policy has changed a number of times as a result of ongoing feedback and input. The Policy presented before you this evening is a compilation of nearly a year of conversations, research, and departmental and stakeholder feedback. I would respectfully request that if you as members of the Safety & Licensing Committee feel there is more work to be done, please be specific on your requests and move to hold this policy or refer it to staff before it goes back to the Common Council.

Thank you for all of your time and effort on this and please contact me with any questions you may have.

Kami Lynch, City Clerk