



Memorandum

City of Lee's Summit

To: Jennifer Thompson, Planner, Planning and Development Dept.
From: Sarah Shore, Management Analyst, Public Works Dept.
CC: Miranda Landstra, Community Relations Specialist, Water Utilities Dept.
Date: April 22, 2016
Re: Special Event Permit for National Public Works Week (NPWW)
Big Truck & Equipment Show on May 14, 2016

Comments: Enclosed please find an application for a Special Event Permit for the City's National Public Works Week (NPWW) Big Truck & Equipment Show. This event is a joint effort between the Public Works Department and Water Utilities departments.

The event is from 10 a.m. to 2 p.m. on Saturday, May 14, 2016, on Green Street (from the City Hall parking lot to 3rd Street) and in the parking lot between City Hall and the Parking Garage (The intent is to close Green Street from Third to the entrance of the parking garage at 7 a.m.). The Fire Department Headquarters also will *tentatively* participate by having their doors open. Access to the parking garage will remain open. A site plan is attached depicting the anticipated locations of equipment, traffic barricades, and trash and recycle bins. Patrons will have access to the City Hall parking garage and the restrooms within the south end of City Hall for the duration of the show.

There will be equipment demonstrations (cone stacking, and bucket truck lift) throughout the event. Access to electricity will be required for the moonwalk. In addition, electrical service will be required for popcorn and cotton candy machines, and a stereo system for playing music. We will work with Steve Aldridge to obtain a permit for use of City Hall Plaza.

Barricades will be placed at the ends of each street segment and banners will be installed on the barricades to advertise the event. Signs will also be placed to indicate the location of the restrooms and the other events taking place downtown that day (Art & Artifacts and the Farmers Market).

The City owns the streets and holds liability insurance under the City's insurance policy. In addition to the completed application, checklist, and site plan, please also find enclosed a recycling plan for the event.

Recycling Plan for the City's 2015 NPWW Big Truck & Equipment Show

Name of the sanitation company, hauler, and/or staff that will be providing bins, emptying bins, and transporting the bins for proper disposal.

Kara Taylor, Environmental Specialist, Public Works Department, will be responsible for providing both the trash and recycling containers for the event. She will also be responsible for emptying the bins and transporting the recyclables to the recycling receptacles behind City Hall. From there, Town & Country Disposal will collect the recyclables in accordance with the City's contract for solid waste services and transport the recyclables to their Material Recovery Facility (MRF) in Harrisonville, Missouri for processing.

Location where the recyclables will be transported for disposal.

Town & Country Disposal will transport the recyclables to their Material Recovery Facility (MRF) in Harrisonville, Missouri for processing.

Site plan indicating the location of the bins.

See attached.

Number of bins provided.

A total of 4 trash bins and 5 recycle bins will be provided at the event (plus the downtown trash cans that are already on the street).

Describe the signage that will be used to advertise the recycling opportunity.

Posters will be placed on all recycling bins indicating what can and cannot be recycled at the event.

What type of materials will be utilized in this event? Will all of these materials be offered for recycling?

With the exception of glass, any materials that are considered recyclable or compostable will be allowed at the event. Neither Styrofoam nor glass will be allowed at the event.

How often will the bins be emptied, at a minimum?

Both the trash and recycling bins will be emptied as needed.

How will the recycle bins be differentiated from regular trash bins? The recycle bins must be clearly labeled as such so as not to create confusion with regular trash bins.

The trash bins will be large barrels with liners. The recycling bins will be blue ClearStream folding wire bins with clear plastic liners that will be clearly marked for acceptance of aluminum and plastic drink containers, along with any office papers.

City of Lees Summit

Department of Planning and Development

Special Event Checklist

National Public Works Week (NPWW) Big Truck & Equipment Show 2016

****A Completed Checklist Must Be Submitted With Each Special Event Permit Application***

	Not			
	Met	Met	N/A	
X	<input type="checkbox"/>	<input type="checkbox"/>		1. Applicant – Name, Address and Telephone Number
X	<input type="checkbox"/>	<input type="checkbox"/>		2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	X		3. Written approval from the property owner agreeing to the proposed event <i>(City property, City event)</i>
X	<input type="checkbox"/>	<input type="checkbox"/>		4. Description of the site on which the proposed event is to be held
X	<input type="checkbox"/>	<input type="checkbox"/>		5. Date(s) of the proposed event
X	<input type="checkbox"/>	<input type="checkbox"/>		6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none"> • the hours of operation, • anticipated attendance, • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
X	<input type="checkbox"/>	<input type="checkbox"/>		7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
<input type="checkbox"/>	<input type="checkbox"/>	X*		8. Location and number of proposed temporary public toilets
<input type="checkbox"/>	<input type="checkbox"/>	X*		9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
<input type="checkbox"/>	<input type="checkbox"/>	X*		10. Proof of liability insurance at time of application
X	<input type="checkbox"/>	<input type="checkbox"/>		11. Electrical Plan shall be approved by the Code Official

****NOTES:*** The restrooms within the south side of City Hall will be utilized for the duration of the show. Temporary water supplies will not be needed for the show. The City has liability insurance under the City's insurance policy.

City of Lees Summit
Department of Planning and Development
Application Form

APPLICATION TYPE:

☒ Special Event Permit for NPWW Big Truck & Equipment Show; May 14, 2016; 10 a.m. to 2 p.m.

PROPERTY LOCATION/ADDRESS: Green Street in front of City Hall, 220 S.E. Green St.; parking lot between City Hall and Parking Garage; see map for details

ZONING OF PROPERTY: _____

APPLICANT City of Lee's Summit, Public Works Dept. PHONE 816-969-1803

CONTACT PERSON Sarah Shore FAX 816-969-1809

ADDRESS 220 SE Green Street CITY/STATE/ZIP LS, MO 64063

PROPERTY OWNER City of Lee's Summit PHONE 816-969-1000

CONTACT PERSON _____ FAX _____

ADDRESS 220 SE Green Street CITY/STATE/ZIP LS, MO 64063

ENGINEER/SURVEYOR _____ PHONE _____

CONTACT PERSON _____ FAX _____

ADDRESS _____ CITY/STATE/ZIP _____

City of Lee's Summit, MO
PROPERTY OWNER

Print name: Sarah Shore

City of Lee's Summit, MO, Public Works Dept.
APPLICANT



City use only, do not write below this line.

Approved Planning & Development

National Public Works Week Equipment Show—2016

