



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: 20190981 RECEIPT NUMBER: _____

SPECIAL EVENT: Big Truck & Equipment Show

☐ Athletic Event ☐ Mobile Food Vendor ☐ Event Signage ☒ Other

EVENT DATE(S): Sat. May 18, 2019 EVENT TIME(S): 10 a.m. to 2 p.m.

EVENT LOCATION/ADDRESS: on Green St. in front of City Hall,
220 SE Green St.; parking lot between
garage and City Hall ZONING OF PROPERTY: CBD

APPLICANT: Public Works Dept. PHONE: 816-969-1803

CONTACT PERSON: Sarah Shore FAX: _____

ADDRESS: 220 SE Green St. CITY/STATE/ZIP: LS, MO. 64063

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

CONTACT PERSON: _____ FAX: _____

ADDRESS: 220 SE Green St. CITY/STATE/ZIP: LS, MO. 64063

PROPERTY OWNER

Print name: _____

Sarah K. Shore
APPLICANT

Sarah K. Shore

Administrative Notes (do not write below this line)

Approved Development Services Department



Special Event Permit Checklist

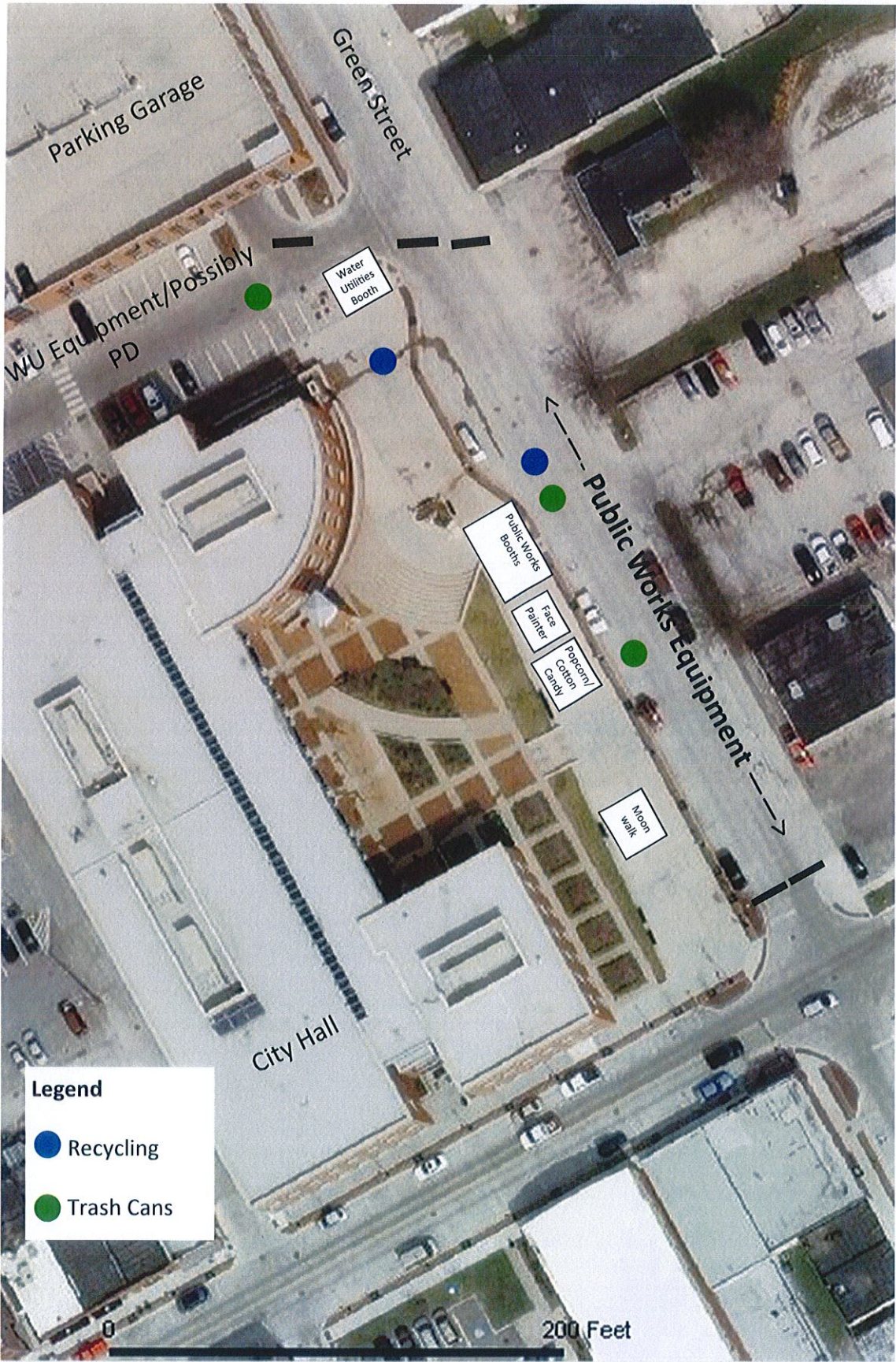
***A Completed Checklist Must Be Submitted With Each Special Event Permit Application**

Submittal Requirements	Yes	No
Completed Special Events Application	X	
Ownership signature/permission		N/A
Filing fee – See Schedule of Fees and Charges for applicable fee		N/A
Checklist for Special Event Application	X	

*** Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	Ordinance Requirement	Met	Not Met	N/A
A. Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."	X		
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.	X		
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14	X		
C.1. Name of Event	Name and/or brief description of the event.	X		
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.	X		
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			N/A
C.4. Narrative	A written narrative, fully describing the proposed event, including: 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any	X		
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.	X		
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.	X		

Big Truck & Equipment Show—2019





Memorandum

City of Lee's Summit

To: Jennifer Thompson, Planner, Dev. Services
From: Sarah Shore, Administration Manager, Public Works
Date: April 12, 2019
Re: Special Event Permit for Big Truck & Equipment Show on May 18, 2019

Comments: Enclosed please find an application for a Special Event Permit for the City's Big Truck & Equipment Show. This event is a joint effort between the Public Works and Water Utilities departments. We estimate an attendance of 300-500 people; however, if it's a nice day it could be even more. Equipment from the Police Department and Whiteman AFB may be incorporated as well, depending on availability. The Fire Department on Douglas is typically open during the event as well, depending on availability.

The event is from 10 a.m. to 2 p.m. on Saturday, May 18, 2019, 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.). Public Works personnel will set-up barricades and close the street. The event does not require PD assistance.

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.

Access to electricity in City Hall Plaza will be required for the moonwalk/bounce house. In addition, electrical service will be required for popcorn and cotton candy machines, and a stereo system for playing music. Due to issues with electricity in the plaza in the past, we will have generators as back-up if needed. A City Hall Plaza Permit Application has been submitted to Ron Johnson for review and approval.

Barricades will be placed at the ends of each street segment. Sandwich board signs will be placed to indicate the location of the restrooms and the other events taking place downtown that day (i.e. 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. I believe all standards set forth in Article 11 of the City of Lee's Summit UDO have been satisfied.

Recycling Plan for the City's 2019 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.

We have trash and recycling containers for the event. We will empty the bins and transport the recyclables to the recycling receptacles behind City Hall. From there, the City's trash/recycling hauler will collect the recyclables in accordance with the City's contract for solid waste services and transport the recyclables to their facility for processing.

Location where the recyclables will be transported for disposal.

The City's trash hauler will transport the materials for processing.

Site plan indicating the location of the bins.

See attached.

Number of bins provided.

A total of 3 trash bins and 2 recycle bins will be provided at the event (plus the downtown trash and recycling 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.