



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Mayor's Tree Lighting & City Hall Plaza Light Display

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

EVENT DATE(S): November 18, 2022 EVENT TIME(S): 10 a.m. to 10 p.m.

EVENT LOCATION/ADDRESS: Howard Station Park, SE Main St from 2nd to 3rd St, City Hall Plaza,
Banner at 3rd & Douglas from 11/1/22-1/4/23 ZONING OF PROPERTY: _____

APPLICANT: Downtown Lee's Summit Main Street PHONE: 816-246-6598

CONTACT PERSON: Julie Cook FAX: 816-246-7433

ADDRESS: 13 SE 3rd St CITY/STATE/ZIP: LSMO 64063

x julie@downtownls.org

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

Julie Cook

APPLICANT

Print name: _____

Julie Cook

Administrative Notes (do not write below this line)

Approved Development Services Department

**City of Lee's Summit
Department of Planning & Development
Special Event Checklist
Mayor's Tree Lighting**

- 1.) Julie Cook
Downtown Lee's Summit Main Street, Inc.
13 SE 3rd St, Lee's Summit, MO 64063
(816) 246-6598
- 2.) City of Lee's Summit
- 3.) Lee's Summit Parks & Recreation has a signed agreement with Downtown Lee's Summit Main Street to allow the use of Howard Station Park for the Mayor's Tree Lighting.
- 4.) The ceremony will be held in Howard Station Park with the crowd gathering on SE Main Street between Second and Third streets. (See attached map.)
- 5.) November 18, 2022
- 6.) DLSMS will host the annual Mayor's Tree Lighting Ceremony in Howard Station Park. The program will run from at 6:30-7:00 p.m. Anticipated attendance is 2,000 people. The program features musical performance, Mayor Bill Baird flipping the switch, and Santa's arrival by fire truck.

STREET CLOSURES & PUBLIC SAFETY – LSPD

10:30 a.m. - SE Main Street from 2nd to 3rd Street will close to through traffic. All cars must be removed from the premises. We need assistance from Officer Atalie Brown with Parking Control to notify owners of cars left on site, and can call Dispatch for help with this.

6:00 p.m. – We request that LSPD schedule at least two uniformed officers to assist with general peacekeeping at this event, as crowds could exceed 2,000 people. Please check in with the Events Director, Julie Cook, behind the stage on SE Main Street at this time.

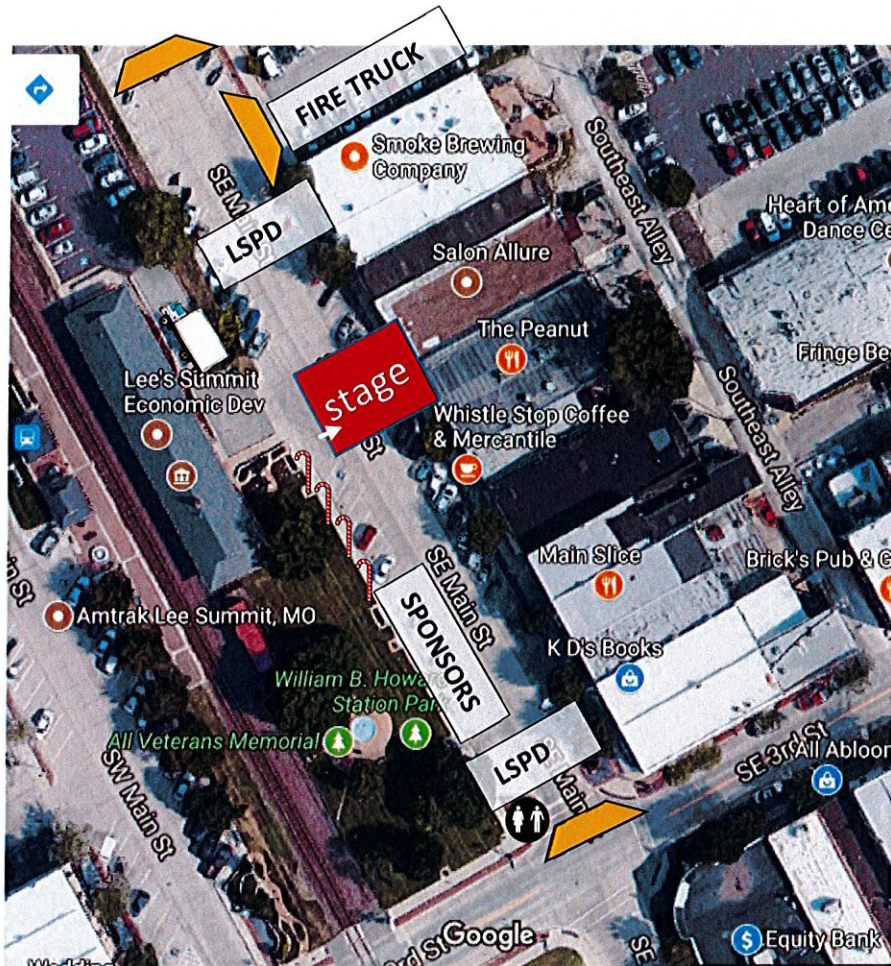
8:30 p.m. – We request that two officers park their vehicles – one at 3rd & SE Main, and one by Smoke Brewing Co. – to block traffic. This allows our volunteers to disassemble the Type 3 barriers and head home after their shift. LSPD vehicles will stay on site until the stage and sound company depart. Reopen the street to through traffic around 10 p.m.

EVENT SIGNAGE

We have permission from the property owners at 3rd & Douglas to hang a vinyl Over-the-street banner to advertise holiday shopping. The banner will be installed by KC Banner Co. on 11/1/22 and removed on 1/4/23. The banner says "Love Local."

- 7.) See attached map.
- 8.) There is a public restroom located by the Amtrak Station. DLSMS will pay for one portable restroom unit to be placed on site.
- 9.) N/A
- 10.) Liability insurance is on file with the City of Lee's Summit.

2022 Mayor's Tree Lighting Event Map & Timeline



EVENT TIMELINE

10:30 a.m. – Set barricades to close SE Main

12:00 p.m. – Stage and risers delivered. Sound crew arrives.

1:00 p.m. – Volunteers decorate

6:00 p.m. – Volunteers and LSPD check in at the stage

6:30 p.m. – PROGRAM

- Fire Truck parked in alley behind Smoke w/ Santa & Mrs. Claus

8:30 p.m. – Volunteers remove barricades. LSPD use vehicles to block traffic at both ends of SE Main

10:00 p.m. – LSPD reopen street once sound company departs and street is cleared

City of Lee's Summit
Department of Planning & Development
Special Event Checklist
City Hall Plaza Holiday Light Display

- 1.) Julie Cook
Downtown Lee's Summit Main Street, Inc.
13 SE 3rd St, Lee's Summit, MO 64063
(816) 246-6598
- 2.) City of Lee's Summit. An application to reserve City Hall Plaza was submitted to Ron Johnson on 10/14/22.
- 3.) N/A
- 4.) The holiday light display features four sections of decorations in the planters in City Hall Plaza outfitted with programmable LED lights. The light display is set to music, and includes outdoor speakers.
- 5.) Installation would begin on 10/30/22, premiere to the public on 11/18/22, and be removed by 1/31/23. The light show is programmed and installed by the Lee's Summit Robotics team under the leadership of Wyatt and Crystal Durgan.
- 6.) **Hours of operation:**
 - The holiday light display would begin the evening of November 18th at 6 p.m. and run from dusk until dawn each night through the first week of January.

Anticipated attendance:

 - The public can safely view the display from their vehicle or on foot while visiting Downtown throughout the holiday season. Attendance can be estimated by incorporating a QR code into signage in the display.

Structures and signage:

 - The animated display contains 4 sections. One section includes a 22' tall pole anchored in the earth to construct a large Christmas tree with animated presents at the base. The second section includes lights wrapped in the existing trees near the sculpture at the center of the plaza. The third section includes stars, snowflakes, mini Christmas trees, and pixel poles. The fourth section includes archways that are anchored in the tree planters along the southeast side of City Hall along with a display of Santa and his sleigh. The entire display is powered by three 20amp circuits. Each section will not exceed 1920 Watts.
 - The display will feature a scrolling text message and approximately 12 songs, subject to approval by the legal team and Assistant City Manager with the City of Lee's Summit.
 - Temporary yard signs may be staked in the earth near the display to thank sponsors and direct visitors to keep out of the display area.
- 7.) A site plan can be provided upon request.

- 8.) N/A. Public restrooms will not be provided at City Hall Plaza.
- 9.) N/A. Potable water is not necessary for this display.
- 10.) DLSMS has a certificate of liability insurance on file with the City of Lee's Summit.
- 11.) The Lee's Summit robotics team requests access to City Hall Plaza as well as three circuits of electrical power to the area beginning 10/30/22.