

**AN ORDINANCE AMENDING THE CITY OF WAUKEGAN'S
PARADE, PUBLIC ASSEMBLY AND OUTDOOR SPECIAL EVENTS ORDINANCE**

WHEREAS, the City of Waukegan seeks to amend its parade, public assembly and outdoor special events ordinance to coordinate multiple uses of limited space, to assure preservation of City facilities, to prevent uses that are dangerous, unlawful or impermissible under law, to assure financial accountability for damages caused by any event subject to the ordinance and to assure that all permit applicants are treated on a non-discriminatory basis.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Waukegan Illinois, as follows:

SECTION 1: That Division 1, entitled "PARADES OR PUBLIC ASSEMBLIES," and Division 2, entitled "OUTDOOR SPECIAL EVENTS," of Article V, entitled "Outdoor Assemblies, Festivals, Parades and Similar Events" contained in Chapter 15 of the Municipal Code of the City of Waukegan, entitled "Offenses and Miscellaneous Provisions," be deleted in their entirety and replaced with the following:

DIVISION 1. DEFINITIONS.

Sec. 15-176. Definitions: The following terms are defined for the purposes of this ordinance as follows:

Athletic event means any event involving the conduct of exercises, sports or games reasonably anticipated to obstruct the normal flow of traffic upon the public way. Any athletic assembly that does not meet the criteria of a outdoor special event as that term is defined herein shall be treated for the purposes of the permit application process as either a parade or a public assembly.

Business days means those days which the municipal offices are open for conducting City business and does not include Saturdays, Sundays or holidays.

City-hosted event means an outdoor special event, parade or public assembly hosted by the City of Waukegan and which the City is primarily responsible

for organizing, funding and/or promoting. Such outdoor special events, parades or public assemblies do not require the issuance of a permit. All other outdoor special events, parades or public assemblies including those not hosted by the City, but which the City may be involved in organizing, funding and/or promoting, must obtain permits.

Combined event means an event in which a parade or public assembly takes place prior to or following a related outdoor special event, such as a festival or the like. Such combined events are treated as outdoor special events under the terms of this ordinance.

Development Review Board means the staff board of the City of Waukegan which is created and defined in the City's Zoning Ordinance.

Parade means any march, procession or other similar activity consisting of persons, animals, vehicles or things, or any combination thereof, upon any public street, sidewalk, alley or other public place, which does not comply with normal and usual traffic patterns, regulations or controls.

Public assembly means a company or assemblage of persons which is reasonably anticipated to obstruct the normal flow of traffic upon the public way, including pedestrian traffic on sidewalks, and that is collected together in one place.

Outdoor special event means a planned temporary aggregation of attractions, including athletic events, public entertainment, food, beverage service facilities, sale of souvenirs or other merchandise, or similar attractions, that is: (i) conducted on the public way; or (ii) conducted primarily outdoors on property open to the public other than the public way and which:

1. Includes activities that require the issuance of a City temporary food establishment license or temporary liquor license; or
2. Requires special City equipment, personnel or services, including but not limited to any of the following: street closures; provision of barricades, garbage cans, stages or special no parking signs; special electrical services; or special police protection.

"Outdoor special event" does not include a parade or public assembly for which a permit is required under Section 15-177, a neighborhood block party at which no food, beverages or merchandise is sold, or a city-hosted event.

DIVISION 2. PARADES AND PUBLIC ASSEMBLIES

Sec. 15-177. *Parade and public assembly permit:* No person or organization shall promote, sponsor or conduct a parade or public assembly unless the person or organization obtains a parade or public assembly permit in advance from the City.

Sec. 15-178. *Permit Application:* A person, partnership, voluntary association, corporation or other organization seeking to obtain a parade or

public assembly event permit shall file an application with the City Clerk not less than seven (7) business days before the date for which the parade or public assembly is proposed to be conducted.

The application for a parade or public assembly permit shall contain the following information, which must be promptly updated by the applicant as circumstances change:

1. The name, address, daytime telephone number, cell or mobile number (if available), and fax number (if available) of both the person signing the application, and the organization with which that person is affiliated or on whose behalf the person is applying, if applicable;
2. The name, address, daytime telephone number, cell or mobile number (if available), and fax number (if available) of the authorized and responsible leaders of the organization conducting the parade or public assembly;
3. The date of the proposed parade or public assembly and the hours that it will commence and terminate;
4. The location and exact street address of the assembly and disbanding areas and the time when the parade or public assembly will begin to assemble and disband;
5. The approximate number of persons, vehicles and floats to participate in the parade or public assembly and the basis on which this estimate is made;
6. The route along which the parade or public assembly will proceed and the sidewalks or lanes of traffic it will occupy; and
7. A list identifying the type and number of all animals the applicant intends to have at the parade or public assembly. Any animal identified as dangerous by law or which poses a danger to public health and safety is prohibited.

The City Clerk may return to the applicant any application that is incomplete or contains insufficient information. In returning the application, the Clerk shall specify what additional information must be provided in a new or amended application.

No person may submit an application on behalf of another person and no organization may submit an application on behalf of another entity.

Sec. 15-179. *Permit application fee:* The application for a parade or public assembly permit shall be accompanied by a non-refundable processing fee of \$40.00.

Sec. 15-180. *Multiple permit applications:* All applications for any permit filed hereunder shall be processed on a first-in-time basis.

No person or organization may submit multiple permit applications for the same date and route. Where multiple applications for the same date and route are submitted, the Development Review Board is authorized to deny any application where there is already a permit issued for that date or route; however, if an alternate date or route is provided in said application, the