



COMMITTEE OF THE WHOLE MEETING
MONDAY, JUNE 5, 2023
(Immediately following the Village Board Meeting)

AGENDA

CALL TO ORDER

ROLL CALL

AUDIENCE COMMENTS

TRUSTEE COMMENTS

DISCUSSION

1. Special Event Code

EXECUTIVE SESSION

ADJOURN

Initials: SB

**VILLAGE OF NORTH AURORA
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
CC: STEVE BOSCO, VILLAGE ADMINISTRATOR

FROM: MIKE TOTH, BUSINESS AND ADMINISTRATIVE SERVICES MANAGER

SUBJECT: OUTDOOR SPECIAL EVENT CODE AMENDMENTS

AGENDA: JUNE 5, 2023 COMMITTEE OF THE WHOLE MEETING

DISCUSSION

Chapter 5.70 of the Municipal Code includes general regulations and outlines the requirements for outdoor special event permits. Outdoor special event permits require Village Board approval if any of the following is proposed:

- The use of any village property
- The closure of any public street, posting of "no parking" signs on public streets or blocking of any parking on public streets
- The use of any commercial parking lot and/or blocking of any commercial parking area that reduces the number of required parking spaces established in the Zoning Ordinance
- The use of mobile food vendor(s):
 - More than one vendor in a day; or
 - More than one vendor at a time; or
 - More than two hours at a time on any property, unless catering a private event for which food or beverages are provided to guests free of charge to them.
- The sale of alcoholic liquor
- Any event at which sound amplification equipment will be used:
 - Sunday through Thursday before 10:00 a.m. and/or after 9:00 p.m.; or
 - Friday and Saturday before 10:00 a.m. and/or after 10:00 p.m.

Chapter 5.70.050 states: *All outdoor special events that require a permit shall be submitted to the village administrator for approval at the next regularly scheduled village board meeting if submitted no later than the Monday before the next regularly scheduled board meeting.* Often, individuals needing a special event permit either do not know they need a special event permit or wait until the last minute before applying. In consideration of this, staff is reevaluating the outdoor special event provisions to determine what should necessitate a permit and whether certain permits can be issued administratively under certain conditions. Staff will also be soliciting feedback on the mobile food vendor provisions as they are tied directly into the outdoor special event permit requirements.

Staff will be providing a presentation at the June 5, 2023 Committee of the Whole meeting for feedback on this topic.