

**GRAND COUNTY, UTAH
ORDINANCE NO. 675 (2023)**

**TO REPEAL ORDINANCE NO. 667 AND CHAPTER 8.16 (SPECIAL EVENTS) OF THE
GRAND COUNTY GENERAL ORDINANCES AND ADOPT NEW
CHAPTER 8.16 (SPECIAL EVENTS)**

WHEREAS, Grand County recognizes the value of special events to the economy, tourism, and quality of life experienced in the community;

WHEREAS, Grand County has an important and compelling governmental interest in regulating the needs and impacts associated with special events in order to protect property, public health, safety, and welfare and provide for orderly crowd movement and traffic safety, personal privacy, noise and litter control;

WHEREAS, Grand County desires to establish reasonable and uniform time, place and manner regulations governing the permitting and operation of special events in order to establish clear rules and an efficient process for event sponsors and county administration;

WHEREAS, as provided in Utah Code § 17-50-302, the County may exercise powers and perform functions that are reasonably related to the “safety, health, morals, and welfare of County inhabitants;”

WHEREAS, in further exercise of the County’s general powers, as provided in Utah Code § 17-53-223, the county may “pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties conferred by this title, and as are necessary and proper to provide for the safety, and preserve the health, promote the prosperity, improve the morals, peace, and good order, comfort, and convenience of the county and its inhabitants, and for the protection of property in the county;”

WHEREAS, as provided in Utah Code § 17-53-216, the County may adopt ordinances which provide for the licensing of businesses defined as “any enterprise carried on for the purpose of gain or economic profit,” within their jurisdictions for the purpose of regulation and includes the power to deny, revoke, or suspend such license;

WHEREAS, under such statutory authority as cited above and in exercise of its general powers, the County has the authority to issue special events permits and regulate the same, which authority includes the power to deny, revoke, or suspend such permits;

WHEREAS, the Grand County Commission enacted Ordinance No. 627 (2021) to license and regulate special events held in Grand County; adopt uniform procedures to promote and protect

the rights of those organizing special events, those participating in them, and Grand County residents;

WHEREAS, the County repealed and replaced Ordinance No. 627 (2021) with Ordinance No. 637 (2021) to update Chapter 8.16 to restructure the Special Event Committee membership, and update COVID-19 guidelines;

WHEREAS, the County repealed and replaced Ordinance No. 637 (2021) with Ordinance No. 643 (2021) to update Chapter 8.16 to restructure to the modify the approval authority, review process and requirements, and update COVID-19 guidelines;

WHEREAS, the County repealed and replaced Ordinance No. 643 (2021) with Ordinance No. 658 (2022) to update Chapter 8.16 to remove COVID-19 guidelines and requirements;

WHEREAS, the County repealed and replaced Ordinance No. 658 (2022) with Ordinance No. 667 (2022) to incorporate additional definitions, modify Commission review procedures and requirements, adopt a Commission review schedule, update application deadlines, and integrate the role and responsibilities of a Special Event Coordinator;

WHEREAS, the County seeks to update Chapter 8.16 to further streamline the permitting process and modify the role and membership of the Special Event Advisory Committee;

WHEREAS, the County Commission held a public meeting on May 2, 2023 to consider this matter; and

WHEREAS, the Grand County Commission has determined that it is in the best interests of the citizens of Grand County to repeal and replace Chapter 8.16 and Ordinance No. 667.

NOW, THEREFORE, BE IT ORDAINED that the Grand County Commission hereby:

1. Repeals Ordinance No. 667 and Chapter 8.16 (Special Events) of the Grand County General Ordinances; and
2. Adopts new Chapter 8.16 (Special Events) of the Grand County General Ordinances as set forth in *Exhibit A*.

ADOPTED by the Commission in a public meeting on May 2, 2023 as follows:

Those voting aye: Clapper, Hadler, Hedin, McCurdy, McGann, Walker, Winfield

Those voting nay:

Those absent:

Grand County Commission:



Jacques Hadler, Chair

ATTEST:



Gabriel Woytek, Clerk/Auditor

EXHIBIT A

Chapter 8.16 Special Events

Sections:

- 8.16.010 Purpose and Intent**
- 8.16.020 Special Event Permits Required**
- 8.16.030 Definitions**
- 8.16.040 Exceptions**
- 8.16.050 Special Events Advisory Committee**
- 8.16.060 Impact Tier Characteristics - Low & High**
- 8.16.070 Approval Authority**
- 8.16.080 Intent to Apply Requirements**
- 8.16.090 Intent to Apply Review - Low Impact Determination**
- 8.16.100 Intent to Apply Review - High Impact Determination**
- 8.16.110 Application Requirements**
- 8.16.120 Deadlines**
- 8.16.130 Fees**
- 8.16.140 Conditions**
- 8.16.150 Post Event Evaluation**
- 8.16.160 Grounds for Denial**
- 8.16.170 Final Decisions; Appeals**
- 8.16.180 Enforcement**
- 8.16.180 Remedies and Penalties**
- 8.16.190 Constitutional Right**
- 8.16.200 Severability**

8.16.010 Purpose and Intent

It is necessary for Grand County to regulate the assemblage of people on private and public land in the unincorporated County to protect the health, safety, and welfare of County inhabitants, and improve the morals, peace, good order, comfort, convenience, and aesthetics of the County, its present and future inhabitants, and local businesses. Accordingly, the purpose of this Chapter 8.16 is to ensure that Special Events in Grand County:

- A. Do not cause Excessive and Unusual Noise, disruption or crowding on County roadways, neighborhoods, or public lands;
- B. Offer a diversity of Special Events and opportunities for residents and visitors alike; and
- C. Do not overwhelm local resources, including public safety agencies.

8.16.020 Special Event Permit Required

No person, organization, business, firm or other entity may conduct, organize, establish, institute, operate or sponsor a Special Event in unincorporated Grand

County without first obtaining a valid written Special Event Permit issued by Grand County. All Special Events which are located within or start or end in Grand County require a Special Event Permit even if the Permittee has obtained a Special Recreation Permit (SRP), or similar, from the state or federal government.

8.16.030 Definitions

- A. "Application Requirements" shall mean all requirements outlined in Section 8.16.080. If permission is given for the applicant to submit a complete application, this shall also mean all requirements outlined in Section 8.16.110.
- B. "Characteristics" shall mean components of proposed Special Events that do not constitute approval or denial but serve as a tool for assessing alignment with Section 8.16.060.
- C. "Cost Recovery Surcharge" shall mean a project specific fee to recover costs incurred by Grand County for event-related public safety, utilities, traffic control, and parking, and which may also include or incorporate charges which would otherwise apply for land use permits, building permit fees, temporary structure permits, or other applicable charges.
- D. "Committee" or "SEAC" shall mean the Special Events Advisory Committee, the composition, duties and obligations of which are set forth below.
- E. "Daily Total Attendance" shall mean and include all registrants, spectators (including family or crew for the registrants), staff (including agents and subcontractors), volunteers, vendors, and any other participants.
- F. "High Impact Event" shall mean a proposed Special Event that does not meet all of the Low Impact Characteristics set forth in Section 8.16.060 and which requires review and approval by the County Commission.
- G. "Intent to Apply" or "ITA" shall mean formal notice from an organization, entity, or individual requesting approval to proceed with the Special Event Permit application.
- H. "Low Impact Event" shall mean a proposed Special Event that meets all of the Low Impact Characteristics set forth in Section 8.16.060 and which may be reviewed and approved by the Committee.
- I. "Permit Conditions" shall mean conditions for approval and issuance of a Special Event Permit provided in Section 8.16.140.
- J. "Permittee" shall mean the applicant for the Special Event who becomes the Permittee upon issuance of a Special Event Permit by the County.
- K. "Quarterly Review Meeting" shall mean an open and public meeting of the County Commission to review Special Event ITAs for approval or denial to

proceed with a complete application.

- L. “Referral Agencies” shall mean Grand County Planning and Zoning, Roads, Building, and Economic Development Departments; Utah Department of Transportation; Utah Highway Patrol; Grand County Sheriff’s Office; Moab City Police Department; Grand County Emergency Medical Services; Moab Valley and/or Thompson Fire Protection Districts; Southeast Utah Health Department; Utah Division of Alcoholic Beverage Control; City of Moab; Town of Castle Valley; San Juan County; federal and state agencies, including but not limited to land management agencies; and other agencies the County deems appropriate.
- M. “Special Event” or “Event” shall mean a sporting, cultural, entertainment, commercial, competitive or similar gathering or activity that impacts the County, it’s present or future inhabitants, or local businesses, whether for profit, non-profit or charitable purposes, whether open to the public or not, whether located on private or public land (including trails), occurring for a limited duration not to exceed 30 consecutive days where any one of the following criteria applies:
- i. Noise that exceeds permissible levels set forth in Title 11 of the Grand County General Ordinances (the “Noise Ordinance”) may be used or created;
 - ii. Activities exceed the normal scope of the permitted use of the property;
 - iii. Participants expect a duty of care, aka safety;
 - iv. Public rights of way, including County roads and sidewalks, may be fully or partially closed; OR
 - v. The County Commission determines that the proposed Event will result in identifiable impacts on County services or the health, welfare, peace, comfort, or safety of Grand County residents or visitors.

By way of illustration, except as limited by Section 8.16.040, Special Events include events where entrance/participant fees are charged or suggested or other compensation is exchanged, retail sales are conducted or vendors offer goods or services, or trail rides regulated by a commercial, organized group/event, or competitive SRP issued by the state or federal government are organized; races; concerts; or a public assembly, such as a parade, rally, or celebration.

Special Events do not include gatherings that meet the exception criteria set forth in Section 8.16.040 below.

- N. “Special Event Coordinator” or “SE Coordinator” means a Grand County employee to which the County Commission has delegated the processing of Special Event permits, including post event reviews.
- O. “Special Event Permit” or “Permit” means a certificate or other written approval sought by an applicant for a Special Event as defined in this Chapter, granted by the County Commission or its designee, the Clerk/Auditor. A Special Event Permit shall authorize the Permittee to operate the Special Event and conduct

business in Grand County during the duration of the Special Event dates approved by the County.

8.16.040 Exceptions

A Special Event shall not include:

- A. Non-commercial, non-competitive family, friends, or youth events such as weddings, family reunions, dances, parties, or garage sales with less than 250 Daily Total Attendance or 50 Motor Vehicles;
- B. Conferences, trainings, lectures, sporting events, or similar events held in a permitted permanent facility consistent with the facility's occupancy and design standards; or
- C. Community events owned or sponsored by resolution by the County at a County-owned facility.

8.16.050 Special Events Advisory Committee

- A. Membership. The County Commission hereby establishes a Special Events Advisory Committee comprised of the following persons or their designee:

Commission Administrator;
Economic Development Director;
Old Spanish Trail Arena Director; and
County Attorney.

- B. Duties and Obligations.

- i. Subject to this Chapter 8.16 and the Governing Documents of the Committee, the Committee shall develop all necessary application forms and documents consistent with and required by this Chapter;
 - a. conduct initial ITA reviews upon submission to determine the Impact Tier and Approval Authority based on the County's philosophy, as determined by a unanimous vote of the Committee;
 - b. refer High Impact Events to the County Commission for approval or denial;
 - c. review all complete Special Event applications;
 - d. refer technical matters to the related Referral Agencies; and
 - e. recommend approval or denial of each Special Event application, with or without conditions, to the Clerk/Auditor or County Commission.

Notwithstanding the above Duties and Obligations, the County Commission has the authority to review and approve or deny any ITA submission as well as complete applications.

8.16.060 Impact Tier Characteristics - Low Impact and High Impact

Event Tiers are determined by the SEAC. The below impact tier characteristics and Special Event criteria provided in 8.16.030(M) shall be considered when determining if an ITA is low or high impact.

A. Low impact characteristics:

- i. Maximum Daily Total Attendance is estimated to be less than 250 people or 50 Vehicles;
- ii. No anticipated noise or crowding impacts or other disruption on County roadways, neighborhoods, or public lands, which roadways include but are not limited to Mill Creek Drive, Kane Creek Boulevard, and Spanish Valley Drive;
- iii. No impact on County resources and staffing beyond normal operations; and
- iv. No additional Public Safety staffing beyond normal operations.

B. Proposed Special Events that meet all of the Low Impact Characteristics are deemed Low Impact Events. Low Impact Events shall comply with the application procedure set forth in Sections 8.16.090, 8.16.110 and 8.16.120.

C. All other proposed Special Events are deemed High Impact Events. High Impact Events shall comply with the application procedure set forth in Sections 8.16.100, 8.16.110 and 8.16.120.

8.16.070 Approval Authority

The Approval Authority for both ITAs and complete applications shall be based on the designation of the proposed Special Event as low impact or high impact, as summarized in Table 1.

A. Pursuant to Sections 8.16.050 and 8.16.090, SEAC shall:

- i. Review and approve or deny ITAs for Low Impact Events; and
- ii. Review and approve or deny all Special Event Applications, unless the Commission reserves approval authority to itself per Section 8.16.070(B).

Nothing in this Section 8.16.070(A) shall limit the authority of SEAC to refer an ITA or Special Event Application to the Commission nor limit the authority of the Commission to request review of an ITA or Special Event Application.

B. Pursuant to Sections 8.16.050 and 8.16.100, the Commission shall review and approve or deny ITAs for High Impact Events. Nothing in this Section 8.16.070(A) shall limit the authority of the Commission to reserve to itself authority to review and approve or deny a Special Event Application as a condition of ITA approval.

TABLE 1. Approval Authority

Impact Tier Approval Authority SEAC = Special Event Advisory Committee, CC = County Commission			
Impact Tier	Tier Determination	ITA - Review & Approval or Denial	Complete Application - Review & Approval or Denial
Low Impact	SEAC	SEAC	SEAC
High Impact	SEAC	CC	SEAC * <small>*Unless CC condition for ITA approval is the CC approval or deny</small>

8.16.080 Intent to Apply Requirements

By the deadlines stated in Table 2 (Section 8.16.120), the applicant shall submit an ITA application which includes all of the following information (except as expressly set forth in this Section 8.16.080). Approval of an ITA does not constitute approval of the Special Event. Applicants must receive ITA approval by the Approval Authority prior to submitting a Special Events application.

- A. Name, address, telephone number, and email address of applicant for proposed Special Event;
- B. The proposed dates and times of operation of the proposed Special Event, including Event setup and Event takedown/cleanup;
- C. Event type and narrative;
- D. Anticipated elements such as:
 - i. road closures and traffic impacts,
 - ii. residential neighborhood trail access,
 - iii. alcohol served;
 - iv. food services;
 - v. live entertainment;
 - vi. motorized activities; and
- E. Entry or registration fees to be charged;
- F. Description of the benefit(s) the proposed Special Event adds to the Community (optional but encouraged);
- G. Anticipated or known public safety services and resources (law enforcement, EMS, fire, Search and Rescue, etc.);
- H. History of any previous use of services listed in paragraph G in any previous special event completed with the County;
- I. The proposed Event location(s), including address or other identifying information (venue, trails, area, etc.);

- J. Anticipated average Daily Total Attendance, broken down into the following categories:
 - i. registrants;
 - ii. spectators;
 - iii. staff;
 - iv. volunteers;
 - v. vendors (number and type);
 - vi. any other participants; and
 - vii. number of motorized vehicles per day and anticipated number of passengers;
- K. Vendor list
 - i. initial vendors including name, contact, email, a list of products to vend; or if unknown, anticipated number of vendors broken out by type.
- L. The name and address of property owner(s) for each proposed Event location or the lessor of the real property; and
- M. Whether the event has obtained an SRP from a state or local government and the type of SRP.

8.16.090 Intent to Apply Review - Low Impact Events

- A. Within 10 days of receipt of an ITA the SE Coordinator shall review completeness, date availability, and compliance with the Ordinance.
- B. Within 15 days of complete ITA submission the SE Coordinator shall schedule or send all ITAs for Low Impact Events for consideration by the SEAC.
- C. If the SEAC approves the ITA, the SE Coordinator shall immediately notify the applicant with permission to submit a Special Event Application.
- D. The applicant shall submit a complete Special Event Application within the time period stated in Section 8.16.120 (Table 2). An application shall be deemed complete upon submission of all items required by Section 8.16.110. Incomplete applications will not be processed.
- E. Upon an applicant's submission of a complete Special Events Application, the SE Coordinator shall immediately refer the application to the appropriate Referral Agencies for review. The Referral Agencies shall recommend approval or denial of the application, with or without conditions, within 5 business days. After 5 business days, with written consent from the Commission Administrator or designee, the SE Coordinator may proceed without the Referral Agency's review.
- F. Upon recommendation by the Referral Agencies, the SE Coordinator shall immediately refer the application, with or without conditions, to the Committee for final review within the time period stated in Section 8.16.120 (Table 2), the SEAC shall approve, deny, approve with conditions, or request additional information from the applicant.
- G. If SEAC finds that grounds for denial set forth in Section 8.16.160 apply, the SEAC may deny the proposed Special Event with written findings of fact supporting the denial.
- H. The SE Coordinator shall be responsible for noticing the applicant of all decisions

of the SEAC.

8.16.100 Intent to Apply - High Impact Events

- A. The SE Coordinator shall schedule all ITAs for High Impact Events for consideration by the County Commission at their next Quarterly Review Meeting as set forth in Table 3.

- B. At the Quarterly Meeting:
 - i. The SE Coordinator shall present each ITA, and the Special Events Calendar for the month of the proposed Special Event, to the County Commission;
 - ii. The Commission shall take into consideration which proposed Special Events provide the best overall benefit to the community based on the following factors:
 - a. Compatibility with the Purpose and Intent Set forth in Section 8.16.010;
 - b. Community well-being, participation and benefit;
 - c. Local origin and sponsorship; and
 - d. Positive post event evaluations.
 - iii. The County Commission shall approve the ITA, deny the ITA by adopting Findings of Fact to support the denial, approve the ITA with conditions, or request additional information from the applicant.

- C. If the Commission grants approval of the ITA, the SEAC shall process the application as set forth in Section 8.16.090 subject to conditions imposed by the Commission, unless the Commission reserved final approval authority to itself when approving the ITA.

- D. If the Commission conditions final approval on its review, the SE Coordinator shall forward the application to the Commission immediately upon review and approval of a complete application by the Referral Agencies; provided, however, that if the application is not complete by the deadlines set forth in Section 8.16.120, then it is automatically denied.

- E. Upon review of a complete application, the County Commission shall approve the application; deny it by adopting Findings of Fact to support the denial; approve with conditions including but not limited to those set forth in Section 8.16.140; or request additional information of the applicant, in which instance the Commission may grant a written extension to the deadlines set forth in Section 8.16.120.

- F. The SE Coordinator shall be responsible for noticing the applicant of all decisions of the County Commission.

8.16.110 Application Requirements

By the deadline stated in Table 2 (Section 8.16.120), and upon the County's approval of the ITA application, the applicant shall submit a Special Event Application, which shall include all of the following information:

- A. Special Event Application;
- B. Application Fee;
- C. If applicant is an entity, Statement of Authority, Corporate Bylaws, or Organizational Operating Agreement proving signatory authority to bind the applicant entity;
- D. Applicant's sales tax account number, temp sales tax account number, or a written determination from the Utah Tax Commission stating that a temporary special event sales tax number is not required;
- E. Property owner(s), or lessor, signature(s) authorizing the proposed Special Event on the property;
- F. Schedule of activities for the proposed Special Event;
- G. A Site Plan and a Detailed Course Map for each proposed Special Event location with applicable components:
 - i. An outline of the entire event venue, including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. No permanent paint shall be applied to public property for marking course routes;
 - ii. Location, type, number, and description of all temporary structures to be used in the event, including: stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, vehicles, and trailers. If semi-permanent structures are to be included, applicant must supply specific information on how those structures will be anchored to the ground;
 - iii. Location, type, and provider of solid waste, recycling, compost, waste diversion containers;
 - iv. Location, type, and provider of restroom facilities;
 - v. Location of operator's headquarters at the gathering;
 - vi. Location of all beer gardens and cooking areas;
 - vii. The location, size, and type of proposed audio, lighting, visual equipment, open fires or pyrotechnics;
 - viii. Parking areas and overflow parking areas;
 - ix. Shuttle plan;
 - x. Entrance and exits;
 - xi. Vendor stations;
 - xii. Fencing and appropriate gates;
 - xiii. Security and parking personnel (if applicable);
 - xiv. Generator locations and/or source of electricity; and
 - xv. First aid and water stations.
- H. Final vendor list including name, contact, email, a list of products to vend, a copy of each vendor's sales tax account number issued by the State of Utah (or 501(c)(3) non-profit organization confirmation letter), and a copy of each vendor's business or temporary business license issued by Grand County. The

list shall be submitted to the County at least 3 days before Special Event setup begins. No extensions and no exceptions shall be permitted. If a vendor is not included on the final Vendor List, or is otherwise denied by the County in writing, they are denied permission to vend at the Special Event.

- i. For vendors required to register with the Industrial Hemp or Cannabis division of the Utah Department of Agriculture and Food, a copy of the Hemp or Cannabis license for the precise Special Event Location is required;
 - ii. For vendors selling food, a copy of vendor's SEUHD food permit;
- I. Sanitation service commitments, including the following minimum mandatory requirements: daily recycling and garbage pick-up, daily restroom hauling and cleaning, handwash replenishing, and waste diversion plan;
- J. Certificate of insurance naming Grand County as an Additional Insured in an amount not less than \$1 million per occurrence and \$2 million aggregate in effect for the duration of the proposed Special Event;
- K. County Indemnification Agreement;
- L. Any pertinent information requested by the Referral Agencies concerning impacts generated by the event including traffic control, security, emergency medical services, etc.;
- M. Any impact mitigation plan(s) requested by the Approval Authority;
- N. Any contingency or communication plan(s) considering any emergency plans, medical service, fire and police, residential notification and mitigation plan requested by Referral Agencies of the Approval Authority;
- O. Additional Special Requirements, as applicable:
 - i. If the proposed Special Event serves alcohol, Grand County Local Consent;
 - a. Applicant's Utah Department of Alcoholic Beverages Services ("DABS") License shall be submitted to the County at least 3 days before the Special Event begins. No extensions and no exceptions shall be permitted. If the DABS license is not submitted by this deadline, Permittee shall not serve or sell alcohol at the Special Event;
 - ii. If the proposed Special Event utilizes state or federal land or facilities, copies of required permits and approvals from said entities, including but not limited to SRPs;
 - iii. If the proposed Special Event occurs in a public right of way (streets or sidewalks), a detailed plan identifying the anticipated route, street names, start/finish points, start/finish times, traffic control plans, traffic fixture locations, and anticipated street crossings;
 - iv. If the proposed Special Event involves Utah Department of Transportation ("UDOT") managed rights of way, a copy of the UDOT permit; and
 - v. If the Special Event is located at the Old Spanish Trail Arena or other County facility:
 - a. Signed OSTA Agreement;
 - b. A certificate of insurance naming Grand County as an Additional Insured showing alcohol liability insurance in the amount of \$500,000.

8.16.120 Deadlines

Intent to Apply and complete applications must be submitted no later than the deadlines described below and are based on the impact determination. If an applicant is uncertain which impact tier applies to their application, they should submit an ITA based on the earlier deadlines for a High Impact Event.

- A. **Low Impact Events** that may be approved by the SEAC shall adhere to the following deadlines:
- i. Intent to Apply must be submitted at least 60 days prior to the proposed Special Event date. The relevant deadlines are provided in Table 2.
 - ii. Complete Special Event application must be submitted at least 30 days prior to the event date.
 - a. The Commission Administrator, or their designee, may, in extraordinary circumstances, extend the low-impact complete application submission deadline.
 - b. Exception requests must be submitted in writing. The request must include a showing of good cause for circumstances that are reasonably justifiable.
 - iii. Post Event Survey must be completed within 60 days following the event end date.
- B. **High Impact Events** that require Commission approval shall adhere to the following deadlines:
- i. Intent to Apply must be submitted at least 6 months but no more than 12 months prior to the proposed event date.
 - a. As per Section 8.16.120, ITAs will be reviewed quarterly by the Commission. The quarterly review schedule is provided below and summarized in Table 3.
 1. **Quarter 1 Events:** January 1 - March 31
ITA Deadline - First Monday of July
Commission Review Date - Second Commission meeting in July
Complete Application 30 days in advance of the event
 2. **Quarter 2 Events:** April 1 - June 30
ITA Deadline - First Monday of October
Commission Review Date - Second Commission meeting in October
Complete Application 30 days in advance of the event
 3. **Quarter 3 Events:** July 1 - September 30
ITA Deadline - First Monday of January
Commission Review Date - Second Commission meeting in January
Complete Application 30 days in advance of the event

4. **Quarter 4 Events:** October 1 - December 31
 ITA Deadline - First Monday of April
 Commission Review Date - Second Commission meeting in April
 Complete Application 30 days in advance of the event

b. Applicants may request Commission ITA consideration at a quarterly review earlier than the designated review date provided above. The Commission may choose to postpone issuing a decision until the proposed event’s assigned quarterly review. Advanced ITA review is not guaranteed and should be reserved for established events in good standing with the County.

- ii. As a condition of ITA approval, the Commission may require that they conduct the final review and permit approval/denial.
- iii. Complete Special Event application for High Impact Events must be submitted at least 30 days prior to the proposed event date.
 - a. The Commission, may, in extraordinary circumstances, extend the high-impact complete application submission deadline extensions.
 - b. Exception requests must be submitted in writing. The request must include a showing of good cause for circumstances that are reasonably justifiable.
 - c. High-impact complete application extensions may be referred to the Commission at the Commission Administrator’s discretion.
- iv. Post Event Survey must be completed within 60 days following the event end date.

TABLE 2. Deadlines

Event Impact Determination	ITA Submission Deadline	ITA Review Date	ITA Review & Approval/ Authority	Complete Application Deadline	Approval Authority
Low Impact (SEAC Review & Approval)	60 days prior to event	Within 15 days of submission	SEAC	At least 30 Days prior to event	SEAC
High Impact (Commission Review & Approval)	First Monday of the month based on the event quarter	Second Commission Mtg of the Month based on the event quarter	County Commission	At least 30 days to the event	SEAC* Unless ITA approval condition of Commission approval

TABLE 3. Commission Quarterly Review Meeting Schedule

Event Quarter	For Events Held:	ITA Deadline	Meeting Review Date	Complete Application Deadline
Q1	January 1 – March 31	First Monday in July	Second Commission Mtg - July	30 days pre-event
Q2	April 1 - June 30	First Monday in October	Second Commission Mtg - October	30 days pre-event
Q3	July 1 - September 30	First Monday in January	Second Commission Mtg - January	30 days pre-event
Q4	October 1 – December 31	First Monday in April	Second Commission Mtg - April	30 days pre-event

8.16.130 Fees

- A. Application Fees: Each Special Event Application shall be accompanied by a nonrefundable Application Fee, established by the Grand County Consolidated Fee Schedule (collectively “Application Fees”). The Application Fees shall be due regardless of the location of the Special Event and at the time of submission. Applications shall not be deemed complete until the applicable Application Fee has been paid. The payment of the Application Fees and/or the acceptance of fees by the County shall not constitute approval or otherwise be deemed to signify that the application is complete or appropriate in any manner.
- B. Sheriff’s Fees: Special Events shall be subject to any applicable Sheriff’s Fees as established by the Grand County Consolidated Fee Schedule.
- C. Cost Recovery Surcharge: In addition to the Application and Sheriff’s Fees, Special Events shall be subject to a Cost Recovery Surcharge proportionate to impacts and costs generated by the Special Event. The Cost Recovery Surcharge shall reimburse the County for unbudgeted expenses including but not limited to excess public services, staff time, or the like. The Permittee shall pay the estimated Cost Recovery Surcharge at least 30 days in advance of the Special Event, which may be increased within 60 days of the Special Event after invoice by the County in the event of unplanned impacts.
- D. Financial Security: The County Commission or Committee may require an applicant to post a cash deposit with the County Clerk/Auditor for all estimated contingent costs prior to the issuance of a Special Event Permit, as a guarantee against fees, damages, cleanup, or loss of public property.

8.16.140 Conditions

The County Commission or the Committee may impose conditions on the Special Event Permit to achieve the Purposes and Intent set forth in Section 8.16.010, either in the Special Event application or at the time of approval of the Special Event. The Permittee shall submit proof of compliance with the conditions within the time period set forth in Section 8.16.140. Conditions may include, but are not limited to:

- A. Security requirements;
- B. Additional liability insurance if deemed necessary by the Budget Officer or County Attorney;
- C. Damage deposit or surety bond to guarantee the obligations hereunder;
- D. Cost Recovery Surcharge;
- E. Additional indemnification and/or liability waivers;
- F. Limits upon days or hours of operation, number of participants, size and type of lighting, acreage and location, audio or visual equipment, or noise;
- G. Requirements for emergency medical, fire protection, and/or law enforcement services (such as vehicle escorts, crowd control, and/or traffic control);
- H. Additional parking and/or traffic control; and
- I. Recycling, waste removal and sanitation.

8.16.150 Post Event Evaluation

- A. Within the time period set forth in Section 8.16.150, the Permittee shall submit the County's Post Event Survey with the following information:
 - i. Total fees charged, including entrance/participant fees, booth/vendor or other vendor fees, or any other fee generated by the event;
 - ii. Actual Daily Total Attendance per day, broken down in the following categories:
 - a. registrants;
 - b. spectators;
 - c. staff;
 - d. volunteers;
 - e. vendors (number and type); and
 - f. any other participants.
- B. Upon receipt of the Post Event Survey, the SE Coordinator shall conduct a Post Event Evaluation of each Special Event and compliance with Application requirements and Permit conditions. The SE Coordinator shall present the results of the Evaluation to the SEAC for discussion and action.
- C. If the SEAC determines that Permittee did not comply with any material Application requirement or Permit condition, the SEAC shall issue a Notice

of Failure to Comply to the Permittee. If the SEAC determines that Permittee did not comply with any non-material Application requirement or Permit condition, the SEAC shall issue a Post Event Report with Improvement Plan to the Permittee. As used herein, a “material requirement or condition” shall mean any requirement or condition related to the health and safety of Event Attendees, the County, or County inhabitants.

- D. The County’s failure to conduct a Post Event Evaluation or issue a Notice or Report does not constitute a finding of good standing for any particular Special Event and is not a waiver of remedies hereunder.

8.16.160 Grounds for Denial

Hosting a Special Event in Grand County is a privilege. Thus, the County may deny an application for a Special Events upon written Final Decision with Findings of Fact, including but not limited to the following:

- A. The County determines that other Special Events planned for the same dates provide greater overall benefit to the community;
- B. The County determines that the County or public safety agencies do not have sufficient capacity to staff the proposed Special Event;
- C. Applicant submits incorrect, incomplete, or false information, including an inaccurate or incomplete estimate of the Daily Total Attendance;
- D. The proposed Special Event threatens or is incompatible with the public health, safety, peace, comfort or welfare of Grand County residents or visitors, including community or neighboring uses and morals, or may result in an unreasonable inconvenience or cost to the public, which determination may be supported by community complaints received in advance or after the Special Event;
- E. The zoning of the proposed Special Event site does not permit the use contemplated by the applicant;
- F. The proposed Special Event is illegal or does not otherwise comply with local, state, or federal law;
- G. Applicant refuses or fails to pay required fees or to comply with permit requirements or conditions;
- H. Impacts associated with the proposed Special Event cannot be mitigated;
- I. Applicant does not meet the deadlines and timelines required herein;
- J. Permittee fails to comply with the prior year’s Application requirements or Permit Conditions, as determined by a Post Event Evaluation or other notice of deficiency;
- K. The Post Event Evaluation or other notice of deficiency for a prior event year justifies denial; or
- L. Executive or Public Health orders preclude the Event as per the order’s provisions.

8.16.170 Final Decisions; Appeals

An applicant may appeal a Final Decision under this Chapter to the County within 30

days of the date thereof pursuant to Title 1 of the Grand County General Ordinances, as amended.

8.16.180 Enforcement

The County or its designee may conduct inspections before, during, and after a Special Event to ensure compliance with this ordinance, approved plans, and conditions of approval. The Special Events Permittee shall provide access to all areas of the Special Event the County deems necessary and provide the number of access credentials requested.

8.16.190 Remedies and Penalties

In the event a Permittee or Special Event is violating local, state, or federal law or conditions of approval, the County shall have the following remedies:

- A. Cancel or stop the Special Event and/or revoke the Special Event Permit;
- B. Seek an injunction in the Seventh District Court Grand County, Utah;
- C. Issue Civil Fines pursuant to the Grand County Consolidated Fee Schedule, this Chapter, and Title 1 of the Grand County General Ordinances;
- D. Issue criminal citations. Any person, firm, entity, or corporation found violating this Chapter or the conditions of approval shall be guilty of a Class C misdemeanor;
- E. Deny the Permittee or Special Event a Special Event Permit for up to the following three years; or
- F. Request a state or federal land management agency to cancel or suspend Permittee's SRP for violations of local law.