

RESOLUTION

of the

SEMINOLE COUNTY BOARD OF COUNTY COMMISSIONERS

PROVIDING FOR ESTABLISHMENT OF A TEMPORARY SPECIAL EVENT PERMIT PROCESS INCLUDING REQUIREMENTS PERTAINING TO DURATION, SIGNAGE, SAFETY AND SECURITY, INSURANCE AND OTHER APPLICABLE REGULATIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, special events often attract a large gathering of people and may cause impacts to the public health and safety, requiring appropriate regulations to insure adequate sanitation and sewage disposal facilities; law enforcement; fire rescue personnel and equipment; parking; traffic control; crowd control; and other concerns in the interest of public safety and public health; and

WHEREAS, the Seminole County Land Development Code defines “special event” as “An occurrence or activity that exists for a limited period of time and generates temporary impacts, either at a specific location or on the community as a whole. A special event may be located on a specific property, consisting of uses or activities offered to the general public that are not contemplated in the approved site plan or other development approval, and that are generally consistent with the applicable zoning district. Such events may include, but are not limited to, those of an entertainment, cultural, recreational, educational, commercial, social or sporting nature, that occur outdoors on a site.”; and

WHEREAS, due to recent exigent circumstances surrounding a special event occurring in Seminole County, Florida, the Board of County Commissioners finds it necessary to include additional safety and security measures within its special event permitting process; and

WHEREAS, the Board of County Commissioners finds that the security and safety

measures included herein for special event permits will help protect the health, safety and welfare of the public attending these events and those in the surrounding area.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Seminole County, Florida that:

Section 1. Incorporation of Recitals. The above recitals represent the legislative findings of the Seminole County Board of County Commissioners supporting the need for this Resolution.

Section 2. Establishment of a Temporary Process for Special Event Permitting. The Seminole County Board of County Commissioners hereby establishes the following process for issuance of site-specific special event permits:

- (a) Temporary use of designated properties for special events.
 - (1) Purpose and intent. The Board of County Commissioners finds that special events having a specific location often attract a large gathering of people and may cause impacts to the public health and safety, requiring appropriate regulations to insure adequate sanitation and sewage disposal facilities; law enforcement; fire rescue personnel and equipment; parking; traffic control; crowd control; and other concerns in the interest of public safety and public health. In adopting this Resolution, it is the intent of the Board to protect and promote the health, welfare, and safety of Seminole County citizens and visitors.
 - (2) Use restrictions and general requirements.
 - a. Special events at specific locations are subject to the permitting provisions of this Resolution. The special event permit review process is intended to mitigate impacts on surrounding land uses where such impacts were not addressed through prior development approvals on the subject property. Special events which occur on a county-wide basis rather than at a particular location are not subject to the permitting provisions of this section, except for off-premise signs.
 - b. Places of worship, public property and public and private elementary, middle and high schools shall be exempt from the

requirements of this Resolution provided that the following conditions are met:

1. The event is occurring wholly within the subject property owned by the public entity, place of worship or school.
2. The event is sponsored by the applicable place of worship, public entity or school.
3. The event will not exceed the following numbers of participants or spectators at any given time:
 - a. East rural area: Two hundred (200) for the first acre and twenty-five (25) for each additional acre;
 - b. Other areas: Three hundred (300) for the first acre and fifty (50) for each additional acre.
4. The number of events is limited to twelve (12) per calendar year and no event shall be more than three (3) consecutive days.
5. Off-site parking may be permitted subject to any conditions recommended by the Seminole County Sheriff's Office.
6. The event may not have amplification of sound that may be heard beyond the property boundary and must otherwise comply with Chapter 165 of the County Code.
7. The place of worship, public entity or school adequately coordinates with all applicable agencies to ensure the health, safety and welfare of all attendees and Seminole County citizens and visitors.

Notwithstanding the foregoing, public and private elementary, middle and high schools which are otherwise exempt from the requirements of this Resolution shall be subject to and comply with the Seminole County Land Development Code pertaining to off-premise and on-premise signs used to announce, identify or direct attendees to a special event.

c. No site-specific special event may be permitted for more than fourteen (14) consecutive days, and no parcel of land may be permitted to have more than five (5) site specific special events in any twelve-month period, unless otherwise authorized by the Board of County Commissioners.

d. At the end of the period for which the site-specific special event was permitted, the use of the approved location must be discontinued and all temporary structures involved must be removed and all permanent structures may be used only as permitted under applicable pre-existing development approvals.

e. Off-premise and on-premise signs may be used to announce, identify or direct attendees to the location of a site specific special event subject to the following requirements:

1. Off-premise signs. Permitted according to the provisions of Section 30.13.3(b)(2)a of the Seminole County Land Development Code.
2. On-premise signs. A plan for all signs to be placed on-site, announcing or identifying the site specific special event, must be submitted with the application unless a special event application is not required. Evaluation of this plan will take into account traffic visibility; visibility of adjacent business signs and/or traffic signs and signals; disturbance to adjacent properties; and other appropriate considerations as determined by the Development Services Director. In the circumstance when a special event application is not required, the property owner shall be mindful of the foregoing considerations so as to not create a negative impact when placing on-premise signs.

f. The sale of admission or seating tickets in excess of the approved attendance shall be prohibited.

g. The operator of a site-specific special event must obtain all required permits and authorizations from the owner of the property and all applicable agencies such as the Building Division, Public Works Department, Sheriff's Office, or other department or agency as needed.

h. Depending upon the type of special event being requested and the estimated attendance, security personnel may be required to staff the special event. A Security Plan shall be submitted by the event operator to the Planning and Development Division. The Security Plan shall include the security measures proposed to be taken (searches, metal detection, ID check, etc.), the location of these measures and the proposed number of security personnel. The Planning and Development Division will consult with the Sheriff's Office, who may provide input concerning the Security Plan. The Security Plan will be required as a condition of approval for any

Special Event Permit. The cost for any such security measures shall be borne by the applicant.

(3) Approval.

- a. Special events expected to draw less than two hundred (200) persons as participants or spectators at any time during the event may be administratively approved by the Development Services Director. Special events expected to draw more than two hundred (200) persons at any given time may be administratively approved by the Development Services Director or designee where they are located on developed office, commercial, or industrial sites of ten (10) acres or more and have adequate parking and other facilities to support the expected number of participants.

In approving any special event, the Development Services Director shall make a determination that the proposed event is reasonably compatible with nearby existing development and does not pose an unreasonable safety or health risk for patrons or neighbors. The Development Services Director may place conditions on approval of a special event permit as needed to maintain compatibility and promote the health, safety and welfare of Seminole County citizens and visitors.

The Development Services Director may, at his or her discretion, refer any special event permit application to the Board of County Commissioners.

- b. Any special event exceeding the scope of those described in paragraph 3(a) above shall require approval by the Board of County Commissioners.

In approving any special event, the Board shall make a determination that the proposed event is reasonably compatible with nearby existing development and does not pose an unreasonable safety or health risk for patrons or neighbors. The Board may place conditions on approval of a special event permit as needed to maintain compatibility and promote the health, safety and welfare of Seminole County citizens and visitors.

- (4) Application for permit. Policies and procedures regarding special event permits shall be available in the offices of the Planning and Development Division. An applicant for a special event permit shall file a written application not less than ninety (90) days prior to the proposed event. The submittal deadline may be extended by the

Development Services Director provided there is sufficient time to fully review the proposal.

All special event permit applications shall include the following:

- a. Application fee as may be established by the Board of County Commissioners.
- b. Name and address of applicant or contact person(s) for the event.
- c. Legal description of subject property in digital word processing format.
- d. Date(s) and hours of the special event.
- e. Estimated attendance at the special event per 24-hour period.
- f. Descriptions of all performances at the event.
- g. Description of all recording and/or sound amplification equipment, signs or other attention-getting devices which will be utilized in connection with the event.
- h. Description of how security, in accordance with Section 2.a(2)(h) above, and traffic control will be provided.
- i. Any necessary licenses for the serving of food and/or beverages.
- j. Certificate of Insurance listing Seminole County, Florida, its officials, officers and employees and the Seminole County Sheriff's Office as Additional Insureds and in the types and amounts required by the County's Risk Management Division.
- k. The following information must be provided on a conceptual site plan not less than 11" × 17" in size:
 - Areas for the serving of food and/or beverages.
 - Location(s) of structure(s), including any temporary shelters such as tents.
 - Points of ingress and egress to the site.
 - Location of music or other amplified noise source(s) in relation to residential areas.
 - Location of fireworks or other noise sources.
 - Location of sanitation facilities.

- Location of trash receptacles.
- Parking plan.
- Pedestrian circulation plan, including travel routes for any shuttle vehicles, demonstrating that traffic/parking areas are safely separated from pedestrians.
- Location of medical facilities if required by the Public Safety Director.

1. Additional information as the Board or the Development Services Director may require.

- (5) Review Process. Upon receiving a completed application, the Development Services Director shall transmit relevant information to other appropriate officials including but not limited to the Building Official, the County Engineer, the Public Safety Director, the Sheriff, and the Environmental Services Director for review. Based on comments from these officials and compliance with this Resolution, the Development Services Director shall approve or deny the application pursuant to Section 2.(3)a of this Resolution, or prepare the item for presentation to the Board of County Commissioners for its consideration pursuant to Section 2.(3)b. of this Resolution. The applicant shall retain responsibility for securing all other necessary permits that may be required in addition to the Special Event Permit. Any decision of the Development Services Director with regard to any special event permit application may be appealed to the Board of County Commissioners. Such appeal must be submitted within fifteen (15) days of notification of a decision by the Development Services Director.
- (6) Indemnification. The special event permit shall contain an appropriate indemnification provision to indemnify, defend, and hold the County and the Seminole County Sheriff's Office harmless from certain acts and omissions of the Applicant or any incident resulting from the special event.
- (7) Fee waivers and refunds. Requests for fee waivers, reductions, and/or refunds shall be submitted in writing and may be granted only by the Board of County Commissioners.
- (8) Enforcement. Special event permit condition violations may result in immediate revocation of the permit. Permit revocations may be appealed to the Board of Adjustment in accordance with Seminole County Land Development Code Section 30.3.3. Additionally, any person who violates the conditions of a special event permit, this

Resolution or fails to obtain a special event permit, may be subject to enforcement through all other applicable enforcement mechanisms available to the County including, but not limited to, the issuance of a citation pursuant to Section 53, Part 2, of the Seminole County Code; violations of this section shall be considered a Class III offense.

Section 3. This Resolution will become effective upon adoption by the Board of County Commissioners and shall terminate upon adoption of an ordinance re-establishing a special event permitting process in the Seminole County Land Development Code.

ADOPTED this 14th day of May, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
SEMINOLE COUNTY, FLORIDA

GRANT MALOY
Clerk to the Board of
County Commissioners of
Seminole County, Florida

By: _____
JAY ZEMBOWER, Chairman

Authority: _____

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