

MONROE COUNTY ORDINANCE GOVERNING
THE ISSUANCE OF SPECIAL EVENT PERMITS

WHEREAS, Article Six, Section 170 of the Mississippi Constitution and Section 19-3-41 of the Mississippi Code of 1972, as amended and annotated, grant jurisdiction over roads and all matters of county police powers to Boards of Supervisors; and

WHEREAS, Chapter 5, Title 19 of the Mississippi Code of 1972, as amended and annotated, authorizes counties to protect the general health, safety and welfare of its citizens where the Legislature has not made provision; and

WHEREAS, Section 19-3-40 of the Mississippi Code of 1972, as amended and annotated, the "home rule" statute, grants counties the power to adopt ordinances respecting county affairs for which no specific provision has been made by the Legislature and which is not inconsistent with the Mississippi Constitution; and

WHEREAS, Monroe County is in the process of creating a long-term comprehensive development plan for the benefit of its citizens, and the adoption of an ordinance regulating special events will enhance such plan; and

WHEREAS, the terms and provisions of this Ordinance shall apply to the landowner, the event sponsor, and the promoter of any and all events which are contemplated by or addressed in this Ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF MONROE COUNTY, MISSISSIPPI, AS FOLLOWS, TO WIT:

1.) Special Events Permit Purpose: These standards are intended to govern the time, place, and management of special events conducted on county property or private property, as well as, in the vicinity of county roads. These standards are necessary to ensure that an event's demands for health, fire, police, transportation, and other public facilities and services do not exceed the level of service that is normally provided in a particular area of the county, and that the event does not create undesirable impacts on county residents.

Specifically, the purposes of these standards are to ensure that special events:

- a. Are conducted in a safe and orderly manner by creating a regulatory framework to issue permits;
- b. Are conducted in a manner that is reasonably suitable for the community, considering the duration and intensity of the proposed special event, and will minimize any significant impacts the event may have on surrounding landowners, residents and businesses;
- c. Do not create public disturbances or become public nuisances by blocking county rights-of-way, disrupting traffic, and creating excessive damage to public property and the property of adjacent landowners; and

- d. Are coordinated with governmental agencies to minimize the detrimental effects an event may have on law enforcement, fire protection, sanitation, emergency response efforts and other public services.

2.) Definitions:

Special Event - an event, gathering, or activity including but not limited to parades, trail rides, bike races, marathons, fun runs, parties, concerts, carnivals or festivals.

Approving Authority: The Monroe County Board of Supervisors and its designees, the Monroe County Chancery Clerk and the Monroe County Administrator.

3.) Applicability/Permit Required: These standards shall apply to any special event proposed to occur on public or private property that meets any of the following criteria:

- a. Any event on or impacting a public right of way
- b. Events of 50 or more participants where outdoor amplified sound or a live band is provided
- c. Events of 75 or more participants where alcohol is present
- d. Events of 100 or more participants

The adoption of this Ordinance by the County does not in any way negate or circumvent existing laws governing the issuance of alcoholic beverage permits and licenses by the Mississippi Department of Revenue. It is the responsibility of the landowner, event promoter, and attending event staff to ensure existing laws are followed.

4.) Exemptions:

- a. Weddings of the property owner or family and friends
- b. Funerals
- c. Private yard sales on residential lots
- d. Church events that are conducted solely on property owned or leased by the church
- e. School events that are conducted solely on property owned or leased by the school

5.) General Application Requirements:

- a. Every application for a special event permit shall be completed and submitted on forms provided by Monroe County.
- b. Applications must be filed no later than thirty (30) days prior to the proposed event date.
- c. Applications must be filed at the office of the Monroe County Administrator, Monroe County Chancery Building, 201 Commerce Street, Aberdeen, MS.

6.) **Permit Fee:**

- a. The Permit Fee for local landowners shall be \$500.00 per event.
- b. The Permit Fee for a nonowner/event promoter shall be \$1,000.00 per event.

The Approving Authority reserves the right to assess a permit fee to the landowner or promoter in the amount of \$1,000.00 if it appears the event will be advertised or promoted to attract the general public.

Permit Fees shall be remitted within five (5) days of being notified that the special event permit has been approved.

7.) **Application Review Standards:** The following standards shall serve as an overall checklist for the applicant and the Approving Authority to review a permit application. The Approving Authority is hereby authorized to determine which of these standards should apply to the application, based on the type, scale and location of the proposed special event.

- a. Solid Waste: The applicant shall present a plan for the sanitary collection and disposal of solid waste from the event. Trash shall be removed from all County rights-of-way following the conclusion of the event.
- b. Safety/Emergency Services: The applicant shall provide a safety and operations plan that includes procedures for on-site first aid/medical emergencies and crowd control. A location for on-site first aid/medical services and emergency access by first responders must be submitted for approval when the application for a permit is filed.

The proposed location for on-site first aid services and emergency access may be rejected and another location designated by the Approving Authority, if it appears the location is not close enough to the main entrance of the event, or a more suitable location is available to prevent risk of damage to County or first responder personnel or to County or emergency response equipment.

1. Access to first aid services shall be provided on-site. The number of certified medical providers shall be determined by the Approving Authority.
2. Adequate private security personnel, as determined by the Sheriff, shall be provided for crowd and traffic control. The Sheriff shall have the authority to require that law enforcement personnel be on-site at the applicant's expense to monitor crowd control and to regulate traffic. The Sheriff's Department reserves the right to submit a bill of costs for law enforcement presence at the event, if it appears the land owner or special event promoter failed to fully disclose the details of the special event at the time of application.
3. All electrical cables, wires and equipment shall be covered, concealed, secured and or located in such a manner that event participants will not be placed at risk.

4. The applicant shall provide a plan for on-site parking with a minimum number of spaces provided to accommodate the maximum anticipated attendance. **There shall be no parking permitted on County Roads or State Highways.** The applicant shall demonstrate to the Approving Authority that an appropriate number of entrance and exit locations will be provided and that those entries and exits offer adequate sight distances. Safe and efficient circulation routes shall be provided within the parking area. The applicant will employ an adequate number of persons to monitor and direct traffic.

- c. Noise: Noise that is incompatible with the surrounding area shall not be permitted. Use of exterior amplifiers, speakers or similar equipment must be indicated at the time the application for a permit is filed.
- d. Lighting: For events held at night, the area of assembly and primary circulation routes shall be adequately illuminated to provide for the safety of participants.
- e. Time Limitations: The special event permit shall specify the hours of operation. All events must end no later than 2:00 a.m. regardless of the time specified by the applicant.
- f. Food and Beverage Service: If food and beverages, including alcoholic beverages, will be sold or given to participants, food service and appropriate alcoholic beverage licenses shall be obtained as required by the State of Mississippi.

8.) Issuance: Applications will be acted upon and the applicant notified that a permit has been approved or denied for issuance within fifteen (15) days of filing.

9.) Appeals: Decisions of the Approving Authority regarding the issuance of a special event permit, the imposition of fees, additional restrictions, or conditions required for the granting of a special event permit may be appealed to the Board of Supervisors.

If an appeal is made to the Board of Supervisors, the party aggrieved shall submit a written request for an appeal hearing to the Chancery Clerk one week preceding any regularly scheduled meeting of the Board of Supervisors at which time the aggrieved party desires to be heard.

All appeals shall be in writing and shall include a copy of the original application for a special event permit.

10.) Right of Entry:

1. The appropriate licenses and permits shall be displayed at the location of the special event.
2. Law enforcement officers, fire department personnel and any other county personnel on official business shall have the power to enter, free of charge, during

the special event and to request the exhibition of the special event permit and any other required permits from any person conducting the special event.

3. If law enforcement officials or other County officials determine that a permit has not been issued for the event or that unlawful acts are occurring at the event, the said officials shall immediately shut down the event and direct the attendees to vacate the premises.

11.) Violations:

1. The issuance of a special event permit shall not be construed as an approval of the violation of any other Monroe County or State of Mississippi statute, ordinance, regulation or policy.
2. It shall be a violation for any person to host or produce a special event without a Monroe County issued permit.
3. It shall be a violation for any person in charge of or responsible for the conduct of a duly permitted special event to fail to comply with the terms and conditions of this Ordinance.

12.) Penalties:

Any landowner, event sponsor or promoter who is found to have violated the provisions of this Ordinance shall be guilty of a misdemeanor, punishable by a fine of not more than \$1000.00 dollars.

Each day that a violation continues after due notice has been served shall be deemed a separate offense.

The Approving Authority and the Monroe County Board of Supervisors reserve the right to deny the issuance of permits for failure to comply with the provisions of this Ordinance.

Violations of this Ordinance shall be filed with the Clerk of the Justice Court of Monroe County and heard by the Judges of the Monroe County Justice Court.

13.) Effective Date:

This ordinance shall become effective 30 days after it is published on one occasion in the Monroe Journal, a newspaper having general circulation in Monroe County, Mississippi.

Upon motion duly made, seconded and carried, the foregoing Ordinance was adopted by the members of the Board of Supervisors of Monroe County, Mississippi, by the following vote:

Supervisor Charles Moffett (First District)

"Yea"

Supervisor B. R. Richey (Second District)

"Yea"

Supervisor Rubel West (Third District)

"Yea"

Supervisor Fulton Ware (Fourth District)

"Yea"

Supervisor Hosea Bogan (Fifth District)

"Yea"

This the 3rd day of February, 2025.

MONROE COUNTY, MISSISSIPPI

/s/ Rubel West

RUBEL WEST, PRESIDENT,

MONROE COUNTY BOARD OF SUPERVISORS

ATTEST:

/s/ Ronnie Boozer

RONNIE BOOZER,

MONROE COUNTY CHANCERY CLERK AND

CLERK OF THE MONROE COUNTY BOARD OF SUPERVISORS