

RESOLUTION NO. 1593

**AMENDING RESOLUTION NO. 1551
DELEGATING AUTHORITY FOR APPROVAL OF SPECIAL EVENT
LIQUOR LICENSES, WINE FESTIVAL/WINE FAIR LICENSES, TEMPORARY AND
PERMANENT PREMISES EXTENSION OF PATIO PERMITS,
FIREWORKS PERMITS AND PARADE PERMITS,
AND ESTABLISHING ADMINISTRATIVE PROCEDURES
AND ADDING ADMINISTRATIVE PROCEDURES FOR SPECIAL EVENT
PERMITS FOR VARIOUS TYPES OF RACES AND OTHER SPECIAL EVENTS**

WHEREAS, the Board of Supervisors is delegated certain statutory responsibilities with regard to approval of special event liquor licenses, wine festival/wine fair licenses temporary premises extension/patio permits, fireworks permits, parade permits, and special event permits for various types of races; and

WHEREAS, the Board has determined that it may delegate certain of these approval functions to designated County officials; and

WHEREAS, the Board wishes to delegate certain of these approval responsibilities to the Clerk of the Board of Supervisors and to establish procedures with respect to such approvals.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby delegates to the Clerk of the Board of Supervisors authority to approve or deny applications for special event liquor licenses, temporary premises extension/patio permits, fireworks permits, parade permits and special event permits for various types of races subject to the following policies and procedures:

Special Event Liquor Licenses and Wine Festival/Wine Fair Licenses

1. An application for a special event liquor license or a wine festival/wine fair license shall be made on the form prescribed by the State of Arizona and in accordance with all applicable state requirements.
2. The application shall be reviewed by the Sheriff and by Development Services and either approved or disapproved.
3. If food is to be sold or provided as part of the event, the applicant shall provide a list of food vendors to Community Health Services.
4. If the application is approved by the Sheriff and by Development Services, it shall be reviewed by the Clerk of the Board. If approved by the Clerk of the Board, the application will be transmitted to the Arizona Department of Liquor Licenses and Controls. If denied, the application shall be returned to the applicant with a statement indicating why it was not approved.

Temporary and Permanent Premises Extension of Patio Permits

1. An application for a temporary premises extension/patio permit shall be made on the form prescribed by the State of Arizona and in accordance with all applicable state requirements.
2. The application shall be reviewed by the Sheriff and by Development Services and either approved or disapproved.
3. If the application is approved by the Sheriff and by Development Services, it shall be reviewed by the

Clerk of the Board. If approved by the Clerk of the Board, the application will be transmitted to the Arizona Department of Liquor Licenses and Controls. If denied, the application shall be returned to the applicant with a statement indicating why it was not approved.

Fireworks Permits

1. Application for permit must be made in writing not more than six weeks nor less than five (5) days prior to the date of the display on the application form prescribed by the Board of Supervisors. Failure to provide all information requested on the application, including attachment of the requisite bond pursuant to A.R.S. §36-1604, may be grounds for denial of the permit.
2. The application shall be reviewed by the Sheriff and either approved or disapproved. Approval must also be received from the fire district having jurisdiction in the area in which the fireworks display is to be held. If the area in which the display is to be held is not within the boundaries of a fire district, evidence of the availability of services from an adjacent fire district or fire department, such as a letter from the district or department or a copy of a signed contract for services, shall be provided. It is the responsibility of the applicant to obtain a letter of approval from the fire district or fire department.
3. The completed application, approved by the Sheriff and the fire district, shall be reviewed by the Clerk of the Board. If any of the conditions in this section are not met, the Clerk shall deny the application and shall notify the applicant regarding the reason for denial.
4. If fire restrictions have been placed on any forest within the County, OR if a resolution has been passed by the Board of Supervisors calling for fire restrictions, or if a declaration of drought has been made by the Board of Supervisors, the fireworks permit shall be denied.
5. At the discretion of the Clerk, or upon request by any Board member, approval of a permit may be placed on the Board's agenda for consideration. The Board of Supervisors retains the right to require additional provisions or to waive any provisions of this section.

Parade Permits

1. Applications for parade permits shall be made in writing and shall include a map of the parade route, and the date and time of the parade.
2. The Sheriff and the Public Works Department shall review the application and either approve it or disapprove it.
3. The applicant shall obtain a letter of approval from the fire district in whose jurisdiction the parade is to be held and shall submit the approval letter as part of the application.
4. The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with Yavapai County to be named as additional insured.
5. The completed application, with Sheriff, Public Works and fire district approval or disapproval, shall be reviewed by the Clerk of the Board. If any of the specified conditions are not met, the Clerk shall deny the application and shall notify the applicant regarding the reasons for the denial.
6. At the discretion of the Clerk, or upon request by any Board member, approval of a permit may be placed on the Board's agenda for consideration. The Board of Supervisors retains the right to require additional provisions or to waive any provisions of this section.

Special Event Permits for Various Types of Races, Concerts, Television or Movie Productions, Sporting Events, Rallies and Other Special Events Not Listed Above as Identified by the Board of Supervisors

1. Applications for special event permits for various types of races shall be made in writing and shall include a map of the race route, the date and time of the race, and what type of race it is (i.e., bicycle, foot, car etc.). For concerts, rallies and other types of events the application will describe the type of event, the expected attendance and the event's purpose.
2. The Sheriff, Public Works, Development Services and Community Health Services shall review the application, as may be appropriate, as determined by the Clerk of the Board, and either approve it or disapprove it. Community Health Services may require the applicant to provide sanitary facilities for the event.
3. If food is to be sold or provided as part of the event, the applicant shall provide a list of food vendors to Community Health Services.
4. The applicant shall obtain a letter of approval from the fire district in whose jurisdiction the event is to be held and shall submit the approval letter to the Clerk of the Board.
5. If the event affects any other jurisdiction, the applicant shall obtain a letter of approval from the jurisdiction and shall submit the approval letter as part of the application.
6. The applicant shall provide evidence of liability insurance with minimum policy limits of one million dollars (\$1,000,000) per occurrence, with Yavapai County to be named as additional insured.
7. The completed application along with approvals or disapprovals from the Sheriff, Public Works, Development Services, Community Health Services, and the fire district, as may be appropriate, and with documentation of liability insurance with Yavapai County named as additional insured, shall be reviewed by the Clerk of the Board. If any of the specified conditions are not met, the Clerk shall deny the application and shall notify the applicant regarding the reasons for the denial.
8. At the discretion of the Clerk, or upon request by any Board member, approval of a permit may be placed on the Board's agenda for consideration. The Board of Supervisors retains the right to require additional provisions or to waive any provisions of this section.

Sheriff's Review of Application

1. The Sheriff, upon receipt of any of the applications covered under this resolution, will determine if a law enforcement presence is required. The Sheriff will determine the necessary resources based upon the type of event, the number of people who will be in attendance, the propensity for such events to create a law enforcement action and if traffic control is required. Additionally, the Sheriff will determine the type of law enforcement resources that will be required. Those may include certified deputies, private security or volunteers.
2. If law enforcement or security is required, the Sheriff will inform the applicant and the Board of Supervisors of those requirements prior to his approval. His approval will be based upon the applicant meeting the specified law enforcement or security requirements, if any.
3. If paid Sheriff's deputies are required, they will be paid according to the approved fee schedule in the

Sheriff's Office. The applicant will be responsible for any law enforcement, security or other cost associated with the special event.

4. The Sheriff will ensure strict adherence to policies, statutes and other resolutions which are in effect.

APPROVED AND ADOPTED this 19th day of September, 2005.

/s/ Carol Springer

Chairman, Board of Supervisors

ATTEST:

/s/ Bev Staddon

Clerk, Board of Supervisors