WHEREAS, the Yavapai County Board of Supervisors (the “Board”) is authorized to discharge certain statutory responsibilities with regard to review and approval of licenses and permits for a variety of Special Events to be conducted within the boundaries of Yavapai County; and

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

WHEREAS, the Board wishes to delegate certain of these review and approval responsibilities to the Yavapai County Development Services Department (“Development Services”) and to establish procedures with respect to the issuance of licenses and permits.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS

A. That the Board of Supervisors hereby delegates to Development Services the authority to approve or deny applications for licenses and permits for the following Special Events.

- Temporary liquor licenses
- Temporary extensions of premises
- Parades
- Races and staging areas
- Block parties
- Festivals
- Fireworks displays
- Events on county owned properties
- Concerts
- Seasonal sales (pumpkin festivals, Christmas tree lots, etc…)
- Community events
- Outdoor sales events (parking lot sales, RV, boat, car, etc…)
- Outdoor arts and craft shows, home and garden shows, etc…
- Transient amusement activities
- Staging areas for construction projects approved by a regulatory authority for duration of construction project
- Liquor Licenses
- Bingo licenses
- Other temporary uses deemed by the Development Services Director to be consistent with the intent and purpose of this proposal
B. That the following conditions and procedures are hereby established for processing of applications for licenses and permits to be issued pursuant to this Resolution:

1. An application for a special event shall be made at the Development Services offices. All applications shall be forwarded to the Sheriff’s Office, Public Works, Facilities, the County Health Department and other regulatory authorities as deemed warranted by the Development Services Director or designee for comment and review.

2. Upon completion of a review pursuant to Paragraph 2(A), the reviewing agency shall transmit its response to Development Services.

3. Prior to issuance of a special event permit, Development Services shall confirm and document the applicant’s compliance with all conditions of approval imposed by reviewing agencies. An applicant’s failure to comply with all conditions of approval shall result in denial of the application.

4. At the discretion of Development Services, or upon request by any Board member, an application for a license or permit may be placed on the Board’s agenda for consideration. The Board of Supervisors, in its sole discretion, may waive any provisions established herein or, upon a determination that the public health, safety or welfare so requires, impose additional conditions of approval.

5. The Sheriff, upon receipt of an application under review pursuant to this Resolution, shall:

   a. Initially determine if a law enforcement presence is required. If a law enforcement presence is deemed necessary, the Sheriff will determine nature and extent of law enforcement resources required based upon the type of event to be conducted, the estimated number of people who will attend, the likelihood that an event may generate the need for traffic control and whether the necessary law enforcement functions are best performed by certified deputies, private security or volunteers.

   b. Upon a determination that law enforcement or security is required, the Sheriff will inform the applicant and Development Services of those requirements. The Sheriff’s approval will be conditioned on the applicant’s compliance with the specified law enforcement or security requirements, if any.

   c. If it is determined that paid Sheriff’s deputies are required, they will be paid according to the Sheriff’s Office approved fee schedule. The applicant will be responsible for all costs for law enforcement
or security determined to be necessary for the event security or other cost associated with the special event.

6. The Board of Supervisors shall establish fees for processing of applications pursuant to this Resolution. For recurring annual events conducted by non-profit organizations, fee schedules may provide for issuance of renewal permits at no charge upon a determination by Development Services that the event will be conducted in substantially the same manner as prior years events.

7. An application for a special event that would otherwise conflict with a Planning and Zoning code provision may be approved with a waiver of enforcement of the subject provision upon a determination that a waiver will not jeopardize the health, safety or welfare of the public.

APPROVED AND ADOPTED this 20th day of September, 2010.

/s/ A.G. “Chip” Davis
Chairman, Board of Supervisors

ATTEST:

/s/ Julie Ayers
Clerk, Board of Supervisors