



## REPORT TO CITY COUNCIL

TO: The Honorable Mayor and Members of the City Council  
FROM: Kimberly Smith-Drake, Economic Development Coordinator  
THRU: Debra Irvin, City Manager  
DATE: July 16, 2019

SUBJECT: **Case No. 19-14 - A request for an Open Air Event sponsored by Deer Valley Home Health Services, at 8600 Airport Road, Ste. 105, City of Berkeley, St. Louis, Missouri**

This request is for an Open Air Event to be hosted by Deer Valley Home Health Services as a "Community Day" on Saturday, August 17, 2019 from 10am – 2pm.

### RECOMMENDATION

Staff recommends approval as this type of event is allowed in the C-2 General Commercial District. The staff also recommends that the following conditions be held:

Sec. 600.120L - No Sale or Consumption of Alcohol.

Sec. 210.2250 – No outdoor cooking at the front building.

The organizer/contact person must be on site for the event during the duration of the event for emergency contact and to receive and rectify any complaints.

Event must be located on the East or West side of the parking lot so as not to block parking and traffic flow to neighboring businesses.

Trash must be picked up hourly and secured in dumpsters.

No unreasonably loud music to cause a nuisance to other businesses or individuals within the area.

Adherence to all City regulations regarding food preparation, safety and health.

### SUPPORTING DOCUMENTS

- Open Air Event Application
- Staff Report
- Pictures of exterior

Respectfully submitted,

Kimberly Smith-Drake



ST. LOUIS  
AIRPORT PLAZA



**Ol'Henry  
Restaurant**



**DEER VALLEY**  
HOME HEALTH SERVICES

**Advantage Nursing  
Services**

**Thomas Law**

*Upscale*

**KLOSET**

**Christopher's  
Hair**

**Available Space  
314-421-7777**

**8600**

# OPEN AIR EVENT APPLICATION

**CITY OF BERKELEY**  
**DEPARTMENT OF PUBLIC WORKS**  
**8425 AIRPORT RD**  
**BERKELEY MO 63134**  
**Office 314-524-3313 Fax 314-264-2074**  
**WEBSITE: [www.cityofberkeley.us](http://www.cityofberkeley.us)**

**DATE RECEIVED:** July 12, 2019  
**DATE TO COUNCIL:** \_\_\_\_\_  
**DATE APPROVED:** \_\_\_\_\_  
**DATE DENIED:** \_\_\_\_\_  
**WARD:** \_\_\_\_\_

## PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY

Incomplete forms will be returned. Complete application packets must be submitted no less than four (4) weeks before the event. All *open-air events* are approved by the City Council, pursuant Section 400.530 F (3).

### CONTACT INFORMATION

Contact Name: Rhonda Potts / Shelby Hoover  
Mailing Address: 8600 Airport Rd Ste 105  
City: Berkeley State: MO Zip Code: 63134  
Phone Number: 314-355-3679 ext 217 E-mail Address: rw.potts@deervalleyhomehealth.com  
Organization Name: Deer Valley Home Health Services  
Mailing Address: 8600 Airport Rd Ste 105  
City: Berkeley State: MO Zip Code: 63134  
Phone Number: 314-355-3679 ext 308 E-mail Address: shoover@deervalleyhomehealth.com

### SPECIFIC REQUEST INFORMATION

Type of Event: Outdoor Air Event - Community Day  
Location of Event: 8600 Airport Rd Parking lot  
Event Date: Aug. 17, 2019 Estimated Number of People Attending: 200  
Starting and Ending Time (no later than 11:00 p.m.): 10am to 2pm  
Name of Street to be Closed Off (specify hundred block and cross streets):  
no street will need to be closed  
Type of Parking Control Proposed (e.g. cones): cones & personnel  
Provider of Barricades (the City of Berkeley does not provide barricades):  
don't need

### Use of Outdoor Sound Amplification:

No \_\_\_ Yes \_\_\_ (Sound Amplification License required and must end prior to 11:00 p.m.)  
Radio/Stereo SDJ  Live Band \_\_\_  
Use of Food Vendors or Caterers: No  Yes \_\_\_ (Business requires separate license)  
Name of Catering Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Use of a Tent: No \_\_\_ Yes  (Building Permit may be required and cannot erected at the existing pavement or sidewalk). The Inspections Department can be contacted at 314-400-3713. No cooking in the tent.  
Use of a Stage: No  Yes \_\_\_ (Building Permit may be required)  
Use of Inflatable Children Toys (Jumpies): No  Yes \_\_\_ (Must be located on Private property) List Special Events, Displays or Activities Planned: \_\_\_\_\_

Sec. 600.120L Use of Alcohol (sales and underage drinking is prohibited): Initials R.P.  
Sec. 210.2250: Outdoor cooking on the front building line is prohibited: Initials R.P.  
Sec. 605.580: Flea Market Prohibited

## ADDITIONAL INFORMATION TO BE PROVIDED

• *Current copy of a state issued identification card for the contact person*

I have read, understand, agree and will fully comply Berkeley Municipal Code and the following:

1. An approved permit may be cancelled at the discretion of the City Manager or his designee for failure to obey the terms of the permit policy or for public safety reasons;
2. The applicant agrees to hold the City of Berkeley and its officials, agents and employees harmless for any claim or injury arising out of the use of any public street, sidewalk or other facility in conjunction with the terms and conditions of this permit;
3. The person listed on the application as having authority to control the event must remain at this event until its completion and shall be available to accept any complaints;
4. Street closing barricades must be easily moved in case of an emergency and equipped with appropriate warning devices also visible after sunset. The use of a vehicle as a barricade is prohibited;
5. An approximate twelve-foot (12') emergency drive aisle shall remain clear at all time;
6. No alcoholic beverages shall be sold at any event.
7. The use of illegal fireworks is prohibited; and
8. The open-air permit is limited to the date and time specified on the permit but in no event, shall it begin before noon on Sundays or continue after 11:00 p.m.

Rhonda Potts

**Contact Name (Print)**

Rhonda Potts

**Contact Name (Signature)**

**Date:** July 12, 2019

# OPEN AIR EVENT APPLICATION

*(for applicant)*

## **General Information**

- Look for dates that do not conflict with other community events or holidays.
- There is no limit to the number of block parties held at one time in the City.
- Applications must be submitted a minimum of four (4) weeks before the scheduled event and all information requested on the form must be submitted before review can take place.
- Signatures of adults living on the block are required and permits are not issued for private individual parties.
- Block parties should be located on streets with minimal traffic. Some busy streets cannot be approved.

## **Food Preparation**

- If a vendor is supplying the food, check to make sure they have a license from the City or let them know they will need a license from the City.
- Remember to keep cold food items cold and hot items hot to help keep food safe.
- Trash must be collected and removed from the street during and at the conclusion of the party and should not be put out by the street until the regularly scheduled pick-up day.

## **Police Department**

- The sale of liquor is prohibited unless a permit is issued by the Liquor Commissioner.
- The consumption of liquor by a minor is illegal. Police will respond if complaints are received.
- Alcoholic beverages are not allowed on the public right-of-way.
- The use of illegal fireworks is prohibited.
- The sound volume shall be so controlled that it will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitiveness within the area of audibility.

Upon request by a police officer, the sound level may be required to be lowered or shut off.

## **Fire Department**

- Barricades at the end of the street should be easily moved for accessibility in the case of an Emergency. The use of parked vehicles to close the street is prohibited.
- An approximate twelve-foot (12') emergency drive aisle the entire length of the street closure shall remain clear at all time.
- Fire hydrants should remain clear, undecorated, unobstructed and unopened.
- The use of fire pits is prohibited on the public right-of-way (streets, parkway, and sidewalk). Approved fire pits which are manufactured with metal legs and a fire screen can be located on private property. However; if complaints of smoke occur, you can be ordered to put them out.
- If you are having a larger tent or stage for the event, make the request known in this application for approval before the city council.

## **Public Works**

- Parkway trees should not be used to help display items (do not puncture the tree) or used as supports (do not tie items to the tree).