

## MEMORANDUM

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September 12, 2019

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, City Clerk

**RE:** 44th Annual Pioneer Days Celebration and Road Closure

**SYNOPSIS:** Approval of this request will allow the Pioneer Days Celebration to take place on October 26 -27, 2019 in Lake Wailes Park, allow vendors to set up RV's in the park, and allow for the temporary street closings for the Antique Car Parade.

### RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the special event permit application for the 44th Annual Pioneer Days Celebration, to be held October 26 -27, 2019
2. Approve the temporary road closing as specified in this memorandum for the Antique Car Parade on October 26 and 27, 2019 from 11:30 a.m. to 1:30 p.m.
3. Approve the request for alcohol in its designated areas.
4. Approve the request for RV's and tents to be set up by vendors in Lake Wailes Park throughout the event subject to the conditions specified by staff.

### BACKGROUND

The City of Lake Wales submitted a Special Event Permit Application for the 44<sup>th</sup> Annual Pioneer Days celebration to be held from October 26 and 27, 2019 at Lake Wailes Park.

Pioneer Days will include the serving and consuming of alcohol within the boundary of the park.

This application also includes a request for vendors to set up RV's and tents in Lake Wailes Park throughout the three-day event. Some vendors would like to stay on site for security reasons and protection of their property. Per Sec. 18-82 q. of the Lake Wales Code, camping is prohibited in a City park unless specifically authorized by special permit. Staff recommends that approval specify the following conditions:

- The RV's will arrive no earlier than 8 a.m. Thursday, October 24, 2019 and must depart no later than 9 p.m. on Sunday, October 27, 2019 allowing ample time for take down and clean up.
- The RV's, vehicles, and tents will be set up in areas as designated by the City.
- No parking of vehicles will be allowed off pavement except in areas approved and designated by the City.
- No vehicles shall be parked or driven within 15 feet of the trunk of any trees within the park.
- No vehicles shall drive or park on the bike path or cross the bike path.
- Vendors approved to set up inside the "horseshoe drive" across from the basketball courts, shall maintain a 15-foot distance from tree trunks.

The event will also include an Antique Car Parade on both days Saturday, October 26 & 27 2019 from 11:00 a.m. to 1:30 p.m. and require approval of the temporary closing of several streets. The requested temporary street closings will involve the following:

North Lake Shore Blvd from North Wales Dr to Park Avenue and the road through Lake Wailes Park

On Friday, October 25, 2019, vendors and participants will be setting up in Lake Wailes Park beginning at 10:00 a.m. The main event will commence on Saturday, October 26, with the Pioneer Hour at 10:00 a.m. and will continue throughout the day with events and activities until 5:00 p.m. Sunday's activities will begin at 9:00 a.m. and will wrap up at 5:00 p.m.

**OTHER OPTIONS**

Do not approve the Special Event Permit Application for the Pioneer Days Celebration or the request for the road closures.

**FISCAL IMPACT**

In-Kind services for this event provided by the City will be approximately \$2625.

**ATTACHMENTS**

Special Event Permit Application  
Agreement to Assume Financial Responsibility  
Antique Car Parade Route  
Carriage Tour Route  
Location Map of Activities