

**Memorandum No. 10-148**

**TO: Mayor and City Commissioners**  
**FROM: Doug Russell, City Manager DR**  
**RE: Special Events Parking Request**  
**DATE: August 18, 2010**

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Recently, the City Commission adopted an ordinance allowing for a no parking designation for special events designated by a resolution before the governing body. This resolution would authorize the City to tow vehicles that are parked in the defined area and times.

Historic Downtown Yankton, Inc. has made a request to enact this no parking zone for their annual Ribfest event to be held on September 18, 2010. They are requesting that no parking be designated on 3<sup>rd</sup> Street from the alley between Broadway and Cedar Street to Capital, and on Walnut from the midpoint between 2<sup>nd</sup> and 3<sup>rd</sup> Streets to the southern edge of the Post Office between 3<sup>rd</sup> and 4<sup>th</sup> Streets, as identified on the attached map. The requested times for the no parking are from 3:00 AM to midnight on September 18.

Additionally, staff has proposed guidelines related to signage for these types of events. These proposed guidelines are attached. Previous discussion questioned the provisions of who was to supply the signs and the distance of the placement between signs. Following the vote on the recommendation for the special event, no parking zone, it is requested that further discussion be held on these two matters as they pertain to this event.

**Recommendation: It is recommended that the City Commission adopt the resolution authorizing the no parking zone for Historic Downtown Yankton on 3<sup>rd</sup> Street from the alley between Broadway and Cedar Street to Capital, and on Walnut from the midpoint between 2<sup>nd</sup> and 3<sup>rd</sup> Streets to the southern edge of the Post Office between 3<sup>rd</sup> and 4<sup>th</sup> Streets. The no parking zone shall be in effect on September 18<sup>th</sup> from 3:00 AM to midnight.**

\_\_\_\_ Roll Call vote

**RESOLUTION #10-34**

**Special Events Parking Request**

WHEREAS, the City Commission adopted an Ordinance allowing for no parking designation for special events within the City of Yankton; and

WHEREAS, this Resolution would authorize the City of Yankton to tow vehicles that are parked in the defined area or areas and times specified for said Special Events; and

WHEREAS, Historic Downtown Yankton, Inc. has made a request to enact this no parking zone for their annual Ribfest event on September 18, 2010.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the City of Yankton, South Dakota hereby approves the Special Event Parking Request at the described location in the manner shown on the attachments to this resolution for September 18, 2010 from 3:00 A.M. to midnight.

Adopted:

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David D. Knoff, Mayor

ATTEST:

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Al Viereck, Finance Officer



## City of Yankton

410 - 416 Walnut  
P.O. Box 176  
Yankton, South Dakota 57078-0176  
Phone (605) 668-5221

# Special Event Guidelines No Parking Signage and Towing

### No Parking Signage

No Parking signs must be posted forty-eight (48) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than twelve (12) hours after the conclusion of all event activities.

In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

### Tow Authorization

Only a representative of the Yankton Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Yankton Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities'

- No Parking signs **must be posted 48 hours** prior to your event start time.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from time of initial placement of the signage and a minimum of twelve (12) hours prior to your event set-up start time is required.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, green and blue zone areas.
- No parking signs must be placed a minimum of every twenty (20) feet.





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- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily and a minimum of twelve (12) hours prior to your event set-up start time.

### No Parking Signage Technical Specifications

- No Parking signs must be an "A" frame type structure. An "A" frame may be constructed of plastic, wood or metal.
- No Parking signs must be a minimum of 13" x 16". The printed area of the sign must be a minimum of 12" x 15".
- No Parking Tow-Away message on each sign should meet the following requirements:
  - White background.
  - Preprinted message stating at minimum
    - ✓ Tow Away
    - ✓ No Parking
    - ✓ Special Event
  - A temporary sign securely attached to the "A" frame structure must use easily readable lettering and must include:
    - ✓ Tow-Away Times (e.g. 6 AM - 2 PM)
    - ✓ Day/Date
    - ✓ Event Name/Telephone Number
    - ✓ Yankton Police Department Phone Number



May 5, 2010

City of Yankton  
City Manager  
City Commissioners  
416 Walnut  
Yankton, SD 57078

Dear City Manager and Commissioners,

The Historic Downtown Yankton, Inc. is planning their fourth Rockin' Ribfest for Saturday, September 18, 2010 from 11 a.m. to 11 p.m. This will be an all day food, music and family fun event. The event was a huge success last year with over 8000 attendees throughout the day. This event attracted over 1000 persons from outside the Yankton area. Our expectation is to have this event grow so the Yankton community continues to benefit from increased visitation and community based events.

The following are the details of the event with requests for action from the City Commissions

1. **Location:** The event will be located on 3rd Street in downtown Yankton. We request that 3rd Street be closed Saturday, September 18, 2010 from 3 a.m. until after the close and clean up of the event, at approximately midnight, Saturday, September 19, 2010. Closure of 3rd Street would be from the western edge of Capitol Street west to Douglas Street, leaving the 3rd & Douglas Avenue intersection open. Street closure would then resume from the western edge of Douglas Street to the mid-point range of the alley between Broadway & Cedar Streets. Street closure would also include north of 3rd Street on Walnut to the Southern edge of the Post Office parking lot. All alleys included in the streets mentioned are requested for closure. We request the barricades and/or orange cones be provided by the City at the time of closure.
2. **Parking:** We would also ask that parking be prohibited in this closed area during the same time of 3 am to midnight on Saturday, September 19. We have informed all businesses and/or business owners regarding street closures for the above mentioned date.
3. **Areas:** The event area that will be closed off will house several different aspects of the event.
  - a. **Kid's Area:** North of 3rd Street on Walnut Street. This area will have three inflatables and two organization booths. This area will be opened from 11 am to 8 pm.
  - b. **Food Vendor Area:** This area will be centrally located in the event area from Walnut Street to Douglas Street. This will house a maximum of seven food vendors. They will be selling food and non-alcoholic beverages to attendees. Historic Downtown Yankton, Inc. will be obtaining the health permits for all vendors. A street vendor license has been obtained from the City of Yankton.

- c. **Amateur Rib Area:** The Amateur Ribbers area will be located between Douglas Avenue and Capitol Street. The actual length will be determined by the number of Amateur Ribber applications. This area will have participants who will be provided an information/rules table and a hand washing station.
- d. **Band Area:** At the middle of 3rd Street and Cedar Street will be the Band/ Stage Area. This area will have a custom built stage, rented from the Tripp South Dakota Fire Department. The stage dimensions are approximately 12' x 32'. This area will also have four port-a-potties and one hand wash stations. The band schedule will be released at a later date. The bands performing for Ribfest 2010 have requested Historic Downtown Yankton, Inc. to assist in protecting their equipment by providing barriers to surround the sound stage and the back part of the stage area. Historic Downtown Yankton, Inc. requests 8 - 10 orange and white traffic barrels and 60 to 100 feet of orange snow fencing from the City of Yankton for use on September 19, 2009 between the hours of 10 am - midnight. The fence would be connected to the barrels which would surround the band area to protect it from damage.

- 4. **Entrance/Exit Gates:** There will be no fencing this year and no entrance fee charged for this event. The information booth will serve as both information center and sale of merchandise booth. It will be located by the south part of intersection of 3rd Street on Walnut. We will have Security at this event to promote the safety of the attendees and to enforce the event area boundaries.
- 5. **Beverage:** The visitors will have the option of purchasing a souvenir cup and a wrist band at the Information Center. These cups are proposed to be the cup which will allow an of age visitor to go to any of the bars within the closed off area and purchase alcohol and then have the option to come back out into the event area with the beverage. This will require a suspension of the open container law for the City of Yankton for the afore mentioned closed area and this is a request to have the City of Yankton suspend the law for this event. The bars included in the event area are Robbie's Lounge & Casino. Ben's Brewing Co., O'Malley's Bar, The Campground and the Walnut Tavern. We request permission to have open intoxicants in the pre-determined event area. we will not need a liquor license for this event upon approval.
- 6. **Insurance:** Historic Downtown Yankton, Inc. will carry the liability insurance through Auto Owners Insurance via Roger Smith Insurance in Yankton, SD This policy is current and active.
- 7. **Seating:** We are also requesting 50 picnic tables and 15 green benches from the City. We would ask that these be delivered prior to the event, preferably at noon or after on Friday, September 18, 2010 to the location between 3rd & Walnut and 2nd & Walnut.
- 8. **Banners:** Historic Downtown requests banner placement at 4th & Burleigh from Friday, August 20th through Sunday, August 22nd as well as from Friday to Sunday of each weekend between August 20th and September 18th. Banners will be put up in the afternoon of each Friday and taken down no later than 6 pm on each Sunday.

The planning committee truly appreciates your time and consideration of this event. We feel this is a very beneficial event to the community of Yankton and has been well received. To recapitulate the requests of the City Commission:

Street closures with required barricades

No Parking assistance during the requested hours

Suspension of law against open container during event hours within the closed area

Assistance with parked cars, if required

Picnic Tables: 50

Green City Benches: 15

Orange protective barrier cones and fencing to enclose sound stage

Again, thank you for your time and consideration.

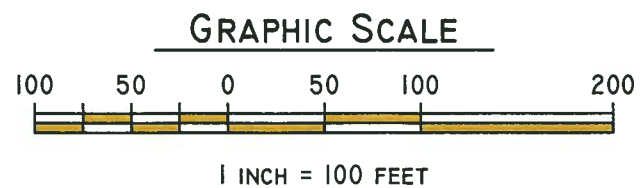
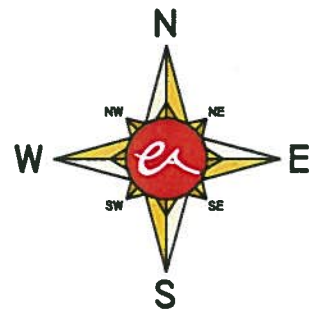
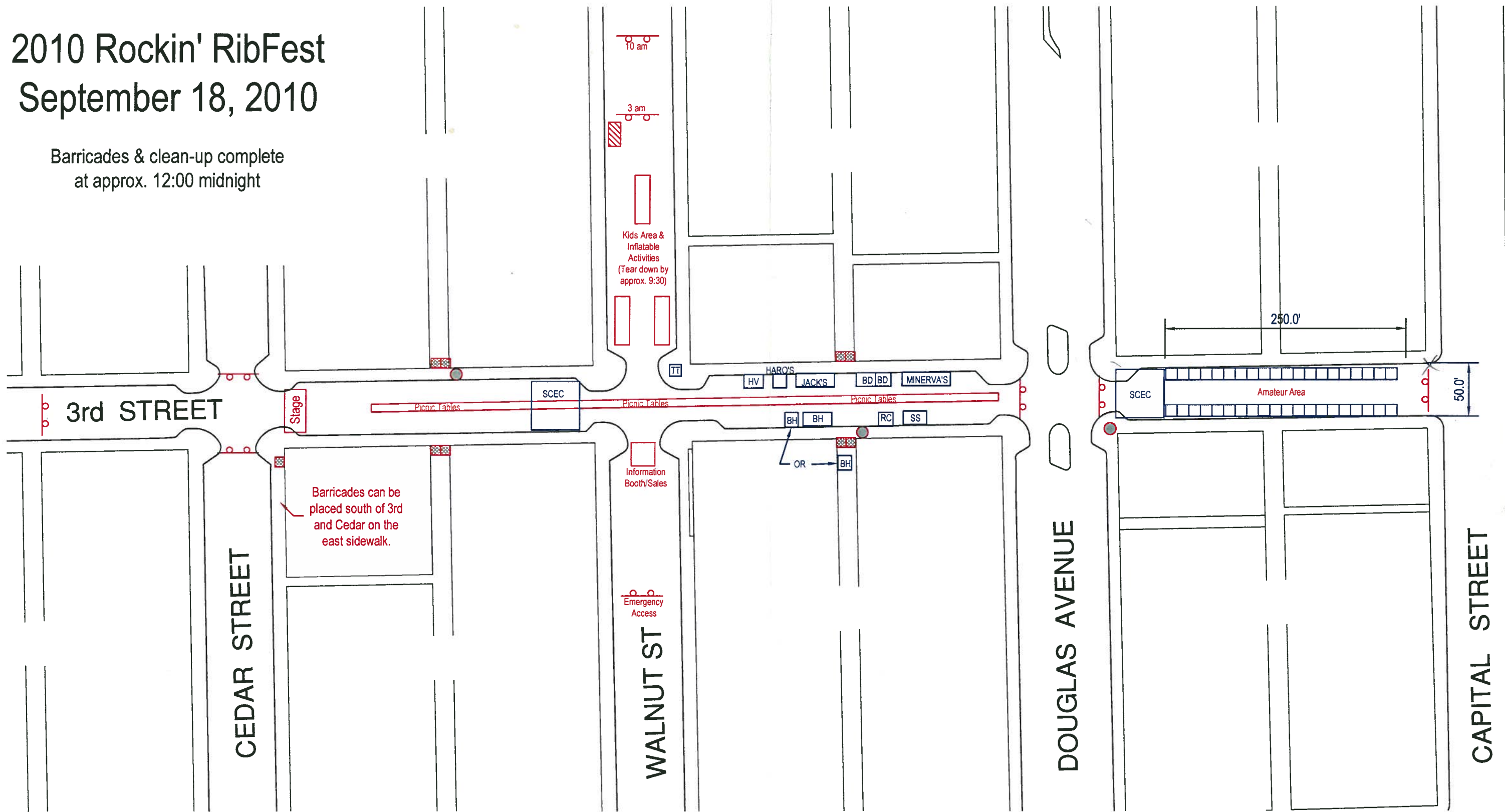
Respectfully submitted,

Lori Rust

Historic Downtown Yankton

# 2010 Rockin' RibFest September 18, 2010

Barricades & clean-up complete  
at approx. 12:00 midnight



### LEGEND

- Barricade
- Dumpster
- Wash Station
- Toilets