

**Office of the City Administrator**

**To:** Mayor Welch, Common Council Members  
**From:** Al Hulick, City Administrator  
**Date:** June 23, 2020  
**Subject:** Discussion and Possible Action Regarding a Special Event Permit Request for Milton Area Chamber of Commerce and Milton Historical Society

**Summary**

The Milton Area Chamber of Commerce has requested a Special Event and Park Use Application for their Chicken Barbeque Event on August 16, 2020. This year they are planning a drive-thru option for the event. They would still utilize North Goodrich Park for food prep and outside dining and would utilize the Community House as a drive-thru option.

The Special Event Permit Application, Park Use Application, Site Plan, and letter from the Milton Area Chamber of Commerce is attached. At the time this memo was drafted, a Special Event Permit from the Milton Historical Society had not been received, but is anticipated in advance of the Common Council meeting. The Milton Historical Society has already contacted the City about the closure of North Janesville Street and Storrs Lake Road during the event.

**Analysis**

Similar to the previous discussion regarding the Veterans Park Pavilion Dedication Ceremony, staff is looking for guidance from the Common Council for these events in terms of a determination of “public” or “private” and therefore, whether City resources should be provided.

As outlined in the Rock County Reopening Phased Plan, gatherings are defined as either “private” or “mass gatherings in public venues.” The guidelines are as follows:

<b>Limits on Gatherings*</b>				
<i>*Individuals who are at higher risk should consider taking additional precautions</i>				
<b>Guidance to follow:</b>				
CDC: <a href="https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html">https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html</a>				
<b>Allow mass gatherings in public venues with physical distancing</b> <i>Must also follow other phase guidelines</i>	No	25% capacity with physical distancing and protective measures	50% capacity with physical distancing and protective measures	To be determined based on progress
<b>Private Gatherings</b>	No; outdoor weddings and funerals allowed with physical distancing	Yes, 10 people or less; outdoor weddings and funerals allowed with physical distancing	Yes, 25 people or less as long as physical distancing can be maintained; outdoor weddings and funerals allowed with physical distancing <i>Updated Guidance<sup>2</sup></i>	Yes, maximum size of gathering will be determined; outdoor weddings and funerals allowed with physical distancing



**Recommendation**

Because this event is open to the public, these events could be viewed as a “mass gathering in a public venue.” Although Arts and Crafts on the Lawn is not in a public venue, they would be requesting the closure of public streets. If the Common Council concurs with this interpretation, the event would be limited to 50% of the park’s capacity and would be afforded City resources (street closures, use of park and Community House.)

If the Common Council views this event is as “private gathering” the Special Event Permit and Park Use Application should be denied and the event should be limited to 25 people or less.