



Marathon County Assemblies Ordinance (12.04) Workgroup Meeting

Monday, August 14, 2023

12:00 – 1:00 pm

In-Person: Marathon County Courthouse Assembly Room; 500 Forest Street, Wausau, WI

Virtual: <https://ccitc.webex.com/join/nicole.delonay>

Meeting Call-In Number: 1-408-418-9338

Access Code: 2482 290 3069

AGENDA

1. Goal for Meeting

Finalize suggested minimum parameters for ordinance/permit. This is for purposes of drafting an updated ordinance for further consideration. Including but not limited to:

- Size of group
- Duration of event
- Location (including discussion on roads)
- Time of day
- Exemptions, exceptions, or considerations for special conditions

2. Review input from Highways, Sherrif, Emergency Management, and Parks on ordinance parameters and considerations

3. Review Summary of other County and City Ordinances

4. Next Meeting

CONTACT

Laurie Miskimins @ 715-261-6024 or Laurie.Miskimins@co.marathon.wi.us

County Department Suggested Considerations

Department	Suggested Parameters	Concerns/Considerations	Public Safety Measures
Highway	<p>Use of County Highway:</p> <ul style="list-style-type: none"> - Road closure requests - Lane closure requests - Road crossing request - County Highway Use Request 	<p>Labor:</p> <ul style="list-style-type: none"> - Placing of flaggers, equipment, message boards, cones, etc. for events. - Finding people to come in on the weekend to work these events is challenging. <p>Cost Recovery:</p> <ul style="list-style-type: none"> - County should not be reasonable for paying for these events. 	<p>Road closures/Events on roadside:</p> <ul style="list-style-type: none"> - Guidelines established by federal highway administration and or WisDot stated in the Manual of uniform traffic control devices (MUTCD). <p>Traffic detours or closures:</p> <ul style="list-style-type: none"> - Address in advance and give notice to the local community.
Emergency Management	<p>Number of attendees:</p> <ul style="list-style-type: none"> - Approximately 5,000 or more at any one time. <p>Type of Event:</p> <ul style="list-style-type: none"> - Events of countywide or region-wide interest including, but not limited to, county fairs, air shows, concerts, and similar special events; or pose additional risks. 	<p>Provide information to promoters prior application:</p> <ul style="list-style-type: none"> - The approving authority and any other authorities actively involved in the process. - Relevant statutes, ordinances, codes (to include fire code), and standards existing for mass gatherings. - Documentation required to support their application. - Insurance, bond, liability issues - Relevant deadlines/timelines for the filing of applications. <p>Address Legal Issues:</p> <ul style="list-style-type: none"> - Liability for injuries - Liability for acts or omissions - Liability for financial obligations incurred in responding to major emergencies occasioned by the event. - Potential liability for the resultant effects of the event on normal emergency operations. 	<p>Toilet Facilities:</p> <ul style="list-style-type: none"> - See reference Tables <i>Appendix A</i> <p>Medical Personnel:</p> <ul style="list-style-type: none"> - See refence Tables <i>Appendix B</i> <p>Traffic and Transportation:</p> <ul style="list-style-type: none"> - Traffic Management plan see <i>Appendix C</i> for more details. <p>Ambulance Services:</p> <ul style="list-style-type: none"> - Consult with ambulance service to determine ambulance requirements.

County Department Suggested Considerations

Department	Suggested Parameters	Concerns/Considerations	Public Safety Measures
Parks	Event Size <ul style="list-style-type: none"> - Space - Number of People - Public area closures 	Planning <ul style="list-style-type: none"> - Planner experience levels varies, and new event planners may require more guidance or orientation. Guidance <ul style="list-style-type: none"> - Create guidance to help planners through the permit process. 	Sanitation <ul style="list-style-type: none"> - Restrooms based on number of attendees. - Refuse containers Plans (for larger events) <ul style="list-style-type: none"> - Emergency Action Plan - Parking/Transportation plan - Private security
Sheriff		Private Security <ul style="list-style-type: none"> - Approximately 11 companies serve Wausau area. Traffic Control	

County Department Suggested Considerations

Appendix A

Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1,000	2	4	4	9	4
<2,000	4	8	6	12	6
<3,000	6	15	10	18	10
<5,000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1,000	5	10	4	16	4
<2,000	9	15	7	18	7
<3,000	10	20	14	22	14
<5,000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

County Department Suggested Considerations

Appendix B

GUIDE TO THE PROVISION OF MEDICAL AID

The number of medical aid personnel and posts will vary with the type of event. As a guide, use the following formulation:

Patrons	Medical Aid Personnel	Medical Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

County Department Suggested Considerations

Appendix C

TRAFFIC AND TRANSPORTATION

Transportation presents one of the first impressions that attendees will have about an event's organization, command, and control. Sitting in a line of cars for hours on the highway to gain access to an event will undoubtedly create a negative impression. The traffic from the event may not merely affect the local traffic but the traffic in the entire region. Planners should ensure that the surrounding communities are aware of the event and the potential impact on traffic in their area.

Depending on the scope and size of the event, traffic may be a routine issue. For example, many sports stadiums hire professional traffic planners to provide guidance on the most efficient ways to facilitate access and egress to various parking lots, and have procedures in place that adequately handle traffic flow on a regular basis.

The promoter is responsible for any traffic disruption that is associated with the event and should be held accountable by the permitting authority. The permitting authority can require the promoter to work with local public safety and traffic service providers to create contingency plans to minimize negative traffic impacts on the community at large.

At a minimum, local law enforcement, departments of transportation and public works, the local media, any existing public transportation authorities, and the promoter should comprise a traffic management group who must begin traffic planning well in advance of the event. The group should use the local media to inform residents in advance of the expected impact that the event will have on their mobility.

Being straightforward with the local community about anticipated problems or congestion areas will minimize the negative impact on local traffic service agencies. Many residents, when advised in advance to do so, will avoid certain areas or take alternate routes so that their movement is not impeded or prolonged.

County Department Suggested Considerations

Traffic and transportation concerns that traffic management must address include:

- Does the site have adequate access and staging areas for large numbers of emergency vehicles in the event of a major incident?
- What impact will weather conditions have on transportation?
- What type of road leads to the event? Paved? Gravel? Dirt?
- Is access to, and the road network within, the site adequate to prevent emergency responders from having to walk significant distances to the principal spectator areas(s)?
- Is there sufficient room on the site (that is, for staging, manoeuvring) to permit repositioning or redeployment of emergency vehicles as dictated by the incident?
- Because of the nature of road access, would early arriving vehicles, such as ambulances, be prevented from leaving by gridlock produced by subsequently arriving equipment?
- Is the site served by an access road or street that could be closed to the public and used only for expeditious emergency and service vehicle ingress and egress?
- If access roads are unpaved, would emergency vehicles become bogged down if heavy rains occurred during, or just prior to, the event?
- Is the surrounding road network able to handle the anticipated spectator vehicular traffic?
- If spectator-parking areas are filled, will the road network allow continued vehicle flow, thus preventing gridlock?
- Is signposting, including gate numbering, clearly established inside and outside the venue?
- Are communications systems inside and outside the venue capable of providing public announcements, marshaling instructions, and evacuation orders?
- Is a system in place to monitor crowd flow (as through the use of spotters or aviation resources)?
- Does the organization have additional towing vehicles available?

County Department Suggested Considerations

Where there may be health and safety implications, efficient management of crowd movement includes:

- Awareness of public transport congestion at road, rail, and water interchanges and, in some cases, at airports.
- Use of coaches and buses to reduce private vehicle traffic and any potential problems that large vehicles may present (for example access difficulties, parking requirements, potential road blockages).
- Alterations to normal traffic and road use.
- Traffic control.
- Adequacy of the surrounding road network to handle the anticipated spectator vehicular traffic before, during, and after the event.
- Communication between traffic management groups and other services, including the local media.
- Access and egress routes including:
 - Arrangements for people with disabilities.
 - Pedestrian access, including considerations of distance, terrain, surface, and lighting.
 - Designated pick-up and set-down points.

County Ordinance Comparison Table: Overall Policy

Municipality	Attendance/Duration Parameters	Any Day vs. Night distinctions?	Any Outdoor vs. Indoor distinctions?	Any “nature of event” distinctions? Or mention of imposing special conditions?	Any Exceptions/Does Not Apply Clauses?	Application Deadline
<p>City of Wausau (Chapter 11)</p>	<p>“Class I event” means an ongoing public event up to seven (7) days in duration or a repeating event up to fifteen (15) occurrences within a calendar year with anticipated participants or spectators of 500 or more people.</p> <p>“Class II event” means an ongoing public event up to seven (7) days in duration or a repeating event up to fifteen (15) occurrences within a calendar year with anticipated participants or spectators of less than 500 people.</p> <p>Class III event is listed; however, no parameters are defined. (Via conversation with Wausau, this is still being developed.)</p>	<p>None found.</p>	<p>None found.</p>	<p><u>11.04.030 Extraordinary services.</u> (a) In addition to permit and license fees, applicant shall be responsible for reimbursement of extraordinary services. Fees for these city services and equipment shall be as provided in section 3.40.010. The anticipated cost of extraordinary services shall be paid to the city clerk at least three (3) business days prior to the issuance of any event permit. The city shall be fully reimbursed for all extraordinary services utilized by the applicant and event organizer.</p> <p>-Sound amplification of any kind, and a description of all activities involving sound amplification and the location of amplification devices.</p> <p>-Allows for City Council to deny permits for several considerations related to substantial interruptions of traffic, interruptions to ability to provide fire and police for rest of city, event is too large for location, lack of crowd control measures, conflicting with other special events, etc.</p>	<p>This chapter shall not apply to any of the following: (a) Marches or demonstrations which are subject to the provisions of ch. 11.09. (b) Events taking place wholly contained within Marathon County Park that are not reasonably expected to affect local traffic, or require city services. (c) Neighborhood block parties that do not require extraordinary services or licenses/permits other than a short term street privilege permit pursuant to section 12.44.050. (d) Private events not open to the general public or youth, intramural, or league sporting events in a park or park facilities not requiring extraordinary services or other city licenses or permits other than a park use or facility use agreement with the Wausau and Marathon County parks, recreation and forestry department. (e) Events held entirely on private property not requiring extraordinary services or other city licenses or permits. (f) Funeral processions</p>	<p>Applications for Class I and II events shall be submitted at least sixty (60) days prior to the special event; applications for Class III events shall be submitted at least thirty (30) days prior to the special event. The city may consider a late application upon good cause shown and payment of an additional late fee as provided in section 3.40.010. In no event, however, will an application for a Class I or II event be considered that is filed less than thirty (30) days prior to the event and in the case of a Class III event that is filed less than fifteen (15) days prior to the event. Applications may be filed as early as desired by the Applicant but shall not be filed more than one year prior to the event. Applications will be processed in the order in which they are received.</p>

County Ordinance Comparison Table: Overall Policy

Municipality	Attendance/Duration Parameters	Any Day vs. Night distinctions?	Any Outdoor vs. Indoor distinctions?	Any “nature of event” distinctions? Or mention of imposing special conditions?	Any Exceptions/Does Not Apply Clauses?	Application Deadline
Brown County (Chapter 33)	<p>5,000 or more people which continues or can reasonably be expected to continue for 18 or more consecutive hours, whether on public or private property.</p> <p>-Determine the maximum number of people which will be assembled or admitted to the location of the assembly, provided that the maximum number shall not exceed the maximum number which can reasonably assemble at the location of the assembly in 33(2) consideration of the nature of the assembly and provided that, where the assembly is to continue overnight, the maximum number shall not be more than is allowed to sleep within the boundaries of the location of the assembly by the zoning or health ordinances of the county and of the town, city or village in which the assembly is to be located.</p>	<p>-If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly at the rate of at least five foot candles, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.</p> <p>-If the assembly is to continue overnight, camping facilities in compliance with all state and local requirements as set forth in the Wisconsin Administrative Code and county or other local governmental ordinances sufficient to provide camping accommodations for the maximum number of people to be assembled.</p>	None found.	<p>-Sound provisions: Take precautions to ensure sound does not carry unreasonably beyond enclosed boundaries of the location of the event.</p> <p>-Includes authority for Sheriff to revoke at any time if they believe the permit holder is not in compliance.</p>	<p>This chapter shall not apply to any regularly established, permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly for assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held.</p> <p>This chapter shall not apply to government sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed by other ordinances and regulations of the county.</p>	At least 60 days in advance of the assembly.
Wood County (Chapter 231)	<p>-500 or more people which continues or can reasonably be expected to continue for 8 or more consecutive hours, whether on public or private property.</p> <p>-A separate license shall be required for each day and each location in which 500 or more people assemble or can reasonably be anticipated to assemble. The fee for each license shall be \$100.00.</p> <p>-Determine the maximum number of people which will be assembled or admitted to the location of the assembly, provided that the maximum number shall not exceed the maximum number which can reasonably assemble at the location of the assembly in consideration of the nature of the assembly and provided that where the assembly is to continue overnight, the maximum number shall not be more than is allowed to sleep within the boundaries of the location of the assembly by the zoning or health ordinances of Wood County.</p>	<p>-If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.</p> <p>-Addresses camping facilities if the event is to carry overnight.</p>	None found.	<p>-Sound provisions: Take precautions to ensure sound does not carry unreasonably beyond enclosed boundaries of the location of the event.</p> <p>-Includes authority for issuing staff or Sheriff to revoke at any time if they believe the permit holder is not in compliance.</p>	<p>This ordinance shall not apply to any regularly established, permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, county parks or other similar permanently-established place of assembly. It also shall not apply to jurisdictions within Wood County that employ at least one (1) full-time law enforcement officer. This legislation shall not apply to government-sponsored fairs held on regularly-established fairgrounds.</p>	Application for which must be made at least 45 days in advance of the assembly.

County Ordinance Comparison Table: Overall Policy

Municipality	Attendance/Duration Parameters	Any Day vs. Night distinctions?	Any Outdoor vs. Indoor distinctions?	Any “nature of event” distinctions? Or mention of imposing special conditions?	Any Exceptions/Does Not Apply Clauses?	Application Deadline
Oneida County (Chapter 12.04)	<p>1,000 or more people which continues or can reasonably be expected to continue for eight or more consecutive hours of 5,000 persons for four or more consecutive hours, or 10,000 or more persons for one or more consecutive hours, with or without an admission fee, whether on public or private property, unless a license to hold the assembly has first been issued by the governing body of this County as hereinafter provided.</p> <p>A separate license shall be required for each event and each location in which an assembly of the size and duration regulated by this ordinance is held; the fee for each license shall be \$100.00.</p> <p>-Indicate the maximum number of people which will be assembled or admitted to the location of the assembly, provided that the maximum number shall not exceed the maximum number which can reasonably assemble at the location of the assembly in consideration of the nature of the assembly and provided that, where the assembly is to continue overnight, the maximum number shall not be more than is allowed to sleep within the boundaries of the location of the assembly by the zoning or health ordinances of this County.</p>	<p>-If the assembly is to continue during hours of darkness, illumination sufficient to light the main activity area of the assembly, toileting and washing areas, and areas of ingress, egress and parking at levels sufficient to ensure safety but not to shine unreasonably beyond the boundaries of the location of the assembly.</p> <p>-Addresses camping facilities if the event is to carry overnight.</p>	None found.	<p>Sound provisions: Take precautions to ensure sound does not carry unreasonably beyond enclosed boundaries of the location of the event.</p> <p>-Includes authority for issuing staff or Sheriff to revoke at any time if they believe the permit holder is not in compliance.</p>	<p>This ordinance shall not apply to any regularly established, permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly for assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held. Stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly for assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held. This ordinance shall not apply to government financially sponsored fairs such as are held on regularly established fairgrounds nor to assemblies required to be licensed by other ordinances and regulations of this County.</p>	Application for which must be made at least thirty (30) days in advance of the assembly.
Langlade	<p>3,000 or more people which continues or can reasonable anticipated assembly of 3,000 or more people which continues or can reasonably be expected to continue for 18 or more consecutive hours.</p>	<p>-If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.</p> <p>-If the assembly is to continue overnight, camping facilities in compliance with all State and local requirements as set forth in the Wisconsin Administrative Code and ordinances of the County, sufficient to provide camping accommodations for the maximum number of people camping.</p>	None found.	N/A	<p>This section shall not apply to any regularly established, permanent place of worship, stadium, athletic field, arena, auditorium, coliseum or other similar permanently established place of assembly of assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure where the assembly is held. This section shall not apply to government sponsored fairs held at regularly established fairgrounds nor to assemblies required to be licensed by other regulations of the County.</p>	Application for a license shall be made at least 90 days in advance of such assembly.

County Ordinance Comparison Table: Overall Policy

Municipality	Attendance/Duration Parameters	Any Day vs. Night distinctions?	Any Outdoor vs. Indoor distinctions?	Any "nature of event" distinctions? Or mention of imposing special conditions?	Any Exceptions/Does Not Apply Clauses?	Application Deadline
Eau Claire	1,000 or more people which continues or can reasonably be expected to continue for 4 or more consecutive hours.	<p>-All assembly activities shall cease no later than 12:00 Midnight.</p> <p>-Assembly with associated campground requires a special event campground license.</p> <p>-Sound level at the property line of the assembly shall not exceed 70 decibels on the A scale slow response between the hours of 10:01 a.m. and 11:59p.m. There shall be no amplified music after 12:00 midnight. Sound monitoring will be performed by Eau Claire City-County Health Department staff using a calibrated sound monitoring unit for a fee established by the Board of Health</p>	None found.	N/A	This legislation shall not apply to any regularly established, permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, or other similar permanently established place of assembly. This legislation shall not apply to government-sponsored fairs held on regularly established fairgrounds nor to assemblies required to be licensed by other laws, rules, resolutions or ordinances and regulations of Eau Claire County.	45 days in advance of the assembly to the sheriff.
DHS 110-44, 45	If the special event coverage is for spectators and participants or both and more than 5000 people total are anticipated to be in attendance, a mass casualty plan including all of the following:	N/A	N/A	N/A	N/A	<p>To obtain department approval, the ambulance service provider or emergency medical service provider shall submit all of the following to the department not less than 10 business days before the event:</p> <p>If the event occurs outside the primary service area of the ambulance service provider or non-transporting emergency medical service, documentation that the ambulance service provider for the primary service area in which the event is located has been notified at least 10 business days prior to the event or documentation that the ambulance service provider for the primary service area in which the event is located has approved the ambulance service provider or non-transporting emergency medical service requesting special event approval to provide event coverage within its primary service area.</p>