



*Planning &
Environmental Services*

202 West Third Street Winona, MN 55987

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Large Assembly Permit Application

Note: Prior to completing application, please read "Ordinance Regulating Large Assemblies in Winona County".

- Section II(B) requires the assembly sponsor to obtain a Conditional Use Permit before applying for a large assembly permit
- Applications available at Winona County Planning & Environmental Services, 202 West Third Street, Winona

Name of Applicant _____

Phone _____

Address: _____

Items to submit with application:

\$100 fee per day/location

Proof of Insurance

I, _____, hereby make application on behalf of:

() a Corporation () a Partnership () a Society, Group or Association

() Other _____

(Explain)

to the County of Winona for a license to permit the lawful assembly of 500 or more people on the following described property (legal description):

The nature and purpose of the assembly will be as follows: _____

The assembly will be held on the _____ day(s) of _____, 20____, between the hours of

_____ a.m./p.m. and _____ a.m./p.m.

(Circle One)

(Circle One)

The maximum number of persons anticipated attending is _____.

The maximum number of tickets to be issued, sold or distributed is _____.

Applicant Signature

****Please attach detailed plan complying with the Ordinance Regulating Large Assemblies in Winona County, and the Guidance for Large Assembly document.**

(See Back)

PROPERTY OWNER APPROVAL:

I am the owner of the described property and hereby grant permission to

_____ of _____
Name *Address*

to hold an assembly according to the "Ordinance Regulating Large Assemblies in Winona County" on file in the office of the Winona County Administrator.

Owner (Printed Name) _____ Signature _____

Address _____ Phone _____

ENVIRONMENTAL HEALTH APPROVAL:

The application of _____ is hereby recommended to the Winona County Board of Commissioners for approval subject to the following special conditions:

Planning & Environmental Services Director

COUNTY BOARD APPROVAL:

A license to hold a large assembly in Winona County is hereby granted to

_____ of _____
Name *Address*

at the above-mentioned location and for the stated duration on the application subject to all rules and regulations of the Ordinance and other special conditions.

Winona County Board resolution # _____ dated _____

Winona County Board Chairperson

Winona County Planning & Environmental Services

Guidance for Large Assembly

Since hundreds and even hundreds of thousands of people attend massive events, such as the one proposed, facilities must be provided for the protection of public health, safety and welfare. Those who attend the event as well as local area residents whose lives may be affected by the event must be protected. Coordination and cooperation between state and local agencies, with each understanding the specific role each plays in the success of the event must be established in advance. Several agencies issue permits and licenses for events and should always be involved in the planning. Some of these agencies include:

- Codes Departments
- Winona County Planning and Environmental Services
- Township Officials
- Public Safety Departments (Fire, Sheriff, other law enforcement agencies)
- Property Owner(s) (Parks Department, private owner, etc.)
- Waste Treatment Operator
- Public Water Providers
- Contracted Agencies (liquid/solid waste haulers, bulk water providers, building contractors, electricians, vendors, etc.)
- Local Highway or Road Authorities

It is the promoter's responsibility to submit all necessary applications, plans, details and reports to those agencies requiring such information. Plans for large-scale events require acceptable and detailed information regarding many issues related to public health, safety and welfare including, but not limited to some or all of the following:

- Engineering Report with contact information
- Dates and hours of event
- Location of event including ancillary sites for parking, camping, etc.
- Outline map showing all facilities, sources of water, assembly areas, food service areas, refuse storage, emergency access roads and egress roads
- Estimated attendance and control of attendance numbers (ticket sales, security, fencing, etc.)
- Accommodations for workers and attendees (e.g. campgrounds)
- Parking and traffic control
- Emergency medical provisions
- Construction of facilities (including stages, vendor booths, toilets, plumbing facilities)
- Restoration process and procedures
- Other agency involvement - Supplemental permits or licenses
- State Environmental Quality Review (Environmental Impact Statement)
- Insurance and financial resources information
- Contracts and agreements for all issues listed in this section and below (as well as any other incidental issues)
- Weed and insect control plan
- Food service plan (vendors, menus, food sources, etc.)
- Agreements with local agencies to provide services as needed (fire authorities)
- Emergency plan (including food supply, medical supplies, evacuation plan, emergency access roads)
- Security Enforcement Plan with details regarding personnel, training, numbers, function, etc.
- Planning and Zoning regulation permissions or certifications
- Lighting of site
- Effect on residential neighborhoods

Planning time frames for these events could range from 6 months to two or three years depending upon event size, plan detail and submission, promoter cooperation and availability of resources. It is recommended that promoters contact all agencies well in advance of the proposed event dates to determine agency responsibility and applicable regulations. A thorough and systematic plan submission and review process with adequate cooperation of all parties will result in successful events.

The following is a brief summary of the health issues that may be encountered during a large-scale event.

Basic Health Issues for the Proposed Event(s)

Water Supply — A potable water supply must be available to provide for the needs of all individuals attending the event. This water may be supplied via public water mains or bulk water providers. Bottled water cannot be the only source of water for attendees. Bottled water should only be used as backup/emergency use. The water must meet State Sanitary Code Requirements to be used for drinking. In fact, all water should be potable since many people drink from receptacles and/or taps that may or may not be designed for drinking purposes. The supply needs to be in adequate amounts and distributed via adequate facilities to provide drinking, sanitary (washing), and temperature control (mist) water. Without adequate water supplies and facilities, dehydration, overheating, and inadequate sanitation will result.

Public facilities are recommended unless unavailable.

- Regardless of availability, the facilities must be provided with proper anti-siphoning and backflow prevention devices or appropriate air gaps and air breaks. Cross-connections should not be present between drinking water and potentially contaminated (waste) water.
- Bulk water haulers may be needed to provide water for public use as well as temporary food service facilities.
- Water supply lines must meet the applicable sections of the Minnesota Plumbing Code and be of food grade materials for all potable water.
- Adequate quantities must be available to the haulers (by providing adequate filled trucks, or having ability to refill).
- Bottled water should be available for emergency purposes. This is in addition to bottled water *sold* to patrons.

Water Recommendations and Requirements

Individual Drinking Water Use = 1 pint of water / hour / person

e.g. - for 1000 people, 1000 pints of water / hour x 12 hours = 12,000 pints of water =
minimum 1,500 gallons of water for the event (*drinking purposes only*)

Also, recommended **2** hour supply for all attendees for emergency purposes =
2,000 16-oz. bottles of water / 1,000 people

Individual Drinking Fountains (Taps) = 2 fountain taps / 1,000 persons

Handwashing Facilities (HWF) = 1 HWF / 500 persons

- Preferably near toilets and food preparation areas

Hygienic Use - water requirements will vary, but the following formula could be used: $\frac{1}{4}$ gallon / person / hour
e.g. – for 1000 people, $\frac{1}{4}$ gallons x 1,000 x 12 hours = 3,000 gallons for a 12 hour event

Food Service water requirements will vary depending upon food service menu and preparation activities. Adequate supplies must be provided for food preparation, dishware and hand washing.

Waste Management (Solid & Liquid)

Although the supply of water is very important, the disposal of the used water and other liquid and solid wastes from a confined area is equally significant. Many diseases are spread via improper sanitary disposal. The method and adequacy of wastewater collection, drainage and maintenance are critical. Adequate numbers of temporary or portable toilet facilities must be provided in accessible and convenient locations for use by all attendees and employees. These facilities must be able to accommodate regular and sporadic use. The facilities must also be maintained via regular pumping and sanitation. Pedestrian access to these facilities must be controlled so that emergency and sanitation vehicles will not be impeded. Provisions should also be made to provide for numbers in excess of the estimated attendance. Externally developed guidelines are discussed in “The Use of Portable Sanitation Facilities at Public Gatherings,” (Portable Sanitation Association International).

<http://psai.org/wp-content/uploads/2013/07/Provisions-for-Sanitation-Facilities-at-Special-Events-Univ-Missouri.pdf>

Liquid Waste

Food processing and handwashing liquid waste as well as sewage from the portable toilets must be collected and disposed of according to all applicable codes, rules and regulations. There must be sufficient storage capacity for liquid waste generated during the event, and adequate removal. The actual amount of storage capacity will be determined by the types of activities (food preparation facilities, use of public restrooms, use of urinals instead of toilets, etc.) and planned removal schedules.

Recommended minimum number of toilets for a 12 hour event with 2,000 people is 20-25 with little or no pumping. However, urinals may be used (up to 25%) to reduce problems with long lines and waiting. Locations of toilet facilities will be determined based upon the site layout, functions performed, and patron density expected in different areas of the site. For example, food service areas will require toilets and HWF's, while craft vendor areas may not. A large number of urinals and toilets should be located near the stage(s) for easy accessibility.

Handicap accessible facilities should also be provided as necessary and as recommended by appropriate agencies and regulations (ADA).

Recommendations and Requirements

Toilet Seats = 1 Toilet / 100 persons

e.g. – For 1,000 people, (1,000 divided by 100) = Minimum 10 Toilets

According to the Portable Sanitation Association International:

Average Crowd Size = 1000

Average hours at event = 10

With no pumping required = 13 units (50% male/female) for 200 uses each

(therefore, at least 15 are recommended for 12 hour event)

If pumping is performed, the actual number of facilities available may decrease.

Solid Waste

Food processing and some crafters may produce a significant amount of solid waste. In addition, patron use of handwashing facilities (paper towels) and disposable food service products (plates, napkins, paper, utensils) will add to the solid waste production of the event. In Winona County, recyclable containers are to be recycled. So, provisions must be made to promote and manage recyclables.

Recommendations and Requirements

Barrels (55-gallon) Needed = 1 Barrel / 32 persons

1.25 pounds of solid waste / person / 12 hour event

e.g. - 1.25 pounds x 1,000 persons = 1,250 pounds of solid waste

Barrels hold approximately 40 pounds of solid waste = 16 barrels needed with twice per day pick-up

However, only twice per day pickup is not recommended. Regular pickup throughout the day as necessary should be employed.

At least one 30-yard roll-off garbage dumpster is necessary for vendors, food etc. Maintenance should be as needed and available within minutes of need. As time increases, or crowd size increases (resulting in increases in food vendors), the number and size of waste collection receptacles will increase.

Light transport vehicles for access and cleanup are necessary for clean-up crews. One to three units for cleaning staff will be necessary for an event of 1,000 people.

Indirectly Related Health Issues for the Proposed Event(s)

Traffic and Crowd Control (Security) Issues -

Injury prevention and medical treatment are important issues relating to traffic and crowd control regulation. All areas of the event must be provided with access to allow easy flow of people, as well as emergency, sanitary, and supply vehicles. Separate access roads may be necessary to allow full access to all areas of the event. The standard regulations and suggestions are as follows:

- Adequate Facilities for parking provide for 100 cars per acre or 30 buses per acre.
 - Adequate roads and streets provide for a maximum of 20,000 cars per hour (a statement from Winona County Highway Department, county sheriff's department, or other law enforcement agency should be consulted to determine if local roads will handle the expected traffic)
- 1:100 security staff minimum ("T-shirt" security) = 10 for an event of 1,000 attendees
 - Depending on crowd type (family, teenagers, elderly, etc.), security numbers may increase.
- Uniformed police presence needed on-site for duration of event.
- Fencing and barriers adequate to prevent access of individuals without tickets. Double fences made of vandal-resistant materials and construction may be necessary.
- Light transport vehicles (golf carts) for supervision of permit issuing officials (need based upon number of staff). These vehicles should be provided by the promoter.

Supervision (Child, Security, etc.) -

Without adequate supervision via parents, security personnel, peace officers, or law enforcement officials, many dangerous situations may occur at an event of the proposed proportions. Injuries and deaths may result from inadequate or ineffective supervision or crowd control. These incidents may occur in proportions that may overwhelm the ready medical staff and facilities.

Medical Provisions (Emergency and Routine) -

Adequate medical personnel and their ability to respond are critical in providing for the safety and welfare of the attendees.

- Access to facilities and areas within the event space is necessary for adequate response to emergencies.
- Adequate on-site and off-site treatment of injuries and conditions (heat exhaustion, lacerations, electrocutions, concussions, etc.).

Electrical Safety -

Electrocution is a real hazard at events such as the one proposed. Though lightning is one “uncontrollable” cause of electrocutions, improper wiring and grounding of equipment and facilities may result in similar destruction. The electrical equipment and supply lines at these events, coupled with the large numbers of people in confined areas, and the possibility of rainy weather conditions pose a distinct hazard to all attendees and participants. Proper precautions should be taken per requirements of the Minnesota Electrical Code and any other relevant codes, rules and regulations. All installations of equipment (generators, power lines, temporary wiring, etc.) must be inspected by a licensed electrical inspector.

Hazardous Materials -

Toxic, flammable and hazardous chemicals must be stored and used properly to prevent large and small-scale injuries and deaths. Propane, oxygen and helium tanks should be secured properly and protected from tampering and vandalism.

“Refreshment” Methods -

Daily weather events and prevailing weather conditions will determine the need for methods of refreshment. During the summer months, excessive heat or lengthy exposure to the sun may result in a variety of conditions such as heat exhaustion, heat stroke, and mild to severe sunburns. Besides treatment of these conditions, preventive measures should be provided such as shaded areas (i.e. tents, buildings, lean-to structures, etc.) or spraying of potable water mist in specific areas to cool off people and ground (paved) areas.

Health Issues Specifically for Food Service

Food/Water/Ice Sources -

All food, prepackaged and otherwise, water, and ice must be obtained from approved sources. Proper labeling will help to determine the adequacy of the source of foods. The use of unapproved sources for food, water or ice may result in large numbers of illnesses.

Water Supply -

Water supply must be adequate in quality and quantity for the demand of the event. Adequate and convenient locations of facilities must also be provided. Samples may be taken to ensure quality of water supply.

Contamination Protection (Storage) -

Foods, water, and ice must be protected from contamination during storage. Raw foods such as meats and eggs must be stored separately from ready-to-eat foods, or in such a way to prevent contamination from leaks, splashes or drips.

Contamination Protection (Workers) -

Food preparation workers need to exercise extreme care in the preparation and service of foods. One sick food worker can contaminate enough food in a few hours to cause sickness for thousands of people. In addition, since events such as the one proposed seldom have toilets that are provided with sinks, soap, water, and towels, handwashing facilities must be provided to eliminate the possibility of contamination.

Contamination Protection (Other Sources) -

Chemicals, pesticides, medications, cleaning supplies and other items can potentially contaminate foods if used or stored improperly. Though certain items, such as pesticides, are not allowed in or around food service facilities, others must be stored and used properly.

Temperatures (Refrigeration, Cooking, Cooling, Reheating, and Holding) -

Specific requirements for adequate temperatures are defined in the Minnesota Food Code (Minnesota Rules, Chapter 4626, <http://www.health.state.mn.us/divs/eh/food/code/index.html>). Adequate temperatures are essential for the safe and sanitary service of potentially hazardous foods such as meats, poultry, fish, milk, cheese, pasta and potato salads, and eggs. Temperatures must be reached and maintained to prevent foodborne illnesses. Since many people purchase food at these events, there is a huge potential for massive foodborne illness outbreaks. Prevention through contamination protection, and proper cooking and holding temperatures, is the key to food safety.

Equipment (Storage, Utensils, Thermometers) -

Refrigerators and freezers must be maintained to provide adequate temperatures for cold and frozen food holding. Cooking and hot holding equipment must be maintained to provide adequate heating and holding temperatures. There should also be reserve appliances or equipment in the event that equipment should break or be unable to maintain adequate temperatures. The containers or equipment in which food is stored must be provided with adequate working thermometers so monitoring of air temperatures is possible. The routine monitoring of the temperatures may prevent the service of unhealthy, spoiled or unsafe foods. In addition, adequate numbers of cleaning and sanitized serving, and other food preparation utensils, must be available at each food service facility.

Food Worker Illness/Hygiene -

Many foodborne illness outbreaks are the result of food worker illness and improper handling of food. Hepatitis A, E. Coli, Salmonella, and other communicable diseases can be spread via food from infected food workers. The Minnesota Food Code for food service facilities requires ready-to-eat food be made with limited bare hand contact. Disposable food handling gloves, tongs, spoons, napkins, wax paper, deli tissue, and other items can be used to prevent bare hand contact with food. In addition, food service workers should not be allowed to work in food service establishments if they are sick (in particular, with vomiting and/or diarrhea). Regular handwashing is necessary in all food service facilities, therefore, handwashing sinks with adequate hot water, soap and disposable towels must be provided.

Cleaning, Washing and Sanitizing -

All utensils, food contact surfaces and equipment must be washed, rinsed, and sanitized to prevent contamination of food. When not in use, utensils and surfaces must be maintained clean and sanitized.

Sanitary Facilities and Controls (Sinks, Garbage, Insects) -

Adequate methods for washing and sanitizing (3-compartment sink) must be available for equipment and utensils. Bathrooms must be convenient and accessible. Handwashing sinks must also be available at the food service facility. Garbage must be stored in such a way to prevent food contamination, and the attraction and harborage of vermin and insects. Liquid waste must be collected in a safe and sanitary manner or disposed of by connection to an approved sewage disposal system.

Health Issues Specifically for Campgrounds

Required Space for Recreational Vehicles and Tents -

The Winona County Manufactured Home Park and Recreational Camping Area Ordinance requires specific spatial dimensions for every site at campgrounds and Recreational Vehicle (RV) parks. Since many attendees and participants bring tents and RV's in which to sleep, separate areas are required with adequate space for individual persons or sites. Though often difficult to enforce, boundaries must be strictly maintained throughout the area so that access to feeder roads and toilet facilities are not impeded. A permit must be obtained from Winona County Environmental Health for the establishment and operation of a campground. Application must be submitted to the department with necessary information (plans, specifications).

Sewage Disposal -

As discussed previously, adequate numbers of facilities must be provided in adequate and convenient locations to service all attendees and participants. Provisions for additional facilities must be prepared in advance if more people attend than are estimated. Sanitation of these facilities must be performed regularly. All facilities must be kept clean and in working order.

Electrical Safety -

As discussed earlier, electrical equipment and other structural items must be installed and maintained per applicable codes, rules, and regulations. In addition, the RV and campground areas must be provided with adequate means or facilities to accommodate electrical needs.

Water Supply -

Water supply must be adequate in quality and quantity for the demand of the event. Adequate and convenient locations of facilities must also be provided. Samples may be taken to ensure quality of water supply.

*****Please Note** - The above listed requirements and suggestions are not all inclusive. Many other issues must be addressed in any plans or specifications for the event. Any questions or concerns should be forwarded to the Winona County Planning & Environmental Services at:

Winona County Planning & Environmental Services
202 West Third Street
Winona, MN 55987
Telephone: (507) 457-6520