



**REPORT**  
**CITY OF INDEPENDENCE**  
**November 12, 2020**

**Department** Police

**Director Approval** Chief Jerry Harrison

**AGENDA ITEM** Holiday Parade on Sunday, November 22, 2020 at 5:30 PM.

**BACKGROUND** Tabatha Snodgrass on behalf of Independence Main Street and Independence Optimist Club has completed a parade permit requesting authorization to block City streets for the Holiday Parade on November 22, 2020 at 5:30 PM. The annual Holiday Parade is a city tradition that has been repeated for many years in Independence Kansas. The request will require the following:

- On Chestnut from Pennsylvania to 5<sup>th</sup> street and on 6<sup>th</sup> street between Chestnut and Locust- Parade staging area starting at 3 PM until about 6:30 PM
- W. Myrtle from Pennsylvania Ave. west to the alley- parking for limited mobility participants
- W. Laurel from Pennsylvania Ave. west to the alley- parking for limited mobility participants
- On Pennsylvania from Chestnut to Magnolia- Parade route starting at 5:30 PM
- Highway 75 traffic will remain open- Police officers will control north bound traffic and south bound traffic will not be obstructed

Section 2-341 of City code provides the City Clerk the authority to issue parade permits after being reviewed by the Chief of Police, Director of Public Works, and the City Manager.

**BUDGET IMPACT** No foreseen budget impact

**SUPPORTING DOCUMENTS**

1. Parade Permit Application
2. Parade Staging Area Diagram
3. Parade Route Diagram



## Parade Permit Application

### Applicant Information

Full Name:	Snodgrass	Tabatha	
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Address:	109 E. Main		
	<small>Street Address</small>		<small>Apartment/Unit #</small>
	Independence	Kansas	67301
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Phone:	620-331-2300		
	( )		

### Information

Is this parade being conducted for, on behalf of or by an organization? If so, please complete this section:

Name:	Independence Main Street/Optimist Club Holiday Parade		
Address:	109 E. Main/P.O. Box 611		
	Independence	Kansas	67301
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Phone:	620-331-2300	Contact Name:	Tabatha Snodgrass
	( )		

The following section needs to be completed for the parade chairperson:

Name:	Same as Above		
Address:			
	<small>City</small>	<small>State</small>	<small>ZIP Code</small>
Phone:	( )	Contact Name:	

Please provide the following information for the parade:

Date:	Sunday, November 22nd
Start Time:	5:30 PM
End Time:	6:30 PM

City of Independence, Kansas Parade Permit Application

Route Requested: Starting point: 100 Block of East Chestnut  
Termination point: 200 Block of South Penn

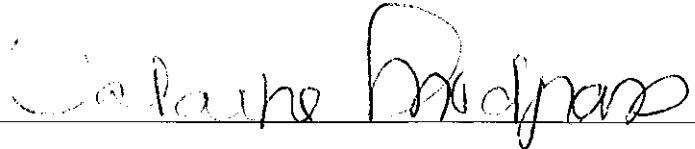
# of Participants: 40-50 # of Animals: 0

Description of Vehicles: Cars, Trucks, ATV's and Floats

Assembly area will be located at: 100 Block of East Chestnut and on to North 6th Street if needed toward the back side of Memorial Hall

Assembly time: 4:00 PM

Space interval between units: Minimal (one after another)

Signature of applicant: 

**Information below to be completed by Office staff**

Fee Received: \_\_\_\_\_

Date City Received: \_\_\_\_\_

Received by: \_\_\_\_\_

## **Independence Main Street**

Attachment to parade application to City of Independence for the proposed Main Street-Optimist Holiday Parade

Monday, October 19, 2020

### **1. Detailed plans for the assembly and dispersal of the parade, including times and locations thereof.**

All parade participants will be advised to be on Chestnut Street east of Penn between 4:00 PM and 5:00 PM. Members of the Optimist Club (led by Gregg Webster), who are experienced at the line-up job, will be there with a list of parade units and parade order. (Starting with a color guard and City vehicles).

The parade typically lasts less than 30 minutes. At the end, units disperse in the 200 Block of South Penn. This year we will not gather for a "Holiday Dollars" drawing. Santa's float will carry a list of winners and those winners will have to meet the Main Street representee at the Main Street office to collect winnings. This is being done to avoid a crowded gathering in a small space.

### **2. Detailed plans for cleanup and trash removal.**

This should affect only a five-block length and because no food is served on the street, it should be a relatively simple task. It will be put on the task list for parade volunteers of Main Street and the Optimist Club to walk the route and make sure all trash is in receptacles, taking trash bags with them in case trash is excessive.

### **3. If the parade is designed to be held by another person**

Not applicable

### **4. Proof of general insurance**

Main Street carries liability insurance through Newkirk, Dennis & Buckles. Will send a copy of policy ASAP.

### **5. Additional Information**

The annual Holiday Parade is a city tradition that has been repeated for many years. It is also requested that the City of Independence be represented in the parade:

- City Commissioners: Leonhard Cafilisch, Dean Hayse and Louis Ysusi (Convertibles and drivers will be supplied)
- Independence Police Department
- Independence Fire Department & EMS

THANK YOU

City of Independence, Kansas Parade Permit Application

Please attach to this application:

1. Detailed plans for the assembly and dispersal of the parade, including times and locations thereof.
2. Detailed plans for cleanup and trash removal.
3. If the parade is designed to be held by, on behalf of or for any person other than the applicant, the applicant for such permit shall file with the City Clerk a communication in writing from such person authorizing the applicant to apply for the permit on his behalf.
4. Proof of general liability insurance in the amount of \$500,000.00 or more, unless waived by the City.
5. Any additional information which the City Clerk shall find reasonably necessary to a fair determination as to whether a permit should be issued.

LOCUST

LOCUST

PENNSYLVANIA

6TH

5TH

CHESTNUT

CHESTNUT

FLOAT STAGING AREA

PENNSYLVANIA

6TH

5TH



8TH

PENNSYLVANIA

LAUREL

ADA PARKING

NIA



8TH

8TH

PENNSYLVANIA

PENNSYLVANIA

MYRTLE

ADA PARKING







UT

CHESTNUT

PEN

8TH

PENNSYLVANIA

LAUREL

8TH

PENNSYLVANIA

MYRTLE

PARADE ROUTE

8TH

PENNSYLVANIA

MAIN

8TH

PENNSYLVANIA

MAPLE

8TH

PENNSYLVANIA

MAGNOLIA

IA

NIA

M