

ORDINANCE NO. 1, 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY  
REPEALING AND RE-ENACTING AND RENAMING CHAPTER 93 OF THE CODE OF  
ORDINANCES REGARDING PUBLIC EVENTS AND ASSEMBLIES

WHEREAS, the City of Park Hills recognizes the right of persons and organizations to assemble, hold public events, and demonstrate in a manner that is safe, orderly and consistent with community well-being; and

WHEREAS, public gatherings, assemblies, parades, demonstrations, and other special events in public spaces or upon property owned or controlled by the City can impact public safety, traffic flow, and City resources, necessitating a structured process for event planning and coordination; and

WHEREAS, the City seeks to balance the interests of event organizers, residents, businesses, and public services by ensuring events are conducted with appropriate safety measures, traffic management and resource planning; and

WHEREAS, it is in the best interest of the City, its residents, businesses and event organizers to establish a clear, consistent, and fair process for obtaining permits to public events and assemblies; and

WHEREAS, the establishment of a more clear and concise special events permitting process would allow for proper coordination between the City and event organizers to ensure that necessary services such as public safety, sanitation, and emergency responses are adequately provided for if needed; and

WHEREAS, current City Code provisions do not adequately address this issue requiring an update thereto concerning the permitting process for public events and assemblies;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF PARK HILLS, KENTUCKY, AS FOLLOWS:

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SECTION I

That Chapter 93 of the Code of Ordinances, currently titled Assemblies and regarding the same, shall be and is hereby repealed, in full, and re-enacted, retitled, and replaced as set forth below.

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SECTION II

That there is hereby re-enacted and retitled Chapter 93 of the Code of Ordinances to replace the previous Chapter 93 thereof, regarding public events and assemblies, to read as follows:

## CHAPTER 93: PUBLIC EVENTS AND ASSEMBLIES

### 93.01 DEFINITIONS.

**CITY RESOURCES.** Any services provided by the City in support of an event, including but not limited to police, fire, emergency medical services, sanitation, public works, and traffic control.

**COMMERCIAL ACTIVITY.** Any activity involving the sale of goods, food, beverages (including alcohol), services, or event-related merchandise. This includes vendor booths, food trucks, and ticketed events.

**EVENT.** Any planned public or private gathering, demonstration, festival, parade, block party, rally, or other organized activity that occurs in a public space or affects the use of a public space, including events that require road closures, City Resources, or public safety planning.

**GATHERING.** Any assembly of people for a common purpose in a Public Space, or any assembly that disrupts or alters the regular use of a Public Space or requires City Resources, may require an approved Event Permit Application.

**ORGANIZER.** Any individual, group, business, or organization that applies for an Event Permit and is responsible for planning, coordinating, and ensuring compliance with City regulations.

**PARKING PLAN.** A document submitted with an Event Permit Application, when required, that outlines how parking will be managed to minimize traffic congestion and impact on surrounding areas. It should include designated parking areas, overflow parking arrangements, traffic flow management, and any coordination with City Resources for traffic control or enforcement.

**PERMIT HOLDER.** The individual or entity to whom an approved Event Permit Application is issued, assuming responsibility for ensuring the event complies with all approved permit conditions and City regulations.

**PERSON.** Any natural human, group of individuals, organization, event organizer, public or private corporation, unincorporated association, company, partnership, club, or society.

**PUBLIC SAFETY PLAN.** A document submitted with an Event Permit Application that outlines, when applicable, measures for crowd control, emergency response, traffic management, and waste disposal.

**PUBLIC SPACE.** Any area owned, maintained, or controlled by the City that is open for public use. Public spaces include, but are not limited to, parks, roadways, sidewalks, plazas, alleys, parking lots, and other City-owned areas.

**SPONTANEOUS ASSEMBLY.** A gathering that occurs without prior planning or scheduling in response to current events or community concerns. A Spontaneous Assembly does not require an approved Event Permit Application as long as it does not obstruct public streets, prevent emergency vehicle access, or create an immediate public safety risk.

**STREET CLOSURE.** The temporary blocking or restriction of traffic on a City street, alley, or roadway for an event, whether full or partial.

### 93.02 EVENT PERMIT APPLICATION.

1. Any Person wishing to conduct a Gathering or Event in the City for any purpose that prevents the use of a public space or requires City Resources, shall:
  - a. Obtain and complete an Event Permit Application, as provided in Exhibit A, from the City Clerk or via the City website.
  - b. Submit a written Event Permit Application in person, by email, or through the City website, when an online form is available.
  - c. Submit the application no less than 72 hours prior to the next scheduled council meeting to allow time for review and approval. Applications that are incomplete or lack necessary details may be subject to delays or denial.
  - d. Gain official approval for the event prior to its scheduled date, as detailed herein.

*The City of Park Hills Special Event Permit Application is attached as Exhibit A to this ordinance and incorporated herein by reference.*

### 93.03 EVENT PERMIT APPLICATION TIMELINE, CRITERIA, AND APPROVAL.

1. Review Timeline
  - a. The receipt date shall be recorded by the City Clerk.
  - b. The City Council shall review the Event Permit Application at the next available meeting following its receipt.
  - c. If necessary, the City Clerk or designated City officials may conduct an administrative review to assist the applicant in expediting approval.
2. Criteria for Approval
  - a. An Event Permit Application may be approved if the event does not violate existing Ordinances and does not create an undue risk to public safety, welfare, or accessibility. Factors to be considered include:
    - i. Traffic and Public Access: Whether the event will obstruct traffic, require parking accommodations, street closure, or interfere with regular City operations.
    - ii. Safety and Security: Whether the event will require a Public Safety Plan, crowd management, security personnel, Public Resources, or emergency access.
    - iii. Public Disturbance: Whether the event will cause excessive disruption to residents or businesses, particularly regarding noise (§ 96: Noise Control), nuisance ordinances (§91.12: Nuisances Described and Prohibited), or any other applicable City Ordinances or Regulations.
    - iv. City Resources: The availability of City Resources necessary for the event to proceed safely, including but not limited to public safety planning.
3. Approval by Majority Vote.

- a. A majority vote of the City Council is required for approval of any Event Permit Application.
- b. The City Council or designated officials may impose conditions on the Event Permit Application approval, including, but not limited to:
  - i. Limiting event duration;
  - ii. Requiring additional security;
  - iii. Setting noise restrictions.

#### 93.04 RESPONSIBILITIES OF PERMIT HOLDERS.

1. Permit Holders and Event Organizers shall be responsible for ensuring compliance with the following:
  - a. Compliance with Permit Conditions. Adhering to all guidelines outlined in the approved Event Permit Application, including Public Safety Plans, Commercial Activity, safety protocols, public notifications, cleanup, and insurance requirements.
  - b. Cleanup and Waste Disposal. Ensuring that all event areas are cleaned and properly maintained after the event.
    - i. The use of glitter, confetti, rice, or any material that is difficult to remove or may create an environmental nuisance is prohibited in Public Spaces. Permit Holders are responsible for the removal of any decorations or event-related waste immediately following the event.
    - ii. A refundable \$50 cleanup deposit is required for all permitted events. This deposit must be submitted along with the Event Permit Application. The deposit will be refunded within 14 days after the event if the event area is cleaned to the satisfaction of the City. If additional cleanup is required, the deposit may be retained, and the Permit Holder may be billed for any cleanup costs exceeding the deposit amount.
  - c. Liability Insurance. If required, obtaining liability insurance based on event size and potential risks in a minimal amount to be determined.
  - d. Notification of Residents and Businesses. For events affecting traffic, noise levels, or public access, organizers must notify nearby residents and businesses, in writing, no less than seven (7) calendar days in advance of the event.
2. Failure to comply with these responsibilities may result in the approved Event Permit Application revocation, fines, or restrictions on future event approvals.

#### 93.05 EXCEPTIONS AND EXEMPTIONS.

1. An approved Event Permit Application is not required for:
  - a. Small Gatherings. Gatherings that do not obstruct public spaces or require City Resources.

- b. Spontaneous Assemblies. Public demonstrations or protests occurring spontaneously in response to current events, provided they do not create safety hazards or obstruct major roadways.
  - c. Government-Sponsored Events. Any event organized or officially supported by the City.
2. Organizers of potentially exempt events are encouraged to confirm their status with City officials to avoid conflicts or enforcement actions.

## 93.06 ENFORCEMENT AND PENALTIES.

### 1. General Compliance

- a. Any Person or Permit Holder violating any provision of this Chapter for which no specific penalty is prescribed shall be subject to the penalty provision set forth in §10.99 of the City Code.
- b. City officials, including police, public works, and fire personnel, have the authority to enforce permit conditions during the event and may require immediate compliance for safety concerns.

### 2. Enforcement Actions

- a. If a permitted event fails to comply with the terms of the approved Event Permit Application, city officials may:
  - i. Issue a verbal or written warning requiring immediate corrective action.
  - ii. Modify or place restrictions on the event, such as reducing sound levels or requiring traffic adjustments.
  - iii. In extreme cases, order the immediate suspension or shutdown of the event if it presents a clear and present danger to public safety.
- b. If an unpermitted event occurs in violation of this Chapter:
  - i. City officials may order the event to disperse if it obstructs Public Space, interferes with emergency response, or causes a public safety hazard.
  - ii. The city may assess fines and additional penalties as outlined in Section 93.06(3).

### 3. Penalties for Violations

- a. Unpermitted Events and Permit Violations
  - i. First Offense: A fine of up to \$50.
  - ii. Second Offense (within 12 months): A fine of up to \$150 and potential restrictions on future Event Permit Applications.

- iii. Subsequent Offenses or Significant Violations: A fine of up to \$250, plus possible revocation of future permit eligibility for a period of up to 12 months.
- b. Failure to Adhere to Public Safety or Cleanup Requirements
  - i. Any event that fails to comply with cleanup obligations, resulting in excessive trash, property damage, or city cleanup costs, may be fined the actual cost of cleanup, not to exceed \$500 per event.
- c. Obstruction of Emergency Services
  - i. Any event or gathering that impedes emergency response vehicles or creates an immediate hazard to public safety may result in a fine of up to \$500 and immediate event shutdown.

4. Appeal Process

- a. Right to Appeal: Any Person or Permit Holder aggrieved by a decision made under this Chapter, including permit denials, penalties, or enforcement actions, has the right to appeal.
- b. Filing an Appeal: Appeals must be filed in writing with the City Clerk within thirty (30) days of the decision. The appeal must clearly state the grounds for appeal and include any supporting evidence.
- c. Hearing: The City Council shall schedule a hearing within thirty (30) days of receiving the appeal. The appellant will be notified at least ten (10) days in advance.
- d. Decision: The City Council shall render a written decision within fifteen (15) days after the hearing. The decision shall be final.

SECTION III

That this Ordinance shall be signed by the Mayor, attested to by the City Clerk, published and be effective upon publication.

1st Reading: \_\_\_\_\_  
 2nd Reading: \_\_\_\_\_

\_\_\_\_\_  
 KATHY ZEMBRODT, MAYOR

ATTEST: \_\_\_\_\_  
 JULIE ALIG, CITY CLERK

EXHIBIT A

CITY OF PARK HILLS EVENT PERMIT APPLICATION



# CITY OF PARK HILLS

1106 Amsterdam Road  
Park Hills, Kentucky 41011-2097  
(859) 431-6252  
Fax (859) 431-6410



## Event Permit Application

Applications must be submitted to the City Clerk in person, by email, or online (if available). The City Clerk will record the receipt date, review for completeness, and distribute applications to relevant City departments for review. Applications will be reviewed by City Council at the next scheduled meeting. Applicants will be notified of approval, required modifications, or denial. The City reserves the right to revoke an event permit for non-compliance with permit conditions, violations of ordinances, public safety concerns, or if the application contains false or incomplete information.

### Event Details

Event Organizer: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

(Check one) Public Space:  Park  Sidewalk  Street  Other: \_\_\_\_\_

(Check one) Private Property:  Yes  No

If Yes, do you have the property owner's consent?  Yes  No

Purpose of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Attendance: Total: \_\_\_\_\_ Per Day: \_\_\_\_\_

Event Organizer Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Cleanup Requirements and Earnest Deposit

- A refundable \$50 cleanup deposit is required for all permitted events and must be submitted with the Event Permit Application. If the event area is cleaned to the satisfaction of the City, the deposit will be refunded within 14 days after the event. If additional cleanup is required, the deposit may be retained, and the Permit Holder may be billed for any cleanup costs exceeding the deposit amount.
- The use of glitter, confetti, rice, or any material that is difficult to remove or may create an environmental nuisance is prohibited in Public Spaces. Permit Holders



are responsible for removing all decorations and event-related waste immediately following the event.

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## Event Operations Checklist

1. **Will your event include Street Closures?**  Yes  No  
*If Yes, include the street closure map and alternative traffic plan with this application.*
2. **Do you have a Parking Plan?**  Yes  No  
*A Parking Plan is required if the event affects street parking, includes over 100 attendees, or impacts traffic flow.*  
*If Yes, describe: \_\_\_\_\_*  
*If No, explain: \_\_\_\_\_*
3. **Will there be alcohol on-site?**  Yes  No  
*If Yes, select:  Alcohol sales  Free distribution  BYOB*
4. **Will there be Commercial Activity on-site?**  Yes  No  
*If Yes, select all that apply:  Food  Merchandise  Other*  
*If checked, describe, including number of vendors: \_\_\_\_\_*
5. **Will there be food preparation on-site?**  Yes  No  
*If Yes, select all that apply:  Charcoal  Gas  Electric  Food Truck*  
*If Yes, describe: \_\_\_\_\_*
6. **Tents, stages, or other structures?**  Yes  No  
*If Yes, describe: \_\_\_\_\_*
7. **Does the event require City Resources or a Public Safety Plan?**  Yes  No  
*If Yes, select all that apply:  Police  Fire  Public Works  Traffic Control  Utilities*  
 Trash  Other  
*If checked, attach a Public Safety Plan detailing proposed security, emergency response, and crowd management measures.*
8. **Do you have a Certificate of Insurance?**  Yes  No  
*If No, explain: \_\_\_\_\_*  
*If required, attach a Certificate of Insurance with a minimum liability coverage of **\$1,000,000 per occurrence** and naming **the City of Park Hills as an additional insured**.*  
**Insurance Carrier:** \_\_\_\_\_  
**Agent & Phone Number:** \_\_\_\_\_

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## Hold Harmless Agreement and Applicant Affidavit

To the fullest extent permitted by law, \_\_\_\_\_ (Organizer) hereby agrees to defend, pay on behalf of, and hold harmless the City of Park Hills against any and all claims, demands, suits, losses, including costs connected therewith, for any damage which may

be asserted, claimed, or recovered against or from the City of Park Hills, its elected and appointed officials, employees, volunteers, agents, or all others working on behalf of the City of Park Hills, by reason of personal injury, including bodily injury and death, and/or property damage or intended wrongful act, including loss of use thereof, which arose out of the alleged negligence of \_\_\_\_\_ (Organizer) and/or in any way connected or associated with the event(s) known as \_\_\_\_\_ (Name of Event) which is being sponsored by \_\_\_\_\_ (Organizer).

Applicant declares all information submitted on this application is true and accurate. An application approval does not imply city sponsorship. Review the instructions for further information in reference to special events. Applicant will immediately notify the City of Park Hills of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the organizer and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Park Hills, its staff, officers, and designated agents, and will comply with all local, state, and federal laws or regulations. I further certify that I, on behalf of the organizing agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Park Hills.

*By signing below, the applicant agrees to defend, indemnify, and hold harmless the City of Park Hills, its elected and appointed officials, employees, volunteers, and agents from any claims, suits, or liabilities arising from the event, including injury, property damage, or other losses.*

*The applicant certifies that all information provided is accurate, understands that approval does not imply city sponsorship, and agrees to notify the city of any changes. Failure to comply with permit conditions may result in permit revocation, fines, or restrictions on future events.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**City Use Only — Internal Approvals**

**Date Received:** \_\_\_\_\_

**Police Department Review:**  Approved  Denied  Conditional Approval  N/A

**Conditions (if applicable):** \_\_\_\_\_

**Fire Department Review:**  Approved  Denied  Conditional Approval  N/A

**Conditions (if applicable):** \_\_\_\_\_

**Public Works Review:**  Approved  Denied  Conditional Approval  N/A

*Conditions (if applicable):* \_\_\_\_\_

**City Council Review:**  Approved  Denied  Conditional Approval

*Conditions (if applicable):* \_\_\_\_\_

MUNICIPAL ORDER NO. 4, 2025

AN ORDER OF THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY  
DECLARING CERTAIN PERSONAL PROPERTY OF THE CITY OF PARK HILLS  
AS SURPLUS AND AUTHORIZING ITS SALE IN ACCORDANCE WITH STATE  
LAW

BE IT ORDERED BY THE CITY OF PARK HILLS, KENTUCKY, as follows:

SECTION I

That pursuant to the provisions of KRS 82.083(2), the City of Park Hills, Kentucky hereby declares, as surplus personal property, the item listed below, and it is hereby authorized that such be sold in accordance with the provisions of KRS 82.083(4)(d).

Further, pursuant to KRS 82.083(3), the City makes the following written determinations: (a) the personal property is a motor vehicle fully described as set forth below; (b) the intended use at time of acquisition was for use by the Fire Department in its daily activities, said truck originally acquired with Creighton Funds; (c) that it is in the public interest to dispose of such personal property as this motor vehicle is old and too costly to repair and can be sold and the funds used to purchase new Departmental vehicles; and, (d) the method of disposition shall be by electronic auction, via the Kentucky Fire Commission website. Funds from the sale shall be deposited in the City's Creighton Fund.

Item: 2006 Ford F-250 pickup truck (app. value of \$20,000).

SECTION II

That this Order shall be signed by the Mayor, attested to by the City Clerk, recorded and be effective upon adoption.

ADOPTED:

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KATHY ZEMBRODT, MAYOR

ATTEST:

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JULIE ALIG, CITY CLERK

MUNICIPAL ORDER NO. 5, 2025

AN ORDER OF THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY  
APPOINTING TONY DARIN AS THE CITY'S REPRESENTATIVE TO THE NORTHERN  
KENTUCKY PUBLIC ENTITY JOINT HEALTH INSURANCE BOARD

BE IT ORDERED BY THE CITY OF PARK HILLS, KENTUCKY, as follows:

SECTION I

That Tony Darin shall be and is hereby appointed as the City's representative to the Northern Kentucky Public Entity Joint Health Insurance Board, effective upon adoption hereof, to serve until such time a vacancy is created by resignation or otherwise, with Joe Daugherty to be appointed as the alternate thereto.

SECTION II

That this Order shall be signed by the Mayor, attested to by the City Clerk, recorded and effective upon adoption.

ADOPTED:

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KATHY ZEMBRODT, MAYOR

ATTEST:

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JULIE ALIG, CITY CLERK

MUNICIPAL ORDER NO. 6, 2025

AN ORDER OF THE CITY COUNCIL OF THE CITY OF PARK HILLS, KENTUCKY  
AUTHORIZING AND DIRECTING MAYOR KATHY ZEMBRODT TO EXECUTE A  
MEMORANDUM OF UNDERSTANDING CONCERNING APPOINTMENT OF SCHOOL  
RESOURCE OFFICER FOR NOTRE DAME ACADEMY

BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF PARK HILLS,  
KENTUCKY, as follows:

SECTION I

That Mayor Kathy Zembrodt shall be and is hereby authorized and directed to execute a Memorandum of Understanding Concerning Appointment of a School Resource Officer for Notre Dame Academy, pursuant to the terms, conditions and provisions set forth in the Agreement, a copy of which is attached hereto, made a part hereof and incorporated by reference.

SECTION II

That this Order shall be signed by the Mayor, attested to by the City Clerk, recorded and effective upon adoption.

ADOPTED:

\_\_\_\_\_  
MAYOR KATHY ZEMBRODT

ATTEST:

\_\_\_\_\_  
JULIE ALIG, CITY CLERK