

Town of Putnam Valley Local Law No. ___ of 2025

**A Local Law Amending the Town of Putnam Valley Town Code to Add Chapter 69
“Community Events, Outdoor”**

BE IT ENACTED, by the Town Board of the Town of Putnam Valley, Putnam County, New York, as follows:

Part 1. Title

This Local Law shall be known as the “A Local Law Amending the Town of Putnam Valley Town Code to Add Chapter 69 “Community Events, Outdoor””

Part 2. Enactment

This Local Law is adopted and enacted pursuant to the authority and power granted by §10 of the Municipal Home Rule Law of the State of New York

Part 3. Amendment of the Town Code

The Town of Putnam Valley Code §165-36 is amended as follows:

Add

Chapter 69: Community Events, Outdoor

§ 69-1. Purpose.

The purpose of this chapter is to establish permitting provisions for outdoor community events within the Town of Putnam Valley, such as block parties, car shows, flea markets, festivals, parades, or farmers’ markets, and to authorize the Town Board of the Town of Putnam Valley to approve the issuance of a permit therefor.

§ 69-2. Legislative authority.

The authority for such provisions is set forth in the Municipal Home Rule Law of the State of New York, specifically Municipal Home Rule Law §10(1)(ii)(a)(12).

§ 69-3. Permit required; term of permit.

- A. It shall be unlawful for any person, firm, corporation, association, or organization to conduct any outdoor community event within the Town of Putnam Valley without first having obtained a permit for such purpose in accordance with the provisions of this chapter.
- B. The foregoing subsection shall not apply to any outdoor community event sponsored solely by the Town of Putnam Valley.
- C. The permit shall be valid for the duration of the event for which it was issued, unless sooner terminated or revoked.

§ 69-4. Application.

- A. An application for a permit for an outdoor community event shall be made to the Town Clerk, who

shall determine whether the application is complete and shall promptly forward copies of the complete application to the Town Board. The application shall be made on a form provided by the Town and shall be accompanied by a non-refundable application fee as established by the Town Board from time to time by resolution.

- B. If the community event will be held on private property, the applicant shall submit written consent from the property owner authorizing the location of such event on the property.
- C. An outdoor community event permit is not transferable to any other applicant or event.

§ 69-5. Permit fee; organizations exempt from permit fees.

- A. If the Town Board approves the application for an outdoor community event, the Town Clerk shall issue the permit following the payment of the required non-refundable community event permit fee in accordance with the Fee Schedule established by the Town Board.
- B. The Town Clerk shall issue such permits free of charge to any charitable or not-for-profit association provided that adequate proof by affidavit shall be filed with the Town Clerk prior to issuance of the permit attesting that said organization is a duly organized not-for-profit and that said organization or another not-for-profit shall receive the proceeds from the event.

§ 69-6. Types of outdoor community events.

- A. Community event, short-term. The Town Board may by resolution authorize the issuance of a permit for a short-term outdoor community event in any zoning district for a designated date, time and location approved by the Town Board for the purpose of a special event or public festival for a period not exceeding two days, and not more than three events at the same location per year.
- B. Community event, seasonal. The Town Board may by resolution authorize the issuance of a permit for a seasonal outdoor community event that is not classified as a short-term community event, such as a farmers' market or other event associated with a season or a long-term cultural event, for a designated location on private property and for designated dates and times approved by the Town Board, subject to the following:
 - (1) Such events shall be permitted as an accessory use to a non-residential use in the following classes of districts:
 - (2) The applicant shall provide a sketch plan sufficient to indicate that all structures associated with the event shall be sited in a location that does not obstruct or interfere with the free flow of pedestrian or vehicular traffic, does not restrict visibility at any driveway or intersection, and does not block fire lanes or access roads for emergency vehicles.

§ 69-7. Insurance requirements.

No permit shall be issued until the applicant has provided proof of issuance or a surety bond in favor of the Town of Putnam Valley insuring the Town against any claim for liability, in form and amount acceptable to the Town Attorney.

§ 69-8. Signage.

All signs associated with the community event shall comply with §165-53 of the Town Code, "Temporary Signs."

§ 69-9. Enforcement; penalties for offenses.

- A. Violations of this chapter may be enforced by the Code Enforcement Officer, the Building Inspector, any law enforcement agency that has jurisdiction in the Town of Putnam Valley, or their duly authorized representatives.
- B. The individuals identified in Subsection A are authorized to issue appearance tickets as defined in §150.10 of the Criminal Procedure Law, and to prosecute the violation in court, and are authorized to issue orders to remedy and notices of violation, to enforce the provisions of this chapter.
- C. Each occurrence or incident shall constitute a separate offense. If a violation continues for more than at twenty-four-hour period, each day shall constitute a separate offense.
- D. A violation of this chapter or any part thereof shall constitute an offense punishable as follows:
 - (1) By a civil penalty:
 - a. Not to exceed \$500 for a first offense;
 - b. Not to exceed \$1,000 for a second offense; and
 - c. Not to exceed \$1,500 for any subsequent offense; and/or
 - (2) By a fine:
 - a. Not to exceed \$1,000 for a first offense;
 - b. Not to exceed \$1,500 for a second offense; and
 - c. Not to exceed \$2,500 for any subsequent event; and/or
 - (3) By imprisonment of a term of not more than 15 days; and/or
 - (4) By any combination thereof.

Part 4. Severability

The invalidity of any part or provision (e.g., word, section, clause, paragraph, sentence) of this Local Law shall not affect the validity of any other part of this Law which can be given effect in the absence of the invalid part or provision.

Part 6. Supersession

This Local Law is intended to supersede any provisions of the Town Law, the laws of the Town of Putnam Valley, and the New York State General Municipal Law which are inconsistent with the provisions of this Local Law.

Part 7. Effective Date

This Local Law shall take effect immediately upon the filing with the Office of the Secretary of State of the State of New York, in accordance with the applicable provisions of law, and specifically, Article 3, Section 27 of the New York State Municipal Home Rule Law.