



# **CITY OF LEBANON**

## **Parade Permit Application Packet**

401 S Jefferson Ave. Lebanon, MO 65536

Phone: (417) 532-2156

In accordance with the Lebanon Municipal Code of Ordinances Sec. 38-57, parades or processions must be issued a Parade Permit by the City Council. Any application for a permit shall be made at least 60 days before the event.

### **Steps to Apply:**

- 1. Review the attached parade routes and fill out the Parade Permit Application.**
- 2. Submit your completed application to the City Clerk's Office.**
- 3. Once the Police Chief and the City Council approve your application, you will be notified.**

### **Included in This Packet:**

- Parade Permit Application and Routes
- Municipal Code of Ordinances Chapter 38, Division 2 Parades and Processions
- Ordinance No. 6991: Updates to Chapter 38 Division 2 Section 38-58

### **For assistance, please contact:**

- The City Clerk's Office at 417-991-2360
- The Lebanon Police Department at 417-532-3131



# CITY OF LEBANON

## Parade Permit Application

401 S Jefferson Ave Lebanon, MO 65536

Phone (417)-532-2156

Applicant/Contact  
Name

Group Name

Contact Phone Number

Application Date

### Parade Information

Parade Date

Time of Parade

Number of Units

Number of People

Number of Bands

Number of Horses

Please Describe the  
purpose of the parade  
and brief description

Parade Route Chosen  
(Please Select only One)

US Rt. 66 Route

North Route

South Route

### Police Department Approval

Approval Signature

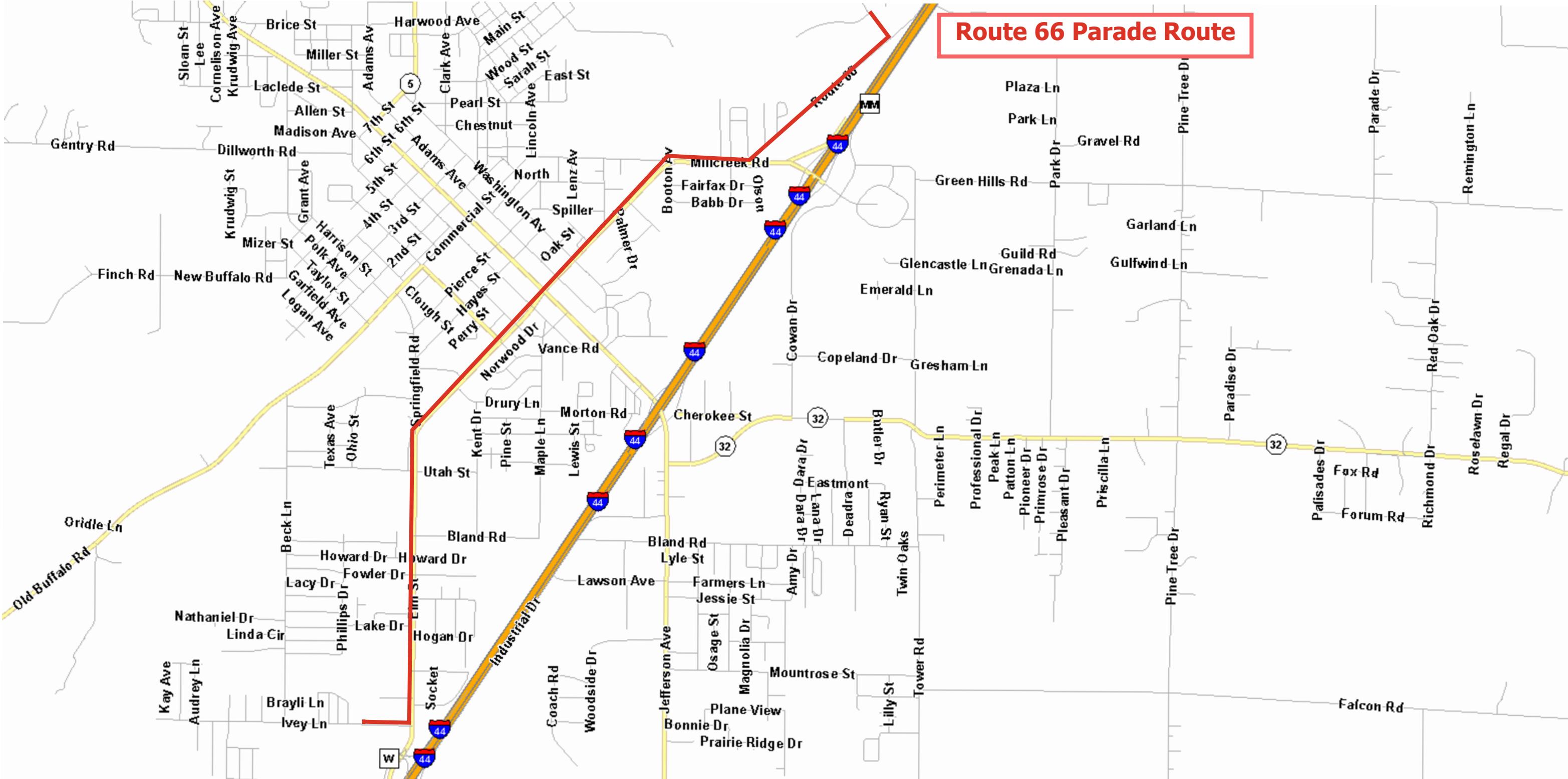
Printed Name

Date

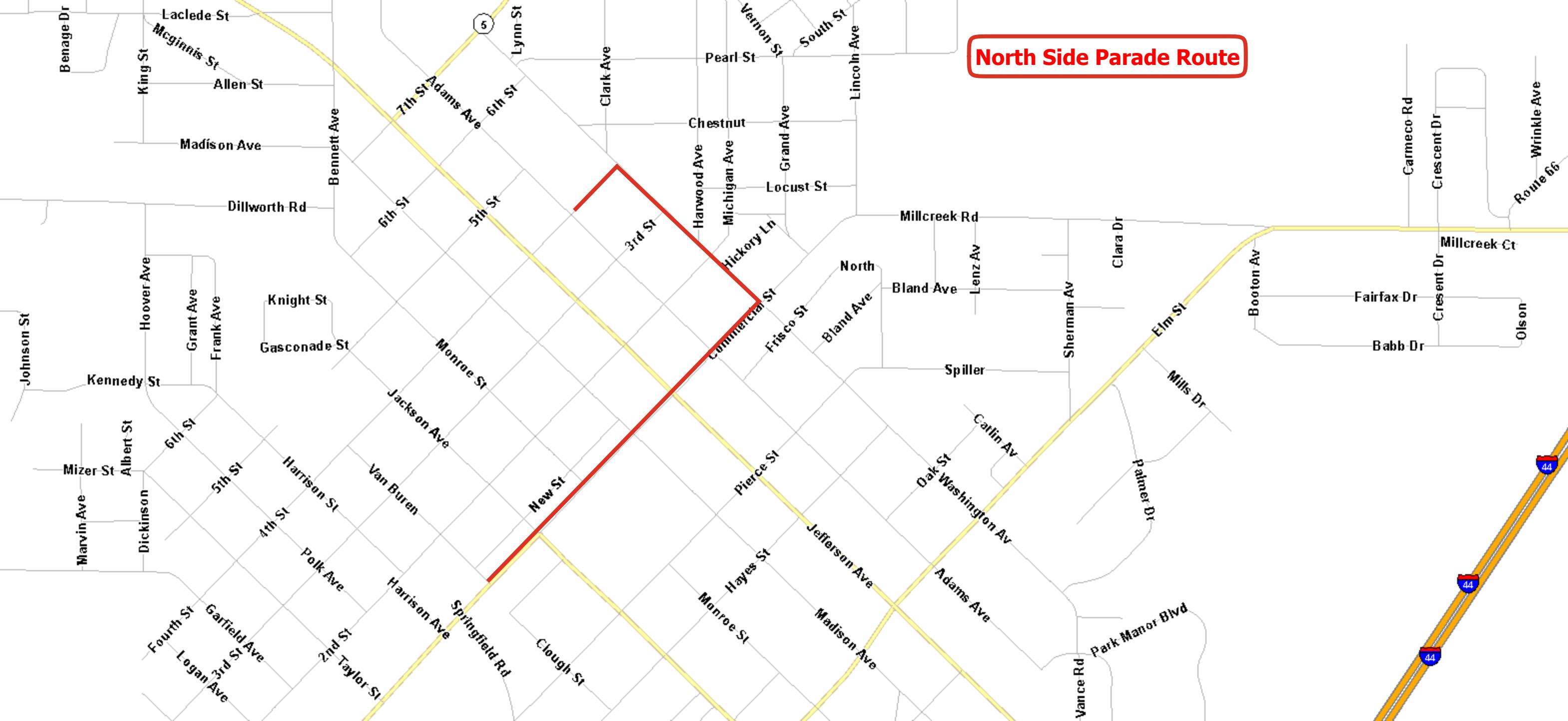
## Designated Parade Routes

1. US Rt. 66 Route
  - a. Parades on this route shall start and end at approved points between Ivy and Elm, and Wyota and Historic Rt. 66. The procession must remain on the following streets between these two points, Elm, Millcreek, and Historic Rt. 66.
2. Northside Parade Route
  - a. Parades on this route shall start and end at approved points between 4<sup>th</sup> at Adams and Commercial at Van Buren. The procession must remain on the following streets between these points.
    - i. Beginning or ending on 4<sup>th</sup> Near Adams
    - ii. 4<sup>th</sup> to Washington
    - iii. Washington to Commercial
    - iv. Beginning or ending at Commercial and Van Buren
3. Southside Parade Route
  - a. The main Southside Parade Route will start and end at approved points between Nelson Park and 32 at Tower Drive. There is an alternate leg that parades may start or end at that runs from 32 and Cowan toward Cowan and Millcreek on Cowan. The procession must remain on the following streets:
    - i. Beginning or ending at Nelson Park
    - ii. Using Evergreen Parkway from Nelson Park to Jefferson Avenue
    - iii. Jefferson Avenue to 32 Highway
    - iv. From 32 Highway to Cowan Drive
      1. Parades may select from the following legs:
        - a. Cowan Drive to Millcreek
        - b. From Cowan and 32 to Tower and 32 remaining on 32

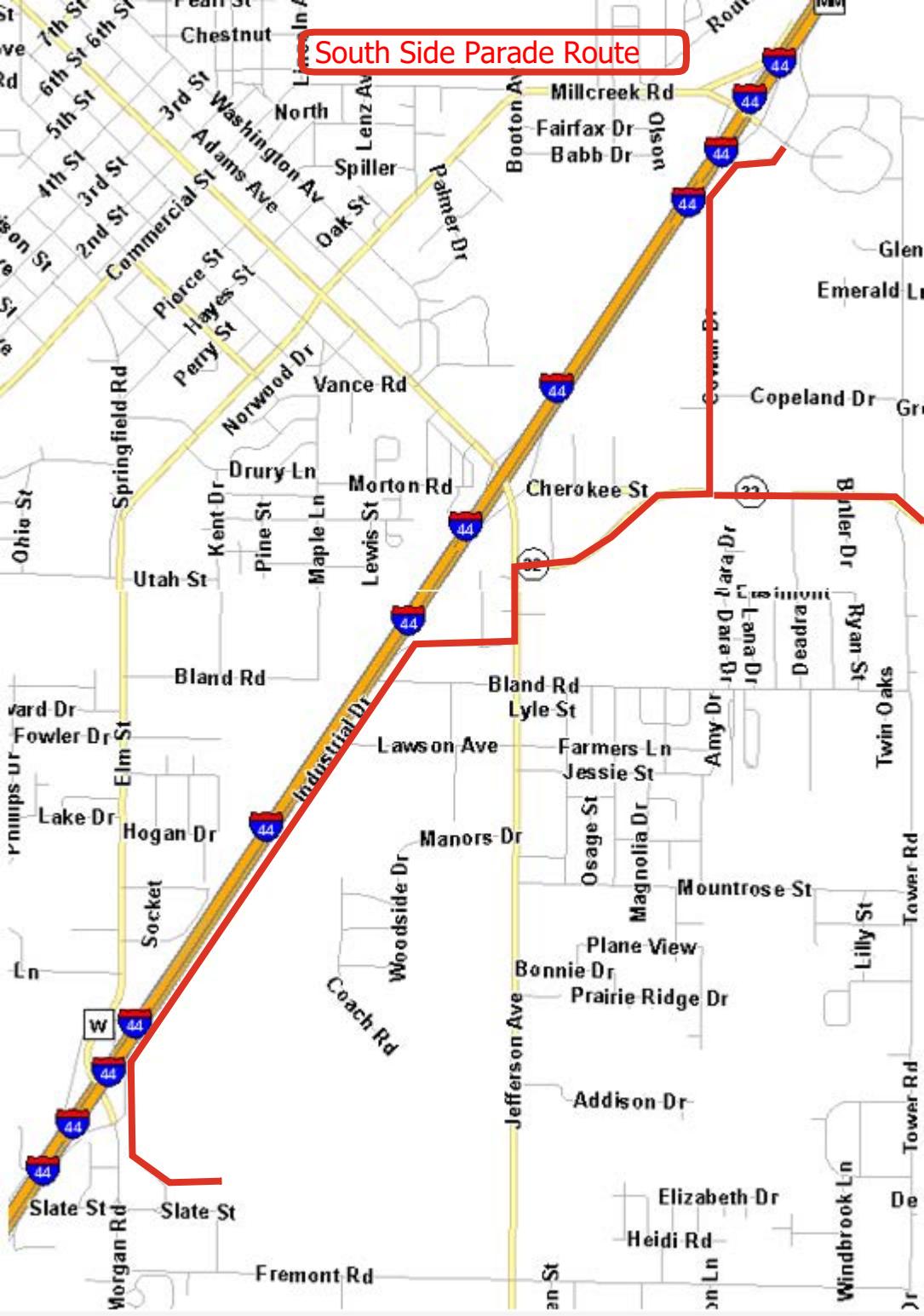
## Route 66 Parade Route



## North Side Parade Route



## South Side Parade Route



## DIVISION 2. - PARADES AND PROCESSIONS

Sec. 38-57. - Permit required.

- (a) It is unlawful to conduct any parade or procession, and for any person to participate in any parade or procession, except in accordance with a permit issued by the city council, provided the military forces in the United States and the state, the personnel of the police and fire departments of the city and funeral processions shall be exempt from the provisions of this section.
- (b) An application for a permit to conduct a parade or procession shall be made to the police chief at least 60 days prior to the conducting of the same for notice and to take to the city council for approval. The application shall contain the name and address of the applicant, the time, date and route of the proposed parade or procession and a description of any special equipment of vehicle to be used. If the information set forth on the application shall meet the requirements of this section, the police chief shall issue any findings and recommendation to the city council for the parade or procession, provided no such permit shall be issued if the nature or conduct of any parade or procession might tend to be dangerous or harmful to the public health, safety and welfare of the residents of the city.

(Code 1985, § 25-356; Ord. No. 4549, § 1, 5-27-2008)

**State Law reference—** Similar provisions, RSMo 300.325.

Sec. 38-58. - Route.

Any parade or procession authorized by section 38-57 shall be conducted on a route either approved or designated by the police chief, and the route shall be such that any parade or procession shall not unreasonably interfere with the movement of traffic or cause congestion in any commercial or business area of the city.

(Code 1985, § 25-358)

Sec. 38-59. - Funeral procession to be identifiable.

- (a) A funeral composed of a procession of vehicles shall be identified as such by the display upon the outside of each vehicle of a pennant or other identifying insignia or by such other method as may be determined and designated by the police department.
- (b) The traffic division shall designate a type of pennant or other identifying insignia to be displayed upon, or other method to be employed to identify, the vehicles in funeral processions.

(Code 1967, § 14-54; Code 1985, § 25-359)

**State Law reference—** Similar provisions, RSMo 300.055, 300.320.

Sec. 38-60. - Operation of vehicles in procession.

Each driver in a funeral or other procession shall drive as near to the right-hand edge of the roadway as practicable and shall follow the vehicle ahead as close as is practicable and safe.

(Code 1985, § 25-360)

**State Law reference—** Similar provisions, RSMo 300.315.

Sec. 38-61. - Driving through processions.

No driver of a vehicle shall drive between the vehicles comprising a funeral or other authorized procession while they are in motion and when such vehicles are conspicuously designated; provided, however, that this section shall not apply at intersections where traffic is controlled by traffic control signals or police officers.

(Code 1967, § 14-53; Code 1985, § 25-361)

**State Law reference—** Similar provisions, RSMo 300.310.

Secs. 38-62—38-80. - Reserved.

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, (HEREINAFTER REFERRED TO AS "CITY") AMENDING THE CITY CODE OF ORDINANCES CHAPTER 38 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE II STREET AND SIDEWALK USE, DIVISION 2 PARADES AND PROCESSIONS SECTION 38-58 ROUTE TO ADDRESS PARADE ROUTES.

*WHEREAS*, that City Staff regularly receive multiple requests for parade permits throughout the year, primarily for events scheduled on Fridays or weekends; *and*

*WHEREAS*, that many of these requests involve extended parade routes that navigate across and on state-maintained highways with significant traffic volumes, requiring numerous personnel to ensure the safety of both citizens and parade participants; *and*

*WHEREAS*, that City Staff recommends amending Section 38-58 Route to address parade routes approved by the Police Chief to ensure the safety of citizens on City roadways.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, AS FOLLOWS:

**SECTION 1:** That the City Council of the City of Lebanon, Laclede County, Missouri, hereby amends Lebanon Code of Ordinances Chapter 38 Streets, Sidewalks and other Public Places Article II Street and Sidewalk Use, Division 2 Parades and Processions, Section 38-58 Route; additions noted in bold, and deletions stricken as follows:

Sec. 38-58.- Route.

Any parade or procession authorized by section 38-57 shall **follow a designated parade route that is approved by the police chief.** ~~be conducted on a route either approved or designated by the police chief, and~~ The route shall be such that any parade or procession shall not unreasonably interfere with the movement of traffic or cause congestion in any commercial or business area of the city. **Parades or processions that do not complete the entire designated parade route are permitted provided the parade or procession starts and ends at points on the designated parade route that are approved by the police chief and do not deviate from the portion of the designated parade route selected.** Designated parade routes cannot be combined to create a longer parade, and no parade may travel over any portion of the designated parade route a second time during a parade. **The Christmas Parade sponsored by the Lebanon Chamber of Commerce and the Light Up Lebanon Parade sponsored by Downtown Lebanon are exempt from the designated parade route requirement.**

**SECTION 2:** Should any part of this Ordinance be rendered or declared invalid by a court of competent jurisdiction in the State of Missouri, such invalidation of such part or portion of this Ordinance shall not invalidate the remaining portions thereof and shall remain in full force and effect.

**SECTION 3:** That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 9th day of September 2024.

(Seal)

Attest:

Laina Starnes  
City Clerk Laina Starnes



Mayor Jared Carr

1<sup>st</sup> Reading: August 26, 2024

2<sup>nd</sup> Reading: September 9, 2024