

**From:** dfellin@bransonmo.gov  
**Sent:** 09/06/2023 - 02:31 PM  
**To:** gsloan@bransonchamber.com  
**CC:**  
**Subject:** Review Comments & Requirements

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## PLANNING & DEVELOPMENT DEPARTMENT / "Community Development"

Engineering | Planning | Building

September 06, 2023

Branson/Lakes Area Chamber of Commerce Grant Sloan  
4100 Gretna Rd. Branson MO 65616  
Branson, MO 65616  
(H): (417) 844-3633 (M): (417) 844-3633, gsloan@bransonchamber.com

RE:

Branson's Adoration Parade - SE23-000013

Thank you for submitting your application for the above referenced project. Your response is required to the following plan review comment(s). Additionally, please review document tabs to view if any additional comments were provided for any of the documents you submitted.

Please submit all responses and necessary information to the Planning and Development Department via the Citizenserve portal [www.citizenserve.com/branson](http://www.citizenserve.com/branson). Under My Account, select View My requests. Select your permit, then select Edit. At the bottom of the application there will be a section to upload revised documents.

### Document Upload Instructions

- All changes must be shown within a revision cloud. You must include the full set of plans (not just the changes). By uploading new plans, you are certifying that there are no additional changes outside of a revision cloud.
- Please ensure that all documents are combined into a single file and oriented correctly prior to uploading where possible.

### Fire Review

- Note/Comment - Parade attendees should be receiving information in the application regarding the required fire extinguisher and flame retardant applications.

### **Health Department Review**

- Note/Comment - Permit states no food will be served.

### **Police Department Review**

- Note/Comment - This is a level 3 event that will require significant planning, interdepartmental and interagency coordination, and manpower to conduct safely. This is a well-established event with an existing route and general plan in place from years past. I have attached a document with the Police Department's estimated costs based on prior years. No existing events are in conflict. - Sgt. Eric Wehmeier

### **Planning/Landscaping Review**

- Correction Required - Special events Level 3 requires a Board of Alderman meeting and approval. We have this tentatively scheduled for the September 26th Board of Alderman meeting.
- Correction Required - An updated COI is needed prior to the BOA meeting. The latest one that was submitted expires in October of 2023. This will be needed prior to the BOA meeting in September.
- Correction Required - Provide ownership verification/permission for the use of the Convention Center facilities.
- Correction Required - Event applicant shall coordinate with Police, Fire, and other City staff as necessary for the requirements of road closures and other safety precautions that will need to be in place for the parade.
- Correction Required - This application has been sent to our Park's Department, Finance Department, and our Risk Manager for further input.

Any department not listed has approved your request.

If you have any questions, please contact us at 417-337-8549 or by email at [planning@bransonmo.gov](mailto:planning@bransonmo.gov).

Sincerely,

Dan Fellin  
Office Assistant III  
417-337-8525  
City of Branson Planning & Development Department

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