

**SMITHFIELD TOWNSHIP
MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA**

ORDINANCE NO. 266

AN ORDINANCE OF SMITHFIELD TOWNSHIP, COUNTY OF MONROE,
COMMONWEALTH OF PENNSYLVANIA, UPDATING REGULATIONS
REGARDING SPECIAL EVENT PERMITS.

WHEREAS, the Township of Smithfield (hereinafter “Township”) is a Second Class Township located within the County of Monroe, Commonwealth of Pennsylvania, with an office address of 1155 Red Fox Road, East Stroudsburg, PA 18301; and,

WHEREAS, the Township provides for regulations regarding Special Event Permits in Chapter 13, Part 5 of its Code of Ordinances; and,

WHEREAS, the Township wishes to update its regulations for Special Event Permits.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Smithfield Township, Monroe County, Pennsylvania, as follows:

SECTION 1. Smithfield Township Zoning Ordinance, Chapter 13 of the Township Code of Ordinances, Sections 501, 503, and 504 are repealed and restated in their entirety as follows:

§ 13-501 Definitions.

APPLICANT

Any natural person, partnership, association, corporation or other legal entity that applies for a special event permit.

SPECIAL EVENT

Any organized occasion, activity or gathering taking place on public or private property that will affect the ordinary use of public streets, rights-of-way or sidewalks, or potentially impact the provision of municipal or emergency services. This may include but is not limited to fairs, festivals, concerts, races, parades, marches, rallies, celebrations, and similar events that are atypical for the approved use of the property. Events shall not exceed 10 consecutive days in length.

§ 13-503 Application Process.

- A. Applications for special event permits shall be submitted at least 30 days prior to the proposed event date.
- B. Applications shall be made on forms provided by the Township and shall include details on the nature, location, dates, times, anticipated attendance, parking plan, security arrangements, and any other information required by the Township.
- C. The application shall be accompanied by payment of a non-refundable application fee as established by resolution of the Board of Supervisors.

- D. The Township may require the applicant to obtain liability insurance and/or post a bond to cover potential costs to the Township.

§ 13-504 Issuance of Special Event Permit.

- A. The Board of Supervisors shall review the application and may impose conditions on the permit as necessary to protect public safety and prevent undue impacts.
- B. The Board of Supervisors may deny the permit if the proposed event presents an unreasonable risk of injury, disruption of traffic, damage to public or private property, or other threats to public health, safety or welfare.
- C. Reasons for denial shall be provided to the applicant in writing.

SECTION 2. Smithfield Township Zoning Ordinance, Chapter 13 of the Township Code of Ordinances, Section 506 is repealed and restated in their entirety as follows:

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a district justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.

It shall be considered a violation of this Part if an applicant fails to procure a special event permit for two (2) or more events in any calendar year. Smithfield Township reserves the right to deny future special event permits to any Applicant for failure to comply with this Part.

SECTION 2. Severability. In the event any provision, section, sentence, clause, or part of this Ordinance shall be held invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, it being the intent of this Township that such remainder shall be and shall remain in full force and effect.

SECTION 3. Repealer. All other ordinances or parts of ordinances inconsistent herewith shall be and the same expressly are repealed.

SECTION 4. Effective Date. This Ordinance shall become effective on the date of enactment as provided by law.

ADOPTED this _____ day of _____, 2026 by the Board of Supervisors of the Township of Smithfield, Monroe County, Pennsylvania.

**SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Jacob A. Pride, Chair

Robert Lovenheim, Vice Chair

Michael Albert, Supervisor

Attest: _____
Julia Heilakka
Township Secretary