



Where Life is Sweet

Mayor and Members of the City Council

STAFF REPORT

For the Meeting of August 12, 2024

Title/Subject

Ordinance No. 2362 – Updating requirements for parade permits and right of way closure permits.

Summary and Background

On May 28, 2024 and July 22, 2024 the City Council discussed the topic of parade permits and right of way closure permits. Both of these discussions provided feedback and input into the content of the proposed ordinance on the agenda.

Because of the tremendous impact that parades and right of way closures can have on staffing requirements of many city departments, staff had wanted to take a closer look at these topics. The proposed ordinance makes the following changes:

71.01 Permits Required for Parades

- Provides two designated parade routes (exempts Umatilla County Fair Parade and HHS Senior Walk) with a fee to be set by the city council
 - Community Center - North on 3rd Street to Main Street; West on Main Street to 2nd Street; South on 2nd Street to Community Center.
 - Community Center – North on 2nd Street to City Hall
- Allows for choosing a non-designated parade route but instead of a set fee, applicants will be charged 75% of the full costs.
- 30 or 45 day advance application for a permit.
- Police Chief reviews with input from other departments.
- Requires insurance.
- Potential waiver for very small parades with little impact.
- Describes cost recovery
- Establishes an appeal process

71.03 Temporary Street Closures

- Establishes permit process
- Requires 30 days notice
- Can establish conditions
- Requires applicants to provide barricades
- Requires insurance

Tie-In to Council Goals

N/A

Fiscal Information

Both sections of Chapter 71 allow for adoption of associated fees. Due to discussions related to other possible fee resolution changes, we are proposing to adopt the fees at the August 26, 2024 council meeting.

Submitted By:

Byron D. Smith