



## COMMUNITY DEVELOPMENT COMMITTEE

### MINUTES

4:00 PM June 21, 2023  
2<sup>nd</sup> Floor Conference Room, City Hall

#### 1. ROLL CALL

**Council Members:** Kyle Strengholt, Gary Bode, Mayor Scott Korthuis

**Staff:** John Williams, Heidi Gudde

**Guests:** Gary Vis

#### 2. APPROVAL OF MINUTES

- Community Development Committee Meeting Minutes of 5/17/23 were approved as presented.

#### 3. DISCUSSION ITEMS - Special Events

Process Improvement for Special Events was discussed by the Committee. Williams introduced the topic and gave background information on this item as recently there have been calls to revise this process. The group reviewed the data collected by Dave Timmer including examples of how other cities are handling special events.

Common special events in the City – not including park rentals – are typically 5k races, business or restaurant events. Issues discussed included fees, type of events, closing streets, garbage collection, and insurance for events occurring on City property. Conclusions which came from the discussion:

- The committee discussed a threshold, such as 60 people, to trigger the requirement for a security plan when the application comes through.
- Arterial streets closed only for regional / community events (Farmers Day Parade) with approval of the City Council. Most collector /minor streets can be closed administratively for commercial events or block parties. These side streets can be closed administratively by City Administrator or his/her designee however, administrative closures in the HBD are limited to 4<sup>th</sup> between Front and Grover. Other street closures in the HBD and all arterials must go to Council for approval.

- Insurance requirements will be added to code with current rates. These currently appear on the application but are not mentioned in code. The group concluded that the Cit's insurance carrier could likely recommend an amount.
- No damage deposits supported by the Committee.
- No fee currently collected or supported by the Committee.
- Violations related to special event permits to be added to our civil penalties.
- Keep animal prohibition except true support animals.
- One application should collect all events for a given year from a single entity but no roll-over from year to year is supported. Annual permit is required.
- Keep dance permit separate from the special events permit.

Action Item: Use discussion notes to begin a redline draft of the new code section.

#### 4. INFORMATIONAL ITEMS

- Update on Pending Annexations in Lynden were discussed.

Action Item: Town hall type of meeting recommended staff led with Mayoral support. Provide information about what annexation would mean for us.

- Recent Legislation on Parking requirements for Existing Mixed-use Projects

Gudde confirmed that the State of WA passed legislation which prohibits the city from requiring parking in certain circumstances. Specifically, when existing buildings, that are eligible for mixed-use provisions, convert from commercial to residential uses. The city's code is expected to reflect this change within 6 months of our 2025 Comp Plan Update.

The group asked if this included circumstances where the building is expanded. Gudde was not able to answer that definitively but noted that additional guidance on this legislation is expected from the Dept of Commerce later this summer.

**Next Meeting Date: July 19, 2022**