



Council Meeting Date:	TBD
Project:	Special Events – Code Rewrite (LMC 5.30)
Department:	Community Development Department
Attachments:	
<ul style="list-style-type: none"> • LMC 5.30 Special Events – Redlines (Amended LMC 9.32) • LMC 5.30 Special Events – Clean 	
Summary Statement:	
<p>Currently, LMC 9.32 regulates how the city approves and supports “Special Events”, such as parades, fun runs, concerts, and the like. In June, Administration asked Planning staff to review the current code and application, to research how other Washington cities regulate these activities, and to prompt discussion on how Lynden might wish to update this code. The general understanding is that these events are good for the city, they build community and create a festive atmosphere. The intent in this code rewrite is not to get in the way of these events happening, but to clarify regulations and responsibilities, and ensure that appropriate communication with the various departments and policy makers can occur through the application process.</p> <p>Some of the questions that helped focus this review were:</p> <ul style="list-style-type: none"> • Where should this code chapter be located in the LMC? • Is the current approval process most appropriate for Lynden special events? • Are the current insurance / indemnification requirements satisfactory? • How does the street closure request and approval process work? • How should chapter violations be treated / enforced? <p>Since June, Planning staff has discussed potential amendments and redlines to the Special Events code with the Community Development Committee (August and September) and the Public Safety Committee (October). At the October Public Safety Committee meeting, the Committee asked that the entire Council have a chance to review the proposed rewrite prior to its proposed adoption. Therefore, for your current review, attachments include a <u>redline</u> version of the chapter as well as a <u>clean</u> version. Please provide Planning staff with any feedback you might have by October 31. Any desired changes will be discussed at the November CDC meeting.</p> <p>Summary of Significant Changes:</p> <ul style="list-style-type: none"> • Moving this code chapter from LMC Chapter 9 (Criminal Code) to LMC Chapter 5 (Business Licensing and Regulation). • Establishing a 4-tiered permit system. These tiers recognize the difference in substantial impacts, the need for public services to support the event, and clarifies who approves the permit. Tier 4 - which includes arterial street closures - requires Council approval. With this update, “Dance Permits” would be reviewed as a Tier 1 – Special Event. 	

- Update / edit the permit exemptions – this clarifies that the annual NWW Fair is exempt from the permit, but other events held on the fairground’s property, including at the Rotary Building, are not exempt from the permit.
- Update the insurance and indemnification requirements to WCIA recommended levels.
- Inclusion of a requirement for the “Reimbursement of Public Service Costs”. This recognizes that some events cost the city money so this section allows the city to require reimbursement for some of those costs. This section also allows for a waiver of this required reimbursement if the event is deemed a significant public good.

Of note: Application fees have not been determined. Options are to have one fee for all applicants, or the fee could be based on Tier. Staff recommends that Tier 1 = \$0; Tier 2 = \$25; Tier 3 = \$50; Tier 4 = \$75.

Additionally, fees for Public Services also need to be worked out – in those circumstances where reimbursement is warranted. Potential public costs could be: Police Officer, Police Equipment, Fire Personnel, Fire Equipment, Public Works Personnel, Public Works Supplies (barricades, etc), Public Works equipment (street sweeper, etc). Please provide feedback on these potential cost items.

Once the code updates are settled and the code update ordinance is adopted, staff will update the Special Events Permit application accordingly.

Recommended Action:

Review attachments and provide feedback to Planning staff by October 31. Any suggestions will be incorporated into the November 15 CDC meeting packet.