



Meeting Date:	June 21, 2023
Name of Agenda Item:	Special Events – Code and Application
Section of Agenda:	New Business
Department:	Community Development Department
Attachments:	
<ul style="list-style-type: none"> • Table 1: Other City examples (reference) • LMC 9.32: Parades and Special Events – current code with discussion comments and initial redline suggestions. • City of Lynden Special Events Application (PDF) 	
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. Administration has asked the Planning Dept 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.</p> <p>A sampling of the questions that we are focusing on in this review are:</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>In general, Lynden’s special events code doesn’t really stand apart from the way that other cities in Washington regulate them. Of course, there are differences, but Lynden should decide what makes the most sense in our context. How do we want this to work? Currently, what is not working as well as it might, and what are your thoughts on how the process could go more smoothly? <i>See the attached Table 1 which compares items of code for Lynden and several other Cities. See also the attached current code (9.32) with staff comments and questions for discussion.</i></p> <p>Lynden’s Special Event Application captures most of the items that should probably be on this type of application. It asks for event details (location, date, who is in charge), insurance details, and sign-off by the various departments. It doesn’t include an indemnification agreement and includes a separate “fun run safety sheet”. Our current code lists what should be included on the permit application – these don’t quite match. As updates to the code are discussed and proposed, the application should also be updated so they are in alignment.</p> <p>Finally, this code section should be relocated in the overall LMC. It should be moved out of Chapter 9 (which is the Criminal Code section) to Chapter 5 (specifically LMC 5.30). This is a more appropriate location for regulating special events.</p>	
Recommended Action:	
Review and discuss. Provide direction on proceeding with updates to the code and application.	