



MEDINA, WASHINGTON

AGENDA BILL

Monday, April 10, 2023

Subject: Park Use Permit Pilot Program

Category: City Council Business – Discussion

Staff Contacts: Stephen R. Burns, City Manager and Aimee Kellerman, CMC, City Clerk

Summary

The city processes two types of permits for events in Medina. A Special Event permit for groups of 50 or more and a Park Use permit for groups of 49 or less. In July 2019, City Council directed then City Manager, Michael Sauerwein to update the Special Events permit ordinance to include full cost recovery, including disposal of large volumes of garbage as well as personnel costs.

In review of both the Special Event permit and Park Use permit, staff is proposing to keep the two permits divided and start a one-year pilot program with the Park Use permit. The city receives a relatively small number of requests to reserve either the picnic shelter at Medina Park or a picnic table at Medina Beach Park including the picnic table by the south dock.

At the January 9, 2023 City Council meeting, Council directed staff to revise the first proposal with locations to be determined at both Medina Park and Medina Beach Park, create a map to mark reservable tables, review and revise fee structure for both residents and non-resident.

The updated proposal for the pilot program would run from April 15, 2023, through September 30, 2023, allowing for two picnic tables at Medina Beach Park and the picnic shelter at Medina Park to be reservable each day.

Reservation rules would include a \$50.00 non-refundable deposit for residents and a \$100.00 non-refundable deposit for non-residents at Medina Beach Park and a \$100 non-refundable deposit for residents and a \$200 non-refundable deposit for non-residents for the Medina Park picnic shelter.

A minimum of one hour is required for a reservation with an hourly fee of \$35 an hour for residents and \$70 an hour for non-residents with a time limit of three-hours per reservation at Medina Beach Park. A minimum of one hour is required for a reservation with an hourly fee \$50 for residents and \$100 for non-residents for the Medina Park picnic shelter with a maximum time limit of three hours.

Other rules will include requiring reservation requests of at least 7 days advance but not more than 45 days for residents and not more than 30 days for non-residents.

Having a limited reservation system and a structured process in place for our park use, allows staff to better manage park use, recover costs for staff time, and manage the wear and tear of our parks, picnic tables and shelter. In addition, having time limits on reservations allows for other park patrons to have use of the picnic tables.

Lastly, applicants would be required to provide a parking plan for additional parking beyond Medina City Hall parking lot if needed.

This pilot program meets and supports Council's priorities 3, 4, and 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character

Attachments:

- Proposed Park Reservation Rules and fees
- Maps of Medina Beach Park showing picnic tables and Medina Park picnic shelter
- Comparable cities parks use

Budget/Fiscal Impact: TBD

Recommendation: Approve Proposed Pilot Program

City Manager Approval: 

Proposed Council Motion: "I move to approve staff's recommendation to start a Park Use Pilot Program as proposed and report back to Council at the October 2023 City Council meeting."

Time Estimate: 15 minutes