



MEDINA, WASHINGTON

AGENDA BILL

September 20, 2021

Subject: Park Special Event Permits

Category: Discussion

Staff Contact(s): Michael Sauerwein, City Manager, Ryan Osada, Public Works Director

Summary

Back in February 2020, the Park Board and City Council were reviewing the attached draft update to the Special Event Permits section of the Medina Municipal Code, (Chapter 12.22). Due to the COVID pandemic, the conversation was put on hold. City Staff would like to continue the conversation with the Park Board and develop a recommendation for adoption by the City Council.

I'd like to highlight a couple sections of the draft code for further discussion:

Definition of Special Event (12.22.020 I)

“Special event” means any temporary or ongoing activity that occurs on public property or private property that would:

- 1. Substantially impact publicly owned spaces or parks;*
- 2. Substantially impact traffic congestion or traffic flow to and from the event over public rights-of-way; or*
- 3. Substantially impact the need for emergency services, such as police, fire or medical aid.*

Any event on private property which involves an open invitation to the public to attend, or an event where the attendance is by private invitation of fifty (50) or more people, is presumed to be an event that will have a substantial impact on the public rights-of-way or emergency services, and is therefore a “special event.” Special events might also include, but are not limited to, fun runs/walks, athletic competitions, auctions, bike-a-thons, fundraisers, parades, festivals, shows or exhibitions, block parties and fairs, trade shows, arts and crafts shows, home shows, recreational vehicle shows, boat shows, and antique shows.”

Is this definition broad enough to cover all potential events in Medina?

Reservable Park Structures (12.22.030)

“The following locations are reservable on a first-come-first-serve basis, subject to the maximum occupancy levels:

A. Medina Beach Park picnic table located in the southeast corner of the park. Maximum occupancy of this space is 25 people.

B. Medina Park picnic tables. Maximum occupancy of this space is 50 people.

C. Medina Park pergola. Maximum occupancy of this space is 50 people.”

Arial photos of these three locations are attached. Are there other potentially reservable locations in the City?

Transportation Management Plan (12.22.060 I)

Do we want to limit the number of vehicles...especially for reservations at the Beach Park? Do we want to require off-site parking for Level Two Permits involving fifty or more participants?

Special Event Permit Fees and Deposits (12.22.070)

“:A. All applications shall be accompanied by a nonrefundable application fee and a refundable deposit as set forth in the city fee schedule as adopted and amended from time-to-time by Council. The application fee for residents shall be X% of the regular application fee. The application fee shall not be charged for an application to conduct a special expressive activity.

B. The refundable deposit may be used to recover all actual costs expended by the city in connection with the special event itself, necessary clean-up after the special event, and any restoration required. If the city does not expend any actual costs associated with the special event or clean-up, the deposit may be returned. Examples of city costs associated with the special event may include but are not limited to police officers for controlling traffic and crowds, for providing security, or for protecting people and property, and public works crews for cleaning-up a public space, or providing and placing barricades.

C. Special event permit fees shall not be imposed when all of the following conditions are met:

- 1. The activities are conducted by a nonprofit organization;*
- 2. The activities are open to the public without discrimination;*
- 3. The activities will benefit the public health safety or welfare; and*
- 4. There is no charge for admission, participation, or a vendor fee (except for pledges for events such as a walkathon).”*

The application fee will be based on the City Staff’s actual cost for processing the application. The refundable deposit will be based on minimum two Public Works employees and required number of Police Officers @ 3 hours minimum call-back pay.

Should the application fee be reduced or waived for Medina residents?

Attachment(s)

- Draft update to the Special Event Permits section of the Medina Municipal Code, (Chapter 12.22).
- Arial photos of reservable locations.

Budget/Fiscal Impact: NA

Recommendation: Discussion

City Manager Approval: 

Proposed Council Motion: NA