

**CITY OF ZILLAH
POLICY & PROCEDURE**

SPECIAL EVENTS PERMIT PROCESSING

1. **PURPOSE**

- 1.1 To establish policies and procedures for the processing of special events permits so that public health and safety are protected without unnecessary delays for the applicant and with good communication and coordination among affected City Departments.

2. **SCOPE**

- 2.1 This regulation applies to all City departments that are involved in the special event permit process and its requirements are in addition to, and not in place of, the requirements of the City Special Events Ordinance.

3. **DEFINITIONS**

- 3.1 “Special Events” means the following:
- a. Any organized formation, parade, procession or assembly consisting of persons, animals, vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk or other public way which does not comply with normal and usual traffic regulations or controls; or
 - b. Any organized assemblage of thirty (30) or more persons at any public park which is together for common purpose under the direction and control of a responsible person or agency; or
 - c. Any other organized activity or set of activities conducted by an individual, group, or entity for a common or collective use of public facilities and the possible or necessary provisions of city services ancillary thereto.
- 3.2 “Special Events” include any event which is to be conducted on public property or on a public right-of-way, and also, any event held on private property which would have a direct significant impact on traffic congestion; or traffic flow to and from the event over public streets or rights-of-ways; or which would significantly impact public streets or rights-of-way near the event; or which would significantly impact the need for City-provided emergency services, such as police, fire or medical aid. It is presumed that any event on private property which involves an open invitation to the public to attend or events where the attendance is by private invitation of 100 or more people, are each presumed to be an event that will have a direct significant impact on the public streets, rights-of-way or emergency services. Special events might include, but are not limited to, fun runs, roadway foot races, fund-raising walks, auctions, bike-a-thons, parades, carnivals, shows, or inhabitations, filming/movie events, circuses, block parties and fairs.

“Special Events protected under the First and Fourteenth Amendments” include any event involving political or religious activity intended primarily for the communication or expression of ideas.

- 3.3 “Special Events Coordinator” is the City Clerk/Treasurer and his/her designee.

4. **PROCEDURES**

Responsibility of Staff:

Department Head (of those departments which provide services for Special events)

- 4.1 Assigns staff who will be responsible for special events review within the department.
- 4.2 Set up a procedure within the department whereby a special event application will either be reviewed within five (5) working days of receipt or will be approved by default.
- 4.3 Communicates the results of review to the Special Events Coordinator, as follows:
 - a. Recommend approval of the special event as proposed
 - b. Recommend denial of the special event as proposed.
 - c. Withhold approval for up to five (5) days until additional information is made available, modifications are made to the proposed event, or other difficulties are overcome.

Special Events Coordinator (City Hall)

- 4.4 Assists applicants in the preparation of special events permit applications.
- 4.5 Pre-screens the application for each special event to define available calendar dates.
- 4.6 Determines which City services and departmental approvals are required for the event.
- 4.7 Coordinates City services required for each special event and ensure adequate communication about the scheduling and conditions of each special event among affected City departments; may also coordinate post-event evaluation.
- 4.8 Directs applicants to non-city agencies that may be affected by the event or which may have separate requirements or permits because of the nature of the event. Examples include the County Department of Health and the State of Washington Liquor Control Board.
- 4.9 Facilitates applicant’s interaction with non-city agencies, where appropriate. For instance, Washington State Liquor Control Board may demand a City letter as a pre-requisite to their issuing a W.S.L.C.B. one-day license. The special events coordinator will give applicant the required letter ahead of time if the event will take place at a City park, or other facility.
- 4.10 Determines if Facility Use Permit is required in addition to or instead of a special events permit, based on parameters set forth in the special events ordinance.

- 4.11 Reviews each completed application to determine if permit can be approved as completed and submitted or if further review by City departments is necessary. If two or more approved events are scheduled for the same day and both cannot be accommodated, the requested date will be granted on a first-come, first-served basis. This decision method shall apply unless it is deemed to be in the best interest of the City to do otherwise and a factual basis for each a determination is made such as those events which are held on an annual basis. Those events will be given priority.
- 4.12 Works with each special event applicant to modify the event so that difficulties and problems are resolved.
- 4.13 Makes final review of a permit that has been approved by City Staff.
- 4.14 Collects from applicant, where required, evidence of surety bond, public liability insurance, and other documents required under the special events ordinance and regulations.
- 4.15 Notifies the Mayor in writing of a permit denial, and provides facts necessary for the decision of the denial. The report shall include the reasons for denial, a description of the efforts to modify the event so that it could be approved, and a citation of the standards in the special events ordinance by which denial is recommended.
- 4.16 Notifies applicant if a denial has been made, and informs applicant of a five (5) day time limit and steps that must be taken to make an appeal of that denial to the City Council.
- 4.17 Notifies the Mayor of an applicant appeal of permit denial, providing any additional facts necessary for the decision of the City Council on that appeal.
- 4.18 Evaluates follow-up reports from City departments involved in special events.

Traffic (Police Department)

- 4.19 Plans Police Department emergency vehicle access and traffic safety related to street closure, if any, necessitated by the event.
- 4.20 Ensures that applicant will include, as conditions of permit approval, when necessary and appropriate sufficient number of police personnel or private traffic controllers; adequate barricades, cones and no-parking signs; internal security and crowd control; nighttime lighting; and any other requirement necessary to protect public health and safety.
- 4.21 Within no more than five (5) working days of application submission, reviews completed application of proposed special event for conformance with existing rules, regulations, codes and laws and notifies special events coordinator.
- 4.22 Pursuant to State law, only police or certified flaggers may control or direct traffic on city streets, and they must be provided with reflective vests.
- 4.23 Prior to the event, signs should be posted to warn citizens of any “no parking areas” at the special event.

Patrol (Police Department)

- 4.24 Reviews special event completed application to determine impact on other events or conditions within the area.

- 4.25 Within no more than five (5) working days of application submission, reviews completed application of proposed special event for conformance with existing rules, regulations, codes and laws and notifies special events coordinator or application will be approved by default.
- 4.26 Required additional licenses or permits, when appropriate, such as a one-day Liquor control Board License.
- 4.27 Reviews proposed special events which plan to have music, sound amplification, or any other noise impact.
- 4.28 Within no more than five (5) working days of routing, reviews completed application of proposed special event for conformance with existing rules, regulations, codes, and laws and notifies special events coordinator.

Fire Chief (Fire Department)

- 4.29 Received applications for events which may impede access by Fire and Paramedic emergency vehicles.
- 4.30 Plans Fire Department/Paramedic emergency vehicle access and safety related to street closures, in any, necessitated by the event.
- 4.31 Reviews proposed use of fireworks, handling of vehicle fuel, employment of cooking equipment, occupancy/spacing of tables or enclosures and use of tent, canopy, air-supported structure, etc.
- 4.32 Requires additional permits when appropriate, such as for fireworks or pyrotechnics.
- 4.33 Within no more than five (5) working days of routing, reviews completed application of proposed special events for conformance with existing rules, regulations, codes and laws and notifies special events coordinator.

Plan Check (Building Inspector)

- 4.34 Requires that all electrical, mechanical and structural construction, either temporary or permanent, comply with the applicable city-adopted Building Code.
- 4.35 Requires a building permit for any stand or stage greater than thirty inches (30") above grade.
- 4.36 Provides electrical, mechanical and/or structural plan check and inspection of any construction or equipment proposed for use in the event.
- 4.37 Requires additional permits when appropriate.
- 4.38 Within no more than five (5) working days of routing, reviews completed application of proposed special event for conformance with existing rules, regulations, codes and laws and notifies special events coordinator.

Public Works Department

- 4.39 Requires trash containers, special animal cleanup, portable toilets, or other conditions, as necessitated by the various aspect of the proposed event.
- 4.40 Within no more than five (5) working days of routing, reviews completed application of proposed special application of proposed special event for conformance with existing rules, regulations, codes and laws and notifies special events coordinator.

- 4.41 Loans barricades, cones and no parking signs to event organizer on an available basis. Applicant should arrange to pick up and return the equipment.
- 4.42 Cleans and repairs streets on an as-needed basis, after special event has occurred. Bills event organizer for cost of cleanup and/or repair, if appropriate.
- 4.43 Pursuant to State law, only police or certified flaggers may control or direct traffic on city streets, and they must be provided with reflective vests.

City Attorney

- 4.44 Reviews all questionable permit applications to ensure the planned event has been properly classified as either a regular special event or a special event protected by the First and Fourteenth Amendments.

City Administration, Public Works, Fire and Police Department

- 4.45 May cause an already approved special event permit to be revoked, event during the course of the event, if it is determined that the event cannot be conducted without being in substantial violation of the standards for its issuance or is being conducted in substantial violation thereof. Unless time does not permit, notices of revocation should be in writing with the reasons for revocation specifically set forth. When possible, event permit holders should be given the opportunity to abate or amend each violation before the permit is revoked.

Signature: _____

Date: _____