MEMORANDUM

TO: Mayor and Hailey City Council

FROM: Heather Dawson, City Administrator

RE: Special Event Permits

DATE: March 14, 2011

The City has heard from event organizers and businesses that improvements are needed to Special Event permit process to make Hailey a more event friendly place. The Council members have echoed this in strategic planning sessions over the past three years. If this is a goal of the city, it has to be balanced with maintaining public safety while reducing costs and time associated with permitting incurred by the city and the applicant.

The following are ideas generated by staff after a meeting with event organizers in November to start to improve the Special Event permit process. The Council is being asked for policy direction on these ideas. Appropriate amendments would then be brought forth in a public hearing at a future Council meeting date.

- Refine Special Event Categories in the Code:
  - Those involving street closures (including parades)
  - Those involving partial use of streets (parking spaces)
  - Those on private property in Business Zoning District – exempt
  - Those on private property in residential areas
  - Those in parks
- Events in a city park or the rodeo grounds would need a park use permit or a facility use permit (for the rodeo grounds), but would not need a separate special event permit- that means we have to be sure Chapter 12.12 is amended accordingly (it makes sense this is where the "multi-use arena management policies" would be incorporated into the code). So a wedding or funeral in a park would need a park use permit, but not a special event permit. A concert would be treated the same way - so it will be important to have various levels of park use permits to address the impact of larger events, like a concert.
- At first we talked about exempting events altogether on private property in the Business Zoning District, but after talking to the Police Chief about the impacts of amplified music it is recommended events in any zoning district with amplified music would need a Special Event permit.
- Events of over 50 people on private property in the Business (B) zoning district (without amplified music) would not need a special event permit.
- Add a noticing procedure for street closures and events in residential areas.
- Eliminate the four consecutive day and 8 times a year maximums for events (based on feedback from event organizers that this limits the potential of certain events like antique fairs and farmers markets)
- Eliminate the Council review of events with 200 people or more

- Make special accommodations for Annual Events to make the process for those events easier. (Resolution 2009-08 exempts the Northern Rockies Folk Festival from the $200/day park use fee. Similar or other considerations could be made for other long standing annual events – what might be acceptable to consider?)

The concept of Event Streets was introduced in the Downtown Strategy to encourage the use of streets in Downtown for events and bring people closer to the highest concentration of businesses. To facilitate this concept a standardized street closure plan has been developed by the Street Department that can be implemented administratively in the 2011 spring/summer event season.

The issue of fees was brought up by event organizers and relates mostly to park use permits. The following table summarizes the applicable fees based on Resolution 2009-08 (Park Use Fees) and 2004-07 (Special Events, Park Use and Business License Fees). Res 2009-08 intended to replace the park use fess in Res 2004-07.

		4th of July	Northern Rockies Folk Festival	Trailing of the Sheep
Park Use Fee - Organized Public Event	$200/day	na	exempt	$200/day
Park Use Security Deposit – Organized Public Event	$500/event (Res 2004-07 exempts events by 501 tax exempt orgs)	na	$500	$500
Park Use Fee - Organized Private Event less than 25 people	$25/day			
Park Use Fee - Organized Private Event 25-99 people	$50/day			
Park Use Fee - Organized Private Event 100-199 people	$100/day			
Park Use - Seasonal Event	$100/season			
Park Pavilion Use	$25/day			
Special Events Permit	$125/event	$125	$125	$125
Special Event Fee on city property (2004-07)	$500/day			
Special Event on city property (2004-07) Security Deposit	$500/event	$500	-	-
		$625	$625	$1025

A discussion with event organizers was held on November 10, 2010. The following input resulted from that meeting, and may or may not be considered good ideas by the city:

- Have Hailey Night of Music center on 1St Ave N (Carbonate to Bullion)
- Review other City Permit Processes / Ordinances
  ie Ketchum - dependent upon # of people or dates of events
- Standardize Road Closure areas with a procedures/mapped handout
  - Make street closure process fair (for all streets in Business District, not just "event streets")
- Eliminate Council review
- No permits for events in downtown – factor city noise ordinance
- Exemptions –for events like Bergdahl March or funerals and weddings in parks
- Park fees – off set impacts of events?
- Relationship with LOT?
- 3 days at Parks or other venues – can this be extended?
- Extend time but minimize impact on parks?
- Take Antique Shows to Streets/asphalt venues (streets provide level surface, easier on seniors and disabled)
- What events could be located on streets? - Asphalt Advantages vs. Park Advantages?
- Cost Factor
- Camping venues?? Lions or Curtis or School District
- Banner placement – priority dependent upon event? With 2 week option
- Research possible Traffic Control via certified volunteers
- Prioritize certain events??
- Events v public awareness
- Rename Permit – to something softer
- The timing of the notice to the City can empower businesses with our promoting them on our website and Our Town Newsletter

Public Works Memo

To: Mayor Rick Davis

City Council members

CC: Heather Dawson, City Administrator

Beth Robrahn, Community Development Director

From: Tom Hellen, Public Works Director/City Engineer

Date: March 14, 2011

Re: Use of Lions Park for RV and Tent Camping

As you are aware there has been an effort to try and find an area within or near Hailey for both RV and tent camping. On March 3, 2011 Beth Robrahn and I met with Heather LaMonica-Deckard and Pete Kramer to discuss specifically the use of Lions Park during the Northern Rockies Folk Festival and generally the use during other events.

The plan being proposed is to limit this year's use of Lions Park to 4th of July, Northern Rockies and Trailing of the Sheep on a trial basis. The items to be considered include the cost of providing additional Porta-Potties and a garbage dumpster, monitoring the site, collection of a fee per night and the capacity of the site.

Heather and Pete have both offered to put the information regarding the camping use on their web sites and Heather has volunteered to collect the fees. She has also said she would look into finding a camp host for these weekends. She has been involved in the use of the River Run parking lot for Wagon Days and Jazz Festival for RVs and may have a person to take this on.

The estimated cost for this trial is $1,000 – 1,500. Hopefully this will be covered by the fees. If successful the Chamber would like to discuss a more permanent use of Lions Park for camping.