

1. Agenda And Packet

Documents:

[JANUARY 28, 2019 WORK SESSION AGENDA.PDF](#)

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City of Excelsior

City Council Work Session

AGENDA

Monday, January 28, 2019

City Council Chambers

5:30 P.M.

1. Call to Order/Roll Call
2. Agenda Approval
3. Special Event Policy
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

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MEMORANDUM

Work Session Item 3

Re: Special Event Policy

Date: January 28, 2019

To: City Council

From: Amy Edwards, Event Coordinator

The purpose of this work session is to start the dialogue on the City of Excelsior's Special Event policy and ordinance changes. Staff has been discussing potential revisions of the policy and ordinance governing special events to both address the goal of managing the number and intensity of events and meet the city's obligation to ensure that public spaces are accessible for constitutionally-protected exercises of free speech. Before making any changes to the text of the existing policy and ordinance, we want to discuss the concepts we have been exploring to achieve this balance and get council direction. The city manager, the city attorney, and I have worked together to identify these concepts.

Items to discuss:

- Changing to a three-tiered Special Event Level Structure
- Raising the threshold triggering the requirement to secure a permit from 10-people to 40-people
- Limiting the Council's review of permit applications requests for a variance from the ordinance or policy requirements (i.e. rate, hours of the event, etc.)
- Limiting the number of Level 1 events (40-199 people) to a fixed number (10) each month and requiring a minimum number of days between the end of any Level 2 or Level 3 event and the beginning of another Level 2 or Level 3 event
- Further defining the scope of Legacy Events
- Discussing an appropriate cut-off time for amplified sound
- Special Event Parking Meter Rate
- Dealing with limitations on Police resources
- Distinctions between Special Events utilizing only a park (usually the Commons), special events closing a street (i.e., parades), and special events that do both

Three-tiered event structure

We are proposing a three-tiered event attendance permit policy which would be broken down as follows: Level 1 events: 40-199 people, Level 2 events: 200-1,999, Level 3 events: 2,000-10,000. The fees for Level 2 and Level 3 events will be \$1,000 and Level 1 events will stay at \$150.00. The City is raising the threshold for requiring a Level 1 permit from 10 people to 40 people which will help ease some concerns and complaints from residents who wish to use The Commons for birthday parties, baptism brunches, family reunion, family softball games, etc.

Three-tiered event structure - Continued

The Special Event Ordinance includes a chart that would put a maximum on the number of events that can take place on City property each month. We are proposing to add a “breathing space” requirement to these overall limits to accommodate limited police resources, preserve the park turf, and preserve passive use of public spaces in the city.

Month	Level 1 Events	Level 2 Events	Level 3 Events
January	10 days	4 days	0 days
February	10 days	4 days	0 days
March	10 days	4 days	0 days
April	10 days	4 days	0 days
May	10 days	5 days	2 days
June	10 days	6 days	2 days
July	10 days	4 days	5 days
August	10 days	4 days	2 days
September	10 days	3 days	2 days
October	10 days	4 days	0 days
November	10 days	6 days	0 days
December	10 days	4 days	0 days

Restrictions on Event Frequency (i.e., “breathing space”)

Events in The Commons: Level 2 and Level 3 events are not permitted within two days before and after a previously-scheduled Level 2 or Level 3 event.

Street Closures: Street closures are not permitted within one day before and after a previously-scheduled street closure.

Legacy Event

The City has received requests from the event organizers of the Lake MTKA Triathlon and 10,000 Lakes Concours D’Elegance to be added to the City’s Legacy Events category.

Amplified Sound Cut-Off time

Due to the number of request staff receives from event organizers, staff is suggesting Council change the special event ordinance to allow amplified music to go until 10 p.m. Friday and Saturday nights.

Special Event Meter Rate

Council should decide if the meters should stay at the Special Event rate of \$4.00/hour for the summer months. This rate would be noted on the Special Event Application fee page for events that have road closures on West Lake and Lake Street when those meters are reserved during their event.

Police Resources and Distinctions between Parades and Park Events

We would also like to have some discussion about the limitations the police department has in staffing the special events and how to take those into account in managing our special event calendar. Finally, we would like to discuss whether there is any benefit to distinguishing between parade-type events and park-type events.

Conclusion

After our discussion, we would plan to take the direction we receive from the council, revise our policy and ordinance, and return at a future meeting to hold a first reading on the ordinance and a review of the policy. At that meeting, we can have more detailed conversation about the precise language used to accomplish the goals articulated in the work session.