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WP0393C-ORD

11/30/94

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 4714

AN ORDINANCE regarding the Special Events Code and amending Section 1 of Ordinance 4622, as amended by Section 1 of Ordinance No. 4655, and Sections 14.50.060, .090 and .120 of the Bellevue City Code.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 1 of Ordinance No. 4622 and Bellevue City Code 14.50.060 are amended to read as follows:

14.50.060 Definitions. The following words and phrases when used in this chapter shall mean:

Annual Event - An event recurring each year at approximately the same date which has previously complied with the permit requirements of this Code.

Applicant - The authorized agent of the sponsor who completes the application and acts as primary contact for the special event.

Closed Route - A route along or across a public right-of-way on which non-emergency vehicle traffic is not permitted to proceed for the entire duration of a special event.

Event Participants - A person in attendance at an event, including spectators, vendors, event staff, City staff, and all others present for the purpose of the event.

Fair/Carnival - A stationary event, held for one or more days.

Notice of Intent - A notice to stage a special event submitted by an applicant which informs the City of a proposed event.

Parade - Any organized group marching or in procession, whether on foot, animal, or vehicle.

Procedure - A procedure adopted by the Special Events Committee, to implement this Code, or to carry out other responsibilities as may be required by this Code or by other codes, ordinances, or resolutions of the City or other agencies.

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Race/Run - An organized event upon a public street, sidewalk, or trail in which ten or more persons participate by walking, running, riding a bicycle, or operating a wheelchair.

Right-of-Way Use Permit - A permit issued pursuant to the Right-of-Way Use Code Chapter 14.30 of the Bellevue City Code.

Rolling Closure Route - A street, sidewalk, trail, walkway, or other right-of-way closure to accommodate an event, where as the event passes, the right-of-way is reopened for use by the general public.

Special Event - A sponsored event held on the public streets, sidewalks, walkways, or on other publicly owned property which interferes with normal vehicular or pedestrian traffic and requires the use of City services.

Sponsor - The person or group responsible for the special event to be held.

Temporary Special Events License - The license required under Bellevue City Code, Chapter 5.12.

Temporary Use Permit - A permit issued pursuant to Land Use Code 20.30.

Transportation Management/Parking Plan - A plan developed by the applicant/sponsor to identify and mitigate traffic/parking impacts, conditions, and proposed solutions associated with a special event. (Includes Transportation Demand Management measures.)

Section 2. Section 1 of Ordinance No. 4622, as amended by Section 1 of Ordinance No. 4655, and Bellevue City Code 14.50.090 are amended as follows:

14.50.090 Application and Processing of Permits and Post Event Evaluation.

A Special Events permit must be obtained from the City to stage a special event. (If a proposed use or event would require both a Right-of-Way Use Permit under Bellevue City Code Chapter 14.30 and a Special Events Permit under this Chapter, then the application will be processed under this Chapter and a Right-of-Way Use Permit under Bellevue City Code Chapter 14.30 will not be required.) The following procedure applies:

- A. A Notice of Intent must be submitted to the City by the special event applicant/sponsor, listing location/route, date, and time. The Notice of Intent must be filed at least 90 days prior to the date of the

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proposed event to allow adequate review time, provided this requirement shall not apply to a special event which is sponsored or co-sponsored by the City. A Notice of Intent for Annual Events must be submitted by January 15th of the year in which the event is to be held and will be processed within 60 days. First time events will be encouraged to list several options for location, route, date, and time.

- B. The Special Events Committee shall review the Notice of Intent and determine if the event can be accommodated. The Committee shall meet with the applicant/sponsor to prioritize locations/routes. Applicant is required to provide to the Committee a complete package of information on the proposed event, including a tentative site plan and activities involved with the event.
- C. A notice of pending decision on first time or significantly changed events must be mailed by the City to affected businesses/residents (to be determined on a case-by-case basis by the Special Events Committee) along with a request for written comments.
- D. The Special Events Committee shall meet with the applicant/sponsor to discuss comments received and possible conditions and fees.
- E. After knowing possible conditions/fees the applicant must apply for a formal Special Event Permit and pay an application fee in accordance with 14.50.120.
- F. The Special Events Committee shall make a decision on the application and set any conditions and fees, in accordance with 14.50.110 and 14.50.120, and upon payment issue the permit.
- G. The Special Events Committee shall notify the City Council of approval of events.
- H. The applicant/sponsor must provide notification to the affected area (to be determined on a case-by-case basis by the Special Events Committee) regarding approval of the event, date(s), time(s), and location/route, to take place 15 days prior to event.
- I. A post event evaluation shall be conducted by the Special Events Committee. The evaluation may include a survey of affected residents/businesses and a meeting with the applicant/sponsor and the Special Events Committee.

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Section 3. Section 1 of Ordinance No. 4622 and Bellevue City Code 14.50.120 are amended as follows:

14.50.120 Permit Fee and Charges. A. Permit fees and charges are based on a flat fee schedule depending on the type of event and duration/participation level.

B. Application Fee: \$35.00 to cover permit processing (non-refundable).

FEE SCHEDULE

Type of Event	Fee
Fun Run/Bike Race (Rolling Closure)	\$1,400
Race/Parade (Closed Course)	
Less Than or Equal to 3 Hours per Day	\$3,500
Greater Than 3 Hours Per Day	\$5,600
Fair/Carnival (Daily participation over entirety of event)	
Less Than 5,000 Event Participants	\$1,050
5,000 - 25,000 Event Participants	\$5,000
25,001 - 50,000 event participants	\$7,000
Greater Than 50,001 Event Participants	\$10,500

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The fees above will be increased or decreased effective January 1 of each year (beginning January 1, 1996) to reflect the current published annual change in the Seattle Consumer Price Index for wage earners and clerical workers.

Additional fees may include Park Department User Fees. Fees associated with permit conditions (i.e. electrical, security, fire, etc.) are in addition to the above fee schedule and are the sole responsibility of the applicant/sponsor.

Temporary Special Event License Fees paid to the City will be deducted from the above fee schedule. In the event that the Temporary Special Event License Fees exceed the Fee for the Special Event Permit, no credit will be given and the higher fee will be charged.

- C. When Payable.** A \$35.00 application fee is required when the applicant/sponsor files the application. Fees assessed from the fee schedule are payable 30 days prior to the event taking place.

If the applicant/sponsor is anticipating paying a Temporary Special Events License Fee, a \$2,000 deposit shall be required 30 days prior to the event, and balance shall be required 30 days after the event has taken place and final assessments of fee are determined.

- D. Refund.** Fees charged from the fee schedule are refundable (minus the \$35.00 application fee), if the special event is canceled after the permit is issued, and written notice is received by the Special Events Committee thirty (30) days prior to the date of the event.

A sponsor which is financially unable to pay all or a portion of the permit fees and charges under this section may apply to the Special Events Committee for a waiver of such fees and charges. The sponsor may be required to provide such financial information, including information as to income and assets, as to enable the Committee to determine if the sponsor is, in fact, unable to pay such fees and charges. The Committee may waive such fees and charges as it determines a sponsor is financially unable to pay.

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Section 4. This ordinance shall take effect and be in force thirty days after final passage by the City Council.

PASSED by the City Council this 5th day of December, 1994, and signed in authentication of its passage this 5th day of December, 1994.

(SEAL)



Donald S. Davidson, DDS, Mayor

Approved as to form:

Richard L. Andrews, City Attorney



Richard L. Andrews, City Attorney

Attest:



Myrna L. Basich, City Clerk

Published December 9, 1994