

MINUTES OF WORK SESSION  
of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, July 18, 2018 at 5:30 p.m.

Presiding: Mayor Scott Hill

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Sal Peralta	Kellie Menke
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Police Chief Matt Scales, Community Development Director Mike Bisset, Police Captain Tim Symons, Fire Chief Rich Leipfert and Parks and Recreation Director Susan Muir.

1. CALL TO ORDER

Mayor Hill called the meeting to order at 5:47 p.m.

2. DISCUSSION ON EVENT PERMITTING PROCESS

The current event permitting processes were discussed including Special Event Permits, Street Use Permits, Special Use Permits, Noise and Alcohol permits.

Fire Chief Leipfert explained that all permits begin with the Fire Department. If it is a recurring event such as the Farmers Market, there is a one-time permit fee as the layout is the same each time. The Fire Department reviews the application to see if the event will impact Public Safety and if so, they forward it to the Police Department.

Discussion ensued regarding when a permit might be required and when one is not.

Councilor Stassens asked how the amount was determined for inspections. Fire Chief Leipfert explained that some events require a significant amount of staff time.

The Street Use Permit was discussed. The Street Use Permit is a permit that is required anytime the street right-of-ways are going to be used by the public. City Attorney Koch explained that there are parts of the Municipal code that relate to this.

Community Development Director Bisset stated that they look at the Street Use Permits from a traffic perspective. They look at avoiding the closure of collectors and arterials. Mr. Bisset explained the process for barricades and signage. He noted that there is no fee charged for their involvement. He shared that these closures are included in the weekly street closure list that is posted on the City's website. Mr. Bisset also shared the process for right-of-way permits.

Councilor Ruden asked about processions. Mr. Koch stated that there is a part of the Municipal Code that discusses processions.

Parks and Recreation Director Muir discussed Special Use Permits for Parks and Recreation. She stated that this is a new permit process and they have received one permit application. She reviewed the rules for when the permits are required.

Discussion ensued regarding fencing for restricted access for certain events.

In addition to the general permits there are Noise Permits approved by the City Council and Alcohol permits that involve the OLCC and Police Department.

Mr. Koch stated that the types of events in McMinnville include:

- Block Party – Requires Small Street closure.
- Organized Run/ Walk Events.
- Large Group Events (i.e. family reunions, company picnic, etc.).
- Sporting Tournaments.
- Seasonal/ Periodic Events (i.e. Farmer's Market, Concerts on the Plaza, etc.).
- Festival Events (i.e. Turkey Rama, UFO Festival, etc.).

Discussion ensued regarding the impacts on the streets and departments based on the various size of events. Mr. Koch stated that the larger events such as Turkey Rama, the UFO Festival and Cruising McMinnville require both a Street Use Permit and a Special Use Permit. It was noted that City Hall, Civic Hall, the Library and attached parking lots currently fall under the Parks Permitting Process. Mr. Bisset stated that there are special Airport Use Permits as well.

Mr. Koch stated that there are some issues that should be considered moving forward:

- A good process of communication of Permit Standards.
- Risk Management – Insurance Coverage.
- Safety and Security Plans.
- Conflicts between Uses/ Activities.
- Ensure coordination with Stakeholders.
- Early Coordination with City Officials.
- Exclusive Use by Private Business.
- Impacts on Neighboring Residences and Businesses.
- Cost Recovery.

- Standard Permit Conditions (i.e. portable toilets, garbage collection, barricades, notice to neighbors, etc.).
- Designation of Event Districts.
  - Downtown Event District.
  - Gateway/ Festival Event District.

Mayor Hill suggested that the City look at the five cities below and higher to see what they are doing.

Councilor Peralta stated that he would be interested to know if any Hotel Occupancy Tax proceeds could be dedicated to special events.

Mr. Koch stated that Staff proposes to work with stakeholders to develop a new, streamlined permitting ordinance that would improve the scheduling and coordination of public events occurring with the City of McMinnville.

Councilor Peralta asked about the Staff conversation. Mr. Koch stated that internal conversations are an important piece of this. He noted that there may be opportunities to streamline the process. Councilor Peralta asked about calendaring the events for the public.

Councilor Ruden asked about cost recovery. He mentioned increasing revenue streams. City Manager Towery stated there are a couple pieces to cost recovery for the events including the cost to process the permit the events and the cost to facilitate the event.

It was noted that non-profits often asked about reduced fees.

Councilor Peralta commented that some comparable sized cities are not necessarily similar. He thought it would be good to focus on managing the impacts rather than being aggressive with cost recovery.

Councilor Garvin would like to look at similar tourist cities. He stated that having actual use and impact fees higher and leaving the permit fees lower.

Councilor Stassens stated that it is good to be talking about cost recovery and encouraging the types of events that provide vitality. She noted that she likes looking to a community for best practices that has a similar culture.

Mayor Hill stated that bringing those that have events annually to dialogue about the process would be a good idea.

Councilor Stassens stated that perhaps there could be a mentorship opportunity for new event coordinators. She noted that it could help improve communication.

Councilor Garvin thanked the Staff for sharing each individual insights. He stated that it would be helpful to have one point of contact at the City.

Mr. Koch stated that the goal is to have something in place before the end of the year.

Mr. Bisset stated that he hoped that the process would keep things flexible, simple, and transparent.

### 3. ADJOURNMENT

Mayor Hill adjourned the meeting to order at 7:09 p.m.

s/s Melissa Grace  
Melissa Grace, City Recorder