

**City of Snohomish  
Snohomish, Washington**

**ORDINANCE 1859**

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON  
REPEALING ORDINANCES 1756 AND 1823 AND ADOPTING ORDINANCE  
1859 AMENDING SNOHOMISH MUNICIPAL CODE, CHAPTER 5.10 SPECIAL  
EVENT PERMIT PERMITS.**

**WHEREAS**, on December 20, 1994, the Snohomish City Council adopted Ordinance 1756 establishing a special event permit process; and

**WHEREAS**, on March 18, 1987, the Snohomish City Council adopted Ordinance 1823, amending the business license requirements for non-profit special events; and

**WHEREAS**, the City deems it necessary and appropriate to simplify and streamline the special event permitting process; and

**WHEREAS**, the City Council finds that there are an increasing number of organizations requesting the use of streets, rights-of-way, and sidewalks for special events; and

**WHEREAS**, the City Council finds that special events typically create traffic hazards, crowds, or other situations that may potentially endanger the health, safety, or welfare of the general public; and

**WHEREAS**, the City Council finds special events often place a burden on City resources and services that require advanced planning and coordination; and/or which require extraordinary levels of City services; and

**WHEREAS**, the City Council finds that such events are a tradition in the City of Snohomish that should be maintained, whenever feasible.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Ordinances 1756 and 1823 are hereby repealed.

Section 2. Snohomish Municipal Code, Chapter 5.10, Special Event Permits is hereby adopted which shall read as follows:

## Chapter 5.10

### Special Event Permits

#### Sections:

5.10.010	Definitions
5.10.020	Permit Required
5.10.030	Permit Application
5.10.040	Staff Review
5.10.050	Citizen's Police Advisory Board Review
5.10.060	Approval
5.10.070	Business License Required
5.10.080	Insurance Required
5.10.090	Denial of Permit
5.10.100	Notification
5.10.110	No Special Duty Created
5.10.120	Severability

**5.10.010 Definition.** "Special Event" is any activity, which occurs upon public, or private property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of City services. This includes but is not limited to fairs, festivals, carnivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, and motion picture filming.

**5.10.020 Permit Required.** No person or organization shall conduct a special event without first having obtained a Special Event Permit from the City of Snohomish.

**5.10.030 Permit Application.** An application for a Special Event Permit will be made in writing on forms provided by the office of the City Clerk and completed applications will be submitted to the City Clerk.

A special event permit application must be submitted sixty (60) days prior the event. Exceptions to this requirement may be approved by the City Manager.

#### 5.10.040 Staff Review.

1. The application shall be received and date stamped at City Hall by the City Clerk, who shall coordinate the process of City Department Review. Copies of the application shall be sent to each department (including the Fire District) for comments. Preliminary staff comments shall be assembled from the departmental review and forwarded to the applicant within two weeks of the application date.

2. Any department head may recommend conditions that are considered necessary to protect the public health and safety. The Chief of Police, Fire Chief, and Building Official shall each review the plan for the event and must approve the plans as amended by staff conditions.

3. The applicant shall have the opportunity to respond to all comments and conditions either in writing or at a meeting with staff within a two-week period.

**5.10.050 Citizen's Police Advisory Board Review.** The permit may be referred to the Citizen's Police Advisory Board for a Public Hearing and the preparation of recommendations to the City Council. The City Council may designate specific events that are of a reoccurring nature for Citizen's Police Advisory Board review or the City Manager may refer an application on his own initiative.

**5.10.060 Approval .**

1. Approval by the City Manager: Administrative approval for events of one day or less, contained on a single site or involving minor interruption of normal traffic flow.

2. Referral to the Citizen's Police Advisory Board: The City Manager may refer any application to the Citizen's Police Advisory Board for a public hearing and recommendations. The City Council may designate reoccurring events that shall be required to go through Citizen's Police Advisory Board review.

3. Approval by the City Council: All Special Event Permits, which have been reviewed by the Citizen's Police Advisory Board shall be placed on the City Council agenda with the staff report for final action.

**5.10.070 Business License Required.** All vendors operating a revenue generating business as part of a non-profit organization sponsored event, shall obtain and display a special, limited business license. The City Clerk upon receipt of a completed business license application form will issue this special license by the vendor. The fee for this special license shall be \$1.00 for each vendor participating in the event. This special limited business license will be valid only during the special event.

**5.10.080 Insurance Required.** If the permit includes permission to use City property, streets, or rights-of-way, the applicant will be required to obtain and present evidence of comprehensive liability insurance naming the City of Snohomish as an additional insured. The insurance requirement is a minimum of \$2,000,000 combined single limit per event against all claims arising from permits issued and events or activities authorized pursuant to this ordinance.

**5.10.090 Denial of Permit.** Reasons for denial of a Special Event Permit include, but are not limited to:

1. The event will disrupt traffic within the City beyond practical solution.

2. The event will create a likelihood of endangering the public.
3. The event will interfere with access to emergency services.
4. The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
5. The event will require the diversion of City resource that would unreasonably affect the maintenance of regular City service levels.
6. The application contains incomplete or false information.
7. The applicant fails to provide proof of insurance.
8. The applicant fails to obtain a City business license.
9. Inadequate provision for garbage and debris removal.
10. Inadequate provision of temporary restroom facilities.

**5.10.100 Notification.** The City may condition any special event permit on a requirement that the permittee give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

**5.10.110 No Special Duty Created.** It is the purpose of this ordinance to provide for health, welfare and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this ordinance. No provisions or term used in this ordinance is intended to impose any duty whatsoever upon the City or any of its officers, agents or employees for who the implementation or enforcement of this ordinance shall be discretionary and not mandatory.

Nothing contained in this ordinance is intended to be, nor shall be construed to create or form the basis for any liability on the part of the City or its officers, agents and employees for any injury or damage connected to the use for which the permit is issued.

**5.10.120 Severability.** The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or

portion of this ordinance to any person or circumstance shall not affect the validity of the remainder of this ordinance or the validity of its application to other persons or circumstances.

ADOPTED by the City Council and APPROVED by the Mayor this 21st day of April, 1998.

CITY OF SNOHOMISH

By \_\_\_\_\_  
Jeff Soth, Mayor

ATTEST:

By \_\_\_\_\_  
Molly Linville, City Clerk

APPROVED AS TO FORM:

By \_\_\_\_\_  
Grant Weed, City Attorney