



## Community Development Committee

### Memo

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**TO:** Community Development Committee      **DATE:** October 6, 2025

**DEPARTMENT:** Community Development

**PREPARED BY:** Marie Jones Consulting

**PRESENTER:** Marie Jones, Consultant

**Re: Technical Advisory Committee feedback regarding Proposed Zoning Changes to Limited Term Permits**

The Technical Advisory Committee (TAC) met on September 30, 2025 to discuss the proposed changes to Limited Term Permit (LTP) regulations. The TAC made the following observations and recommendations to the Community Development Committee:

1. The TAC opposes granting Limited Term Permits for more than 1 year for the following reasons:
  - a. Events often change and the LTP process provides an opportunity for Staff to include additional conditions for events that change with time.
  - b. There are relatively few events (4 of 49 events) that are sufficiently well organized that TAC would feel comfortable granting a three-year LTP permit. However, even granting these few organizations a 3-year LTP may create resentment by other event organizers who might push for a longer-term permit, even though it would not be warranted.
  - c. The same events are often run by different people from year to year. The LTP process informs new event organizers of their responsibilities and the required special conditions for their event. This makes all events run more smoothly, safely, and it reduces event-related issues for City departments.
  - d. Limited Term Permits are required each year to communicate the timing and location, and makeup of the event so that all City staff are aware of the event and fulfill any individual required roles.
2. The TAC supported the idea of offering an "over the counter" LTP in limited cases that would include:
  - a. Criteria for an "over the counter" LTP
  - b. A checklist of standard and special conditions for simple events that will be reviewed by Community Development Department (CDD) staff with the applicant at the counter.

3. The TAC did not support the idea of approving small events in the CBD without an LTP. Instead, TAC supported the idea of implementing existing policies that exempt small events of less than 30 people from LTPs in the City parks (birthdays, picnics, small weddings). The City Council did consider establishing an event process specifically for the Coastal Trail in 2017; however, that Council direction was not implemented.

The TAC also generated the following ideas to make the current TAC process more efficient.

1. Institute an “expedited event” fee for event organizers who don’t complete all their event-related paperwork at least 30 days in advance of the event. This would cover the extra City time required to process an LTP quickly and would motivate event organizers to get their event applications submitted on time. The late application fee should be set at a reasonable amount that encourages applicants to get their application on time. Staff recommends an expedited permit fee of \$50.
2. CDD staff could send out a reminder (email or call) to all ongoing events three months before the event date (of the previous year), so that event organizers are reminded of the need to apply for the LTP. The CDD staff can also let people know of the need to pay an expediting fee if they don’t get their permits submitted six weeks in advance of the event.
3. Clarify that informal private events of less than 30 people in a City Park do not require an LTP per Administrative Regulation S-4.
4. A member of the Administration department should be part of TAC so that all insurance requirements are effectively implemented.
5. The Police Department and Public Works are especially impacted by large events and parades. Currently, the City Council has not developed a policy regarding if these City staff costs should be reimbursed by the event organizer. The TAC recommends that the City Council establish criteria for when event-related staff time (much of which is overtime to set up, break down, and police the event) is charged to an event organizer or paid for by the City’s General Fund. City staff are concerned that, without a policy, the City is informally setting a precedent that may become problematic later. Some potential ideas to address this concern include:
  - a. For-profit events should cover all City staff time (e.g., Carnival).
  - b. For non-profit events, the City Council could set a cap on General Fund-supported staff time of \$500/event, and the City could charge each event for any staff time over and above \$500. (Paul Bunyan Days, Land Trust Marathon, etc.)
  - c. Political marches. The City Council should set a policy for political marches. Will the City provide general fund-supported staff time for all political marches or not?
6. CDD will establish an “events calendar” which it will share with all members of the TAC so that everyone can look ahead to see what events are anticipated.