

AGENDA
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, May 1, 2024 – 5:30 p.m.
Community Rooms

Optional Virtual Meeting Link: <https://us06web.zoom.us/j/92140715051>
Call-in: (253) 215-8782 Meeting ID: 921 4071 5051

- I. CALL TO ORDER / ROLL CALL**
- II. APPROVAL OF MINUTES:** April 3, 2024
- III. PUBLIC COMMENT**
- IV. DISCUSSION ITEMS**
 - A. Memorial Art Donation at Eddon Boat Park
 - B. Downtown Placemaking Project
 - C. Masonic Lodge Update
 - D. Special Event Code Updates
- V. STAFF REPORTS**
 - A. Parks Division Update – Parks Manager Jennifer Haro
 - B. City Administration Update – City Clerk Josh Stecker
- VI. COMMISSIONER REPORTS & COMMENTS**
- VII. ADJOURN**

Next Regular Meeting: June 5, 2024

MINUTES
GIG HARBOR PARKS COMMISSION MEETING
Wednesday, April 3, 2024 – 5:30 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Chair Louise Tieman called the meeting to order at 5:30 p.m. Commissioners Stephanie Lile, Stephen McDuffie, and Stace Gordon were present. Stephen McDuffie was absent. Incoming commissioners Kim Anderson and Guy Magnus were introduced in anticipation of their appointments on April 8.

APPROVAL OF MINUTES: The minutes of the February 6, 2024, parks commission meeting were unanimously approved.

DISCUSSION ITEMS:

1. **Pavers at Old Ferry Landing Park** – Public Works Superintendent Jeff Olsen presented a proposal to recognize past operations employees with pavers in the ferry landing park.

MOTION: Move to accept the proposal to install pavers in the asphalt area with a provision for space for vehicles to be able to turn around (Lile/McDuffie).

VOTE: Unanimously approved.

2. **Gig Harbor Canoe and Kayak Racing Team Use of Skansie Brothers Park** – Cara Cantonwine and Alan Anderson presented a proposal for a three year extension of the team's lease.

MOTION: Move to recommend extending the existing lease agreement with the Gig Harbor Canoe & Kayak Racing Team for use of Skansie Park for an additional three years with an added provision for summer camp use and increased paddler capacity (McDuffie/Tieman).

VOTE: Unanimously approved.

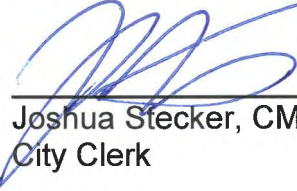
3. **Parks Appreciation Day Planning** – The commission discussed locations and assignments for the May 4 cleanup event.
4. **Special Events Code Updates** – Jennifer Haro reported on potential changes to the city's special events code.
5. **Conservation Property Management Plan** – Jennifer Haro presented a draft conservation plan for the recently acquired conservation properties.

STAFF REPORTS:

1. **Parks Division Update** – Jennifer Haro provided an update on several parks projects and efforts.
2. **City Administration Update** – City Clerk Josh Stecker reported on activity from

city administration and the city council.

ADJOURN: The meeting adjourned at 7:14 p.m.



Joshua Stecker, CMC
City Clerk



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Parks Commission

FROM: Jennifer Haro, Parks Manager

DATE: April 25, 2024

SUBJECT: Presentations at May 1 meeting

There are three presentations at the May 1, 2024 meeting.

1. Memorial Art Donation at Eddon Boat Park – Alyse Yeaman is proposing a memorial sculpture to honor a Gig Harbor High School student who passed away unexpectedly. Staff is requesting a recommendation to the mayor & council about whether to approve the donation or not. It will also be going to Arts Commission in May.
2. Downtown Placemaking Project – The Gig Harbor Waterfront Alliance is preparing grant application materials for two separate grants to fund a proposed placemaking project at Jerisich Public Dock. Placemaking is defined as intentional use of public spaces to strengthen community connections among people and a place itself. The goal at Jerisich Public Dock is to activate the space for everyday, year round use by residents and visitors alike and to enhance the connection to the space and structures that currently exist at the site. Application periods are currently open with the Maritime Washington Grant Program (up to \$15k) and T-mobile Hometown Grant (up to \$50k), an opportunity exclusively available to Main Street organizations. They are seeking the support of the Parks Commission for this project to ensure that they are able to submit a strong grant application.
3. Masonic Lodge update – Stephanie Lile, in her role as Executive Director of the Harbor History Museum, will give an update on the work of the committee that is coming up with a plan to convert the Masonic Lodge into a community event center.



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor & City Council

FROM: Jennifer Haro, Parks Manager

DATE: April 26, 2024

SUBJECT: Special Events Code revisions – GHMC 5.28

Special events are an important part of city life in Gig Harbor. Everything from the Maritime Gig Festival to Paddler's Cup, fun runs, and private weddings that are held on city property are considered special events. There has been some gray area in the past about the definitions and what is allowed as part of a special event.

The city has had feedback that allowing only two hours for a special event, such as a wedding, is not adequate.

This proposed code revision attempts to clear up some of the confusion, while also allowing previous events to continue that may not have previously complied with code requirements.

The proposed code changes have been reviewed by several public works staff, the city clerk and the police chief.

Staff is requesting discussion of the proposed changes with a recommendation to city council for changes and potential adoption of an ordinance that would change this section of municipal code.

Attachments:
Draft Code Revisions

Chapter 5.28

SPECIAL EVENTS

Sections:

- 5.28.010 Purpose and intent.**
- 5.28.020 Definitions.**
- 5.28.030 Permit – Required.**
- 5.28.040 ~~Permit – Application – Fee.~~**
- 5.28.050 Permit – Application – Contents.**
- 5.28.060 Permit – Application – Filing period.**
- 5.28.070 Costs of cleanup.**
- 5.28.080 Insurance required.**
- 5.28.090 Permit – Issuance standards.**
- 5.28.100 Traffic control.**
- 5.28.105 Alcoholic beverages.**
- 5.28.108 Smoking.**
- 5.28.110 Appeal procedure.**
- 5.28.120 Permit – Revocation.**
- 5.28.130 Violation – Penalty.**
- 5.28.140 Businesses participating in a special event.**
- 5.28.150 Skansie Brothers Park, Eddon Boat Park, and Ancich Waterfront Park.**
- 5.28.160 Special expressive events.**

5.28.010 Purpose and intent.

A. The purpose of this chapter is to provide reasonable supervision of any movement of persons, or vehicles or boats within the limits of the city by way of runs, parades, street dances, special events, or other demonstrations or exhibition, for the protection of persons and property.

B. The intent of this chapter is to allow sponsorship of special events on public thoroughfares and public waterways, and to provide guidelines that protect the public's health, safety, and welfare. (Ord. 1385 § 2, 2018; Ord. 1221 § 1, 2011; Ord. 429 § 1, 1983; Ord. 427 § 1, 1983).

5.28.020 Definitions.

A. "Applicant" means "Sponsor" or "Sponsoring Organization".

Commented [JH1]: Note: Definitions were put in alphabetical order, but not redlined.

Commented [JL2]: Is this accurate per 5.28.050?

A. "Normal park/regular park usage" means those legal active and passive recreational uses for which the public park is maintained by the city for public use, not requiring a special event permit under this section, including, but not limited to, picnics, ~~throwing Frisbee~~playing catch, sunbathing, game playing, etc. (Ord. 1385 § 3, 2018; Ord. 1221 § 2, 2011; Ord. 427 § 2, 1983).

B. Other Event – For Profit. Such events are limited to no more than one per month per park. No events will be allowed that are designed for the primary purpose of selling products. A "for-profit" event includes all events where a business entity intends to make a profit from the event on public property. This includes all special events managed, planned or overseen by a business or commercial entity.

C. "Other Event – Not for Profit" means a special event organized or put on by a nonprofit organization, company or group of people and is open to the public.

D. "Other Event – Private" means a special event held in a park or public space that is not open to the public, such as a wedding, party, or fundraising event.

E. "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except wedding processions and funeral processions, upon any public street or sidewalk which does not comply with normal and usual traffic regulations or controls.

F. "Run" means an organized procession to contend in a race consisting of people, bicycles, or other vehicular devices or combination thereof containing 25 or more persons upon a public street or sidewalk.

G. "Special event" means any event expected to cause a public gathering that is not part of the normal usage or course of business at the location. ~~A special event may include, but is not limited to~~ any parade, run, street dance, or other demonstration and exhibition to include on-water activities on public property (including public tidelands and aquatic lands). ~~Examples of special events include, but are not limited to,~~ weddings, funerals, festivals, concerts, walks/runs, free speech/demonstration, and uses/activities that impact regular park operations or normal park usage.

H. "Special event – city-sponsored" is an event that they city contributes funding toward or provides staff support before, ~~or during,~~ and/or after the event.

I. "Special event – public" or "public special event" is an event organized by a nonprofit agency or group that is not affiliated with the city, but is open to the public.

J. "Special expressive event" means a special event organized primarily to convey ideas, opinions, or thoughts through words or conduct. Examples of special expressive events include political demonstrations and/or rallies, picketing, and similar types of free speech or conduct typically given a higher level of constitutional protection than commercial speech.

K. "Sponsor" or "Sponsoring Organization" is the entity or entities hosting the event that requires a special event application and shall also be considered the "applicant".

K. "Street" or "streets" mean any public roadway, sidewalk, or portions thereof in the city of Gig Harbor dedicated to the public use.

L. "Street dance" means any organized dance of three or more couples on any public street, public sidewalk, or publicly owned parking lot.

M. "Weekend" for the purposes of this ~~section~~ chapter means Fridays, Saturdays, and Sundays.

5.28.030 Permit – Required.

No person shall engage in, participate in, aid, form or start any special event, unless a permit has been obtained from the city administrator or their designee. A permit is required if the event meets the standard set forth in GHMC [5.28.020\(C\)](#) and/or if the event will have 30 or more people. Additionally, if an event includes the need for tents, amplified sound, stages, generators, vendor booths, involves public promotion of event or collection of money, a special event permit is required. Additionally, any activity that impacts regular traffic circulation and park operations will require a special event permit. When otherwise not specified by this code, ~~the~~ the city administrator or their designee has authority to determine when a permit is required. (Ord. 1385 § 4, 2018; Ord. 1221 § 4, 2011; Ord. 1165 § 1, 2009; Ord. 427 § 3, 1983).

~~5.28.040 Permit – Application – Fee.~~

~~There shall be paid by the sponsor(s) at the time of application a nonrefundable fee for each special event (or approved series of not-for-profit special events) as follows:~~

Commented [JH3]: Should this be moved to the fee resolution and out of the code?

Commented [JL4R3]: Yes, please!

Commented [JH5R3]: Deleted to be moved to fee resolution

~~A. City event: \$0.00.~~

~~1. Events held by city leaseholders shall be considered a "city-sponsored event,"~~

~~B. City co-sponsored event: \$50.00.~~

~~C. Other event – Not for profit: \$150.00.~~

~~D. Other event – For profit: \$500.00. (Ord. 1385 § 5, 2018; Ord. 1221 § 4, 2011; Ord. 1165 § 2, 2009; Ord. 427 § 4, 1983).~~

5.28.050 Permit – Application – Contents.

Applications for a special events permit shall include, but not be limited to:

- A. Name and address of applicant;
- B. Date and time of event;
- C. Name of sponsoring organization;
- D. Probable number of participants;
- E. Route(s) to include starting point and termination;
- F. Required access to public rights-of-way;
- G. Location of assembly areas;
- H. Copy of liability insurance coverage;
- I. Security and traffic control provisions;
- J. Emergency medical provisions;
- K. A clean-up plan;
- L. Hold harmless agreement that removes all liability from the city;
- M. List of all participating vendors;

N. Proposed site plan of event. (Ord. 1385 § 6, 2018; Ord. 1165 § 3, 2009; Ord. 427 § 6, 1983).

5.28.060 Permit – Application – Filing period.

A. A complete application for a special events permit shall be filed with the city administrator or their designee not less than 60 days nor more than 365 days before the date on which the event will occur. Applications that are requesting a road closure must be submitted not less than 90 days before the event date. Applications received with less than 60 days until the event will not be reviewed and will be disapproved, with the following exceptions:

1. Applications for events that are scheduled or rescheduled with less than 60 days' notice due to a public health directive or declaration of a state or local emergency may be approved at the discretion of the city administrator or their designee.
2. Applications for special expressive events received with less than 60 days' notice shall be reviewed in accordance with the other provisions of this chapter.

B. The city administrator or their designee shall notify the applicant in writing of approval or disapproval, no later than 20-30 days following the date of the application. (Ord. 1461 § 1, 2021; Ord. 1385 § 7, 2018; Ord. 1326 § 1, 2015; Ord. 1221 § 5, 2011; Ord. 1165 § 4, 2009; Ord. 427 § 5, 1983).

5.28.070 Costs of cleanup.

In the event a sponsoring organization fails to adequately provide cleanup in accordance with the plan submitted under GHMC [5.28.050\(K\)](#), the city will conduct the necessary cleanup and bill the sponsoring organization for such costs. The sponsoring organization must make payment to the city upon receipt of the city's invoice for such costs. (Ord. 1385 § 8, 2018; Ord. 1165 § 5, 2009).

5.28.080 Insurance required.

A. The applicant shall show proof of liability insurance with primary coverage limits of: \$1,000,000 general aggregate (per event); \$1,000,000 products aggregate (if food and/or

beverage vending is part of the event); \$250,000 personal and advertising injury; \$50,000 each occurrence; \$50,000 fire legal liability; and \$50,000 damage to premises rented for seven or fewer days.

B. A ~~specimen copy~~ certificate of insurance listing the name and inclusive dates of the event shall be filed with the application, and shall name the city of Gig Harbor as an additional named insured for the event, including a provision prohibiting the cancellation of said policy except upon at least 30 days' prior written notice to the city.

C. ~~If alcohol is permitted and being served, the applicant must obtain a license from the Washington State Liquor Board and provide a minimum of \$1,000,000 liquor liability coverage. (Ord. 1221 § 6, 2011; Ord. 1165 § 6, 2009; Ord. 427 § 8, 1983).~~

Commented [JH6]: Redundant. Same as 5.28.105 below

5.28.090 Permit – Issuance standards.

After application and departmental review, the city administrator or their designee may issue a special events permit unless:

- A. The time, route, and size will unreasonably disrupt the movement of other traffic contiguous to the route;
- B. The size or nature of the event requires the diversion of so great a number of city staff and/or police officers of the city that police protection or city services to the remainder of the city is unreasonably diminished;
- C. The applicant failed to remit all customary and reasonable fees, insurance documents, application materials or bonds;
- D. The event exceeds five consecutive days of occurrence, except city-sponsored special events can exceed five consecutive days;
- E. In the case of an application for an “other event – for profit” event, a “for-profit” event has already been scheduled in the month requested or the city administrator or their designee determines a primary purpose of the event is to sell products. (for that location.
- F. The city administrator or their designee determines the primary purpose of the event is to sell products.

Commented [JL7]: This is confusing to me.

Ord. 1385 § 9, 2018; Ord. 1221 § 7, 2011; Ord. 432 § 1, 1983; Ord. 427 § 10, 1983).

5.28.100 Traffic control.

A. The chief of police may require any reasonable and necessary traffic control. If such traffic control cannot be handled by the sponsor and shall require the deployment of additional police personnel, the permittee shall be responsible for the expense. The chief of police or his designee shall notify the applicant(s) of the actual projected expense.

Commented [JL8]: Is this the title of the Police Chief elsewhere in code?

B. ~~If a special event constitutes a road closure, request for such closure must be submitted in the special event application no less than 90 days prior to the event. Road closure requests for special expressive events with less than 90 days' notice shall be reviewed in accordance with the other provisions of this chapter.~~

Commented [JL9]: Delete because already in 5.28.060?

Commented [JL10]: Where?

C. ~~Special events that are not city-sponsored and require a road closure and/or reserving or blocking off public parking spaces shall also require a temporary encroachment permit application to be submitted.~~

~~C. If a special event requires reserving or blocking off public parking spaces, a temporary encroachment permit application shall be submitted with the special event permit application.~~

Commented [JH11]: Since encroachment permits and special event permits are usually signed off by the same person (engineering tech), could it just be a check-box on the application that they mark, and pay an extra \$50, rather than submit a whole other application?

~~D. Road closure requests not associated with a city or city-sponsored special event must also receive approval from the chief of police in consultation with the city administrator. This requirement does not apply to special expressive events.~~

Commented [JL12R11]: Yes, as long as RMSA is ok with this. Include this language within C above as suggested?

~~E. Events with grandfathered road closure approvals are: Maritime Gig Festival, Beatnik's Concert, National Night Out, Trick or Treat, PAL Arts Festival, Turkey Trot and Race for a Soldier.~~

Commented [JL13]: Why don't special expressive events that close a road also require approval from the Chief? Maybe this is just an internal processing consideration?

Commented [JL14]: Is this still necessary?

~~F. Roads that may not be closed: Olympic Drive, Point Fosdick Drive, 56th Street, Soundview Drive (between Olympic Drive and Grandview Street), Stinson Avenue (between Pioneer Way and Rosedale), Borgen Boulevard (between Burnham Drive and Harbor Hill Drive), Wollochot Drive, 38th Avenue (between 56th Street and Hunt Street), Skansie Avenue (between 72nd Street and Rosedale Street), and Rosedale Street (between Skansie Avenue and 54th Avenue).~~

~~G. Harborview Drive may not be closed more than once per calendar month for special event purposes. (Ord. 1486 § 6, 2022; Ord. 1461 § 2, 2021; Ord. 1385 § 10, 2018; Ord. 1221 § 8, 2011; Ord. 427 § 9, 1983).~~

5.28.105 Alcoholic beverages.

Consumption of alcohol is illegal on public property ~~and n.~~ No special event shall allow the sale or consumption of alcoholic beverages except as follows:-

~~A. The only exceptions to this rule is w~~Where the city leases a structure to a tenant. ~~In those instances, and~~ their approved lease ~~may allows~~ consumption of alcoholic beverages for approved events ~~within the leased structure~~. Lessees shall not permit drinking alcohol outside of leased structure. Lessee must also must obtain a license from the Washington State Liquor and Cannabis Board and provide a minimum of \$1,000,000 liquor liability coverage.

~~B.~~ Locally produced alcohol sales are allowed at farmers' market special events. No consumption is allowed. (Ord. 1385 § 11, 2018).

5.28.108 Smoking.

Smoking (including vaping) is not permitted during special events. (Ord. 1385 § 12, 2018).

Commented [JL15]: People can't smoke or vape in the public right of way?

5.28.110 Appeal procedure.

Upon denial of a permit by the city administrator or their designee, an applicant may appeal to the city council by filing a written notice of appeal for hearing by the city council at five days in advance of its next meeting. Upon such appeal, the city council may reverse, affirm, or modify the administrator's determination. (Ord. 1385 § 13, 2018; Ord. 1221 § 9, 2011; Ord. 427 § 11, 1983).

5.28.120 Permit – Revocation.

The city administrator or their designee shall have the authority to revoke a permit upon application of the standards for issuance as herein set forth. The city administrator or their designee shall also have the authority to revoke a permit if an event cannot be held due to a public health directive or declaration of a state or local emergency. If a permit is revoked due to

a public health directive or other emergency measures, the application fee shall be refunded to the applicant. In the event of revocation, the city administrator or their designee shall notify the permittee of the revocation, in writing, as soon as reasonably possible. (Ord. 1461 § 3, 2021; Ord. 1385 § 14, 2018; Ord. 1221 § 10, 2011; Ord. 427 § 12, 1983).

5.28.130 Violation – Penalty.

Violation of any portion of this chapter is an infraction and subject to a penalty of \$1,000 as provided in GHMC [1.16.010\(D\)](#). (Ord. 1385 § 15, 2018; Ord. 460 § 2, 1985; Ord. 427 § 13, 1983).

5.28.140 Businesses participating in a special event.

A. When two or more businesses temporarily gather for a special event under the direction and supervision of a nonprofit organization, only one special events permit shall be required. The sponsoring nonprofit organization shall be responsible for obtaining the permit.

~~B. A special events permit shall not exceed five consecutive days.~~ (Ord. 1165 § 7, 2009; Ord. 424 § 1, 1983; Ord. 400 § 15, 1982. Formerly 5.16.105).

Commented [JH16]: Do we want to change this section to accommodate the Christmas displays in Donkey Creek Park? Or other events?

Commented [JL17R16]: I believe so. See my clarifications under 5.28.090.

5.28.150 Special Restrictions - Skansie Brothers Park, Eddon Boat Park, and Ancich Waterfront Park.

A. During the months of May through September, no more than two weekend special events shall be permitted per calendar month at each Park: Skansie Brothers Park, Eddon Boat Park, and Ancich Waterfront Park. City-sponsored events, ~~events required~~ approved by a lease agreement, and special expressive events do not count toward the limit of two weekend special events.

B. At Eddon Boat Park, special events shall be limited to a maximum of 30 people for the entire park area, excluding the Boat Yard Building.

C. Skansie Brothers Park may be reserved for periods of ~~120 minutes~~ four hours maximum. All setup and cleanup must be completed within the ~~120-minute~~ four-hour event limit. City-

sponsored events, public special events and special expressive events are not subject to the ~~120-minute four-hour event limit but require~~. ~~a~~An application must be submitted for this rental.

D. The view platform at Skansie Brothers Park shall not be reserved for special events. (Ord. 1461 § 4, 2021; Ord. 1432 § 1, 2019; Ord. 1416 § 1, 2019; Ord. 1385 § 16, 2018).

5.28.160 Special expressive events.

When a special expressive event permit is sought, the following exceptions shall apply:

A. Where the event will not require temporary street closures or other special provisions, no fee shall be required for processing the permit.

B. The insurance requirements of GHMC [5.28.080](#) GHMC may be waived by the city administrator or their designee; provided, that the ~~event organizer~~sponsor has filed with the application a verified statement that ~~he or she~~the sponsor intends the event purpose to be First Amendment expression and the cost of obtaining insurance is financially burdensome and would constitute an unreasonable burden on the right of the First Amendment expression. (Ord. 1385 § 17, 2018).

The Gig Harbor Municipal Code is current through Ordinance 1515, passed July 10, 2023.

Disclaimer: The city clerk's office has the official version of the Gig Harbor Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.cityofgigharbor.net](http://www.cityofgigharbor.net)

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PARKS COMMISSION

MAY 2024

Parks Division Updates

Projects

Gig Harbor Sports Complex

Phase 1B – On April 8, city council approved the contract for construction of Phase 1B. Pease Construction was the lowest bidder out of ten bids submitted. A pre-construction meeting will be held on April 29, at which time the city should know more about construction impacts and timelines

Skansie Netshed Rehabilitation

The contract has been awarded, but is currently on hold while the city figures out how to move the artifacts and fixed features in the netshed. There has also been difficulty sourcing approved red roofing material. Construction will likely start in early June. A scaffolding will need to be built around the netshed to allow access to the roof and outside for painting.

Other Park Updates

txʷaalqəl Conservation Area – The Phase 4 acquisition is moving along. Great Peninsula Conservancy has submitted a request to Pierce County Conservation Futures to increase the award amount.

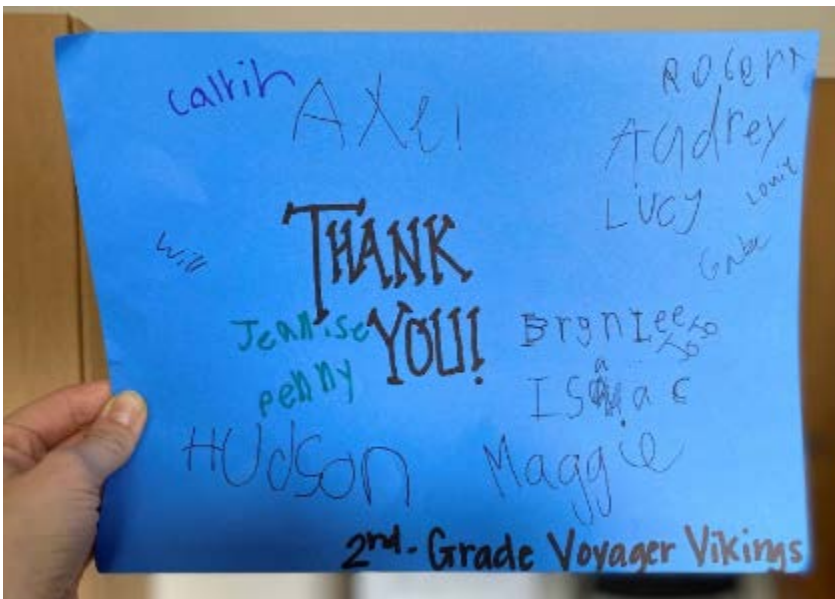
Parks Appreciation Day May 4 – As of April 25, there are 47 people signed up at our three parks.

GHCKRT at Skansie Park – Council agreed with the Parks Commission recommendation to allow the GHCKRT to continue to use Skansie Brothers Park for boat storage, practices and camps until January 1, 2027. Staff will be drafting up a new facility use agreement for formal council approval.

Tree Giveaway April 20 – The Tacoma Tree Foundation/Greater Gig Harbor Foundation free tree giveaway on April 20 at Donkey Creek Park was a huge success. Over 100 people were in line when the event began at 10:00, and 240 trees were given away in 30 minutes. They went to get another 200, and all those were given away as well. We hope to have events with these partners in the future to give away more trees.



Downtown Field Trips – On April 11 and 12, the Parks Manager and employees from Engineering and Housing, Health and Human Services (H3) hosted groups of 2nd and 3rd graders from Voyager and Discovery Elementaries who were learning about downtown businesses. The Main Street Explorers program, hosted by the Gig Harbor Waterfront Association focused on several businesses, as well as the city. The public works bucket truck was available for kids to get in the bucket for photo ops, and staff explained what the city does.



Upcoming Special Events

- Parks Appreciation Day – 5/4
- Maritime Gig – 6/1-6/2
- Gig Harbor Pride – 6/22
- Harbor Hounds – 9/7