



MAYOR AND COUNCIL COMMUNICATION

DATE: 04/16/2013
CONSENT
ITEM #: 8

AGENDA ITEM: Special Event Permit: Wild Adventure Race Spring Sprint - Sunfish Lake Park/Lake Elmo Park Reserve
SUBMITTED BY: Kyle Klatt, Director of Planning
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Nick Johnson, City Planner

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Staff
- Report/Presentation..... Staff
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to approve a request from Liz DeJonge of Wild Adventure Race to conduct an orienteering/trail run within Sunfish Lake Park as part of a larger race event to be conducted within the Lake Elmo Park Reserve. The event would be conducted on Saturday, June 1 and would involve a biking, boating, and running component, with only the former element being conducted within the City park property. This event was conducted last year during the first weekend in June and Staff is not aware of any issues that arose due to the special event.

PUBLIC POLICY STATEMENT

Special events are allowed under City Code via a permit issued by the City Council.

FISCAL IMPACT: None – all costs associated with the event will be borne by the applicant. There are no anticipated public expenses associated with the event.

BACKGROUND AND STAFF REPORT:

Since the planned event is almost identical to the one conducted last year, the applicant has asked that the materials attached to the previous application be included with the current request. Staff has also included the relevant review comments from last year as part of this report.

The applicant has completed a special event permit application form and provided a project narrative that provides additional details about the event (submitted with last year's application). The event being proposed would be a rely-type race that requires participants to navigate a course with maps and a compass. The portions of the race that will take place in the Lake Elmo Park Reserve will involve the use of boats and bicycles, while the portion in Sunfish Lake Park will involve runners on foot. Since the event is an orienteering race, there will be flags placed along the relay route at various checkpoints. An example of the flags to be used is included in the application narrative.

Other than the runners using the park and the flags to be placed along the route, the only other impact to Sunfish Lake Park will be the parking of bicycles in the parking lot and the gathering of event volunteers in this location to assist the participants. The event is not expected to draw spectators and will not involve the use of sound systems or other activities that could be a potential nuisance to surrounding neighbors or park users.

A special event permit has been deemed necessary for this event because it will involve more than 100 participants within a 24-hour period and is a privately-sponsored event. The ordinance for Special Events also lists a series of information that must be provided or requirements that must be met in order to conduct the event, which includes the following:

- **Maximum Number of People:** 200 competitors and 10 volunteers
- **Sound Equipment:** None
- **Sanitary Facilities:** None (event starts and ends in the Park Reserve)
- **Security:** The applicant is working with Washington County Parks to secure proper permits for access to the park. Volunteers will be used to monitor the bike drop area and to help monitor the crossing at Highway 5.
- **Food Service:** None provided at Sunfish Lake Park
- **Fire Protection:** None required, please see previous comments from the Fire Chief below.
- **Duration of Special Event:** June 1, 2012 between 8:00 a.m. and 3:00 p.m. (with two additional hours for setup and teardown). Racers will be in Sunfish Lake Park between 10:00 a.m. and 2:00 p.m.
- **Cleanup Plan:** Removal of flags and clearing of parking lot.
- **Waivers:** None requested.
- **Insurance:** To be secured within two weeks of event; example certificate submitted prior to last year's event included with application.

In addition to the above requirements, the applicant has indicated that they will have EMT's on the site during the event. As part of the previous permit review one year ago the Fire Chief requested that access be maintained into the park for emergency vehicles and also, in the event that his department is called in, a point of contact that assist with any emergency. Staff will again be providing the proper contact information to the Fire Chief, and is suggesting that one of the conditions of approval include a provision that access into the park not be blocked off during any part of the event.

The applicant has indicated that they obtain insurance closer to the race event, and therefore, has submitted only the form use last year as an example of the document that will be used. Staff is recommending that an additional condition of approval require the submission of proper insurance documentation at least two weeks prior to the event date.

RECOMMENDATION:

Based upon the above background information and staff report, it is recommended that the City Council approve a Special Event Permit for Wild Adventure Race to conduct an orienteering/trail run within Sunfish Lake Park as part of a larger race event to be conducted within the Lake Elmo Park Reserve on June 1, 2012 with the following conditions of approval:

1. Access into Sunfish Lake Park shall not be blocked at any time during the course of the event.
2. A valid certificate of insurance meeting the requirements of Section 110.070 (E, 1, j) of the City Code shall be submitted at least two weeks prior to the event.”

ATTACHMENT(S):

1. Special Event Permit Application Form
2. Application Narrative (Submitted for previous event)
3. Example Certificate of Insurance