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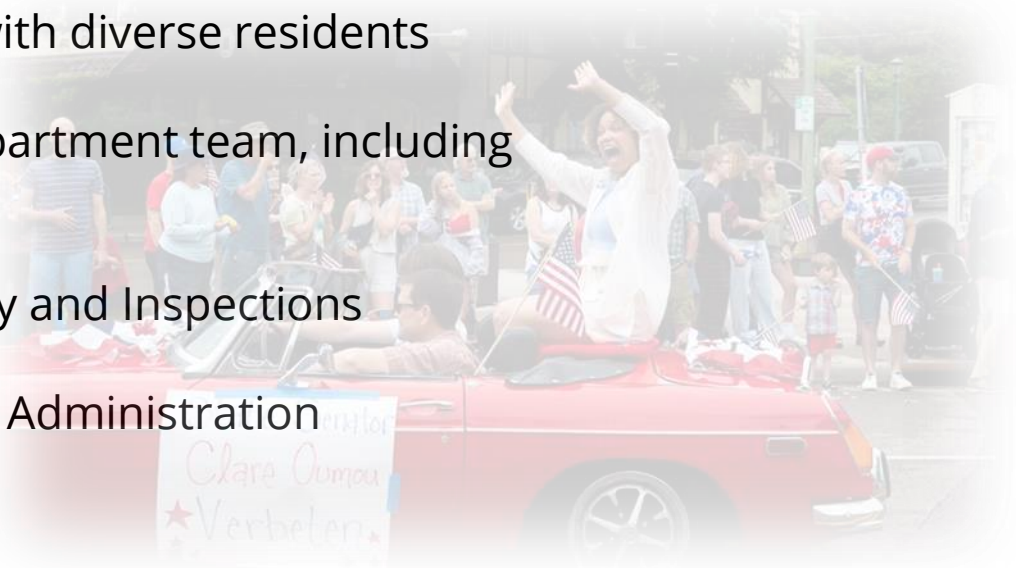
CITY OF SAINT PAUL | May 8, 2024

EVENTS & FESTIVALS



Saint Paul is the best place for events & festivalstogether, we are making it even better

- Vibrant neighborhoods with diverse residents and visitors
- Support from a multi-department team, including
 - Mayor's Office
 - Parks & Recreation
 - Department of Safety and Inspections
 - Police Department
 - State Department of Administration





Plan an event: just start online

- Visit stpaul.gov/departments/safety-inspections/plan-event
- Interact with dropdowns, based on event needs
 - Different departments and agencies
- Fill out forms and applications
 - Follow-up from City staff and operations experts

The screenshot shows a web browser window displaying the 'Plan an Event' page on the Saint Paul, Minnesota website. The page has a dark blue header with the city logo and navigation links. The main content area features a large image of a festival with colorful tents and a crowd. Below the image, the text 'PLAN AN EVENT' is prominently displayed, followed by a brief description of the program. A section titled 'Getting Started with Your Event' provides information about the approval process and the need for permits. Another section, 'Events Held on Public Property or Streets', lists specific requirements for events in city parks and on public property. At the bottom, there are three expandable sections with plus and minus icons, each containing a question about the event's location and impact on city streets.

PLAN AN EVENT

Special events and community-based celebrations contribute to the vitality of our city and its diverse neighborhoods. The Department of Safety and Inspections supports individuals and organizations in planning their events with specific event-related licenses and permits.

Getting Started with Your Event

Multiple approvals from City departments and other government agencies may be needed to hold your event in Saint Paul. The approvals depend upon the nature of the event, the location, the activities that are planned, and if any food and beverages are provided. Keep in mind some approvals must be applied for up to 60 days before the scheduled event and may require multiple payments to separate City departments or other agencies.

Here you will find information about obtaining permits from City departments based on the location of your special event. You will also find a list of common questions about event-related licenses and permits required specifically by DS.

Events Held on Public Property or Streets

Any individual or organization planning on hosting a block party, community festival, parade, race, or public assembly in city parks or streets must apply and receive a permit for the event(s) through the appropriate departments.

Will your event impact city streets? -

If so, you may need to obtain a separate permit from the Saint Paul Police Department's Special Operations Unit.

Will your event take place within a city park property? +

Will your event take place on capitol grounds? +



Factors impacting events and festivals

- Capitol City: so many ways and reasons people gather – getting together will look different here than anywhere else
- Recent global pandemic
- Changed market for both national and local events
- Ensuring residents and visitors can gather safely





Opportunities towards more safe gatherings

- Greater cost transparency
- Support for event organizers
- Cultural STAR funds for non-profits





Progress towards easing organizer planning

- Staff guiding organizers
- Cross-department collaboration for quicker problem solving
- Simplified data sharing
- Events Permit Ordinance
 - City Council passed policy on April 24





Up Next: building for more, safe events

- Streamlined traffic management
- Improved department communication of events and festivals
- Festivals and Events landing page
- Clarifying requirements within a single ordinance



Questions & Discussion



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EVENTS & FESTIVALS

Metered Parking Spaces



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Proposed Metered Parking Spaces Reservation Policy and Fees

NO PARKING



Background

- Temporary No Parking signs are typically posted when a parking lane or through lane is closed via an obstruction permit or special event permit.
- If the parking spaces are metered through the use of numbered parking space sign blades and use of a payment system, hoods are placed on the numbered sign blades to accomplish paid reserved parking space use. This means that the City will not obtain fees otherwise gathered through the metered parking.
- Hoods on the numbered parking space sign blades must be placed at least 24 hours prior to the actual closure of the parking lane/spaces to be enforceable by Police in accordance with State Statute 169 (just like posted signs).



Sample hooded numbered sign blade for a metered parking space.



Sample temporary no parking sign – non-metered.



Proposed Operational and Fee Policy

- The parking space reservation fees are in addition to any other applicable permit fees and intend to address costs related to administrative and field activities, as well as lost revenue from the unavailable metered parking space.
- Fees for reserving metered parking spaces must be approved by the City Council (last approved by the City Council in 2015).
- Two distinct permit types exist for which parking space sign blades shall be hooded/spaces reserved:
 1. **Obstruction Permits** - issued by the Public Works Department
 2. **Special Event Permits** - issued by the Police Department





Rationale for Fee Change

- Legislative Code Chapter 116 defines an obstruction as a “source of loss of business to merchants and others whose places of business are located nearby and a cause of frustration for the general population which must avoid these obstructions or change travel or shopping plans because of them.”
- Obstruction permits, in part, incentivize contractors to minimize the disruption and get their work done as quickly as possible.
- That incentivization goal is in contrast to the City’s desire to increase the number of special events taking place in and around the downtown area that increase the vitality of the downtown area.
- **Therefore, two separate rates are proposed for reserving parking spaces through hooding the metered parking sign blades:**
 - One rate for special events as permitted by the Police Department, and
 - One rate for all other obstructions as permitted by the Public Works Department



Proposed Meter Hooding Fees

- **Obstruction Permit** Parking Space Reservation Fee
 - Flat fee of \$25.00/metered parking space/day
 - Same rate seven days a week regardless of Saturdays, Sundays and Holidays
 - Begins the first day that the meters are hooded through the last day hooded (such timing depends on workload and legal requirements for enforcement)
- **Special Event Permit** Parking Space Reservation Fee
 - Only for special events with permits issued/authorized by the Police
 - Flat fee of \$10.00/metered parking space/day
 - Seven days a week regardless of Saturdays, Sundays and Holidays
 - Begins the first day that the meters are hooded through the last day hooded (such timing depends on workload and legal requirements for enforcement)
 - The reduced fee is intended to encourage the use of streets for community engagement special events

This structure presents permittees with a predictable cost structure.



Distribution of Hooding Fees

Obstruction and Special Event Permits

Parking Space Reservation Fees are Recommended to be Distributed:

- Obstruction Permit
 - Administrative/Reservation Fee: PW Right of Way Mgmt Division 24%
 - Field Labor Charge: PW Traffic Operations 12%
 - Lost Revenue: General Fund 64%
- Special Event Permits:
 - Administrative/Reservation Fee: PW Right of Way Mgmt Division 60%
 - Field Labor Charge: PW Traffic Operations 30%
 - Lost Revenue: General Fund 10%

Distributions would be built into AMANDA/TYLER to ensure the appropriate disbursement of fees received.



Next Steps

Once approved by the Mayor's Office and presented and approved by Council action, the new fee structure shall be programmed into permitting systems and presented on the PW Right of Way Management [website](#).

Public Works Right of Way Management Division
Matthew Giragosian, Division Manager
matthew.giragosian@ci.stpaul.mn.us

Public Works Operations
Beverly Farraher, Manager
beverly.farraher@ci.stpaul.mn.us

