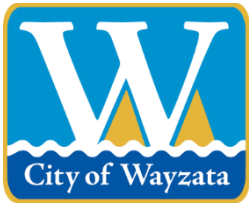




**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, APRIL 4, 2023**

WORKSHOP TOPICS FOR DISCUSSION:

1. Discussion of Proposed Special Event Permit Application for the Wayzata Art and Music Festival by RBA, Inc (4:45-5:15 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: April 4, 2023	WORKSHOP AGENDA ITEM: 1
TITLE: Discussion of Proposed Special Event Permit Application for the Wayzata Art and Music Festival by RBA, Inc (4:45-5:15 p.m.)	
PREPARED BY: Mike Kelly, City Engineer/Director of Public Works, Marc Schultz, Police Chief	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

To review and discuss the proposed Special Event Permit application for the Wayzata Art and Music Festival to be held by RBA.

BACKGROUND:

Rick Born, owner of RBA, has submitted a special event permit application to hold two concerts during the weekend of the Wayzata Art Experience, June 23 & 24. These concerts would be similar in size and scale to the Wayzata Beach Bash held in conjunction with James J. Hill Days at the Boatworks and Wayzata Beach public parking lot. This item was discussed at the March 21st Workshop and the Council asked for additional information and time to consider. Since then, staff has met with Mr. Born to suggest conditions of approval for the event that address concerns relating to:

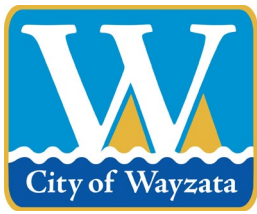
- beach closure/access;
- crowd security;
- amount of public safety personnel on site; and
- noise mitigation/hours of operation.

The event proposes closing the beach/marina and Boatworks parking lot beginning Wednesday, June 21 to begin setting up for the event. The applicant has suggested that, similar to the Beach Bash, access to the beach and marina would be maintained from Ferndale Road. If approved, staff will work with the applicant to provide a safe event which minimizes the impact on the city beach and marina. Additionally, the permit fee for this event would be \$1,791, per the Special Event fee schedule.

A copy of the permit application and proposed event layout map are attached for reference. Staff will provide an update at the workshop for further discussion. The permit is also on the regular meeting agenda if the Council is ready to consider action on the permit application.

ATTACHMENTS:

1. 2023 Wayzata S E Permit Application - Wayzata Art and Music Festival
2. Proposed Event Layout Map



2023 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391
952-404-5363 (office)

PAYMENT PROCESSING ONLY	
Deposit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount:	_____
Date Paid:	_____
<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Cash	Receipt #: _____

Permit Application shall be completed online and submitted electronically.
Special Event Permit Fees can be found on page 3.
Any application submitted after the application deadline will be charged a \$120 late fee.

Event Name: Wayzata Art and Music Festival **Date of Event:** June 23-24, 2023

Area of City in Which Event Will Take Place Boatworks parking lot and beach

Estimated Attendance: 5000 per night

Type of Event: Parade Private Party Festival Run/Walk Sporting Event
 Valet Parking (Fill in Page 4) Other Explain: Concert

Event will include (check all that apply):

Bicycles Animals Motor Vehicles* Other Vehicles Floats Pedestrians/Runners
 Live Music Amplified Audio Tent** Food** Beer/Wine/Liquor**

* Number of Vehicles Expected: _____ (Motor Vehicles are vehicles powered by a motor of any kind)

** Additional Permit or License may be required (i.e.- Special Event Food Stand, Tent, Alcohol)

Traffic Control Personnel Provided by Whom: Asia Security

Delineation Equipment (Barricades, Signs, Traffic Cones, No Parking Signs, etc.) Provided by Whom:

Event Location (check one): Private Property Public Property Combination – Public/Private

Street(s) to Be Closed: (A map showing the specific route or area to be closed must be attached):
See attached

Date(s) and/or Time(s) - Give Details Below			
Day	Date	Start Time	End Time
Friday	June 23	6pm	11pm
Saturday	June 24	5pm	11pm

Insurance Carrier for Event: A certificate of insurance naming the city as an additional insured must be submitted 10 days before the event. Amount of insurance required is \$1,000,000 (one million dollars).

Name of Insurance Carrier & Policy Number: _____

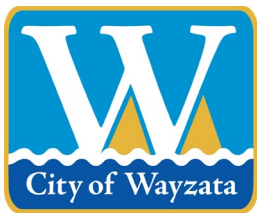
Event Organizer (Person Responsible for Duties of Permit Holder)

Full Name Rick Born Daytime Phone _____

Address 294 Grove Lane East Cell Phone 239-777-4765

City Wayzata State MN Zip 55391

Title Owner Email Rick.Born@rbaconsulting.com



2023 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391

Organization Information:

Name RB Productions Phone 239-777-4765
Address 294 Grove Lane East Fax _____
City Wayzata State MN Zip 55391

By electronically signing (or typing) your name below, applicant is acknowledging that all information provided is true and correct and that applicant will abide by all conditions of the permit, if approved.

X Signature of Applicant: Rick Born **Date:** 2/14/23

PERMIT CONDITIONS—ADDITIONAL EVENT INFORMATION

The maximum number of persons which the applicant shall permit to the event at any time is not to exceed the maximum number which can reasonably assemble at the location of the event.

Request for temporary closing of streets or partial closing of traffic lanes:
(Be specific. Give location and time of closings). Show on map if possible.

Grove Lane and whole boatworks lot closed Wednesday evening 6/21. Valet will be available through Friday afternoon.

Plans for fencing the location of the event, if necessary, and the location of gates contained in such fence.
Show on map if possible.

Please reference attached map for fencing, gates and even layout

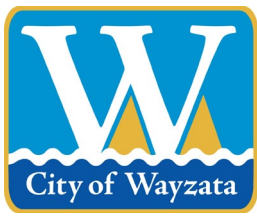
Plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots. Show on map if possible.

Ticket holders will park in/around/close to Wayzata and walk to concert venue. Artist vehicles will park on Grove Lane beginning Friday am.

Plans for clean-up of litter and waste materials:

Hired cleaning crew will service the venue during and after event for clean up

[Click Here to Submit Permit](#)



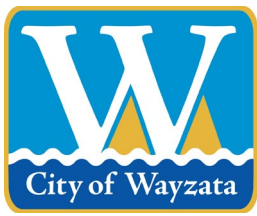
2023 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391

PERMIT FEE SCHEDULE

Permit Level and Description <i>A Separate Application is Required for Each Event</i>	Application Deadline	Authorization Required				Local Fee Per Event	Non Local Fee Per Event
		CITY COUNCIL	PUBLIC WORKS	FIRE DEPT	POLICE DEPT		
Events on City Property - Level 1 (other than City Parks) <ul style="list-style-type: none"> • 20-50 participants & spectators • Minimum disruption • Valet Parking-Three Parking Stalls Max. • No road closures-May require No Parking Sign postings • Includes small events that use City Sidewalks 	Ten (10) business days	No	Yes	Yes	Yes	\$184	\$238
Events on City Property - Level 2 <ul style="list-style-type: none"> • 50-500 participants & spectators • One day event or events that are multiple days that do not leave anything on City property overnight • Road/Sidewalk closures/traffic control may be required • Limited City services needed • Pre-event meeting required 	30 days	No	Yes	Yes	Yes	\$305	\$596
Events on City Property - Level 3 <ul style="list-style-type: none"> • Over 500 participants & spectators • Multiple day event that keeps apparatuses on City property overnight • Road closures/traffic control may be required • Pre-event meeting required 	60 days	*Yes	Yes	Yes	Yes	\$1,791	\$3,581
Wayzata Chamber of Commerce Annual Community Events - Level 3a <ul style="list-style-type: none"> • Over 500 participants & spectators • Multiple day event that keeps apparatuses on City property overnight • Road closures/traffic control may be required • Pre-event meeting required 	60 days	*Yes	Yes	Yes	Yes	\$717	N/A
Events on Private & City Property <ul style="list-style-type: none"> • Under 500 participants & spectators 	15 days	No	Yes	Yes	Yes	\$238	N/A
Events on Private Property (meets any Step 1 requirements)	10 days	No	Yes	Yes	Yes	\$121	N/A
Events in City Parks	10 days	No	Yes	Yes	Yes	\$184	N/A
Athletic Event that Uses City Streets & Public Parking Lots/Under 200 participants & spectators <ul style="list-style-type: none"> • Pre-event meeting is required 	30 days	*Yes	Yes	Yes	Yes	\$305	\$596
Athletic Event that Uses City Streets & Public Parking Lots/Over 200 participants & spectators <ul style="list-style-type: none"> • Pre-event meeting is required 	60 days	*Yes	Yes	Yes	Yes	\$596	\$1,192
Street and/or Sidewalk Closure <ul style="list-style-type: none"> • Events that require the closure of Streets or hold their event on City sidewalks • Pre-event meeting required 	60 days	*Yes	Yes	Yes	Yes	\$305	\$596
Parades	60 days	*Yes	Yes	Yes	Yes	\$596	\$1,192

*Special Events listed on page five (5) are excluded from annual authorization by the City Council.
Any application that is submitted after the application deadline will be charged a \$120 late fee.



2023 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391

VALET PERMIT APPLICATION FORM PERMIT CONDITIONS—ADDITIONAL EVENT INFORMATION

Describe your request for temporary closing of parking stalls and/or city right-of-way. Be specific by giving exact locations and times of closings or encroachments. Show on a map if possible.

Boatworks parking lot closed as of Wednesday evening 6/21, with valet access.
Grove Lane closed Wednesday evening 6/21 through weekend.

Plans for staffing Valet Parking:

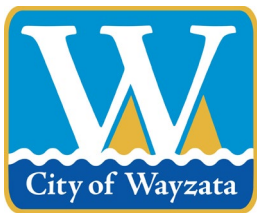
We will provide Valet service starting Wednesday 6/21 at 5pm through Friday late afternoon.

Plans for parking vehicles, including locations of lots to be used:

Artist vehicles will park on Grove Lane
A handful of parking spaces will be reserved onsite for concert staff.

Plans for other uses of parking stalls/city right-of-way not related to Valet Parking:

N/A



2023 Special Event Permit Application

299 Wayzata Blvd. W.
Wayzata, Minnesota 55391

FOR CITY USE ONLY:

ROUTING APPROVAL (Department Head or Designee)

Public Works: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Cost Estimate: _____
Police Dept.: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Cost Estimate: _____
Fire Dept.: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Cost Estimate: _____

Application: SE 2023- _____ Liability Insurance Certificate Received (Date): _____

Map of Route or Area Approved By: _____

Special Events Permit Approved by: _____

City Manager or Authorized Dept. Head

Date of Approval: _____

COMMENTS

CONDITIONS OF APPROVAL

***Special Events listed below are excluded from annual authorization by the City Council.**

- Wayzata Chilly Open
- McCormick's St. Patrick's Day Event
- Wayzata Art Experience
- 4th of July Flying Pancake Breakfast
- Wayzata's Annual Kiddie Parade
- Tour de Tonka Bike Ride
- Wayzata James J. Hill Days
- RBA Beach Bash
- Wayzata Light Up The Lake

Wayzata Art and Music Festival – June 23-24



Lake & Barry Ave
4:30pm
Fri/Sat

End of Ferndale

East Hallway Entrance

RBA Door

RBA 1st and 2nd floor

Standing on H dock

STAGE
50 x 40 plus
16x40 Wings

Thrust
24x8

Catering Tent

Beer

Food

50x80 Tent

Merch

Radio

Biffs Trailer

Biffs x 8

HC

SB

Bar

VIP Tent Sponsors

VIP Bar

GAVIP Beer

GA Wine

Biffs x 6

Biffs Trailer

Biffs x 2

Biffs x 10

Biffs x 10