

CITY OF KENNEWICK
ORDINANCE NO. 26-_____

AN ORDINANCE RELATING TO PUBLIC WORKS AND CONTRACTS
AND ADDING CHAPTER 5.25 TO THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Chapter 5.25 of the Kennewick Municipal Code, be, and the same hereby is, added to read as follows:

5.25 - EVENT STREET CLOSURE PERMITS

5.25.010: Definitions.

Whenever used in this chapter, unless a different meaning clearly appears from the context, the words set out in this section shall have the following meanings:

- (1) “City” means the City of Kennewick.
- (2) “Special Event” means any commercial or business promotion or athletic event upon any public street, public sidewalk, public alley or other public place that does not comply with normal and usual traffic regulation or controls. Events staged within city parks and their facilities are covered by a separate permit from the City Parks & Recreation Department and are not governed by this Chapter.
- (3) “Person” means any individual, partnership, corporation or association of any nature whatsoever.
- (4) “Department” means Department of Public Works.
- (5) “Director” means the Public Works Director or his/her designee.
- (6) “Police Chief” means the Police Chief or his/her designee.

(Ord. 26-_____ Sec. 1, 2026)

5.25.020: Conditions.

Applications for permits under this section shall be made on forms furnished by the Department and shall be submitted no less than twenty days prior to the event nor more than ninety days prior to the event, shall be signed under penalty of perjury by an authorized representative of the applicant organization and shall require the following information:

- (1) The name, mailing address, and telephone number of the organization applying for and conducting the special event and of the event chairman.

- (2) The name of the event, including names of each sponsoring or sanctioning organization.
- (3) The route, if for an athletic race or parade.
- (4) The proposed date and times.
- (5) Estimated completion time.
- (6) Estimated number of entrants and/or attendees.
- (7) Prior permits held by any named organization and whether such permits were ever revoked or suspended and the reasons therefore.
- (8) The business license number of the applicant organization, or letter granting tax-exempt status to the applicant organization.
- (9) For races and parades, the names, assigned locations and duties of all officials required to be at the special event and a description by which such officials may be identified.
- (10) Any rights-of-way that will need to be closed to the public.
- (11) The application shall be accompanied by the following documents:
 - (a) Evidence, satisfactory to the Director, of general liability insurance providing coverage on an occurrence basis for bodily injury, including death of one or more persons, property damage and personal injury, with limits as required by the city; and of workers' compensation, with statutory limits and employers liability insurance with limits as required by the city. All policies required of the applicant hereunder shall be primary insurance as to the city, its mayor, council, officers, agents, employees and volunteers and any insurance or self-insurance maintained by the city, its mayor, council, officers, agents, employees and volunteers shall be considered excess insurance, over and above the applicant's insurance and shall not contribute with it;
 - (b) An agreement, signed by applicants, to save, hold harmless and indemnify the city, its officers, agents, employees and volunteers from all claims, demands, damages, judgments, costs or expenses in law or equity that may at any time arise from or is any way related to any work performed by applicant, his agents or employees under the terms of any permit issued under this chapter;
 - (c) Cash deposit in an amount acceptable to the Director to insure payment of the costs of the city resulting from the event and to insure cleanup and restoration of the subject site;

- (d) A copy of the written instructions that will be provided to the required official at the special event.
- (12) The applicant shall notify all business owners located adjacent to any right-of-way that will be closed for the event. Proof of written notice shall be submitted to the Director.
- (13) The Director may, at his or her discretion, issue a permit if he/she finds:
 - (a) That the application is complete and straightforward;
 - (b) That the applicant is adequately insured;
 - (c) That the special event for which the application is made will be maintained and conducted in accordance with all federal, state and local laws;
 - (d) That operation of such event at such location will not present any substantial hazard to vehicular or pedestrian traffic, nor impede the movement of emergency vehicles;
 - (e) That no permit issued to the same applicant pursuant to this section has been revoked in the past three years, unless the Director finds that the reasons for such revocation are unrelated to this application;
 - (f) That the applicant has not had a permit issued under this section, revoked, unless the Director finds that the reasons for such revocation are unrelated to this application;
 - (g) That the conduct of the event will not constitute an unreasonable burden on city employees or resources, nor create an unreasonable disturbance to the neighboring areas;
 - (h) That the event, if an athletic race, will move from its starting point to its finish line expeditiously;
 - (i) That such event will not interfere with, or conflict with, another special event, demonstration or parade for which a permit has been issued or for which no permit is required; and
- (14) All permits issued pursuant to this chapter shall be valid only as to those dates, times and locations listed on the permit, unless earlier suspended or revoked.
- (15) At the time of filing an application for a permit, the applicant shall pay a fee not to exceed the reasonable cost of processing any such application. The applicant shall also pay all the direct costs of the city, including, but not limited to, traffic control and police services prior to issuance of the permit.

- (16) Permits may be issued with conditions to ensure that the event will be operated in a safe and legal manner, will not disturb the peace and quiet of the neighborhood and will not constitute an undue burden on city resources.

(Ord. 26-_____ Sec. 1, 2026)

5.25.030: Regulations.

- (1) Except for races and block parties, no special event shall be held in any residentially zoned area of the city.
- (2) One person, designated on the application, shall be in charge of, and responsible for, the special event.
- (3) For races, a minimum of five officials shall be stationed within each mile of the route of the special event to ensure order, and a minimum of six officials shall be assigned to assure order at the finish line. Each official shall be readily distinguishable through some visible means of identification. First aid stations and/or private ambulances shall be provided to administer basic first aid to participants in the race.
- (4) Within such time prior to the starting time as approved by the Police Chief the permit holder shall obtain signs, barricades and/or cones and place such devices in such locations as are specified by the permit or the Police Chief. As soon as practicable after conclusion of the special event, and in no event later than two hours after the conclusion of the special event, the permit holder shall remove and pick up the signs, barricades and/or cones needed for the event.
- (5) No person shall, without the consent of the permit holder, join or participate in a special event, or in any manner interfere with its orderly conduct.
- (6) The Director, Police Chief, or other city department required to approve the permit, may impose reasonable requirements concerning the time and place of the special event, accommodation of traffic and such other requirements as he/she finds to be reasonably necessary for the protection of persons or property.

(Ord. 26-_____ Sec. 1, 2026)

5.25.040: Event Permit Revocation.

Any permit issued pursuant to this chapter shall be immediately revoked by the Director, Police Chief, or other city department required to approve the permit whenever he/she finds:

- (1) That misrepresentations were made on the application; or
- (2) That any of the terms or conditions of said permit have been violated, or that the business has been operated in violation of local, state or federal law;
- (3) That the safety of persons or property requires such revocation;

- (4) That the special event is interfering with the peace and quiet of the neighborhood;
- (5) That the event involves other city (e.g. parks, buildings) or private property for use for any part of the event and the applicant has not supplied written proof of approval to use said property with the permit.

(Ord. 26-_____ Sec. 1, 2026)

5.25.050: Appeal of Revocation or Denial of Event Permit.

- (1) Any person who is the recipient or otherwise has standing to challenge the denial or revocation of an Event Street Closure Permit pursuant to this chapter may petition for review of the decision in accord with KMC 4.04.
- (2) Pending resolution the appeal, the decision of the Director, Police Chief, or other city department required to approve the permit shall remain in full force and effect and any reversal thereof shall not be retroactive but shall take effect as of the date of the decision.

(Ord. 26-_____ Sec. 1, 2026)

Section 2. Actions taken before the effective date of this ordinance that are not inconsistent with the ordinance, or any provisions thereof, are hereby ratified and affirmed.

Section 3. This ordinance shall be in full force and effect five (5) days from and after its approval, passage and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 5th day of May, 2026.

Attest:

JASON R. MCSHANE, Mayor

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION:

ORDINANCE EFFECTIVE DATE:

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