

**Dublin City Council
Public Services Committee**

Wednesday, March 8, 2023

4:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Ms. Kramb called the March 8, 2023 Public Services Committee meeting to order at 4:00 p.m.

Committee Members Present: Vice Mayor De Rosa, Mr. Reiner, and Ms. Kramb (Chair)

Staff Present: Ms. Ritzler, Ms. Goliver, Mr. Ranc, Ms. O'Callaghan, Mr. Earman, Ms. LeRoy, Ms. Gischel

Approval of Minutes

Ms. Kramb moved to approve the minutes of the February 8, 2023 Public Services Committee meeting. Mr. Reiner seconded the motion.

Vote on the motion: Ms. Kramb, yes; Mr. Reiner, yes; Vice Mayor De Rosa, yes.

Discussion Items:

Park Use Policy Update

Mr. Earman provided background stating that they are preparing an update to the existing Park Use Policy. The one for this evening's discussion is for Riverside Crossing Park and Coffman Park. Eventually staff will bring back a proposal for fee-based park use for discussion by the Committee.

Ms. LeRoy stated that many components of a policy already exist, such as the Community Event and Sports Field Use policies as well as specific park policies. The goal is to combine those into one policy.

Riverside Crossing Park

Ms. LeRoy noted that many event requests have been received by staff since the park's opening last year. Some have been for large community events, like a concert for 20,000, and some for smaller, private events like weddings, birthday parties, etc. There have been requests regarding fundraisers and cultural gatherings. Currently, the City's park policy does not allow amplified music without a permit. She shared some confirmed 2023 Riverside Crossing events (Bridge Crossing Ceremony for Dublin Girls Scouts, International Day of Yoga, Duck Race, Obon Festival, India Independence Day).

Two proposed events are Memorial Tournament passive events (likely Tier 1), Dublin Wine Fest (likely Tier 2). There are also some events that were held in 2022 that may return.

Ms. LeRoy shared proposed policy general use requirements. Events and activities that block the bridge have not been permitted. A public address system or limited amplification may be approved only through the permitting process. This has been a dividing line; amplification/public address system moves a gathering into an official event requiring a permit. The irrigation system in the lawn area is extensive and staking into that ground has not been permitted. Any events expecting more than 1,000 participants may be required to have a City staff member onsite for the duration of the event. The event organizer would be charged for that person. The permanent park restrooms can be used by events, but depending on the event size, additional portable restrooms may be required to be supplied by the event. The Community Events division has a formula in place to determine the number of stalls required.

The Private Events category has been broken down into two types of events (private events requiring invitations vs. private events where anyone could buy a ticket and attend):

- Weddings/birthday parties, etc. will not be granted exclusive use and will not be permitted to erect tents/other structures.
- Fundraising events with ticketed entrance prices will be allowed, but will not be permitted to use the upper plaza or block access to the plaza or bridge.

Ms. LeRoy shared event scheduling priorities:

Monday through Thursday: First come, first served regardless of event tier.

Friday through Sunday: Tier dependent; Tier 2 & 3 events have reserved scheduling for following calendar year until December 31. First come, first served for current calendar year starting January 1, regardless of event tier.

Previous events have first right of refusal for location/date.

Ms. LeRoy defined the event tiers as follows:

Tier 1 – no internal event meeting; no City staff required; simple events.

Tier 2 – City is more involved; meeting(s) with internal staff required.

Tier 3 – Much larger events. The only current tier 3 event is the Memorial Tournament.

The scheduling tempo is proposed to be:

- No more than one Tier 1 event per day
- No more than one Tier 2 events per week (exceptions allowed for mid-week events depending on size and complexity)
- No more than one Tier 3 event per quarter.

Staff does see the need for some flexibility to the tempo.

Regarding DORA use, Ms. LeRoy stated that additional areas can be activated within the DORA upon request. She shared a map indicating the current existing DORA as well as the expansion area that could be requested. That limited approval would be through City Council, not the State of Ohio.

Coffman Park South Field

More events and sports are requesting to use the south fields in Coffman Park. There have been some small festivals, sports activities and awareness walks. Smart poles are being installed and will make the area more attractive. Right now, there is not fee to use the space. Staff will return with for a discussion around a fee policy. Currently, a user would get charged for reserving a shelter house or pavilion.

Ms. LeRoy shared the following questions for discussion:

1. Is the PSC supportive of the proposed general use requirements for events at Riverside Crossing Park?
2. Is the PSC supportive of the proposed policy regarding private events at Riverside Crossing Park: Should a designated area for private events such as weddings be established in Riverside Crossing Park?
3. Is the PSC supportive of the proposed event scheduling tempo for events at Riverside Crossing Park?
4. Is the PSC supportive of the proposed use areas in Coffman Park?
5. Does the PSC have any additional feedback regarding the proposed park use policies?

Vice Mayor De Rosa asked about music events and their tier. Ms. LeRoy provided the example of the Back to School Jam. It was simply high school bands and fell into Tier 1 because of amplification. A concert with alcohol and more attendees would move that classification.

Vice Mayor De Rosa asked if people can bring their own chairs in. Ms. LeRoy stated that people can bring chairs, tents, stages, etc. but they cannot stake them into the grass area.

Vice Mayor De Rosa asked about a family picnic in Riverside Crossing Park. Ms. LeRoy stated that currently, there is no permit required for a private gathering. People can gather per the park ordinance but nothing can be erected beyond a chair right now. Mr. Ranc stated that the intent is for Riverside Crossing Park to be used as a park so small picnics and similar gatherings are appropriate uses. This policy focus is on organized events. Weddings have been a tricky request to consider.

Vice Mayor De Rosa stated that some clarity on that would be helpful. She asked about the rules regarding food trucks. Ms. LeRoy stated that staff just had this conversation with Legal staff. Right now, there are no ordinances that disallow parking in the spots along Riverside Drive. Staff will be monitoring that. They cannot come into any park because the park ordinance does not allow sales inside a park without a permit. Ms. O'Callaghan stated that food truck discussions have come up in the past. She gave the example of an ice cream truck that may draw kids near Riverside Drive, which could be dangerous. There

have also been conversations around competition with vendors and restaurants in Bridge Park.

Mr. Reiner stated that when creating Riverside Crossing Park, Dublin's goal was to take inspiration from Milwaukee, where there is something interesting going on all the time. He referenced a past art installation in Dublin and asked if there is any interest in an art exhibit like in Upper Arlington. Ms. LeRoy stated that they have not had any requests for an arts festivals. That usually would be run by the Dublin Arts Council. Dublin Area Art League does some events. Mr. Reiner asked if there have been any applications that are interesting that would not overtax staff. Ms. LeRoy stated that staff has been getting calls for several years from people who have great ideas but many have not come to fruition. One caller was interested in holding an 80s-themed concert.

Mr. Reiner stated that he is looking for something culturally interesting. He asked about Tier 2 or 3 events, and if the City recovers 100% of staff costs. Ms. LeRoy responded that any staff working the events is billed to the organization. Mr. Reiner stated that the Saturday Farmers' Market is one of the nicest events in Dublin. He asked what permitting is required for that event. Ms. LeRoy explained that they are required to get a permit because it is on City streets. That event is a good model because the Crawford Hoying Foundation bought their own barricades and placed them with their staff. They do that for any of their events. The City issues the event permit and staff meets with them, but they are able to do more events because they do not need as much support.

Mr. Reiner referenced the one event per quarter tempo for Tier 3 events and stated that the City might be more interested in having more than four per year. Ms. LeRoy stated that staff believed it was a good place to start. City Council stated at their retreat last year the desire to start small with Riverside Crossing Park and assess it further. The plan is to write it as one per quarter, unless otherwise approved, to provide some flexibility.

Mr. Reiner asked about the City's involvement in the use of Coffman Park. Ms. LeRoy stated that the City does the scheduling. We became involved because the City does not have enough practice fields.

Mr. Reiner stated his support of including weddings in the policy. He shared his support for discussion questions 1 (general use requirements for Riverside Crossing Park), 2 (private event policy at Riverside Crossing Park), and 3 (scheduling tempo – with the option to squeeze in more events). He is totally supportive of the Coffman Park proposed use areas. He is hopeful that the City receives some event proposals with interesting concepts.

Ms. Kramb asked if the City provides fencing. Ms. LeRoy stated that staff is trying to encourage event organizers to hire their own fencing company. Ms. Kramb asked if there are fencing standards. Ms. LeRoy stated that staff could add requirements around types of fencing.

Ms. Kramb asked if the guidelines would include a damage clause regarding grass. Ms. LeRoy stated that it is included in the event policy and the park ordinance. It might make sense to reiterate it. She added that we are able to charge them for any excessive damage. That language exists in the event policy. Ms. Kramb asked how long we give people priority with prior scheduled events. Ms. LeRoy stated that has not been set up yet but can be specified. Ms. Kramb stated that the guidelines are good. She likes the restrictions on weddings. She does not think public parkland should be set aside for a private event.

Vice Mayor De Rosa stated that when traveling, one of the loveliest things to see is brides and grooms walking around town.

Ms. Kramb stated that if there are people spontaneous enough to get married in a park and take the risk of the public being there, then those would be okay.

Ms. O'Callaghan stated that staff was considering designating a space on the lawn. It could be a revenue generator.

Ms. Kramb stated that with a designated spot, it could work. The Park of Roses in Columbus does something similar.

Ms. Kramb stated that she is fine with the scheduling and tempo. Regarding Coffman Park, the City should charge a fee for renting that field. If people are required to go online and pay for shelter houses, they should pay for a field. People can go on and play without having to reserve it. Ms. LeRoy reiterated that staff will be bringing fees back to another committee meeting for discussion.

Vice Mayor De Rosa stated that she thinks including weddings should be considered. It would add energy. She would prefer more activity while understanding we are starting small. She suggested the tempo could expand for year two. The park should be alive with activity all the time. She suggested "pods" for activity. Instead of only one Tier 1 event per day, she suggested "no overlapping times." Vice Mayor De Rosa stated that she would prefer to maximize experiences while learning how to best use the space. She is supportive of the policy with caveats. Vice Mayor De Rosa stated that as we move toward total activation, increased infrastructure should be discussed. She would encourage vibrancy and activity.

Mr. Reiner suggested that we establish something where we become a profit center. Maybe we build a pavilion, charge for use and create a wedding venue like Park of Roses. He noted that cost recovery would be important.

Mr. Reiner proposed that the City take the initiative on some of the activation like calling artists and inviting them to come out and paint. It is important to keep vibrancy and interest in that area.

Ms. Kramb stated that in her opinion it would be best to use the southbound parking lanes for food trucks because people would be accessing them from the

park side. It would stop people from parking there. People using the park would appreciate it.

Vice Mayor De Rosa stated that the idea will get pushback from area restaurants. However, balance is important and vibrancy requires food. Ms. O'Callaghan pointed out that we have businesses that are paying rent while food trucks would be occupying public space for free. Mr. Reiner stated that they could be charged for use of the space.

Vice Mayor De Rosa asked if staffing will be part of the discussion when fees are brought back. Mr. Ranc stated that fees will be connected to staffing. This is good timing as staff prepares for Council's retreat. All of this will be discussed in greater detail at the retreat.

Ms. Kramb encouraged staff to look at standard fees/costs for food truck spaces around town. Vice Mayor De Rosa asked if the food truck that parks at Coffman Park pays a fee. Mr. Ranc answered no. Ms. Kramb stated that based on location, it makes sense to charge and people would willingly pay.

Mr. Earman stated that one of the most important things with this policy is to give administrative discretion so we do not have to keep coming back to City Council every time there is a variance to the policy.

Mr. Reiner stated going east across the pedestrian bridge, the area to the right is a manageable entity for a wedding area or botanical garden that would not interfere with open space on the left-hand side.

Ms. Kramb summarized by stating that the Committee is supportive of the document proposed policy, however does not want to box in event scheduling. The Committee gave consensus that no event should cause closure of the bridge, main spaces or pavilion. Damage to grass should be addressed as well as the type of fencing. Vice Mayor De Rosa stated that a provision regarding the designation about general public use needs added. If Council agrees with the spirit of the policy, then staff can administer.

Mr. Reiner asked about potential wedding space. Mr. Earman stated that staff has some ideas. This falls in line with some things in the Parks and Recreation Master Plan and is forthcoming.

Ms. LeRoy confirmed that staff has received very clear direction. Mr. Ranc stated that staff will incorporate feedback and be back to discuss an outdoor-based activity fee policy for recommendation to Council.

The Committee scheduled their next regular meeting for April 12, 2023 at 5:00 p.m.

Event Policy Review

Ms. LeRoy provided a background on Community Events Permitting. On October 7, 2019, Council approved a policy defining event tiers. Each year, staff looks at past events, and any returning Tier 2 and Tier 3 events are reviewed by a staff committee and then forwarded to the City Manager for conditional approval. Any new Tier 3 event has to be approved by City Council beginning with the Public Services Committee review.

In 2023, 84 events have been approved covering 77 calendar days. The listing provided shows the number of events not permits. The bulk of events are in May, September, and summer months.

A new Tier 3 event has been proposed called the Dublin Color Fest. It will be produced by the International Society for Krishna Consciousness (ISKON) and is in observance of Holi, a national holiday in India and Nepal. They are looking at a Saturday in September. 5,000-10,000 people are expected. They held a large event in Hilliard last year that had 4,000 attendees. Celebrants do not drink alcohol and are vegan. Organizers are calling it a clean event without alcohol or caffeine. Food vendors would all be vegan. This is an example of a large privately run, publicly hosted event. There will be a small fee to attend. They are trying to find national bands. The event would be during the day so would lessen the impact to residents. They will need police. Staff noted that there is a difference between 5,000 and 10,000 people. They will need to use external agencies for any parks clean up and any fencing. If the Committee recommends approval, it will be forwarded to Council for approval.

Ms. LeRoy shared that the event would use colored cornstarch, which would not harm the grass or stream. The building department would approve any structures needed. Details still need to be worked out. Staff is seeking the Committee's recommendation to Council for conditional approval of this new Tier 3 event.

Ms. Kramb asked that staff recommend that the event's planners work with staff on parking. Ms. LeRoy stated that the event may not be able to use the designated school parking lots, which could pose a problem. Staff did let the event organizers know that the Dublin Community Recreation Center would be open, so they would not be able to use all of the parking there. Outside of making sure there is enough police support available, parking would be the biggest issue. Ms. Kramb indicated that she has no problem with the proposed event.

Vice Mayor De Rosa indicated her support for the proposed event.

Mr. Reiner indicated his support and asked what time they throw the colors. Ms. LeRoy stated that she is not sure of the exact time.

There being no further business to come before the Committee, the meeting was adjourned at 5:22 p.m.


Chair, Public Services Committee
Deputy Clerk of Council