



SPECIAL EVENT APPLICATION INSTRUCTIONS

STEP 1. All Special Event applications must be made no less than 30 days prior to the event, 90 days for an outdoor music festival.

STEP 2. Complete Application.

Complete Special Event application and return with required attachments (as noted on application) to Customer Service with appropriate fee.

STEP 3. City Review Process.

The application will be reviewed by the City and you will be notified if any conditions are imposed. When all conditions are met, Customer Service will issue a Special Event Permit.

STEP 4. Additional Information.

Noise Ordinance:

No person, whether or not that person is in actual possession of the noise source, shall create, continue, or cause to be created or continued, or allow to be created or continued, any public disturbance noise

For more info contact Troy Hendren, Inspection Manager, at 545-3441

Admission Tax:

Those responsible for special events for which admission is charged shall file a tax return accompanied by remittance of admissions tax within 10 business days of the conclusion of the event.

For more information contact Staff Accountant, at 544-3067

Sales Tax:

Use location code 1104 on your State of Washington Combined Excise Tax Return when reporting retail sales or use tax occurring within the City of Pasco. This does not increase your tax liability and insures that Pasco receives the local sales and use tax from your business activities within Pasco.

Questions?? Call Customer Service at 545-3488

*** KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE ***



Special Event Fee Schedule

PMC 3.07.050

S)	Special Events:	Fee:	PMC:
1)	Athletic, Competitive or Festival	\$25.00	5.25.070
2)	Concert	\$25.00	5.25.070
3)	Dance Hall – without liquor	\$75.00	5.25.070
	a) Additional square footage		
4)	Dance Hall – with liquor	\$350.00	5.25.070
	a) Additional square footage		
5)	Demonstration	\$15.00	5.25.070
6)	Outdoor Music Festival	\$25.00	5.25.070
7)	Parade	\$15.00	5.25.070
8)	Public Dance	\$15.00	5.25.070
	(WSP/FBI Criminal History Check)	\$34.75	5.08.060
9)	Temporary Special Sales Event – (maximum for event \$500.00)	\$40.00 for the first vendor	5.25.070
	1) Each additional vendor	\$20.00	
10)	Street and Intersection Closure Review Fee	\$50.00	5.25.115(A)(5)



5.25.115 STREET AND INTERSECTION CLOSURES

A) Each application for a special events permit which includes a request for a closure (or partial closure) of a street or intersection shall include the following:

1. Indemnity. The applicant shall be required to sign a statement that he or she shall defend, indemnify and otherwise hold harmless the City of Pasco, its officers, employees and agents from any and all claims or liability arising from the City's grant of permission for or the actual conduct of the special event associated with, and including, such street closure.
2. Insurance. The applicant shall provide evidence of liability insurance coverage, for review by the City's risk manager, with the City of Pasco, its officers, employees and agents named as additional insured parties and offering death, personal injury and property damage liability in an amount not less than \$1 million.
3. Notice. The applicant shall provide for payment of one newspaper publication and posting, at each end of the to be closed portion of the street and at all intersecting streets, of the notice of street closure (for closures of duration in excess of twelve (12) hours) pursuant to RCW 47.48.020; or for closures of less than twelve (12) hours, posting of such notice, posting only as outlined above.
4. Traffic Control Plan and Devices. The applicant shall provide a plan and such barricades, traffic cones or signs, in conformance with the most current version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State of Washington and approved by the City Engineer, as are necessary to accomplish the proposed closure. The City does not provide or lend traffic control equipment except for City-sponsored events and closures.
5. Review Fee. A review fee, which shall be in addition to any special event fee, and as set forth in Chapter 3.07 of this code, shall be required with each application for closure of a street or intersection. The fee shall be non-refundable, regardless of whether the application is approved or denied.

B) Each street closure request contained within an application for special event shall be reviewed by a committee consisting of the City Engineer (or designee), the Police Chief (or designee) and the City Fire Chief (or designee). The committee shall determine if requested street or intersection closures will be allowed, together with any additional requirements for or traffic flow, public safety, access or public notice. Any appeal of the decision of the committee may be made to the City Manager pursuant to section 5.25.090.

C) The committee shall approve an application for a street or intersection closure which satisfies the requirements set out in subsection A, above; together with such other requirements as the committee may impose, pursuant to subsection B, unless it finds one or more of the following conditions, in which case the application shall be denied:

1. That the closure is likely to unreasonably interfere with vehicle or pedestrian traffic flow or
2. That the closure is likely to create an unmitigatable danger to vehicular or pedestrian traffic or



City of Pasco
Finance Department
525 N 3rd Ave PO Box 293
Pasco WA 99301
Ph. 509-545-3488 Fax: 509-543-5742
www.pasco-wa.gov

3. That the closure will cause irrevocable interference with previously approved and/or scheduled construction, maintenance or other activities or
4. That the closure will seriously inconvenience the general public's use of public property, services or facilities or
5. That there are not sufficient public safety personnel or other necessary city staff to accommodate the closure so that it may occur in a reasonably safe manner or
6. That the closure would endanger public safety or health or
7. That the closure would be likely to cause unreasonable damage to public properties or facilities.
8. That the closure is not necessary to accommodate an event or activity sponsored by a public entity or available to the general public for the period of the closure.



Special Event Application

Applicant Information:

Applicant/Organization Name _____

Corporation LLC Partnership Sole-Proprietor Other

UBI# _____ FEIN # or SS# _____

Address _____ City _____ St _____ Zip _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Contact Person _____ DOB _____ M F

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Other Contact Person _____ DOB _____ M F

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Event Information:

Type of Event _____ Name of Performers _____

Describe all activities that will take place at Event _____

Location of Event _____ Address _____

Date of Event _____ Hours of Operation _____

Set-up Date/Time _____ Dismantling Date/Time _____

Contact Person During Event _____ Phone During Event _____

Estimated Number of Attendees _____ Age of Attendees _____

Will you have Vendors? Yes No Est# of Vendors _____

Will you use amplification equipment? Yes No

Did you receive Noise Ordinance? Yes No

Will you have a sign? Yes No

Alcohol Sales? Yes No

Will you be charging Admission to this Event? Yes No If yes, how much? _____

Will you be closing a street? Yes No

Person/Entity liable for collection and payment of **Admission Tax** _____



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Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Person/Entity liable for payment of **Retail Sales Tax** _____

Mailing Address _____ City _____ St _____ Zip _____

Phone _____ Fax _____ Email _____

Attachments:

- Copy of your Picture ID
- Copy of any Brochures, Flyers, or Mailings advertising this event
- Map of your event location (streets, parking, buildings, stages etc)
- Written consent of Owner of Property
- Copy of your Security Contract
- Map of parade route
- Preliminary Vendor List (Final List due 3 days before Event) Include **Name**, **Address**, **Phone**, and **Goods/Services offered**.

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with city policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – Depending on the type of event planned, you may be required to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts of omissions of the organization, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. After reviewing this application, the City will determine whether you must agree to indemnify the City and its agents.

Signature

Date

Organization

Title

CITY OF PASCO



Map of Event Site

Draw to show the following:

- All streets and driveways.
- Portion of the property to be used by the applicant.
- Portion of property used for parking.
- Location of buildings/structures and their uses.
- Floor Plan – exits, stages, seating etc. (if applicable)

A large, empty rectangular box with a thin black border, intended for the applicant to draw the event site map according to the instructions above.

CHAPTER 9.61 NOISE REGULATION

Sections:

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9.61.005 DECLARATION OF POLICY. It is hereby declared to be the policy of the City of Pasco to minimize the exposure of citizens to the harmful effects of excessive noise. It is the express intent of the City Council to control the level of noise in a manner which promotes commerce; the use, value, and enjoyment of property; sleep and repose; and the quality of the environment. (Ord. 2665 Sec. 1, 1987.)

9.61.010 DEFINITIONS. A) "Background sound level" means the level of all sounds in a given environment, independent of the specific source being measured.

B) "dBA" means the sound pressure level in decibels measured using the "A" weighting network on a sound level meter. The sound pressure level, in decibels, of a sound is 20 times the logarithm to the base 10 of the ratio of the pressure of the sound to a reference pressure of 20 micropascals.

C) "Director" means the Director of Community and Economic Development.

D) "Distribution Facilities" means any facility used for distribution of commodities to final consumers, including facilities of utilities that convey water, wastewater, natural gas, and electricity.

E) "EDNA" means the environmental designation for noise abatement, being an area or zone (environment) within which maximum permissible noise levels are established.

F) "Leq" means the equivalent continuous sound pressure level. A measure of the average sound pressure level during a period of time, in decibels.

G) "Noise" means the intensity, duration and character of sounds, from any and all sources.

H) "Person" means any individual, corporation, partnership, association, governmental body, state agency or other entity whatsoever.

I) "Property Boundary" means the surveyed line at ground surface, which separates the real property owned, rented, or leased by one or more persons, from that owned, rented, or leased by one or more other persons, and its vertical extension.

J) "Receiving Property" means real property within which the maximum permissible noise levels specified herein shall not be exceeded from sources outside such property.

K) "Sound Level Meter" means a device which measures sound pressure levels and conforms to Type 1 or Type 2 as specified in the American National Standards Institute Specification S1.4.1971. (Ord. 3591 Sec. 1, 2002.)

9.61.020 PUBLIC DISTURBANCE NOISE PROHIBITED. No person, whether or not that person is in actual possession of the noise source, shall create, continue, or cause to be created or continued, or allow to be created or continued, any public disturbance noise. "Public disturbance noise" means any sound which:

A) Is specifically included in, but not limited to, those listed in subsection C;
or

B) That unreasonably disturbs or interferes with the peace, comfort and repose of owners or occupants of real property and causes a noise complaint to be reported by two or more persons occupying separate residences neither of which residence is within the same property boundary;

C) Public disturbance noises for the purposes of this section shall include, but shall not be limited to, the following specified sounds and are also subject to regulation under the provisions of Section 9.61.030 of this chapter:

1) Any sound made by the use of a musical instrument, whistle, sound amplifier, juke box, radio, television, or other similar device which emanates from a building, structure, or property between the hours of 10:00 p.m. and 7:00 a.m. and is received within a residential district.

2) Any sound made by the unamplified human voice which emanates from a building, structure or property between the hours of 10:00 p.m. and 7:00 a.m. and is received within a residential district.

3) Frequent, repetitive or continuous sounds made by any animal, which emanates from a building, structure, or property and is received within a residential district.

4) Any sound made by the discharge of exhaust gases from an internal combustion engine except through a muffler.

5) Any sound made by the operation of any motorcycle, motorbike, off-road or terrain vehicle in the city on any property not a part of the street system of the City when such motorcycle, motorbike, off-road or terrain vehicle does not conform to the muffler standards required for operation on the public streets.

6) Any sound made by a horn or other similar signaling device attached to a motor vehicle except when reasonably necessary to insure safe operation as permitted in RCW 46.37.380.

7) Any sound made by a loud speaker or sound amplifier exterior to any building for commercial advertising or sales purposes or for attracting the attention of the public to any performance, show or other event.

8) Any sound which is audible at any school, other institution of learning, court, hospital, nursing, or convalescent facility, or other area where exceptional quiet is necessary; provided, signs are displayed in adjacent or contiguous streets indicating that the area is a quiet zone.

9) Any sound made by the construction, excavation, repair, demolition, destruction, or alteration of any building, property or upon any building site between the hours of 10:00 p.m. and 7:00 a.m. and is received within a residential district.

10) Any sound made by operating or permitting the operation of any mechanically powered saw, drill, sander, grinder, lawn or garden tool or air conditioner, fan or blower, or similar device used in residential areas between the hours of 10:00 p.m. and 7:00 a.m. the following day so as to cause a noise disturbance across a residential boundary.

11) Any sound made by speaker sound amplifier or motor vehicle audio system exterior to the passenger sitting compartment of a motor vehicle on a public street or highway (anywhere within the right-of-way thereof) of a commercial radio station broadcast, or music from an audio tape cassette, compact disc, or other recording medium.

12) Any sound from a motor vehicle audio system such as tape players, radios, and compact disc players, operated at a volume and under conditions, so as to be audible greater than seventy-five (75) feet from the vehicle itself.

13) Any sound from portable audio equipment, such as a radio, tape player or compact disc player, which is operated at such a volume so as to be audible at a distance of seventy-five (75) feet or more from the source of the sound. (Ord. 2775 Sec. 1, 1990; Ord. 2735 Sec. 1, 1989; Ord. 2665 Sec. 1, 1987.)

9.61.030 MAXIMUM PERMISSIBLE ENVIRONMENTAL NOISE LEVELS.

A) Designation of Zoned Areas. The EDNA (Environmental Designation For Noise Abatement) is hereby established as follows:

- 1) Residential zones - Class A EDNA.
- 2) Commercial zones - Class B EDNA.
- 3) Industrial zones - Class C EDNA.

B) Maximum Noise Levels:

1) No person shall cause or permit noise to intrude into the property of another person which noise exceeds the maximum permissible noise levels set forth below in this section.

a) The noise limitations established are as set forth in the following table after any applicable adjustments provided for herein are applied:

EDNA NOISE SOURCE	OF EDNA RECEIVING PROPERTY	OF
Class A	Class B	Class C

CLASS A	55 dBA	57 dBA	60 dBA
CLASS B	57	60	65
CLASS C	60	65	70

b) Between the hours of 10:00 p.m. and 7:00 a.m. the noise limitations of the foregoing table shall be reduced by 10 dBA for receiving property within Class A EDNAs.

c) At any hour of the day or night the applicable noise limitations in (a) and (b) above may be exceeded for any receiving property by no more than:

- i) 5 dBA for a total of 15 minutes in any one-hour period; or
- ii) 10 dBA for a total of 5 minutes in any one-hour period; or
- iii) 15 dBA for a total of 1.5 minutes in any one-hour period. (Ord. 3591 Sec. 1, 2002; Ord. 2665 Sec. 1, 1987.)

9.61.040 EXCEPTIONS. A) The following shall be exempt from the provisions of Section 9.61.030(B) between the hours of 7:00 a.m. and 10:00 p.m.:

- 1) Sounds originating from residential property relating to temporary projects for the maintenance or repair of homes, grounds and appurtenances.
- 2) Sounds created by the discharge of firearms on authorized shooting ranges.
- 3) Sounds created by blasting.
- 4) Sounds created by aircraft engine testing and maintenance not related to flight operations: Provided, That aircraft testing and maintenance shall be conducted at remote sites whenever possible.
- 5) Sounds created by the installation or repair of essential utility services.

B) The following shall be exempt from the provisions of Sec. 9.61.030(B):

- 1) Noise from electrical substations and existing stationary equipment used in the conveyance of water, wastewater, and natural gas by a utility.
- 2) Noise from existing industrial installations which exceed the standards contained in these regulations and which, over the previous three years, have consistently operated in excess of 15 hours per day as a consequence of process necessity and/or demonstrated routine normal operation. Changes in working hours, which would affect exemptions under this regulation, require approval of the City.

C) The following shall be exempt from the provisions of Sec. 9.61.030(B) except insofar as such provisions relate to the reception of noise within Class A EDNAs between the hours of 10:00 p.m. and 7:00 a.m.

- 1) Sounds originating from temporary construction sites as a result of construction activity.

- 2) Sounds originating from forest harvesting and silvicultural activity.
- D) The following shall be exempt from all provisions of Sec. 9.61.030(B):
 - 1) Sounds created by motor vehicles when regulated by Chapter 173-62-WAC
 - 2) Sounds originating from aircraft in flight and sounds that originate at airports which are directly related to flight operations.
 - 3) Sounds created by surface carriers engaged in interstate commerce by railroad.
 - 4) Sounds created by warning devices not operating continuously for more than five minutes, or bells, chimes, and carillons.
 - 5) Sounds created by safety and protective devices where noise suppression would defeat the intent of the device or is not economically feasible.
 - 6) Sounds created by emergency equipment and work necessary in the interests of law enforcement or for health safety or welfare of the community.
 - 7) Sounds originating from officially sanctioned parades and other public events.
 - 8) Sounds emitted from petroleum refinery boilers during startup of said boilers: Provided, that the startup operation is performed during daytime hours whenever possible.
 - 9) Sounds caused by natural phenomena and unamplified human voices.
 - 10) Sounds created by motor vehicles, licensed or unlicensed, when operated off public highways EXCEPT when such sounds are received in Class A EDNAs.
 - 11) Sounds originating from existing natural gas transmission and distribution facilities. However, in circumstances where such sounds impact EDNA Class A environments and complaints are received, the director or his designee may take action to abate by application of EDNA Class C source limits to the facility under the requirements of this chapter.
- E) Nothing in these exemptions is intended to preclude the City from requiring installation of the best available noise abatement technology consistent with economic feasibility. (Ord. 3591 Sec. 1, 2002; Ord. 2665 Sec. 1, 1987.)

9.61.041 ADDITIONAL EXCEPTIONS – APPLICATION.

A) Additional exceptions may be granted to any person from any requirement of Section 9.61.020 of this chapter if findings are made that any such exception is in the public interest and that the proposed activity will have a substantial public participation, i.e., festivals, parades and other community celebrations.

B) Exceptions may be granted to any person from any requirement of Section 9.61.030 of this chapter if findings are made that immediate compliance with such requirement cannot be achieved because of special circumstances rendering immediate compliance unreasonable in light of economic or physical factors,

encroachment upon existing noise source or because of non-availability of feasible technology or control methods.

C) Applications shall be made to the Director of Community and Economic Development. Exceptions shall be issued only upon application in writing and after providing such information as may be requested. No exception shall be issued for a period of more than 30 days except upon due notice to the public with opportunity to comment to the City Planning Commission. The City Planning Commission shall make a recommendation for approval or disapproval to the City Council in all such cases. The City Council shall then make a final determination of approval or disapproval of an exception for a period exceeding 30 days. Public hearings may be held before the City Planning Commission, in any case, when substantial public interest is shown at the discretion of the Director.

D) Any such exceptions or renewal thereof shall be granted only for the minimum time period found to be necessary under the facts and circumstances.

E) An implementation schedule for achieving compliance with this chapter shall be incorporated into any exception from Section 9.61.030 that is issued.

F) Sources of noise, subject to this chapter, shall immediately comply with the requirements of this chapter, except in extraordinary circumstances where overriding considerations of public interest dictate the issuance of a exception. (Ord. 3591 Sec. 1, 2002.)

9.61.045 NOISE IN PUBLIC PARKS AND PLACE.

A) It is unlawful for any person to cause, or for an person in charge of a group of persons to allow sound from an officially sanctioned musical event to originate in a public park, stadium, center or public place, which exceeds an Leq of ninety-five (95) dB(A) for one (1) minute as measured fifty feet (50') (approximately fifteen (15) meters) from the source or sources, whether or not the sounds are live or recorded. Provided, that this limitation shall not apply to indoor events. Between the hours of 10:00 p.m. and 7:00 a.m., Sunday through Thursday, and 11:00 p.m. and 7:00 a.m. Friday and Saturday, the maximum noise levels set in Section 9.61.030 shall govern.

B) Each violation of this section which occurs after notice to the person (designated on the permit as the agent to receive notices of violations in the case of events with permits) that he or she is in violation of this section shall constitute a separate offense. At the time of application the applicant shall designate an on-premises agent who will accept notices of violations of this section during the event. The absence of the designated on-premises agent from the event or the inability of the serving agency to locate the on-premises agent or the refusal of an on-premises agent or responsible official of a group to accept notice of a violation shall not affect the validity of the initial or successive violations.

C) The City Manager, the Director of Community and Economic Development, the Director of Administrative and Community Services, the Chief of Police, or an authorized representative of any of them may terminate a performance as a public nuisance after following the notice requirements of subsection B of this section if the decibel level exceeds one hundred five (105) dB(A) for a total of five (5) minutes in any

thirty (30) minute period as measured fifty feet (50') (approximately fifteen (15) meters) from the source or sources.

D) Before any permit or other authorizing document is issued for any event which will produce sounds which may violate this section, the application shall be circulated to the Director of Community and Economic Development who is authorized to attach any conditions consistent with this chapter and reasonably calculated to prevent annoying sounds.

1) In any permit for use of a public park, stadium, center or public place, the Director or his designee may stipulate that the City will require sound-control monitoring services whenever:

a) Amplified sound will be used at the proposed event; and

b) The Director or his designee finds that, unless monitored, the sound level originating at the proposed event may exceed the sound level in Section 9.61.045(A). The Director shall be guided principally by the expected power and type of amplification and, for those with a record of prior usage, by past events held on City property within the last two (2) years.

2) The Director, in his or her discretion, may perform the service directly, delegate performance to the authority issuing the permit, or retain an acoustician.

3) In the event that monitoring is required, the cost of such service shall be paid by the event permittee.

F) This section does not limit or diminish the management authority of the Director of Administrative and Community Services to require a performance bond or cash deposit for the use and occupancy of a public park, stadium, center or public place, a security for payment of costs and expenses related thereto, damages or cleanup costs that may arise from a proposed event, and/or taxes and other amounts that may become payable; nor does this section limit or diminish the City's management authority to grant or deny such permits for causes independent of the Noise Ordinance codified in this chapter.

G) A copy or digest of this section on noise in public parks and public places shall be delivered to every person applying for a permit or other authorizing document which involves the production of sounds which may violate this section and the permittee shall sign a receipt signifying that he or she has received the same. (Ord. 3591 Sec. 1, 2002.)

9.61.050 ENFORCEMENT. Noise measurement is not necessary for the enforcement of Section 9.61.020 of this chapter. Noise measurement for the purpose of enforcing the provisions of any section of this chapter shall be measured in DB(A) with a sound level meter in good operating condition, and properly calibrated. Except for parks and recreation areas and 9.61.020(C) 5, 6, 11, 12, and 13, enforcement of Section 9.61.020 and 9.61.030 of this chapter shall be undertaken only upon receipt of a complaint by an identifiable person who resides, owns property, or is employed in the area affected by the noise complained of. Whenever any police officer commissioned

by the City of Pasco or the Code Enforcement Officer of the City, has reason to believe that any person is in violation of any provision of this chapter, it shall be cause for the issuance of a Notice of Violation. (Ord. 3591 Sec. 1, 2002; Ord. 3364 Sec. 1, 1999; Ord. 2775 Sec. 1, 1990; Ord. 2665 Sec. 1, 1987.)

9.61.060 VIOLATIONS. Any person found to be in violation of the provisions of this chapter shall be deemed to have committed a civil infraction and for each violation shall be subject to a civil penalty not to exceed \$250, as the exclusive penalty without the imposition of incarceration. Each day that the violation continues shall be deemed a separate violation subject to the maximum fine of \$250. Any person found to be in violation of the provisions of this chapter for two or more offenses within a two (2) year period, shall be subject to an enhanced penalty of not less than \$250, but not more than \$500. (Ord. 3875, 2008; Ord. 3591 Sec. 1, 2002; Ord. 2665 Sec. 1, 1987.)

9.61.070 ORDINANCE ADDITIONAL TO OTHER LAW. The provisions of this ordinance shall be cumulative and non-exclusive and shall not effect any other claim, cause of action or remedy; nor, unless specifically provided, shall it be deemed to repeal or amend or modify any law, ordinance, or regulation relating to noise, but shall be deemed additional to existing legislation and common law on noise. (Ord. 2665 Sec. 1, 1987.)

9.61.080 SEVERABILITY. If any section, part of section, sentence, clause or phrase of this chapter shall be held to be unconstitutional or invalid, the remaining provisions of this chapter shall nevertheless remain in full force and effect. (Ord. 2665 Sec. 1, 1987.)