

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Ordinance No. 859 - Establishing a New Chapter, SMC Chapter 5.25 Filming Regulations and Amending SMC 3.01 Fee Schedule
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Nathan Daum, Economic Development Program Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The media-production industry offers opportunities for Shoreline to increase commercial activity throughout the entire city. The City's current policies and procedures could be better tailored to filmmaking, as filmmakers are currently subject to a permitting process that was designed for other types of applicants through the City's right-of-way and park rental fees. Given the small to moderate scale of the typical film production in the City, permit costs and requirements are burdensome and do not reflect the City's desire to help attract and grow the film industry in Shoreline. In addition, ushering filmmakers through the approval process currently requires staff time in evaluating regulatory and fee accommodations on a case-by-case basis.

In March of this year, the City Council asked staff to propose a streamlined film-industry-specific permitting process with appropriate fees for filmmaking in Shoreline. Staff is providing proposed Ordinance No. 859 (Attachment A) which would establish a new chapter in Shoreline's Municipal Code to address filmmaking activities on public property in addition to amending the City's Fee Schedule (SMC Section 3.01). Establishing new, clear, consistent policies now will help save time and improve customer relations over the upcoming summer filmmaking season.

RESOURCE/FINANCIAL IMPACT:

The financial impacts of implementing these changes are minimal and staff time is primarily required for the one-time drafting of regulations and procedures to streamline the permitting process. Improving our regulatory climate for this industry may have a net positive effect through increased filmmaking in the City, along with a related increase in local media production business activity. If no action is taken to address this issue, staff anticipates some negative financial impacts caused by demands on staff time to perform case-by-case analyses and decision making related to individual filming requests. Additional negative impacts from no-action would be the potential loss of filmmaking business in the City. Any loss of permit fees is seen as *de minimis*, since often film makers have not obtained permits through the City or fees have been waived.

RECOMMENDATION

Tonight, Council will discuss staff's recommendations including proposed Ordinance No. 859. No action is required at this time, although Council should provide feedback regarding staff's recommendations. Council is scheduled to adopt proposed Ordinance No. 859 on June 24, 2019.

Approved by: City Manager _____ City Attorney _____

INTRODUCTION

The growth of the media production industry is a key economic development priority for the City of Shoreline. The City of Shoreline has a regionally recognized and highly respected film program at Shoreline Community College, and while other colleges in the region are closing similar programs, the film school at Shoreline is thriving and growing. Partnering with the College through the Shoreline Film Office, the City currently hosts filmmaking productions totaling roughly \$1 million per year (Attachment B). As media production activities grow in Shoreline, there remain no fees in the adopted fee table appropriate to this industry, and applicants are required to coordinate with multiple staff members in multiple City departments depending on their needs. This contrasts with the practices of surrounding cities, where there is a concerted effort to assign a point of contact to assist throughout a filmmaker's interaction with the City. Without active executive, staff, and consultant involvement, filmmakers working in Shoreline can encounter regulations and fees that are not appropriate for their industry. This in turn leads to requests for exceptions and fee reductions, and this causes delay and consternation on the part of applicants and a drag on staff time to consider requests on a case-by-case basis.

Council therefore requested that staff develop a concise set of policies and procedures for the film industry, including discussing the pros and cons of bringing our regulations and costs into alignment with film-friendly peer cities. This requires amending the Shoreline Municipal Code permit fee table, adding a new Chapter in Title 5: Business Licenses and Regulations, and developing a Shoreline Film Manual (SFM).

BACKGROUND

The Shoreline Film Office was launched in mid-2013 at the direction of City Council. Since that time, the Shoreline Film Office has become a vibrant economic development partnership between the City and the College and has fostered a significant amount of commercial filmmaking in the city. As intended, this initiative has both attracted commercial activity to Shoreline and contributed to the development of local filmmakers enrolled at the Community College. Temporary and contract hiring, food, equipment, and other spending of visiting film crews can contribute to the local economy. As a state-wide reference point, in 2016, the motion picture and television industry in Washington State contributed approximately 10,000 jobs (direct and production related) and \$413M in wages¹. Shoreline staff is working to support the growth and development of film related business activity within our city, with the goal of capturing a growing share of this sector.

During the City Council Strategic Planning Workshop in March 2019, Council requested that staff develop recommended filmmaking regulations based on model code available and best practices from other cities. Staff explained to Council that this has been on staff's current work plan, and Council expressed support for continuing this work.

¹ Source: Motion Picture Association of America and Washington Filmworks.

The Film Industry in Shoreline Today

Independent films, commercials, short films and other productions totaling approximately \$1 million per year in Shoreline represent a significant and growing local economic cluster (Attachment B). Notably, filmmakers are choosing Shoreline based on our proximity to Seattle, unique filming locations, and our efforts to work supportively with filmmakers. In August 2018, Staff worked with the production teams for the \$2.5 million, feature-length independent film Language Arts, an upcoming Dairygold TV commercial, a Shoreline Community College (SCC) student film, a professionally produced local short film including SCC film school students, and an online video for local non-profit Committee for Children.

As of May 1, 2019, Shoreline is under active consideration and/or initial work for three different productions, including “THE PAPER TIGERS – A Kung Fu Indie for the Underdogs”, “East of the Mountains” – a Tom Skerritt independent film, and a Powerade TV commercial, all of which are slated to begin in June 2019, one of which is a multimillion-dollar production.

DISCUSSION

Current Regulations and Fees for Filmmaking on City Property

Currently, the Shoreline Municipal Code does not provide regulations or fees specifically related to the use of City property for film related activities. As such staff has primarily relied on fees assessed for the use of City parks, open space and right-of-way. Below are the current rates for those uses:

Permit Type	Current
Film Permit	n/a
Right-of-Way Use Permit	Hourly Rate (\$199/hour) with minimum fee of \$597 (3-hour minimum)
Parks and Open Space Use Permit	\$19/hour
Filming in City Owned Building	n/a

Often, the fees charged related to an hourly use of City parks or right-of-way are much greater than a filmmaker is willing to consider and is significantly more than what is charged by other cities that encourage filmmaking activity. Often the fee calculation for a simple shoot using both park and right-of-way facilities ranges from \$600 to \$800.

On numerous occasions over the past five years, film crews were interested in shooting in Shoreline, but then were stymied by various permit requirements. In all cases, waivers were considered on a case-by-case basis.

For example, In the summer and fall of 2018, a multimillion-dollar feature-length independent film was shot mostly in Shoreline (on city streets, in parks, and at Fircrest). This was a high profile project in WA State with the film receiving funding assistance from Washington Filmworks, the private non-profit organization that manages the state’s

production incentive program. While this activity provided many benefits to the City, permitting activities were a pain-point for the production and for the City. This was because the existing code did not address the specific type of activities requested or the specific needs of the requester.

In the past, permit fee waivers were given to filmmakers on an ad-hoc basis, resulting in some confusion for both the City and the filmmaker, requiring excessive staff time, and potentially exposing the city to risk, as staff has evaluated the desire to have filmmaking activity occur in the City.

Comparison of Fees and Regulations of Other Film-Friendly Cities

Fees

A review of filmmaking permits fees in peer cities locally and nationally was performed and the findings are contained in Attachment B. Staff reviewed the film regulations and permit fees for the Pacific Northwest cities of Seattle, Everett, Tacoma, Spokane, and Portland. Staff also reviewed filmmaking policies for the cities of Atlanta, GA; Vancouver, BC; New York, NY and Los Angeles, CA in addition to the policies for the National Park System. A summary of that analysis is as follows:

- Cities that are likely competitor cities to Shoreline, because they are in the Northwest and share similar statewide film incentives and locations, are, by policy, significantly less expensive for filmmakers than Shoreline. As previously stated, a simple shoot in Shoreline could have a calculated fee of \$600 to \$800, while the same shoot in comparable cities would range from \$0 to perhaps \$250. For a “typical shoot” Seattle charges \$25/day, Tacoma might charge \$100/day (\$50/day for students), and Everett would not charge any fee.
- Larger “film cities”, including Atlanta, Vancouver, BC, New York City, and Los Angeles, have fee structures that are designed to accommodate small productions at no cost to the filmmaker as well as handle large and complex motion picture filming for films that might have explosives, stunt acts, large electrical demands, many trucks, and other major complexities. Nevertheless, most of these film cities also allow carve-outs for “less complex” films, comparable to what is currently filmed in Shoreline.
- To allow for greater flexibility and future growth, it would be helpful to develop a tiered regulatory and fee structure to address the range of filmmaking activity that could occur in Shoreline.

Regulations and Practices

Staff also reviewed two documents from the California Film Commission. The first document is a “Model Film Ordinance” (Attachment C) with relevance to any film-friendly city that wishes to encourage the filmmaking industry in their location. The second is, “Guidelines for Best Practices in Film Regulations and Polices” (Attachment D), which can be implemented in policy once a film ordinance is adopted.

Recommendations and best practices from these documents include:

- Require a permit for filmmaking activities,

- Establish timely issuance of film permits,
- Establish reasonable permit fees that are similar to surrounding cities,
- Provide the flexibility for fee waivers for certain circumstances,
- Establish requirements to protect City assets, and
- Establish a point person for coordinating filmmaking permit process and a centralized filming section of the City’s website.

Staff also reviewed the City of Seattle’s practices related to the film industry, as posted on the website of the Seattle Office of Film & Music, and Everett’s policy which can be seen at the following link: <https://everettwa.gov/1666/Permit-Requirements>.

The City of Seattle has defined three Permit Types for filmmaking, as follows:

1. **Low impact filming** (*sidewalks, parks no traffic control or parking reservation*). COST: \$25 flat fee for up to 14 days of filming. After 14 days, \$25/day
2. **Moderate impact filming** (*parking reservation, traffic control, hiring officers, builds*, off-hours work*). COST: \$25/day of filming – no limit on number of public locations per day
3. **High impact filming** (*drones, street closures, stunts, pyrotechnics, large builds², high number of officers*). COST: Determined on a case-by-case basis.

Each of these three categories are discussed in-depth on the City of Seattle Film & Music website, spelling out more specific requirements and exceptions. Additional information about the City of Seattle’s practices concerning filmmaking permits and fees are located at: <https://www.seattle.gov/filmandmusic/film/film-manual>.

Recommendation

Staff recommends that Shoreline’s regulations follow Seattle’s approach as a starting point, and then modify and/or simplify where necessary. These policies are similar to those adopted by the City of Everett.

Proposed Ordinance No. 859 (Attachment A) creates a new chapter in the City’s Municipal Code, Chapter 5.25 (Attachment A-Exhibit A), which outlines the regulations to guide the filmmaking industry when filming within the City of Shoreline. In summary these regulations include the following:

- Requires, unless explicitly exempted, that a person must obtain a permit prior to conducting filmmaking activities on City owned properties and rights-of-way (SMC 5.25.030 (A)),
- Establishes a tiered system of filmmaking permits (SMC 5.25.030 (B)),
- Establishes permit submission requirements (SMC 5.25.040),
- Establishes liability insurance requirements (SMC 5.25.050),
- Establishes exemptions to the filmmaking permit requirements (SMC 5.25.060) for journalists, private individuals making film for their personal use, and “roving” film productions that meet specific requirements,

² A “build” is any set-dressing, props, or other structures built on set.

- Requires that the Economic Development Manager create a Shoreline Film Manual for administering the filmmaking activities within the City (SMC 5.25.070), and
- Establishes penalties for those failing to comply with the City’s filmmaking regulations (SMC 5.25.080).

Proposed Ordinance No. 859 also amends the City’s fee schedule to add a new section, SMC 3.01.205, to establish filmmaking permit fees (Attachment A-Exhibit B). Those fees are proposed as follows:

Permit Type	2019 Fee Schedule
Low-Impact Film Production	\$25 flat fee per production (for up to 14 consecutive days of filming)
Low-Impact Daily Rate (each additional day after 14 days)	\$25 per additional day
Moderate-Impact Film Production	\$25 per day
High-Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.

Staff does not recommend a separate park rental or right-of-way use permit fee for low or moderate-impact film production. The City Manager also has the authority to waive fees for student or non-profit filmmakers.

Staff recognizes that the proposed fees are not based on a cost-recovery basis. Rather they are proposed based on market comparisons and based on a desire to attract filmmaking activities to Shoreline. The following table provides pros and cons of staff’s fee recommendation:

Pros	Cons
Filmmaking primarily occurs in cities with film-appropriate permit fees.	Some taxpayer subsidy is required to make up the difference in cost recovery.
Matches expectation set by years-long, City commitment to media production industry.	Permit-compliance inspection requires staff time.
While cost-recovery is difficult to measure for filmmaking permits, they are significantly less complex than typical permits processed by the City.	
Continue to receive cost recovery on commercial films with large budgets.	

Cities without permit fees and processes tailored to filmmaking are those in which very little, if any, commercial filmmaking activity takes place. To simplify the process for

applicants and staff, staff will develop a Shoreline Film Manual (SFM) to establish a set of criteria for filmmaking permits with a set of illustrative examples and relevant practices. Attachment E provides a draft of the SFM.

STAKEHOLDER OUTREACH

To develop new policy recommendations, the Shoreline Film Office solicited the input of Washington Filmworks, Shoreline Community College, the City of Seattle's Office of Film + Music + Special Events as well as local filmmakers. Some of the most useful feedback came from filmmakers with experience working with the City and is summarized below.

In October 2018, staff met with the executive producer and locations manager from the film, "Language Arts", which had been recently shot over an approximately eight-week timeframe at Fircrest and other locations in Shoreline and nearby communities.

The executive producer for this film was a well-established local producer with 23 production credits in 20 years listed on the Internet Movie Database (IMDb), and the locations manager had 11 location credits over the same time period, including for a major, well-known episodic series filmed in Washington State.

The purpose of the meeting was to discuss specifically the filming process in Shoreline, what worked and what didn't work for Language Arts, and to gather key recommendations and "lessons learned" based on their significant filming experience throughout the state and beyond. This feedback is summarized below:

1. **Centralized permits coordination.** Filmmakers are typically working on strict timetables and limited budgets with a limited ability to learn the various intricacies of the permit process within any given city. A "single point of coordination" is essential if the City wishes to support growth in this industry.
2. **Permit design.** Permits required of filmmakers should be designed to fit their industry, especially with regards to cost and turn-around time.
3. **Permit fees.** The risks, impacts, and work required of the city to support a road closure for a large developer might be significantly greater than the impacts for a road closure to film a car scene, and the fee structure should reflect this. This was an issue for Language Arts, where the stated fee for obtaining a permit to film a key car scene was significantly higher than it would have been in Seattle and might have led to scuttling the project had the City not granted fee waivers.

In addition to looking at actual cost to the city of the permit process, permit fees for filmmakers should be normalized with fees charged in neighboring, competing cities. Financial benefit to the City from allowing these types of activities should also be considered.

Staff also spoke with two smaller productions that wanted to film in Shoreline in 2018 but needed to move elsewhere due to costs or other restrictions. In one case, a small

team wanted to produce a small, low-impact music video which would have entailed one shot at a City park. This was a production that would probably have not required insurance based on our current recommendations. The production moved to a park in Edmonds, which did not require a certificate of insurance. In another case, a different company wanted to produce a short film which included filming a bicycle rider on a city street. They ultimately chose to film in another City where it was indicated from the beginning that a Right-of-Way and/or other permits would not be required for their use. It is possible that the production would have stayed in Shoreline if the rules had been well established and communicated from the start of the permitting process.

COUNCIL GOALS ADDRESSED

Goal 1 of the City Council's 2018—2020 Workplan is to "*Strengthen Shoreline's economic climate and opportunities.*" Action Step #6 calls for the City to "*Facilitate collaboration with and between members of the business community in order to remove barriers to starting and growing businesses, increasing commerce and profitability, and to identify appropriate new industries for Shoreline.*" In addition, the Council-adopted 2018—2023 Economic Development Strategic Plan, includes "*Growing a Media Production Industry*" as one of nine non-geographic Placemaking Projects intended to enrich the overall economic climate of the city.

RESOURCE/FINANCIAL IMPACT

The financial impacts of implementing these changes are minimal and are primarily staff time required for the one-time drafting of regulations and procedures to streamline the permitting process. Improving our regulatory climate for this industry may have a net positive effect through increased filmmaking in the City, along with a related increase in local media production business activity. If no action is taken to address this issue, Staff anticipates some negative financial impacts caused by demands on staff time to perform case-by-case analyses and decision making related to individual filming requests. Additional negative impacts from no-action would be the potential loss of filmmaking business in the City. Any loss of permit fees is seen as *de minimis*, since often film makers have not obtained permits through the City or fees have been waived.

RECOMMENDATION

Tonight, Council will discuss staff's recommendations including proposed Ordinance No. 859. No action is required at this time. Council should provide feedback regarding staff's recommendations. Council is scheduled to adopt proposed Ordinance No. 859 on June 24, 2019.

ATTACHMENTS

- Attachment A: Proposed Ordinance No. 859, Including Exhibits A and B
- Attachment B: Filmmaking Permit Fees Comparison Memorandum and Estimate of Economic Impact of Films to Shoreline Analysis

- Attachment C: California Film Commission Model Film Ordinance
- Attachment D: California Film Commission Best Practices Guidelines for Film Regulations and Policies
- Attachment E: *Draft* Shoreline Film Manual

ORDINANCE NO. 859

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, ADDING A NEW CHAPTER TO TITLE 5 BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.25 FILMMAKING REGULATIONS, OF THE SHORELINE MUNICIPAL CODE AND AMENDING CHAPTER 3.01 FEE SCHEDULE.

WHEREAS, in 2012, the City Council adopted the 2012-2017 Economic Development Strategic Plan focusing on “placemaking” and, since at least 2013, the City Council has included the filmmaking industry in its Goals and Workplan so as to strengthen Shoreline’s economic base; and

WHEREAS, the Shoreline Film Office, a collaborative effort between the City and Shoreline Community College, was established in 2013 to actively promote and encourage film production in Shoreline; and

WHEREAS, in 2018, the City Council adopted the 2018-2023 Economic Development Strategic Plan which articulates placemaking projects, including “Growing a Media Production Industry,” so as to enrich the overall economic climate of the City of Shoreline; and

WHEREAS, over the years, the City has hosted filmmaking productions totaling roughly \$1 million per year; and

WHEREAS, despite the filming activity, the City does not provide regulations or fees specifically related to the use of City property for film related activities; and

WHEREAS, on June 10, 2019, the City Council held a study session on the proposed filmmaking regulations and fees; and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment - SMC Title 5, establishing Chapter 5.25 Filmmaking Regulations. SMC Title 5 is amended to establish a new chapter, Chapter 5.25 Filmmaking Regulations, as set forth in Exhibit A.

Section 2. Amendment – SMC Chapter 3.01, establishing Section 3.01.205 Filmmaking permit fees. SMC Chapter 3.01 is amended to establish a new section, Section 3.01.205 Filmmaking permit fees, as set forth in Exhibit B.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days from the date of publication.

PASSED BY THE CITY COUNCIL ON JUNE 24, 2019

Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2019

Effective Date: _____, 2019

Ordinance No. 859 – Exhibit A

NEW Chapter 5.25 Filmmaking Regulations

5.25.010 Purpose:

The purpose of this chapter is to establish procedures to guide the filmmaking industry when filming within the City.

5.25.20 Definitions

- A. “B roll” means film content that captures the environment, area, or surroundings of a story, or any generic, unscripted action which supplements the main storytelling content.
- B. “Build” means any set-dressing, props, or other structures built on set.
- C. “City” means the City of Shoreline, Washington.
- D. “Days” means calendar days.
- E. “Filmmaking” or “Filming” means motion-picture photography activity using film, digital video or other media storage technologies, not including news media or personal use.
- F. “Film Production” means the full range of activities supportive of the development of motion-picture media content for general public or limited audiences, not including news media or personal use.
- G. “City Manager” means the City Manager or designee.
- H. “Person” means any natural person, firm, partnership, company, corporation, association, or organization.
- I. “Public property” means any improved or unimproved public right-of-way, including sidewalks, bikeways, walkways, and parking areas, public park, or public building owned or managed by the City.
- J. “Responsible party” means the applicant and its agents, representative, or employees who control, manager, or supervise the film production.
- K. “Shoreline Film Manual” means the manual adopted pursuant to SMC 5.25.070 that includes permit criteria, rules, guidelines, standards, and specifications related to Filmmaking and Film Production in the City.

5.25.030 Permit - Required

A. Unless explicitly exempt in this chapter, it is unlawful for any Person to make use of a public place for Filmmaking or Film Production without first securing a Filmmaking Permit when the Filmmaking or Film Production requires the:

- 1. Use of a City park or City Building for Filming;
- 2. Temporary interruption of vehicle or pedestrian traffic on City streets or sidewalks;
- 3. Use of a tripod or dolly on City streets or sidewalks;
- 4. Placement of wires or cables across or over City streets or sidewalks;
- 5. Placement of a generator on a City street or sidewalk; or
- 6. Impact to areas of public parking, including reservation of space(s).

Ordinance No. 859 – Exhibit A

B. Types of Filmmaking Permits.

1. The type of permit required is based on the anticipated impact of the Filmmaking activity. Filmmaking Permits types are:

- a. Low Impact Film Production
- b. Moderate-Impact Film Production
- c. High-Impact Film Product

2. The criteria for each permit type shall be set forth in the Shoreline Film Manual.

5.25.040 Filmmaking permit application.

A. Any person that desires to Film or engage in Film Production within the City for commercial purposes shall submit a complete Filmmaking permit application with the appropriate fees to the City unless specifically exempted in this chapter. No filming may occur within the City until the filmmaking permit application has been approved and issued.

B. At the minimum, the application shall include:

1. A completed application form with the authorized signature of the applicant;
2. The appropriate application fee based on the official fee schedule (chapter 3.01 SMC) and
3. Any supplemental information required for submittal as set forth in the Shoreline Film Manual.

C. Prior to issuance of the Filmmaking permit:

1. The applicant shall pay all applicable fees;
2. If required by the City Manager, the applicant shall post a bond or damage deposit in an amount determined by the City Manager to be sufficient to cover any damages to public resources or facilities which may occur during the filming; and
3. Provide a certificate of insurance, naming the City as additional insured, for liability insurance to cover any liability costs associated with the film production activities.

5.25.050 Liability Insurance

A. Unless waived by the City Manager, commercial general liability insurance in an amount of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate shall be obtained and maintained during the permit term at the applicant's sole expense. The City shall be named as an additional insured.

B. The City Manager may reduce the coverage amounts set forth in this section or require additional coverage amounts depending on the filmmaking activity proposed by an applicant.

Ordinance No. 859 – Exhibit A

C. Higher liability coverage and other requirements for special circumstances including but not limited to use of helicopters, drones, and pyrotechnics may apply. Applicant shall comply with all insurance requirements contained in Shoreline Film Manual.

5.25.060 Exemptions

This chapter shall not be applicable to:

1. Journalists and other news media representatives in the pursuit of journalism.
2. Private individuals making film or digital video content for their personal use.
3. "Roving" film productions filming b-roll, zero impact sidewalk scenes, and documentary-style footage at various public exterior locations throughout Shoreline. A Filmmaking permit shall be required unless the "Roving" meets all of the following criteria:
 - a. Five or fewer total cast and crew on-site at any one time;
 - b. One camera on-site;
 - c. Outdoor production only;
 - d. No traffic control required;
 - e. No interruption to pedestrian activity;
 - f. No electrical generation, wires, cables run, or lights set-up;
 - g. Public parking will not be impacted; and
 - h. Not filming in City Park.

5.25.070 Shoreline Film Manual.

The City Manager shall prepare, administer, interpret, and amend as necessary a Shoreline Film Manual. The Manual shall establish reasonable rules, guidelines, standards, and specifications for Filmmaking or Film Production in the City.

5.25.080 Enforcement – Penalty

A. Filmmaking permit – suspension, denial, or revocation.

1. The City may deny a Filmmaking permit if within the three (3) years prior to the date of application:
 - a. The applicant had a Filmmaking permit revoked by the City for which the applicant was a responsible party; or
 - b. The applicant had a Filmmaking permit suspended more than two (2) times by the City for which the applicant was a responsible party; or
 - c. The City discovered that the Filmmaking permit was approved and issued based on fraud or misrepresentation by the applicant.

Ordinance No. 859 – Exhibit A

2. The City may deny a Filmmaking Permit if, in the City’s sole discretion, the filmmaking activity would be unduly burdensome on the City or would be contrary to the public health, safety, and welfare.
3. If any person violates the terms or conditions of an issued Filmmaking permit, the City may, at its discretion, suspend or revoke a filmmaking permit depending on the severity of the violation(s) and/or impose a penalty for a violation.

B. Appeal.

The City’s decision to deny a Filmmaking permit application; to suspend or revoke a Filmmaking permit; to find a violation of the terms and conditions of a Filmmaking permit, or to impose a penalty, may be appealed to the City Hearing Examiner.

1. A notice of appeal, providing the basis for the appeal, along with the appropriate fee shall be filed within 14 days of the date of the City’s decision.
2. The Hearing Examiner shall hold a closed-record hearing based on the record developed by the City.
3. Review shall be de novo and the burden shall be on the City to show, by a preponderance of the evidence, that its decision was warranted.
4. The Hearing Examiner’s decision shall be final. Any person aggrieved by that decision may seek judicial review in King County Superior Court by filing an appeal within 14 days of the date of the Hearing Examiner’s decision.

C. Violation - Penalty.

1. A penalty for a violation of the terms and conditions of a Filmmaking Permit shall be imposed in the amount of \$250.00 per day per violation.
2. If any Person damages City property during the Filmmaking or Film Production, the Person shall be responsible for the repair, replacement, and/or restoration of the property to a same or better condition than existed prior to the damage. The Person shall also be responsible for any penalties imposed by any chapter of the SMC based on the type of property damaged.
3. An additional penalty of \$2,000 shall be imposed if the violation was deliberate or the result of reckless disregard on the part of any Person. The burden of proof from demonstrating that the violation was not deliberate or in reckless disregard is on the Person responsible for the violation.
4. In addition to the provisions set forth in this Section, the City may take any actions provided by law to obtain compliance with this chapter and/or collect any penalties that have been assessed.

Ordinance No. 859 - Exhibit B

AMENDMENT - Chapter 3.01 Fee Schedule

New Section - Section 3.01.205 Filmmaking permit fees.

A. Permit Fees

Permit Type	2019 Fee Schedule
Low-Impact Film Production	\$25 flat fee per production (for up to 14 consecutive days of filming)
Low-Impact Daily Rate (each additional day after 14 days)	\$25 per additional day
Moderate-Impact Film Production	\$25 per day
High-Impact Film Production	Applicable permit fees apply, including but not limited to, permits for the right-of-way and park rental fees.

B. Fee Waiver

The City Manager may waive fees for student or non-profit filmmakers who produce films that serve the community and are consistent with adopted City programs. Any fee waiver request must be submitted concurrently with the Filmmaking permit application or it will be considered waived.

MEMORANDUM

TO: Nate Daum, Shoreline Department of Economic Development
FROM: Ken Winnick, MBA, Winnick & Associates, Shoreline, WA
SUBJECT: Initial Analysis of Filmmaking Permit Fees in Shoreline vs. Similar Cities
DATE: August 10, 2018

BACKGROUND

Winnick & Associates was asked to conduct an initial analysis of film making permit fees in the City of Shoreline, as compared to other similar cities.

PROBLEM STATEMENT

Temporary land use and ROW permit fees and the ease (or difficulty) of the overall permitting process are both very important factors for filmmakers when scouting for locations to produce their films. Together, these two factors can play a key role in determining where a filmmaker will decide to produce a film. If the costs are too high, or if the permit process is too cumbersome, they will look for alternative locations.

In the interest of staying competitive in the industry, The City of Shoreline would like to evaluate their fee structure and processes as compared to alternative locations that filmmakers might seek out.

ANALYSIS METHOD

Using a “typical shoot”, we compared Shoreline with 10 other filming locations, as described below. Our “typical shoot” included filming for one or two days at a city park, and on one street requiring a ROW permit.

- A) Five Pacific Northwest cities that are roughly like Shoreline in terms of filming locations available, and that could potentially compete with Shoreline based on permit fees and ease of permit processing.

These similar cities were:

- Seattle
- Everett
- Tacoma
- Spokane

- Portland

B) Four cities that are major motion picture filming locations. These are cities that represent the type filmmaker destinations that Shoreline, together with Seattle and other surrounding NW cities, might aspire to in the future.

These larger cities were:

- Atlanta, GA
- Vancouver, BC
- NYC
- LA, CA

C) The National Parks System. Various filmmakers have suggested that we include the NPS for comparison.

RESULTS

Color key:

Similar Cities
Larger Cities
National Park System

	CITY	FILM PERMIT SPECIFICS	WEBLINK	Typical costs for simple shoot with Park & ROW
1	Shoreline	\$579/ROW permit (could be multiple days?). Parks, \$18/hr. = \$180/10 hr.-day. No information on City owned buildings. Centralized film permit exists but not operative.	http://www.shoreline.gov/business/shoreline-film-office	\$600 - \$800
2	Seattle	\$25/day, flat fee which includes multiple locations for the day. Includes parks, streets, sidewalks, and some city-owned buildings. Does not include major landmarks.	http://www.seattle.gov/filmandmusic/film/film-permits	\$25
3	Everett	Free	https://everettwa.gov/1170/Filming-Incentives	FREE
4	Tacoma	\$100 commercial; \$50 student	http://www.cityoftacoma.org/cms/one.aspx?portalId=169&pageId=19642	\$100
5	Spokane	Free (apparently) but requires \$1,000 refundable deposit.	https://my.spokane-city.org/business/doing-business/film-permits/	FREE
6	Portland, OR	Complex formula. Typical 1-day shoot might cost \$100 to \$250 (est.)	http://www.portlandfilloffice.com/	\$100 - \$250

7	Atlanta, GA	Complicated. \$100 to start the process. Moratorium periods on some locations. Includes things like "large generator" permitting and other complex issues.	https://app.apply4.com/filmapp/us/atlanta	complex
8	Vancouver, BC	Very complex set of guidelines geared towards large and complex projects. A "Film Liaison" is assigned to each application. It appears that fees are determined once the application process begins.	https://vancouver.ca/doing-business/film-permits.aspx	complex
9	New York, NY	Many simple shoots are FREE and require NO PERMIT. Larger shoots require \$300 fee. However, high fees are charged for specific locations. For example, \$2,250 for filming at Battery Park, with a deposit of \$10,000. However, a student film at same location (less than 4-hours) is free.	https://www1.nyc.gov/site/mome/permits/permits.page	FREE - \$300 (more if in parks)
10	Log Angeles, CA	\$685 (up to 10 locations over a 2-week period), plus "Notification Fee" (\$164), FilmLA Monitor (\$32/hr.), and other fees.	https://www.filmla.com/for-filmmakers/permits/	FREE - <\$750
11	National Parks (NPS)	1-2 people, FREE. 1-10 people, \$150. 11-30 people, \$250. 31-49 people, \$500. Over 50 people, \$750/day.	https://www.nps.gov/aboutus/news/commercial-film-and-photo-permits.htm	FREE - <\$250

CONCLUSIONS

1) Cities that are likely competitor cities to Shoreline, because they are in the Northwest and share similar state-wide film incentives, are significantly less expensive for filmmakers than Shoreline. Based on Shoreline's current fee structure, a typical simple production that involves both the use of a park and a city street might cost \$600 - \$800 or more. The same shoot in one of our comparable cities would range from \$0 to perhaps \$250.

2) The larger "Film cities" have fee structures that are designed to handle large and complex motion picture filming. Films that might have explosives, stunt acts, large electrical demands, many trucks, and so forth. Nevertheless, most of these film cities also seem to allow lower cost carve-outs for "less complex" films, films that might be similar to what is currently filmed in Shoreline. In other words, permits might be less expensive for a small film production in NYC than for the same film made in Shoreline.

RECOMMENDATIONS

1) Given that our geographically closest competitors are cities like Seattle, Tacoma, and Everett, our fees should match theirs. For a “typical shoot”, Seattle charges \$25/day, Tacoma might charge \$100/day (\$50/day for students), and Everett would be completely free.

2) To allow for greater flexibility and future growth, Shoreline could define 3 categories of shoots: (A) Simple (free), (B) Moderate (like "Language Arts"), and (C) More complex. Simple and Moderate filming permits should range from free to at most \$250/day. More complex filming permits should be determined on a case-by-case basis. We should pre-define the categories mentioned above so that filmmakers would know what to expect in advance.

3) We should examine Portland in more depth. It appears that they have dealt with growth and increasing complexity for filming, so perhaps we can learn from them. It's also interesting to explore how NYC works. They've made it very easy for most small productions (just a part of the normal hubbub of the city).

4) Several cities require a deposit, with a refund after the locations are inspected for damage, litter, etc. This appears to be a good practice and will help to ensure that additional city costs are not incurred for cleanup after a filmmaking event.

Attachment B.2

Rough estimate of economic impact of filming and film school to Shoreline
 Ken Winnick 12/6/2018

	Num	Amt	Period (yrs)	per year
Estimate from Washington Film Works		\$914,100	2	\$457,050 (WFW estimate)
Films not on WFW		\$125,000	2	\$62,500 (KW estimate)
Est of 1K impact per short student effort		\$65,000	2	\$32,500 (KW estimate) purchasing supplies, food, etc
Econ impact to area from SCC film <i>students</i>	30	\$15,000	1	\$450,000 (KW estimate) primarily room & board
Econ impact from SIFF to Shoreline		\$5,000	1	\$5,000 (KW estimate) people coming to Shoreline to see films
				\$1,007,050 per year

Washington Filmworks (primarily 2017 - 2018)

WFW includes	Films not on WFW	est
It Takes a Nurse	Nostalgia (Aceti)	\$25,000
X Box	The Parish	\$100,000
American Vandall II		
Halo		<u>\$125,000</u>
Language Arts		
Chasing Fireflies		
Committee for Children		
The Racist		
Powerade		
Alaska Airlines		
Mind Castle (medical dev)		
Chop socky Boom		

\$914,100

NOTE: This estimate is from Washington Film Works

Shoreline Comm College

	No. films	per film			
Short Films	130	\$500	\$65,000	2 years	Source: SCC
	<i>actual</i>	<i>estimate</i>			

CALIFORNIA FILM COMMISSION

Many California cities, counties and special districts have adopted this ordinance to ensure uniform film ordinances and permit processes throughout the State. The Model Filming Ordinance is not intended to address the circumstances of each local jurisdiction, but provides general guidance for ensuring film-friendly policies in a community.

The California Film Commission (CFC) reviews all local ordinances and provides comments to government to ensure uniform procedures for issuing film permits. A local government is required to submit any draft filming ordinance or amendments to the CFC 30 days prior to adoption as per Government Code 14999.21. The CFC will review all drafts and provide comments within five working days. The CFC recommends that only reasonable fees associated with the recovery of costs are charged production companies for use of public property and services.

MODEL FILMING ORDINANCE

I. DEFINITIONS:

- a. "Motion picture, television, still photography" shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials, digital media, still photography and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including film, tape or digital format.
- b. "Charitable films" shall mean commercials, motion pictures, television, digital media or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes, or photos.
- c. "News Media" shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcasts ("breaking news") or reporting for print media by reporters, photographers or camerapersons.
- d. "Studio" shall mean a fixed place of business certified as such by a local fire authority having jurisdiction where filming activities (motion or still photography) are regularly conducted upon the premises.

II. PERMITS AND EXEMPTIONS:

- a. Permit required: No person shall use any public or private property, facility or residence for the purpose of taking motion pictures, television, digital media or commercial still photography without first applying for and receiving a permit from the officer designated by the city/county.
- b. Exemptions:
 - 1) News Media: The provisions of this Chapter shall not apply to or affect reporters, photographers or camerapersons in the employ of a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes or occurrences which are in the news and of general public interest.
 - 2) Personal/Family Video: The recording of visual images (motion or still photography) solely for private personal use, and not for commercial use.
 - 3) Studio Filming: Filming activities (motion or still photography) conducted at a studio.

III. RULES AND REGULATIONS:

Rules: The designated city/county officer is hereby authorized and directed to promulgate rules and regulations, subject to approval by resolution of the Council or Board, governing the form, time and location of any film activity set forth within the city/county. The officer shall also provide for the issuance of permits. The rules and regulations shall be based upon the following criteria:

1. The health and safety of all persons;
2. Mitigation of disruption to all persons within the affected area;
3. The safety of property within the city/county; and
4. Traffic congestion at particular locations within the city/county.

IV. APPLICANTS AND ISSUANCE:

- a. Issuing Authority: The issuing authority shall be the city/county designee.
- b. Applications: The following information shall be included in the application:

1. The representative of the property and his/her email address and cell phone number, as well as the address, email address and telephone number of the place at which the activity is to be conducted;
 2. The specific location at such address or place;
 3. The inclusive hours and dates such activity will occur;
 4. A general statement describing the character or nature of the proposed filming activities;
 5. The name, address, email address, and cell phone number of the person or persons in charge of such filming activity;
 6. The exact number of personnel to be involved;
 7. Activity which may cause public alarm, such as the use of any animals, gunfire or pyrotechnics, low flying helicopters and/or unmanned aircraft systems (drones);
 8. The exact amount/type of vehicles/equipment to be employed along with a parking plan; and
 9. All applicable documentation (remote pilot certificate, UAS registration certificate, waivers, description of flight operations, etc.) if a UAS (drone) is being used.
- c. Fee Schedule: The issuing authority may adopt a fee schedule.
- d. Reimbursement for Personnel: The production company shall reimburse the city/county for any personnel provided to the company (e.g., police, fire, traffic) for the purpose of assisting the production.
- e. Change of Date: Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location.

V. LIABILITY PROVISIONS:

- a. Liability Insurance: Before a permit is issued, a certificate of insurance will be required in an amount not exceeding \$1,000,000 naming the city/county as additional insured for protection against claims of third persons for personal

injuries, wrongful deaths, and property damage. Higher liability limits or separate aerial coverage shall be required for the use of helicopters and/or drones. City/county officers and employees shall also be named as additional insured. An applicant must provide evidence of insurance coverage that will not expire until the completion of all planned production activities, including the strike and restoration of all locations. A copy of the certificate will remain on file.

- b. Worker's Compensation Insurance: An applicant shall conform to all applicable Federal and State requirements for Worker's Compensation Insurance for all persons operating under a permit.
- c. Hold Harmless Agreement: An applicant shall execute a hold harmless agreement as provided by the city/county prior to the issuance of a permit under this ordinance. (The hold harmless agreement may be included in the terms and conditions of the permit.)
- d. Security Deposit: To ensure cleanup and restoration of location sites, an applicant may be required to submit a refundable deposit (amount to be determined by the city/county). Upon completion of filming and inspection of the site by the city/county, if no verifiable damage has occurred, the security deposit shall be returned to the applicant.

VI. VIOLATION:

If an applicant violates any provisions of this ordinance or a permit issued pursuant thereto, the city/county may provide the applicant with verbal or written notice of such violation. If the applicant fails to correct the violation, the city/county may revoke the permit and all activity must cease.

FILMING REGULATIONS

See Guidelines for Best Practices in Film Regulation and Policies.



Guidelines for Best Practices in Film Regulations and Policies

Encouraging film production is an economic development tool that can provide temporary jobs for local residents, generate local revenue and bolster local businesses. One of California's signature industries, motion picture production is an essential source of economic activity, tax revenue, jobs and tourism in California. It contributes \$30 billion dollars annually to our state's economy while supporting over 140,000 well-paying entertainment industry jobs.

It is always important to balance the needs of a production company with the concerns of local government and the local community. Once a city or county has created a film ordinance (see model filming ordinance attached), they should consider establishing permit policies and regulations that are "film friendly" with the intent to increase or retain filming in a community.

A. Consider the following "best practices" when creating film policies:

1. Rapid film permit issuance: 2 – 5 business days from permit application submission to permit issuance.
2. Establish standard hours for film activities: typically 7:00 a.m. – 10:00 p.m. for residential zones.
3. Establish reasonable permit fees. Compare fees charged by similar surrounding cities and stay within or below those limits. Some cities reduce or waive permit fees for accredited student or charitable productions (while still requiring a permit).
4. Establish and post cost recovery fees for the reimbursement of city or county personnel (e.g., police, fire, traffic).
5. Establish a film permit requirement but waive any requirement for a business license as most film activities are temporary.
6. Appoint a key liaison for coordinating permits. Be sure to appoint a back-up liaison. The liaison will be required to make decisions as the community representative prior to and during filming, and should therefore have full endorsement and authority of the local jurisdiction. The liaison should be aware of any previous film production within the community and remain sensitive to local citizens' concerns.
7. Create a centralized filming section on your city/ county website clearly listing all film regulations, permit and insurance requirements, fee schedules and liaison contact information.

8. Consider adopting an ordinance parallel with the film permit ordinance that protects the orderly conduct of a permitted film event from persons who interfere.

B. Specific Guidelines for Filming Regulations:

1. Timely issuance of film permits: An applicant will be required to submit a permit request at least two business days prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application may be required at least three business days in advance.
2. Notification: All residents and merchants within a 200 feet radius of the film location must receive notice of filming dates, times, location address and production company contact at least 24 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 24 hours prior to the arrival of the vehicles.
3. Surveys: Require a survey of affected residents and/or businesses within a 200 ft. radius when the filming includes extraordinary activities such as a street closure, involves pyrotechnics, excessive noise, low flying helicopters, requests to film beyond the standard hours, and requests to film for extended periods of time.
4. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.
5. Filming on Private Property: An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the city/county.
6. Flood Control (if applicable): When filming in a flood control channel, an applicant must vacate channel when permit indicates because of water releases. Please note that when filming in or on flood control properties, the agency must be named as an additional insured.
7. Public Works Department (Road and Streets): If the applicant must park equipment, trucks, and/or cars in zones that will not permit it, temporary "No Parking" signs must be posted with approval of the local authority. The applicant must also obtain permission to lay and safely mat cable across sidewalks, or from generator to service point.
8. Traffic Control: For filming that would impair traffic flow, an applicant must use California Highway Patrol (CHP), County Sheriff or local law enforcement personnel and comply with all traffic control requirements deemed necessary.
 - a. An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the Manual of Traffic Controls, State of California Department of Transportation. All appropriate safety precautions must be taken.

- b. For any lane closure or intermittent traffic control (ITC), the period of time that traffic may be restricted will be determined by the city/county, based on traffic volumes for location and time of day.
 - c. Traffic shall not be detoured across a double line without prior approval of the appropriate department representative.
 - d. Unless authorized by the city/county, the camera cars must be driven in the direction of traffic and must observe all traffic laws.
 - e. Any emergency roadwork or construction by city or county crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
9. Municipal Parking Lots: When parking in a municipal parking lot, an applicant may be billed according to the current rate schedule established by the city/county. In order to assure the safety of citizens in the surrounding community, access roads to beaches, which serve as emergency service roads, must never be blocked. No relocation, alteration, or moving of beach structures will be permitted without prior approval.

C. Other Considerations to Encourage Filming:

A city or county that wishes to actively recruit filming as part of its economic development plan should also consider providing the following services or incentives to encourage filming.

- 1. Provide service and support to each production company from the initial contact to the close of the production, including problem solving on film related matters. Support should include coordination between the film company, local residents and businesses and the city/county.
- 2. Offer fee-free city/county owned properties for use as filming locations. Charge applicants for cost recovery only - review time, police, fire or security monitors.
- 3. Waive permit fees.
- 4. Provide free vacant office space and / or free parking lots.
- 5. Create an on-line database of location photos;
- 6. Upload location photos to the California Film Commission website to market a local region.

Additional resources for jurisdictions interested in recruiting film production can be found at: www.film.ca.gov/production.

SHORELINE FILM MANUAL

One Call to the Shoreline Film Office Will Put You in Business

The Shoreline Film Office issues permissions for filming (feature films, short films, commercials, documentaries, student projects, television and web programming, music videos, commercial still photography, public service announcements, and other filming/photography projects) on public City of Shoreline property.

All the information you need for a successful shoot in the City of Shoreline can be found below in the Film Manual. This includes information about insurance coverage, parking reservations, parks use, police hires, drone use, and much more.

Please review the Manual before beginning the permit application process.

If you have any questions, contact us at _____

Incentives

To welcome the film industry to Shoreline, we offer the following incentives:

- \$25 per day permit fee for City of Shoreline Master Film Permits
- Use of City property including Shoreline parks and facilities, streets, sidewalks, and City-owned buildings as part of the Master Film Permit fee
- One-stop, streamlined permit process for all City of Shoreline property coordinated by a Film Permit Specialist
- Support for low-impact, student, and independent feature film productions with \$25 per project up to 14 consecutive days (with some restrictions). Please call the Shoreline Film Office as soon as you determine you will be working in Shoreline. The more lead time given, the better we can serve you.

Permit Types

We will need a completed film permit application for the following types of filming:

- **Low-impact filming:** No later than *three business days* before your first day of work
- **Moderate-impact filming:** No later than five business days in advance
- **High impact filming:** Contact Film Permit Specialist for review
- **Low-impact filming** (*sidewalks, parks, no traffic control or parking reservation*) is any production where ALL of the following apply:
 - No exclusive use of streets by vehicles or crew
 - No generator
 - 10 or fewer cast and crew
 - No special effects
 - No closure of pedestrian areas
 - No filming of moving vehicles
 - Production is not a commercial or corporate production
 - No required use of City Staff services
- **Moderate-impact filming** includes productions requiring ANY of the following:
 - Parking reservation
 - Traffic control
 - Hiring officers
 - Builds
 - Off-hours work
- **High-Impact filming** includes productions requiring ANY of the following:
 - Drones
 - Street closures
 - Stunts
 - Pyrotechnics
 - Large builds
 - High number of officers

You will need a permit to film on City of Shoreline property if:

- You are filming in a City park
- You are filming in a City-owned building

- Vehicle traffic will be interrupted on City streets
- Pedestrian traffic will be interrupted on City sidewalks
- A tripod or dolly is used on sidewalks or streets
- Wires or cables are run across or over sidewalks or streets
- A generator is used on a sidewalk or street
- Public parking is reserved, impacted, or restricted

Filming Outside of Shoreline

Permits issued by the Shoreline Film Office for **City of Shoreline property only**. While we are here to help with introductions and suggestions, we **do not** issue permits for Shoreline School District or the Cities of Seattle, Everett, Lake Forest Park, Bothell, Washington State Interstates or Highways, or any other jurisdiction in the State of Washington.

Please contact [Washington Filmworks](#) for more information about filming in other areas of Washington State

Master Film Permit Fees

Standard Permitting Fees

- \$25 per day of filming - no limit on number of public locations per day
- \$1,000 refundable damage deposit - high impact filming only

Fee Exceptions for Low-Impact Independent Features/ Short Films/ Student Productions

If a production meets the following criteria it is eligible for a for a reduced fee structure:

- No exclusive use of streets by production vehicles or crew

- No exclusive use of parks or park areas by vehicles or crew
- No generator
- 10 or less cast and crew
- No special effects
- No closure of pedestrian areas
- No filming of moving vehicles
- Production is not a commercial or corporate production

If **all** these stipulations apply productions will be charged:

- \$25 flat fee per production, for up to 14 days of filming
- After 14 days, the fee is \$25 per day

Included in City of Shoreline Film Permit Fees:

- The use of City property, including City Parks, , City-owned buildings, and other city-owned properties and facilities
- Right-Of-Way Use Permit - City streets and sidewalks
- "Filming in Progress" a-frames
- All City of Shoreline cost associated with issuing and overseeing the Master Film Permit and its components

Additional Cost

Some, but not all, permits will have additional charges outside of the standard Film Office cost structure. You may be billed directly from the stated offices for additional costs including but not limited to:

- Parks Department staffing - required at some specific locations and facilities. Inquire with Film Permitting Specialist for details.
- Shoreline Police Department staffing (See *Shoreline Police Department* section, under *Coordination with Other Departments*)
- Private Vendor rental cost for No-Parking and other traffic control signs.
 - The Film Office does not provide productions with No-Parking a-frames or other traffic signs.
- City staffing fees from select other city-owned facilities. Inquire with Film Permitting Specialist for details.
- Exclusive use of parks. Inquire with Film Permitting Specialist for details.

Invoices and Payment

- Film permits must be paid before your shoot
- Visa, Mastercard, cash or check are acceptable forms of payment
- Payment may be made by phone or in person
- Damage deposits (if needed) are due before permit can be issued (See *Damage Deposit* section under *Requirements for Filming*)

Requirements for Filming

Insurance

- **Certification of liability insurance as specified below must be submitted in the form of a Certificate of Insurance, including a copy of the additional insured policy provision, through the online application portal.** Minimum Coverages and Limits of Liability
 - For all productions: Commercial General Liability (CGL) or Business Liability covering Premises/Operations and Automobile Liability insurance with minimum limits of liability of **\$1,000,000** each occurrence bodily injury and property damage Combined Single Limit (CSL).

- If pyrotechnics or explosives used: CGL or Business Liability insurance minimum limits of liability increased to **\$2,000,000** CSL and coverage shall not exclude such perils.
- If UAS/drones are used: **\$2,000,000** UAS/Drone Aviation coverage is required to be provided by the licensed UAS operator in addition to the production's \$1,000,000 CGL coverage.
- The City of Shoreline shall be included as an additional insured for primary and non-contributory limits of liability under each liability insurance policy with respect to permits issued by the City. The minimum limits of liability stated above are minimum limits only and shall not operate to limit the liability of any insurer to less than the policy limits available to the named insured as stated in the declarations page.
- The City must be an additional insured under the permittee's total limits of liability, whether such limits are insured or self-insured, primary, excess, contingent or otherwise. The additional insured policy provision shall be as per the ISO **CG 20 12** or **CG 20 26** additional insured policy endorsement, or the designated or blanket additional insured equivalent thereof.
- Certification of insurance shall be issued to the following with a minimum thirty (30) day notice of cancellation, except ten (10) day notice for cancellation on account of non-payment of premium:

City of Shoreline
17500 Midvale Avenue N
Shoreline, WA 98133-4905

- An actual copy of the CGL or Business Liability additional insured policy provision must be attached to the certificate of insurance.

So long as current certification of insurance is approved and on file with the City, it may be used for all Master Film Permits issued during the policy period.

Note: Insurance is **NOT** required **if all** the following criteria apply:

- Production budget is less than \$10,000
- Five or fewer total cast and crew

- One camera
- Production will not be filming inside a City-owned facility or building
- Traffic control is not required
- Pedestrian traffic on sidewalks is not cordoned or blocked off
- No electrical generation, wires, cables, or light set-up
- Public parking will not be impacted

Student Filmmakers - Students who are currently enrolled in regional filmmaking programs, **and** who are working on a program affiliated project are **not required to submit proof of insurance**. In most cases, students are covered by their school's insurance policy and do not need to be self-insured. This includes but is not limited to students enrolled at: Seattle Film Institute, University of Washington, Seattle University, Art Institute of Seattle, Shoreline Community College, Cornish College of Arts, and more. Please inquire with the Film Permit Specialist if you have questions about this stipulation.

Community Notification

Filmmaking can be impactful. The City of Shoreline wants you to film here and wants our residents and businesses to feel the same way. Most of the complaints we receive are from businesses and residents who feel they have not been given adequate notice, or the notice did not accurately reflect the actual filming activity that took place. With proper notification, your production will go smoothly, and the neighborhood will want you back for your next production. **Please follow the procedures outlined below when notifying residents and businesses in the area of your filming activity.**

- All adjacent properties shall be notified in writing a **minimum of 3 days prior to filming**
- For Moderate- and High-Impact filming, notifications must include the time of arrival, the filming hours, the time of departure, a general description of the impact (street parking taken, pedestrian or vehicle control, equipment on sidewalks or streets, etc.), and a map showing the impacts to the neighborhood

- A sample notification form is provided on *Appendix B* below. If you prefer to make your own, be sure it contains all the information that is supplied on the sample form.

Please refer to *Appendix G - External contacts* below for contact information on community organizations, and City of Shoreline Department of Neighborhoods contacts that may be able to assist you with your outreach efforts.

Public Benefit

The Shoreline Film Office needs to account for the use of City streets and buildings during filming when the use is included in the film permit at no additional charge. Below are a few examples of ways that productions companies can benefit the public. Please contact the Film Office for more information.

- **Educational Opportunities on Set**
- **Donations to Foundations that Benefit the City:** Neighborhood organizations, Shoreline Community College Film Program Scholarship Fund, Shoreline Historical Museum, Shoreline Lake Forest Park Arts Council, Shoreline Senior Center, Shoreline Chamber of Commerce, etc.
- **Donations to the City:** Photographs and footage of City property for marketing purposes, such as the Shoreline Film Office website and social media, donations of plants to the Parks Department, upgrades to city-owned property used during filming, etc.

Obtaining a Film Permit

Before your initial meeting or conversation with the Film Permit Specialist, please review the FAQ section, and Film Manual on our website. After you've reviewed policies, complete the Shoreline Film Permit Application via our online portal

Film Permit Applications must be received a minimum of 3 to 5 business days before your shoot date. Low impact filming (b-roll, grid, roving, no street parking reservation) needs a minimum of 3 days; Permits that may require coordination with City departments need 5 business day lead time. The Film Office will lead coordination efforts on your behalf with other city departments, including the Parks Department, Department of Public Works, Shoreline Police Department and others.

Film Permit Applications will not be accepted if any information is missing, including a descriptive technical narrative of your shoot, site plans / maps (See *Appendix C* below for examples), equipment list, vehicle list, insurance documentation, etc. All fields in the application are required to be completed.

Applicants must remain easily reachable during the application process. Some locations may not be available on exact dates and times due to construction impacts, events, or other circumstances, and may require further mitigation. After the Film Permit Specialist has received approval for all aspects of your shoot, you will receive a copy of your permit, which must always be printed and kept on site during production.

Types of Shoots

While filling out your Master Film Permit application, you will be asked to select a shoot type that accurately reflects your filming activity. Each shoot type contains a different set of questions to help us better understand the scope of your production - so it is important that you select the correct one. You will need to add one of these for each location you'll be filming at.

Standard Filming on Location

The **Standard Filming on Location** shoot type will apply to most productions and locations. Any productions wishing to film in a city park, street, sidewalk, city-owned building, or reserve street parking, and **do not** meet **all** criteria for a "Low Impact Shoot" need to select this shoot type.

Low Impact Shoot (B-Roll, Grid, and ENG Permits)

The **Low Impact** shoot type is solely reserved for those wanting to apply for a b-roll, grid, or ENG type shoot. These Low Impact Permits (or "roving" permits) can be granted to productions filming b-roll, scenic, zero impact sidewalk scenes, and documentary-style footage, at public exterior locations throughout Shoreline. To qualify for a roving permit, productions must meet **all** the following criteria:

- Five or fewer total cast and crew on-site at any one time
- One camera on-site
- Outdoor production only

- No traffic control required
- No interruption to pedestrian activity
- No electrical generation, wires, cables run, or lights set-up
- Public parking will not be impacted

Filming B-roll in City of Shoreline Parks

Filming b-roll or scenic footage in **City of Shoreline Parks** may be requested by listing the parks on the "Street / Road" lines of the "Low Impact Filming" form.

No blanket b-roll permits will be issued for all Parks - each park must be specified on your application. Because other events or activity may be booked in parks, productions must work around activity, or yield control of space to permitted events in necessary.

Filming B-roll on City of Shoreline sidewalks Because b-roll and scenic filming is granted under the condition that productions not interrupt existing activity, no specific addresses are required in the permit application. Additionally, filming on private property is not included in your roving permissions.

Filming with a Drone

The **Filming with a Drone** shoot type is reserved for those wanting to use a UAS (Drone) for their shoot, and will be taking off and landing on, or flying over city-owned property. This shoot type has many different field types than other types and requires more documentation to be submitted. Please refer to the ***Drones / Unmanned Aerial Systems (UAS)*** section of the Film Manual for more details on what is required of productions and pilots for this type of shoot.

Noise Variances

Filming in residential areas is prohibited between the hours of 10PM and 7AM on weekdays, and 10PM to 9AM on weekends without a temporary noise variance. This applies to the arrival and departure of cast, crew, and equipment as well as actual filming.

If advance written approval is obtained from neighboring residents who may be affected

by afterhours activity, and you have provided a clear detailed scope of the afterhours activity within your application, the Film Office will obtain a noise variance for you. The cost of the noise variance is included in the permit fee. Obtaining noise variances requires a minimum of 5 business days to process.

Private Locations/Landmarks

The Film Office only permits city-owned property, which can be defined as: streets, sidewalks, alleys, parks, and city owned buildings. **That said, many Shoreline landmarks are NOT city-owned, therefore are not covered by the master film permit.** Please do not include the following locations, or other private businesses, in your film permit application - instead please reach out to the facility management directly to discuss their unique process.

Shoreline Community College

Shoreline – Lake Forest Park School District

Kings School

**Filming in Washington State
(Outside of the City of Shoreline)**

Program Manager of Production Services, Washington Filmworks
[206.264.0667](tel:206.264.0667) / washingtonfilmworks.org/

Filming in Shoreline Parks

Overview

Please include each park your production would like to in your application. The film office will coordinate with the Parks Department on your behalf, please do not contact them directly. **A minimum of 3 days is needed to process any film permit applications wanting to use Parks.**

FEES

Productions will be required to hire Parks Department staffing on a case by case basis. Some examples include - use of community centers, event spaces, and during high impact shoots. If a production thinks Parks staffing may be required for their shoot, please apply a minimum of 5 days in advance, so there is ample time to find available staff members.

Once it is determined that a production must hire a Parks staff member for their shoot, they will be issued an invoice directly from the Parks Department - not the Film Office. This invoice must be paid **before** your final film permit will be issued.

OFF-TRAIL FILMING AND PROTECTED PARKS

Due to wildlife nesting and understory or other plant protection, some of Shoreline's Parks are restricted to certain types of activity in certain areas. .

No off-trail filming or equipment set up is allowed in wooded areas of Shoreline Parks without specific permissions granted in the Master Film Permit and Parks Use Permit. Based on the sensitivity of the Park, off-trail filming conditions may include location, equipment, and/or filming activity restrictions, and may require PRCS or Film Office staff to be hired to accompany the production during filming. Please include very specific location information about your filming activity and equipment in your requested Park location. Detailed maps are required (See *Appendix C*, below). If the activity is not able to be approve at your requested Park, the Film Office will work with you to find a suitable alternative location. Along with the off-trail filming stipulations above, each park carries its own additional set of rules.

Sports Field Use

Shoreline Parks and Recreation manages over 200 athletic fields city-wide - many of which can be utilized for film productions (subject to availability) and can be reserved through the Film Permit application process. Field rental fees are covered by the film permit application fee.

In some cases, a sports field may be managed by the City while the surrounding buildings are managed by the Shoreline/Lake Forest Park School District. Please contact the Shoreline Film Office for more information.

For more information on the types of fields available, please visit the City's Athletic Fields web page at <http://www.shorelinewa.gov/government/departments/parks-recreation-cultural-services/rentals/athletic-fields>. You can check the availability of each field online at <http://shorelinewa.maxgalaxy.net/Schedule.aspx> Please scout all fields in person before choosing a final location - many fields are lined for specific sports depending on the season.

Additional Indoor and Outdoor Facilities

Additional Parks Department managed indoor and outdoor facilities may be available for shooting under the Master Film Permit. Please see <http://www.shorelinewa.gov/government/departments/parks-recreation-cultural-services/rentals> for a list of facilities, and contact the Shoreline Film Office for help with coordinating use of these facilities.

Scenic and B-roll Filming in City of Shoreline Parks

Filming b-roll or scenic footage in **City of Shoreline Parks** is **only** allowed if production specifically states which parks they'd like to film in on the "Street / Road" lines of their "Low Impact Filming" application. **No blanket b-roll permits will be issued for all Parks, they must be specified on your application.** All other standard roving criteria must be met when filming in Parks under this permit type, including:

- *Five or fewer total cast and crew on-site at any one time*
- *One camera on-site*

- *Outdoor production only*
- *No traffic control required*
- *No interruption to pedestrian activity*
- *No electrical generation, wires, cables run, or lights set-up*
- *Public parking will not be impacted*

The production must also understand that events may be booked in Parks between the time of their application and actual shoot date. In these instances, productions must work around activity, or yield control of space to permitted events in necessary

UAV / UAS (Drones) are not allowed to take off and land, or fly over, and City of Shoreline Parks Property. For more information on drone use for film productions, please see the *Drones / UAS* section, below.

Filming on Shoreline Streets and Sidewalks

OVERVIEW

Film Permits will require coordination with the Shoreline Department of Public Works if city right of way is impacted in any way. City right of way includes streets, sidewalks, and alleys. Instances where Public Works coordination may be required as follows:

[Requesting Production Vehicle Parking](#)

The City of Shoreline can only reserve parking for working production vehicles, and does not provide any parking a-frames or traffic controls signs.

As part of your film permit application you will be able to indicate if the production has a need for parking essential production vehicles near the filming location. It is possible to reserve parking spaces around the city - subject to their availability. The spaces a production is requesting must be clearly marked on the site plan / map that is included in your film permit application. The Film Permit Specialist will then determine availability and receive approval from the Department of Public Works.

Shoreline Police Department

Overview

Film Productions are required to have a police services if a film production requires traffic control and revisions, weapons (replicas or real), safety hazards, filming depicting police activity (detectives / police making arrests, talent impersonating an officer), or unusual circumstances which could create alarm to the public. Please contact the Shoreline Film Office for additional information.

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