

CITY OF HEALDSBURG
RESOLUTION NO. 136-2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG RESCINDING RESOLUTION NO. 122-99 AND ANY PREVIOUSLY ADOPTED RESOLUTIONS IN CONFLICT HERewith AND ESTABLISHING REVISED SPECIAL EVENTS POLICIES AND CONDITIONS FOR THE USE OF PLAZA PARK, DOWNTOWN EVENT VENUES AND CITY EVENT VENUES OUTSIDE THE DOWNTOWN CORE

WHEREAS, the City of Healdsburg receives requests for the use of the Plaza Park, Downtown Event Venues: West Plaza, Purity and City Hall Parking Lots and City Event Venues outside the downtown core for special events, activities and social occasions; and

WHEREAS, Plaza Park and Downtown Event Venues: West Plaza, Purity and City Hall Parking Lots and City Event Venues outside the downtown core are public property; and

WHEREAS, the City of Healdsburg's Parks and Recreation Commission and City Council have determined that Plaza Park and Downtown Event Venues: West Plaza, Purity and City Hall Parking Lots and City Event Venues outside the downtown core are areas available to the public for both daily and special event use; and

WHEREAS, the City of Healdsburg's Strategic Plan, Initiative #1, Quality of Life includes as part of the Action Plan for Goal 1.8, a commitment to continue enhanced community building and engagement through community events; and

WHEREAS, the project is categorically exempt pursuant to California Environmental Quality Act Guidelines Sections 15304 Class 4(e) Minor Alterations to Land, and 15061(b), based on findings contained in the CEQA Guidelines that the project is "A minor temporary use of land having negligible or permanent effects on the environment including carnivals, sales of Christmas trees, etc."

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Healdsburg hereby rescinds Resolution No.122-99 in its entirety, and any previously adopted Resolutions in conflict herewith; and

BE IT FURTHER RESOLVED, that the City Council adopts the Special Events Policy, Requirements and Guidelines attached hereto as Exhibit "A;" and

BE IT FURTHER RESOLVED that City sponsored events are exempt from the above noted policy, requirements and guidelines.

PASSED, APPROVED AND ADOPTED, this 6th day of October 2014, by the following vote:

AYES: Councilmembers: (5) Chambers, Jones, McCaffery, Plass and Mayor Wood

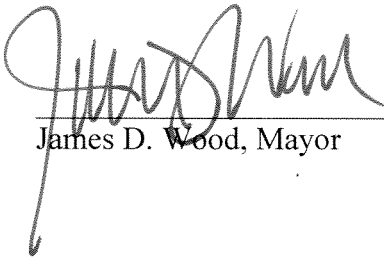
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:



James D. Wood, Mayor



Maria Curiel, City Clerk

CITY OF HEALDSBURG SPECIAL EVENTS POLICY REQUIREMENTS AND GUIDELINES

The following restrictions, requirements and guidelines apply to all special events conducted in a City venue. City sponsored events are exempt.

1. Limitations on the sponsoring organization, number and frequency of events

- a. *Minor Event Definition* - a minor event requires less than two hours of total staff time for pre-event preparation and/or post-event rehabilitation of the event venue, makes use of no more than two quadrants of the Plaza or 50% of any venue, and does not exceed six hours in duration (including time required for set-up and take down). The Farmers Market shall not be counted as a minor or major event.
- b. *Ceremonial Event Definition* – a ceremonial event shall be no longer than 30 minutes and reflect a local, state or federal tradition. Examples include, but are not limited to, recognition of our country’s military or veterans, a state or national holiday or a local tradition. The event requires no staff time to prepare, manage or clean-up, makes use of no more than one quadrant of the Plaza, and event attendance is 100 or less. The event shall be open to the public and free.

PLAZA PARK

- a. All special events shall be sponsored and managed by a Healdsburg-based 501(c) 3 non-profit organization.
- b. Major events and those events exceeding eight hours in duration (including set-up and take-down time) shall not be scheduled in Plaza Park on successive days or weekends. There shall be at least one vacant weekend between major events.
- c. A major event shall not be scheduled in Plaza Park on the same day that a major event (or 2 minor events) is scheduled in any one of the downtown event venues: West Plaza, Purity Lot or City Hall Lots.

DOWNTOWN EVENT VENUES: WEST PLAZA, PURITY AND CITY HALL LOTS

- a. A major event shall not be scheduled in West Plaza or Purity or City Hall Lots on the same day that a major event is scheduled in Plaza Park or when 2 minor events are scheduled at any downtown event venue.
- b. Major events and those events exceeding eight hours in duration (including set-up and take-down time) shall not be scheduled in West Plaza or Purity or City Hall Lots on successive days or weekends.

CITY EVENT VENUES OUTSIDE THE DOWNTOWN CORE

- a. The number of community special events held in City venues outside the downtown core shall be determined by the City based on the nature of the event and the nature of impacts on neighboring properties.

- b. A major event with more than 2500 attendees shall not be scheduled in a City venue outside the downtown area on the same day that a major event is scheduled at a downtown venue.

2. Duration and Hours of Operation

PLAZA PARK

- a. No event shall use the Plaza longer than 24 hours, including set-up, event and clean up. The actual event may not exceed 10 hours.

Should a Special Event exceed the 24 hour limit, the event deposit may be withheld. In addition, the organization's failure to observe the 24-hour limit may constitute grounds for denial of future years' event permits.

DOWNTOWN EVENT VENUES: WEST PLAZA, PURITY AND CITY HALL LOTS

- a. No event shall use the West Plaza or Purity or City Hall Lots longer than 24 hours, including set-up, event and clean up.

Should a Special Event exceed the 24 hour limit, the event deposit may be withheld. In addition, the organization's failure to observe the 24-hour limit may constitute grounds for denial of future years' event permits.

CITY EVENT VENUES OUTSIDE THE DOWNTOWN CORE

- a. Hours of operation shall be established by the City based on the nature of the event and the nature of impacts on neighboring properties.

3. Limitations on event activities

PLAZA PARK

- a. No vehicles, trailers, portable BBQ's, etc. shall be driven or parked on Plaza Park sidewalks or lawns. Public safety or city vehicles are exempt if in an official capacity.
- b. The Plaza shall not be completely gated or fenced as to restrict access to the Plaza during events or activities unless approved by City Council.
- c. In order to minimize compaction and damage to the Plaza landscape during the wet season, special events shall be restricted to paved areas of the Plaza from and including November through May, including the Memorial Day weekend.

DOWNTOWN EVENT VENUES: WEST PLAZA, PURITY AND CITY HALL LOTS

- a. In order to minimize compaction and damage to the West Plaza or City Hall landscape during the wet season, special events shall be restricted to paved areas from and including November through May.

CITY EVENT VENUES OUTSIDE THE DOWNTOWN CORE

- a. In order to minimize compaction and damage to Recreation Park or Healdsburg Community Center landscape during the wet season, special events may be restricted to hard surface areas from and including November through May.

The following restrictions, requirements and guidelines apply to all special events conducted in a City venue. City sponsored events are exempt.

4. Guidelines

- a. Special event applications may be submitted up to a year in advance of the event date and no less than 90 days (for Major events) prior to the event date.
- b. Applications shall be approved or denied within 90 days, if dates are available.
- c. In the event of scheduling conflicts, preference for use of City facilities shall be given to Healdsburg-based non-profit organizations whose principal service area corresponds to the boundaries of the Healdsburg Unified School District. If more than one application is received for the same date, a determination shall be made by the Parks and Recreation Commission.
- d. The City must approve any modifications to the event after a Permit has been issued.
- e. As determined by the City, at the applicant's own cost, event staff may be required to work minor and major events.
- f. Prior to each event, applicant must meet with city staff, and provide proof of the following: compliance with all City, County, and State regulations pertaining to the preparation and handling of food; compliance with ABC licensing requirements; compliance with insurance requirements.
- g. Request to close city streets must be approved by the City Council.
- h. Request to serve alcoholic beverages must be approved by the City Council, and is subject to approval by the State Department of Alcoholic Beverage Control.
- i. Any violation of the requirements shall be noted, and the event may be subject to sanctions by the City in subsequent applications, up to and including denial of future use.
- j. The applicant shall be responsible for the cost of all damage to City venues resulting from the event and shall be responsible for any repairs, litter removal, trash collection or other clean up caused by the event. All or part of the damage deposit may be applied to costs.
- k. In the event of wet weather, where the permitted area cannot be used as determined by department staff, a refund, minus the cost of staff time dedicated to the event, shall be issued.
- l. Denial of event applications may be appealed to the Parks & Recreation Commission. Commission decisions may be appealed to the City Council. Appeals will be expedited, subject to scheduling availability.

- m. City staff shall have the right to terminate part or all of the event permit immediately without notice if the event applicant does not adhere to all city requirements or if the facility is destroyed or damaged.

5. Alcohol

- a. Any event serving or selling alcohol shall be classified as a major event irrespective of any other event criteria.

6. Noise

- a. Live and/or recorded amplified sound is prohibited before 6:00 a.m. and after 10:00 p.m. A variance may be requested from the Parks and Recreation Commission.
- b. As part of the application process, with staff approval, a banner may be displayed on site during the event. Banner location and hanging devices are subject to review and approval by city staff.

7. Event Services

- a. Applicant shall make arrangements for additional trash and recycling containers as determined by city staff at the applicant's own cost. Containers shall be removed within 24 hours of the conclusion of the event, or on the next working day.
- b. Applicant shall make arrangements for portable restrooms as determined by city staff at the applicant's own cost. Restrooms shall be removed within 24 hours of the conclusion of the event, or on the next working day.

8. Turf

- a. On landscaped areas that receive heavy foot traffic (e.g. inside booths or on walkways between booths), city-approved ground protection mats supplied by the applicant shall be used. Plywood, carpeting, "Astroturf" or similar solid flooring material shall not be used in tents or booths on city park lawns unless required to meet California health & safety regulations. Applicant shall pay for any additional staff time required to put protective mats in place.

9. Proof of Insurance

- a. Proof of insurance shall be provided at least 30 days prior to the commencement of any event.
- b. No event shall commence set up or delivery of event supplies, materials, or equipment without required insurance documents submitted and approved by city staff.

10. Public Access to City Facilities During Events

- a. Special events shall not exclude the public from the general use of any City park or public property unless approved by City Council.

11. Other Conditions

- a. Other restrictions, requirements and guidelines for events at City venues outside the downtown core may be developed on a case by case basis during the application review to address specific issues at each venue.
- b. Requirements are identified through the staff review or Project Review Committee process.
- c. As determined by the City Manager, event locations or new events that are unusually unique in nature may be subject to City Council approval.