



CITY OF HEALDSBURG PARKS AND RECREATION COMMISSION REGULAR MEETING – AGENDA

City Council Chambers
401 Grove Street, Healdsburg CA 95448
Phone: 707-431-3301

Meeting Date: January 9, 2019
Time: 6:00 P.M.
Date Posted: January 6, 2019

1. CALL TO ORDER

- a) Roll Call
- b) Pledge of Allegiance
- c) Changes (Deletions) from Agenda
- d) Approval of Minutes

2. PRESENTATIONS

- a) Introduction of Facilities and Events Supervisor Matt Milde

3. PUBLIC COMMENTS

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or take action on any requests during this comment period.

4. OLD BUSINESS

- a) Special Event Policy Update
Review proposed changes to the City's Special Event Policy and Municipal Code and make a recommendation to City Council

5. NEW BUSINESS

- a) 2019 Goals
Receive a status update on 2018 Goals and discuss 2019 Goals

6. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (Staff, Information Only)

- a) Park Dedication/In Lieu Fee updates
- b) Facilities Assessment
- c) Park Master Plans, Connectivity, and River Access RFQ/RFP Process
- d) Arts and Culture Planning Process
- e) Healdsburg Ridge Transfer and Fitch Mountain Access Improvements design
- f) Staffing Update
- g) Other

7. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the City Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the Parks and Recreation Office located at 1557 Healdsburg Avenue during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the Parks and Recreation Office located at 1557 Healdsburg Avenue, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

DISABLED ACCOMMODATIONS: The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Parks and Recreation Office, at 1557 Healdsburg Avenue, Healdsburg, California, 431-3301, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.

8. FUTURE AGENDA ITEMS

- Election of Chair and Vice Chair
- SDAT/Healdsburg 2040 Presentation

9. ADJOURNMENT Next meeting: February 13, 2019, City Council Chambers (unless otherwise established)

Commission Members

Kathy Birdsong, Chair (Term Expires 12/31/2020)

Ron Doble, Vice Chair (Term Expires 12/31/2019)

Chris Herrod (Term Expires 12/31/2018)

John Lambert (Term Expires 12/31/2019)

Juan Mota (Term Expires 12/31/2018)

Lacey Scott (Term Expires 12/31/2019)

Jay Tripathi (Term Expires 12/31/2020)

**CITY OF HEALDSBURG
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES**

**November 14, 2018
City Hall Council Chambers
401 Grove Street, Healdsburg, CA 95448**

The Parks and Recreation Commission met in regular session at 6:00 P.M.

1. CALL TO ORDER

1.a. Roll Call

Present Commissioners: Birdsong, Doble, Herrod, Lambert, Mota, and Tripathi

Absent Commissioners: Scott

Staff Present: Community Services Director Themig, Recreation Manager Jahns,
and Office Assistant Salas

1.b. Pledge of Allegiance

1.c. Changes (deletions) from Agenda

None

1.d. Approval of Minutes

Commissioner Mota, seconded by Commissioner Tripathi made a motion to approve the March 28, 2018 regular meeting minutes as submitted. Motion made on a voice vote. (Ayes – 6, Absent – Scott)

Commissioner Tripathi, seconded by Commissioner Lambert made a motion to approve the September 12, 2018 regular meeting minutes as presented. Motion made on a voice vote. (Ayes – 6, Absent – Scott)

2. PUBLIC COMMENTS

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or take action on any requests during this comment period.

None

3. NEW BUSINESS

3.a. 2018 Summer Recreation Programs

Receive a report on 2018 Summer Recreational Programs and provide feedback as desired

Supervisor Perdigao and Coordinator Schwarz spoke about the summer programming which included preschool and youth camps, adult programming, and aquatics offerings. Registration for in-house and contracted programs consisted of;

- 676 camp registrations (in-house and contracted camps)
- 414 U6 – U16 boys & girls soccer sign-ups (includes COH & Healdsburg Youth Soccer Association (HYSA))
- 384 swim lessons
- 140 Junior Giants participants
- 17 co-ed adult softball teams
- 6 co-ed adult soccer teams

Overall registration increased in all areas of programming. Results from a survey conducted showed customers were satisfied with the quality of the programs and they are most likely to return in the future.

Public Comment

Peter Mork spoke about the history of soccer in Healdsburg and how he became involved in the sport. Mork along with other community members formed a non-profit organization to be able to provide soccer to older children in town. He worked with City Staff to create a travel league for the U12-U16 divisions. The sport brings the community, parents, volunteers and children together for a great experience.

Commissioner Mota thanked the staff and Mork for a successful soccer season. Commissioners talked about field space, remaining funds in the Healdsburg Youth Soccer League (HYSL), permanent goals, and talked about the uniqueness of the non-profit association.

They discussed a letter received from a concerned parent on how the teams are formed; the parent who sent the letter perceived it as a racial divide. Staff responded that parents have learned to stack teams and it is a struggle they have every year. Staff attempts to fulfill most buddy requests and unfortunately sometimes this will form a full team.

Community Center Staff has begun planning for the 2019 season. Tripathi expressed that the Community Center has become the hub for community activities and programs for the residents.

3.b. 2018 Tuesdays in the Plaza Concert Series

Receive a report on the 2018 Tuesdays in the Plaza Concert Series and provide feedback as desired

Manager Jahns provided a general overview of the 14-week summer concert series and changes that were made to the concert series this year. In addition to the Tuesday Concerts the City ran the Summer Sunday Concerts and partnered with Alexander Valley Film Society to bring three nights of Movies in the Plaza. Members from the public were able to provide feedback on the concerts, policies and rules, venue and street closures, and types of music. Overall residents are satisfied with the concerts and how they are organized.

Commissioners provided additional feedback received from community members and expressed their thoughts about the concerts. Residents compare the event with the Cloverdale Concert Series and Commissioners questioned the alcohol sales aspect. The group talked about features they would like to continue with and changes they would like to see. Jahns stated that Police Department staff suggested changing language to the municipal code regarding the consumption of alcohol to end at the conclusion of the event but not to exceed a certain period of time.

Tripathi suggested sponsoring the local shops that are impacted by street closures so that it provides a sense of willingness to work with them. Jahns shared that Matt Milde is taking over responsibilities for the Facilities and Events Supervisor position; included are the concert series and special events. Internal staff discussions about the series will take place as well as public meetings. Staff will work on proposed changes and bring those changes back to the Commission for discussion; staff will kick off the concert series at the end of May 2019.

4. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (Staff, Information Only)

4.a. Picnic in the Plaza – An Age-Friendly City Kick-Off Event

Staff kicked-off a successful Picnic in the Plaza Age-Friendly event in October.

4.b. Día de los Muertos

Día de los Muertos Event took place on October 28th surpassing last year's attendance which required additional street closures.

4.c. Park Dedication/In Lieu Fee updates

The fee study was completed; the second draft of the ordinance will go to Planning Commission and in January it will go to City Council for approval.

4.d. Facilities Assessment

The Kitchell firm will be leading the facilities assessment; user group input sessions will take place in December. The firm will put together a sample report that will be reviewed by staff; the city assets will go into a geo database that would be part of the maintenance software program.

4.e. Park Master Plans, Connectivity, and River Access RFQ/RFP Process

The City received eighteen proposals from firms interested in the project; Themig inquired if anyone on the Commission was interested in joining him on the proposal review process.

4.f. Arts and Culture Planning Process

Staff is waiting on the SDAT report and Manager Jahns will be leading the process for the Arts and Culture plan.

4.g. Healdsburg Ridge Transfer and Fitch Mountain Access Improvements Design

The transfer of the Healdsburg Ridge property is scheduled to be accepted by City Council in January; actual transfer will tentatively take place in March. Staff conducted a site walk for the ADA trail access at Fitch Mountain and the erosion near a water tank needs to be addressed.

4.h. Staffing Update

Facilities and Events Supervisor Matt Milde will be introduced at the December meeting. Donna O'Brien has accepted the Volunteer Program Coordinator position. The Parks Foreman position is in progress and is down to two candidates.

4.i. Other

Staff will be working with the Healdsburg Unified School District to discuss the public use of the synthetic turf and tennis courts. The Sonoma County Board of Supervisors awarded a grant for \$1M towards creating river access at Badger Park. The district will be developing a grant and the city will have to match the funding for the project; the money has been allocated for the project.

Birdsong expressed excitement with the amount of events and projects the department takes on; she really enjoyed the Age-Friendly Picnic. Tripathi was very impressed with the event and complimented the staff for their work.

5. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING

Tripathi surveyed the soil at the roundabout and made recommendations; he asked what happened with the project since this will become the City's responsibility. Themig shared that staff has been working with the contractor, who made corrections to the soil and a decision was made to move forward with the plantings.

Mota spoke to a cyclist who moved to town and the resident suggested that the City become bike friendly. Herrod shared that it is a central focus of the Transportation Commission. Lambert shared that the Mill District is working on a project focused on the cyclist community.

6. FUTURE AGENDA ITEMS (Tentative)

Parks and Recreation Commission Regular Meeting Minutes
November 14, 2018

- Special Event Policy – January
- Project and Goal Update - December
- Goals for 2019 - January
- Framework for the Planning Process - December
- Volunteer Program Launch – December/January
- Branding/Communication and Outreach

The Arts Ad Hoc Committee met with an artist interested in painting the mural along the fence at Gibbs Park; the project would be part of the temporary art project a six month period.

7. ADJOURNMENT

There being no other business to discuss, on a motion by Commissioner Mota, seconded by Commissioner Tripathi adjourned the meeting at 8:03 p.m. The motion carried on a voice vote. (Ayes - 6, Noes – 0, Absent – Scott)

The next regular meeting is scheduled for December 12, 2018 at 6:00 PM at the City Hall Council Chambers (unless otherwise established), 401 Grove Street, Healdsburg CA.

APPROVED:

ATTEST:

Kathy Birdsong,
Chairperson

Mark Themig,
Community Services Director



HEALDSBURG PARKS AND RECREATION COMMISSION

AGENDA ITEM:	4.a. Special Event Policy Update
MEETING DATE:	January 9, 2018
PREPARED BY:	Matt Milde, Facilities & Events Supervisor
REQUESTED ACTION:	<i>Review proposed changes to the City's Special Event Policy and Municipal Code and make a recommendation to City Council</i>

BACKGROUND:

In 2014, City Council adopted a Special Events Policy by resolution that guides the permitting process and use of City parks, recreation facilities, or public right of ways for special events. After being in place for over 3 years, there are several guidelines that have created challenges both in terms of staff management as well as providing an optimal balance of public use versus special event use of a facility. Additionally, there are several inconsistencies between the Special Event Policy and the City's Municipal Code. City staff worked in collaboration with members of a special events policy ad-hoc committee to review the current policy and code and bring forward recommended changes.

DISCUSSION:

The original policy was set into place in order to help guide users in planning their event, as well as provide event reviewers a set policy to govern approval and denial decisions. While no major issues have arisen due to this policy, staff felt it was time to revisit several of these guidelines in order to insure a smoother event process for staff and user groups alike.

In 2018, staff in the Community Services Department, Police Department, and City Attorney's office worked in collaboration with Commissioners Doble, Lambert, and Kelley (former) to review the current Special Events Policy and accompanying sections of the Municipal Code. During those meetings the committee reviewed the guidelines from two perspectives: (1) how they affect staff management and public safety, the review process, use of a public space and (2) how the guidelines would affect event organizers and attendees. Based on those criteria the following changes are being proposed:

Proposed Changes to the Special Events Policy

- Include a definition of a major event.
- Limit hours of use of parks and downtown event venues to 16 hours per event (6am – 10pm)
- Add for the allowance of event organizers to submit multi-day events. Parks and Recreation Commission approval would be required
- Change submission deadlines to 90 days for major events, 45 days for minor events
- Add guideline that all major events taking place in City parks or recreation facilities are required to be reviewed by the Parks & Recreation Commission
- Remove language that City is exempt from the policy
- Add general guideline that users may request a variance on this policy by way of presentation to the

Parks and Recreation Commission and City Council.

Special Events Policy Topics for Discussion

- As it currently stands, there are no recommended changes to the existing special events policy pertaining to public access. In March and April of 2018, the Commission discussed various options for public access and the use of fencing in public parks. If the Commission desires to change the policy, regarding exclusive use of Plaza Park, the following alternatives maybe considered:
 - 1) Modify special event policy and municipal code to not allow for exclusive use of Plaza Park only. Potential impacts: Pinot on the River in its current format would no longer be permissible in Plaza Park.
 - 2) Modify special event policy and municipal code to not allow for exclusive use of any City park.

Proposed Changes to the City's Municipal Code

Section 12.24: Special Events

- 12.24.030 – Change timeline to submit application from 30 days to 45 days for minor events, 90 days for major events
- 12.24.040 – Change the time that application will be approved/denied from 5 days to 90 days
- 12.24.080 – Change due date of insurance certificate from 3 business days prior to event to 14 days prior to event
- 12.24.110 – Change appeals to read that appeals will be heard by Parks and Recreation Commission and/or City Council at their next *available* meeting, rather than next *regular* meeting

ATTACHMENTS:

Proposed Special Event Policy

Proposed Municipal Code: Section 12.24

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

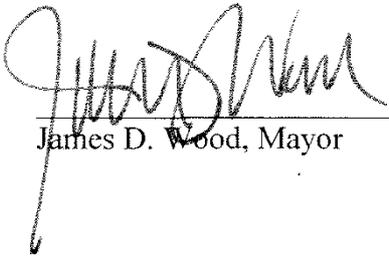
NOES: Councilmembers: (0) None

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(s). ~~City sponsored events are exempt.~~

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

- a. Major Event Definition – a major event requires more than 4 hours of total staff time for pre-event preparation and/or post-event rehabilitation of the event venue; and/or has attendance numbers greater than 300; and/or includes the consumption alcoholic beverages. Additional measures that City Staff can be used to determine a major event shall include the number and location of any street closures and/or the overall impact to the venue and surrounding neighborhoodsneighborhoods and businesses.
- b. Minor Event Definition - a minor event requires less than ~~two~~ 4 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~~attendance numbers under 300, and does not exceed ~~six~~ eight 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.~~
- c. 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.
- d. ~~The Farmers Market shall not be counted as a minor or major event.~~

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~~ 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~~ events scheduled in any one of the downtown event venues: ~~West Plaza, Purity Lot or City Hall Lots.~~

DOWNTOWN EVENT VENUES: WEST PLAZA PARK & PARKING LOT, 3 NORTH AND CITY HALL LOTS

~~DOWNTOWN EVENT VENUES: WEST PLAZA PARK & PARKING LOT, PURITY 3 NORTH AND CITY HALL LOTS~~

- a. ~~—~~A major event shall not be scheduled in West Plaza or Purity 3 NORTH or City Hall Lots on the

Resolution No. 136-2014

Exhibit A

~~a.~~ same day that a major event is scheduled in Plaza Park or when ~~2 minor events~~ are scheduled at any downtown event venue.

a.

~~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 3 NORTH~~ or City Hall Lots on successive days or weekends.

CITY EVENT VENUES OUTSIDE THE DOWNTOWN CORE

a. ~~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 & DOWNTOWN EVENT VENUES ~~PLAZA PARK Plaza Park & Downtown Event Venues~~

- a. ~~No events shall use the Plaza longer than 24 hours during the hours of 6am-10pm, including set-up, event and clean up. The hours of venue use will fall between 6am-10pm.~~
- a. ~~_____~~
- b. Multi-day events require approval of the Parks and Recreation Commission and may require an additional security plan.
~~up. The actual event may not exceed 10 hours.~~

~~Should a Special Event exceed the 24 16 hour limit, the event deposit may be withheld. In addition, the organization's failure to observe the 16 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 use of fencing and/or gates for managing special event logistics is prohibited in Plaza Park. 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.

~~e.~~ Any event that has received City Council approval to serve alcohol must provide a Police Department approved security plan to insure alcoholic beverages do not leave the event venue.

c. ~~e.~~ In order to minimize compaction and damage to the Plaza landscape during the wet season, special events ~~shall~~ may 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 3 NORTH 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~~ may be restricted to paved areas ~~from and including November through May.~~

~~b. The use of fencing and/or gates for managing special event logistics is prohibited in any City park.~~

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.~~ 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)~~ and 45 days for Minor events prior to the event date.
- a.
- ~~b.~~ b. Applications shall be approved or denied within 90 days, if dates are available.
- b.
- ~~c.~~ 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.
- c.
- ~~d.~~ d. All major event proposals taking place in a City park or recreation facility must be reviewed by the Parks and Recreation Commission
- d.
- ~~e.~~ e. Request to close city streets must be approved by the City Council.
- e.
- ~~f.~~ f. Request to allow consumption of alcoholic beverages must be reviewed by the Parks and Recreation Commission, approved by City Council, and is subject to approval by the State Department of Alcoholic Beverage Control.
- f.
- ~~g.~~ g. d. The City must approve any modifications to the event after a pPermit has been issued.
- g.
- ~~h.~~ h. e. As determined by the City, at the applicant's own cost, event staff may be required to work minor and major events.
- h.
- ~~i.~~ i. 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.~~

~~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.~~

~~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.~~

l. 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.

m. 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.

n. 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.

~~j.~~

~~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 that includes the sale or consumption of alcohol shall be classified as a major event irrespective of any other event criteria.~~

~~b. Any event that wishes to sell or allow the consumption of alcohol must receive approval from City Council. If the event is taking place within a City park or recreation facility, the event must be reviewed by the Parks and Recreation Commission.~~

~~c. Event organizers must provide a security plan that is approved by the Healdsburg Police Department and meets the approval of the State Department of Alcoholic Beverage Control.~~

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.~~

~~a. 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. a.—Special events shall not exclude the public from the general use of any City park or public property unless approved by the Parks and Recreation Commission and City Council.
~~—City Parks may not be fenced off to restrict public access to the park. In the event of alcohol consumption within the park, the event organizer is responsible for providing an approved security plan in lieu of physical fencing.~~

11. Other Conditions

- ~~a. 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.
- a.
~~b.~~—Requirements are identified through the staff review or Project Review Committee process.
- b.
~~b. c.~~—As ~~the~~ City Manager, event locations or ~~new~~ events that ~~are~~ unusually unique in nature may be subject to City Council approval.
- c.
d. Event organizers may request a variance on this policy through presentation to the Parks & Recreation Commission. Organizers must schedule this presentation with City staff at least 30 days prior to the next available Parks & Recreation Commission meeting.
- e. An event organizers failure to follow the provided policies may result in loss of deposit and/or inability to host future events in the City.

Chapter 12.24
SPECIAL EVENTS

Sections:

- 12.24.010 Special events defined.
- 12.24.020 Permit -required.
- 12.24.030 Application for permit.
- 12.24.040 Permit approval/denial.
- 12.24.050 Permit conditions.
- 12.24.060 Fees.
- 12.24.070 Change of activity date.
- 12.24.080 Insurance.
- 12.24.090 Indemnification and liability.
- 12.24.100 Duties of permittee.
- 12.24.110 Appeals.
- 12.24.120 Penalties.

12.24.010 Special events defined.

~~One-time only or annual~~ Special events -including, but not limited to, circuses, fairs, carnivals, parades, marathon walks or runs, motion picture or television location filming and such like may be permitted by the City on public and/or private property subject to these regulations. All provisions of this chapter may be subject to the approval/waiver of the City Manager or his designee. (Ord. 819 § 1, 1987. Code 1964 § 16A-1.)

12.24.020 Permit required.

It is unlawful to conduct any special activities referenced in HMC [12.24.010](#) without first obtaining a permit from the City Manager or his designee. These regulations shall not apply to the Villa Chanticleer. (Ord. 819 § 1, 1987. Code 1964 § 16A-2.)

12.24.030 Application for permit.

A. Application to conduct any special activity shall be made at least ~~30~~ 90 days prior to the date of Major Events and 45 days prior to the date of Minor Events. ~~that activity is to commence.~~

B. Application deadlines may be waived by the City Manager where good cause is shown and the City has sufficient time to prepare for the proposed activity.

C. The City Council shall adopt, by resolution, application and permit forms, and applicable fees. (Ord. 819 § 1, 1987. Code 1964 § 16A-3.)

12.24.040 Permit approval/denial.

A. The application shall be approved/denied within five-ninety business days of receipt of a completed application. The permit shall be approved by the City Manager unless he determines from consideration of the application or other pertinent information that any of the following conditions exist:

1. The activity will substantially disrupt the use of a street at a time when it is usually subject to traffic congestion, or potentially interfere with the operation of emergency vehicles in the proposed permit area.

2. The location of the activity will substantially interfere with street maintenance work, or a previously authorized excavation permit.
 3. The proposed permit location is on City-owned property and the activity will substantially interfere with municipal functions, or other previously authorized activities on City property.
 4. The activity creates a substantial risk of injury to persons or property.
 5. The applicant failed to complete the application after being requested to do so, or the information contained in the application is found to be false in any material detail.
 6. The particular activity would violate federal, state or local law including license/permit requirements.
 7. The particular activity would propose a potential threat to the health, safety and welfare of the City's population.
- B. When the ground for permit denial can be corrected by imposing reasonable permit conditions, the City Manager shall impose such conditions rather than denying the permit. (Ord. 819 § 1, 1987. Code 1964 § 16A-4.)

12.24.050 Permit conditions.

The City Manager may condition the issuance of an activity permit by imposing reasonable requirements concerning the time, place and manner of activities including but not limited to the following:

- A. Requirements for the presence of Healdsburg police department, fire department, public works department, or park community services department employees when required for the particular activity at the applicant's expense.
- B. Requirements concerning the posting of no parking signs and placement of other traffic control devices at the applicant's expense.
- C. Restrictions on the use of gunfire, explosions, and other noise-creating or hazardous devices.
- D. Restrictions on hours of activity.
- E. Requirements concerning notice to affected adjacent property owners of the activity. (Ord. 819 § 1, 1987. Code 1964 § 16A-5.)

12.24.060 Fees.

- A. A permit application processing fee in an amount established by City Council resolution shall be paid by the applicant at the time the application is filed.
- B. A schedule of fees for City services and use of City property shall be established by City Council resolution. The applicant shall prepay such fees prior to issuance of the permit. (Ord. 819 § 1, 1987. Code 1964 § 16A-6.)

12.24.070 Change of activity date.

Upon 72 hours' prior notice by the permittee in advance of the activity, the City Manager is authorized to change the date for which the permit has been issued without requiring a new application, or application fee. (Ord. 819 § 1, 1987. Code 1964 § 16A-7.)

12.24.080 Insurance.

A. The applicant for a permit must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the activity. Such insurance shall name on the policy or by endorsement as additional insureds the City of Healdsburg, its officers, employees and agents. Insurance coverage must be maintained for the duration of the activity. Coverage shall be provided by a comprehensive general liability insurance policy in the amount prescribed by City Council resolution. The insurance coverage afforded by the policy shall provide at a minimum the equivalent of insurance coverage provided by Insurance Service Office (ISO) comprehensive general liability insurance coverage.

B. A copy of the policy or a certificate of insurance along with all necessary endorsements must be filed with the City not less than **thirty three business days** prior to the activity unless the City Manager for good cause waives the filing deadline.

C. Proof of insurance coverage as specified in subsections (A) and (B) of this section must be verified by the City prior to issuance of a permit by the City Manager. (Ord. 819 § 1, 1987. Code 1964 § 16A-8.)

12.24.090 Indemnification and liability.

A. Prior to the issuance of the permit, the permit applicant must sign an agreement to reimburse the City of Healdsburg for any costs incurred to repair or replace City property which is damaged as the result of the activity.

B. The agreement shall also provide that the permittee shall defend, indemnify, and hold harmless the City, its officers, agents, or employees from all claims and liability of any kind whatsoever resulting from or arising out of the activity or issuance of the permit. (Ord. 819 § 1, 1987. Code 1964 § 16A-9.)

12.24.100 Duties of permittee.

A. Each permittee shall comply with all terms and conditions of the permit. Failure to comply with all permit terms and conditions is grounds for permit revocation without prior notice by the City Manager.

B. Each permittee shall clean and restore all City properties utilized during the activity to the same condition as existed prior to the activity.

C. The person in charge of the activity shall retain a copy of the permit on location. (Ord. 819 § 1, 1987. Code 1964 § 16A-10.)

12.24.110 Appeals.

The permit applicant may appeal a permit denial, permit condition, or permit revocation or refusal to waive a deadline under this chapter by filing an appeal within five days of the date of the City Manager's decision with the City Clerk. The appeal shall be heard by the City Council **at its next its next available regular meeting**. (Ord. 819 § 1, 1987. Code 1964 § 16A-11.)

12.24.120 Penalties.

The violation of any provision of this chapter shall be a misdemeanor. Such violations may also be addressed in a civil action. (Ord. 819 § 1, 1987. Code 1964 § 16A-12.)

[Mobile Version](#)



HEALDSBURG PARKS AND RECREATION COMMISSION

AGENDA ITEM:	5.a. 2019 Goals
MEETING DATE:	January 9, 2019
PREPARED BY:	Mark Themig, Community Services Director
REQUESTED ACTION:	<i>Receive a status update on 2018 Goals and discuss 2019 Goals</i>

BACKGROUND AND DISCUSSION:

Goals

The Commission has historically adopted a set of goals that guides the Commission's work in the upcoming year. These goals tend to be concepts that typically focus on policies, projects, or long-term vision. As a result, it's not uncommon for the Commission's existing goals to continue into the subsequent year.

In March 2018 the Commission adopted goals for the upcoming year. Below are the goals and current status:

1. Develop Sustainable Funding Options.
 - a. Explore and analyze alternative funding mechanisms
 - ***The City Council adopted the FY18-20 operating budget and FY18-23 Capital Improvement Program that identified projects and potential funding scenarios.***
 - ***Preliminary work has started on fundraising options for the 3 North Street project.***
 - ***The Planning Commission reviewed proposed changes to the City's park dedication and in-lieu fee ordinance in December and recommended changes to City Council that will be considered in January.***
 - ***No work to date on analyzing alternative funding mechanisms.***
 - b. Develop a cost recovery model for services
 - ***The City is undertaking a fee study that will provide data for developing the cost recovery model. The fee study is expected to be complete by June 30, 2019 and the cost recovery model development will follow.***
2. Provide Leadership for Projects.
 - a. Support the progress of projects identified in the Capital Improvement Program
 - b. Continue and enhance community engagement in project planning and long-term planning
 - ***Fitch Mountain access improvement design and Villa Chanticleer door replacements are underway. Security cameras have been installed at the Community Center and replacement of carpeting in classrooms is planned for this winter. A contract has been awarded for design of ADA access improvements for the Senior Center. Park master***

planning, river access, and connectivity planning is in the request for qualifications (RFQ) stage to seek a team to assist the City with this process; work is expected to begin in late winter 2019.

- c. Engage the community in defining the role of the arts in the community
 - ***Both the City Council's 2018 Goals and the SDAT process identified a focus on the arts. Staff is completing the Request for Proposal (RFP) for a consultant to work with the community on developing an arts and culture plan.***
 - d. Complete the facilities assessment and develop a comprehensive infrastructure and facilities replacement program
 - ***Facilities assessment is underway and expected to be complete by mid to late summer 2019. This information will inform the comprehensive replacement program.***
3. Initiate a conversation about the importance of - and accessibility to - the Russian River for the community.
- a. Analyze feasibility of river access and interaction (Badger Park, Railroad Park, Fish and Wildlife Property)
 - ***Both the City Council's 2018 Goals and the SDAT process identified the importance of creating access and connectivity to the Russian River. This component has been included in the park master planning, river access, and connectivity project that is in the request for qualifications (RFQ) stage to seek a team to assist the City with this process.***
 - b. Work collaboratively with Sonoma County Parks on Memorial Beach Master Plan
 - ***Staff and representatives of the Commission have been involved in the County's master planning process. The County is taking a temporary pause in their planning to allow the City time to catch up on it's Badger Park/River Access planning project.***
4. Foster and Enhance our Community Services.
- a. Study, propose, and implement service changes and enhancements
 - ***As part of the FY18-20 budget process the City Council authorized a reorganization of Community Services to create a Recreation Manager position to better lead service changes and enhancements. This position was filled by incumbent Dave Jahns and his position was subsequently filled.***
 - ***Staff conducted a program and services brainstorming session in December 2018 for the upcoming year, and will be meeting with the Services & Program Enhancement Committee in early 2019 to discuss.***
 - b. Work to enhance our partnerships
 - ***Work is ongoing. In 2018 the City enhanced its partnerships with Healdsburg Center for the Arts, Healdsburg Jazz Festival, Corazon Healdsburg, Santa Rosa Junior College, Rotary - SNAP, Healthcare Foundation - Health Expo, Avance (Community Action Partnership) - Friday parenting and childhood development program, Pickleball community, and others.***
 - c. Conduct a community needs assessment
 - ***No work on the community needs assessment. Staff is developing a community survey to evaluate needs that will be conducted in 2019.***

- d. Enhance outreach and communication through branding, signage, and electronic/social/print media
 - ***The Enhancing Communication Committee met once in 2018 to discuss branding and identity in conjunction with representatives of the Senior Citizens Advisory Commission. Work continues with a follow-up committee meeting scheduled for late January 2019.***
5. Ensure Relevancy.
 - a. Review the Commission's charge, discuss roles and responsibilities with the Council, and update the ordinance that established the commission as needed
 - ***No work to date.***
 - b. Actively engage in City planning initiatives such as the capital improvement program
 - ***Ongoing.***
 - c. Request that City Council establish a liaison to the Commission.
 - ***No liaison has been assigned by Council. The Commission should discuss and provide direction to staff.***

As the Commission considers its goals for 2019, it may want to consider which goals should carry forward to 2019 and any new goals. The purpose of this month's discussion is to develop a preliminary list of goals. Staff will assemble these and bring them back to your February meeting for modifications or potential adoption. At a future meeting once City Council makes Commission appointments the Commission will also be asked to make committee assignments.

ATTACHMENTS:
2018 Commission Goals and Committee Assignments

2016 Parks and Recreation Commission Goals – Final Status

1. Ensure Relevancy.

- a. Review the Commission's charge, discuss roles and responsibilities with the Council, and update the ordinance that established the commission as needed
The Commission did not review its charge or meet with City Council primarily due to the City Council's availability during the goals timeframe as the Council focused on housing and other issues.
- b. Establish a subcommittee process to ensure the Commission is involved in project planning and delivery
The Commission established subcommittees. The Parks and Facilities and Open Space subcommittees were very active due to the year's planned projects and workplans. The Partnership Subcommittee and Services and Funding Subcommittee were not very active in 2016.
- c. Actively engage in City planning initiatives such as the capital improvement program
The Commission was actively engaged in redeploying the parks and trails five-year capital improvement program, which was ultimately adopted by City Council.

2. Provide Leadership for Projects.

- a. Complete the Parks and Open Space Master Plan Update
No work has been initiated on the master plan update due to other projects and workload. The project is included in the FY16-17 CIP. Depending on progress with Fitch Mountain and the Cerri Site, this project could get underway in the first half of 2017.
- b. Complete the Fitch Mountain Management Plan
The project began in March 2016 and included site visits, public process, and plan development. The Commission considered a draft of the management plan in December 2016 and requested that additional public process occur. The Commission reviewed the draft plan again in February 2017 with City Council consideration in March 2017.
- c. Complete the Saggio Hills Park design process
The City started preliminary work updating the master plan. However, additional design work is on hold at the request of the developer. Design work is anticipated to start once the resort construction begins (timeline unknown).
- d. Complete the Community Center Synthetic Turf design process
Design work is on hold due to the Saggio Hills park project that is planned to fund part of the work. In addition, the City was unsuccessful in securing an Open Space District grant for the project in the amount of \$600,000 leaving a significant funding shortfall. A new funding and implementation plan will be needed.
- e. Complete the Cerri Site schematic design process
The City completed the concept design process and received direction from City Council in August 2016. Final schematic design is underway and anticipated to come to the Commission in March 2017 with City Council consideration in April. If approved by City Council the project will move to the design review and CEQA stage.

- f. Participate in the Recreation Park turf replacement planning
Staff is soliciting proposals for the design of the turf replacement. It is anticipated that the design work will commence in the spring of 2017.
 - g. Initiate a conversation about the importance of - and accessibility to - the Russian River for the community
No work to date. However, the Commission has discussed creating river access at Badger Park in relation to the Mitchell Memorial. In addition, the City has made a financial commitment to Sonoma County Regional Parks in the amount of \$25,000 to help fund the Veterans Memorial Beach master plan update.
3. Foster and Enhance our Community Services.
- a. Study, propose, and implement service changes and enhancements
Staff and the Commission are continually evaluating service changes and enhancements and making modifications on an ongoing basis.
 - b. Work to enhance our partnerships
Staff and the Commission are continually pursuing partnership opportunities. The City has launched new partnership efforts with organizations like Healdsburg Center for the Arts, the Voigt Foundation, recently Corazón Healdsburg. In addition, we continually to work with our existing partners including sports organizations and HUSD. Finally, we look to support new initiatives like re-establishing a youth soccer program.
 - c. Develop a cost recovery model
No work to date due to staffing changes (recreation supervisor).
 - d. Explore alternative funding options
Minimal work to date.

2015 Parks and Recreation Commission Goals – Final Status

1. Support and participate in a public outreach campaign to educate the community on what Transient Occupancy Tax (TOT) is and how it benefits the Parks & Recreation Department and the community.

Complete. Work on TOT outreach will continue on an ongoing basis. This goal does not necessarily need to be carried forward into 2016.

2. Participate in the Parks Master plan update process and advocate for developing a prioritized list of park improvements for future planning to include a capital improvement plan.

Completed prioritized list. Staff developed proposed five year capital improvement program. Work on the Capital Improvement Program is anticipated to continue on an ongoing basis. This goal does not necessarily need to be carried forward as a 2016 Goal.

Due to workload and other priorities, no progress was made in 2015 on the Parks and Open Space Plan update, so it is being carried over to FY16/17. The Parks and Open Space Master Plan Update could be carried over as a 2016 Goal.

3. Explore alternate funding mechanisms for Parks & Recreation such as the formation of a park district or foundation.

Staff has been researching potential grant opportunities and recently submitted an Open Space District grant application to help fund the synthetic turf project. No progress has been made on the formation of a district or foundation. Exploring alternative funding mechanisms could be carried over as a 2016 Goal.

4. Evaluate and consider further development of Badger Park as a Russian River access park.

No action to date. Renovation of Badger Park, including evaluating river access, is proposed in the CIP for FY18/19. Russian River access at Badger Park could be carried over as an independent goal for FY16/17 or considered as part of the CIP.

5. Support Parks staff, County Open Space and LandPaths in transition of Healdsburg Ridge and Fitch Mountain properties to City.

Healdsburg Ridge: Transfer of the Ridge to the City is anticipated for 2016.

Fitch Mountain: The Management Plan process is underway.

Completing the Healdsburg Ridge Transfer and completing the management plan could be a goal for 2016.



HEALDSBURG PARKS AND RECREATION COMMISSION

2018 Goals & Committee Assignments

Goals

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 - a. Analyze feasibility of river access and interaction (Badger Park, Railroad Park, Fish and Wildlife Property)
 - b. Work collaboratively with Sonoma County Parks on Memorial Beach Master Plan
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 - c. Request that City Council establish a liaison to the Commission

Ad Hoc Committees

- | | |
|-------------------------------------|--------------------------|
| 1. Facilities Assessment: | Herrod, Scott, Tripathi |
| 2. Bringing Open Space on Line: | Birdsong, Doble, Herrod |
| 3. Role of the Arts: | Birdsong, Doble, Mota |
| 4. Enhancing Communication: | Doble, Lambert, Scott |
| 5. Establish Sustainable Funding: | Herrod, Lambert, Scott |
| 6. Services & Program Enhancements: | Lambert, Scott, Tripathi |

Liaisons

- | | |
|-------------------------------------|----------------------------|
| Senior Citizen Advisory Commission: | Doble (Tripathy alternate) |
| Planning Commission: | Mota (Scott alternate) |
| Community Housing Committee: | Lambert |
| Transportation Advisory Commission: | Herrod |

(Adopted: March 28, 2018)