



AGENCY:	City Council
MEETING DATE:	February 27, 2017
DEPARTMENT:	Public Works
PRESENTED BY:	L. Ruffing

AGENDA ITEM SUMMARY

TITLE: RECEIVE RECOMMENDATION FROM PUBLIC WORKS & FACILITIES COMMITTEE AND PROVIDE DIRECTION TO STAFF REGARDING A POLICY FOR SPECIAL EVENTS IN COASTAL PARKS

ISSUE:

Since the opening of the Noyo Headlands Park, there has been a great deal of interest in the use of coastal parks for special events.

RECOMMENDED ACTION:

This issue has been considered by the Public Works & Facilities Committee and their recommendations are now forwarded to the full Council for consideration. It is recommended the City Council discuss and consider the proposed policy and provide direction to staff. Direction is requested on the following items:

1. Limitations on location and size of special events
2. Permitting requirements for special events
3. Fee structure and cost-recovery deposits for special events
4. Modification to Fort Bragg Municipal Code to permit alcoholic beverages in conjunction with special events with Limited Term Permit and all other required permits.

ALTERNATIVE ACTION(S):

After review and consideration of the Committee's recommendation, the Council can modify the recommendations, send the matter back to the Committee with direction for further action, or schedule the matter for a subsequent meeting to take final action.

ANALYSIS:

Noyo Headlands Park, including the Coastal Trail, offers the opportunity to support a range of special events and activities for the City and the community. Ongoing discussions and meetings have taken place including meetings of the Public Works and Facilities Committee on June 22, 2016, August 18, 2016, and January 11, 2017. During these meetings, the strategy for policy guidance has evolved to incorporate public input and the Committee's direction. A variety of issues have been considered. While the focus will be on the large and popular Coastal Trail, the rest of Noyo Headlands Park as well as Pomo Bluffs Park are intended to be part of the policy.

Attachment 1, "Summary Table of Usage Guidelines," is a synthesis of previous discussion, public input and staff analysis. Events are categorized into three sizes depending on the number of people expected to attend. A fourth type of event does not need further analysis as it is small enough so that it occurs within the bounds of normal public recreation and does not adversely impact the enjoyment of the park by the rest of the public (e.g. small gatherings, picnics, etc.). In general, as events grow in size, the greater the level of review and permitting.

Smaller events, involving 50 or fewer people, would be required to secure an encroachment permit and make a deposit of \$400 to cover post-event cleanup costs, if any. The remaining funds would

be 100% refunded back to City residents and 50% refunded for event sponsors that are not City residents.

Larger events involving more than 50 participants may exclude the public from portions of the park as permitted by a Limited Term Permit approved either by the Technical Advisory Committee or the City Council. However such exclusions would never be permitted at Glass Beach, Johnson Point, Otsuchi Point or on any of the trails. In addition, these larger events would be required to make a monetary deposit to recover the actual costs of processing any permits or approvals and costs incurred by the City related to pre- and post-event preparation and/or clean-up.

Large private events or for-profit events warrant special consideration during the permitting or approval process. The Public Works & Facilities Committee recommended that the City charge a user fee that reflects the special benefit that large or for-profit event sponsors receive for holding their event in such a spectacular location. These charges are recommended to be tiered based on the event size:

Number of Participants	Special Event Fee (plus deposit for cost-recovery)
50 to 200	\$500.00
Greater than 200	\$1,000.00

Some special events may last for multiple days or otherwise require setting up before the event and leaving equipment or materials overnight (e.g. tents, stages, chairs, etc.). An additional charge of \$250.00 per day is recommended. The new fees can be placed under the Miscellaneous Fees section of PUBLIC WORKS FEES on the City's Fee Schedule. The funds could be accounted for as General Fund revenue to help offset the General Fund's costs associated with park operations and maintenance activities.

The Committee's recommendation specified that particular City-sponsored events should be excluded from the special event fees. These events include: 4th of July celebration, Paul Bunyan Days, Whale Festival, and if repeated, the Coastal Trail celebration.

Section 9.68.010 of the Fort Bragg Municipal Code prohibits alcoholic beverages within all City parks. This Municipal Code section will need to be revised to permit alcohol within the Noyo Headlands Park with an LTP or if otherwise approved by the City Council or one of its standing Committees. The following modification is recommended:

C. Alcoholic beverages or controlled substances, as that term is defined in Cal. Health and Safety Code § 11007 (as the same may be amended from time to time), are not allowed within City parks except that alcoholic beverages may be allowed for a special event to be held within Noyo Headlands Park or Pomo Bluffs Park when a Limited Term Permit is secured by an applicant and all other necessary permits are obtained.

Alcoholic beverage service would require the completion of the proper City forms. The event sponsor would also be required to secure any permits from the State Department of Alcoholic Beverage Control (ABC) as necessary.

Because of the temporary nature of special events in the coastal parks and the fact that they would not occur on the sandy beach areas, Coastal Development Permits will not be required (FBMC Section 17.71.040.B.8).

FISCAL IMPACT:

Cleanup deposit fees will be collected to cover any costs incurred by the City related to putting things back in order after the event. Special events that are for private or for-profit benefit will be

charged an additional fee. A surcharge is added for setting up before an event occurs. This should produce a net benefit to the City.

ATTACHMENTS:

- 1. Summary Table of Usage Guidelines

NOTIFICATION:

- 1. None

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Agency Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved as Amended
Resolution No.:	_____	Ordinance No.:	_____
Moved by:	_____	Seconded by:	_____
Vote:	_____		
<input type="checkbox"/> Deferred/Continued to meeting of:	_____		
<input type="checkbox"/> Referred to:	_____		