

SPECIAL EVENT PERMIT PROCESS

City of Encinitas

December 7, 2017



WHAT IS A SPECIAL EVENT IN THE CITY OF ENCINITAS?

- Any scheduled or planned event occurring within the City of Encinitas that impacts the normal use of public or private property, or disrupts the normal flow of traffic or access to public property or public right-of-way and which can reasonably be expected to require support by the City and County government and/or personnel.
- Festivals, fairs, aquatics, sporting or similar events.
- Municipal Code 6.11.020 Definitions.



Special Event Types



Photo credit: Coastal Roots Farm

- **Minor** (25 - 499 total attendees)

Application Deadline - No less than twenty-five (25) days prior to the scheduled event.



Special Event Types



- **Moderate** (500 - 1,999 total attendees)

Application Deadline - (90) days prior to the event date.
Events held at Moonlight Beach during the high impact summer months will be limited.



Photo credit: Leucadia 101 Main Street Association

Special Event Types



Photo credit: Leucadia 101 Main Street Association



- **Major** (2,000 + total attendees)

Application Deadline - No later than March 15 for events taking place the following calendar year.

Council will review application requests in May of each year and select the major events to be held for the following calendar year.



Photo credit: Encinitas 101 MainStreet Association

WHY IS A SPECIAL EVENT PERMIT REQUIRED?

- Public Safety
- Public Health
- Minimize Adverse Affects
- Environmental Protection
- Protection of City Assets
- Indemnity for City of Encinitas/Residents and Event Organizer

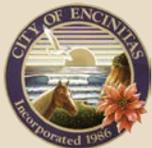


SPECIAL EVENT REVIEW PANEL

- **Public Safety**
Fire Prevention, Traffic Engineering, Marine Safety, Sheriff, NCTD, State Parks
- **Public Health**
Alcohol License, Temporary Food Facility Permit
- **Minimize Adverse Affects on the Public/Neighbors**
Code Enforcement, Planning Division
- **Environmental Protection**
Clean Water Program
- **Protection of City Assets**
Parks, Recreation and Cultural Arts, City Manager Office, Street Maintenance
- **Indemnity for City of Encinitas/Residents and Event Organizer**
Risk Management



APPLICATION

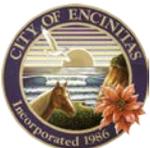


Application Requirements

- Special Event Application
- Event Site Plan
- Detailed Timeline
- Permit Fee



- As Needed:
 - Portable Recycling Unit Application
 - Public Notice
 - Permission Letter from Private Property Owner
 - Fire Department Tent/Canopy Application
 - Temporary Sign/Banner Permit
 - California State Department of Alcohol Beverage Control
 - County of San Diego Department of Environmental Health Permit
 - Traffic Control and Parking Plan
 - Sheriff Contract
 - California State Parks Permit
 - Sound Study



SITE PLAN

Possible Site Plan Requirements:

- a. Portable structures;
- b. Prefabricated structures;
- c. Site-built structures;
- d. Staging;
- e. Reviewing stand(s);
- f. Elevated platforms;
- g. Temporary pedestrian bridges;
- h. Tents or canopies;
- i. Portable restrooms;
- j. On-site signs;
- k. Assembly or production areas;
- l. Electrical sources and connections;
- m. Fuel storage;
- n. Cooking and open fires;
- o. Water supply;
- p. Alcohol service areas and applicable restrictions or permitting needs as required by ABC;
- q. Run-off containment features;
- r. Waste and recycling containers;
- s. Accessible parking;
- t. Ingress and egress points and routes for able body and disabled persons;
- u. Access points for emergency fire and ambulance equipment;
- v. Emergency medical services area(s);
- w. Any vehicles located in an enclosed area;
- x. Inflatable(s);
- y. Animals and animal rides;
- z. Carnival rides;
- aa. Location to accommodate individuals desiring to express opinions not consistent with the purpose or intent of the event;
- bb. Other similar information that will describe the components of the event.



SITE PLAN EXAMPLE

DOG DAYS OF SUMMER SITE PLAN 2017

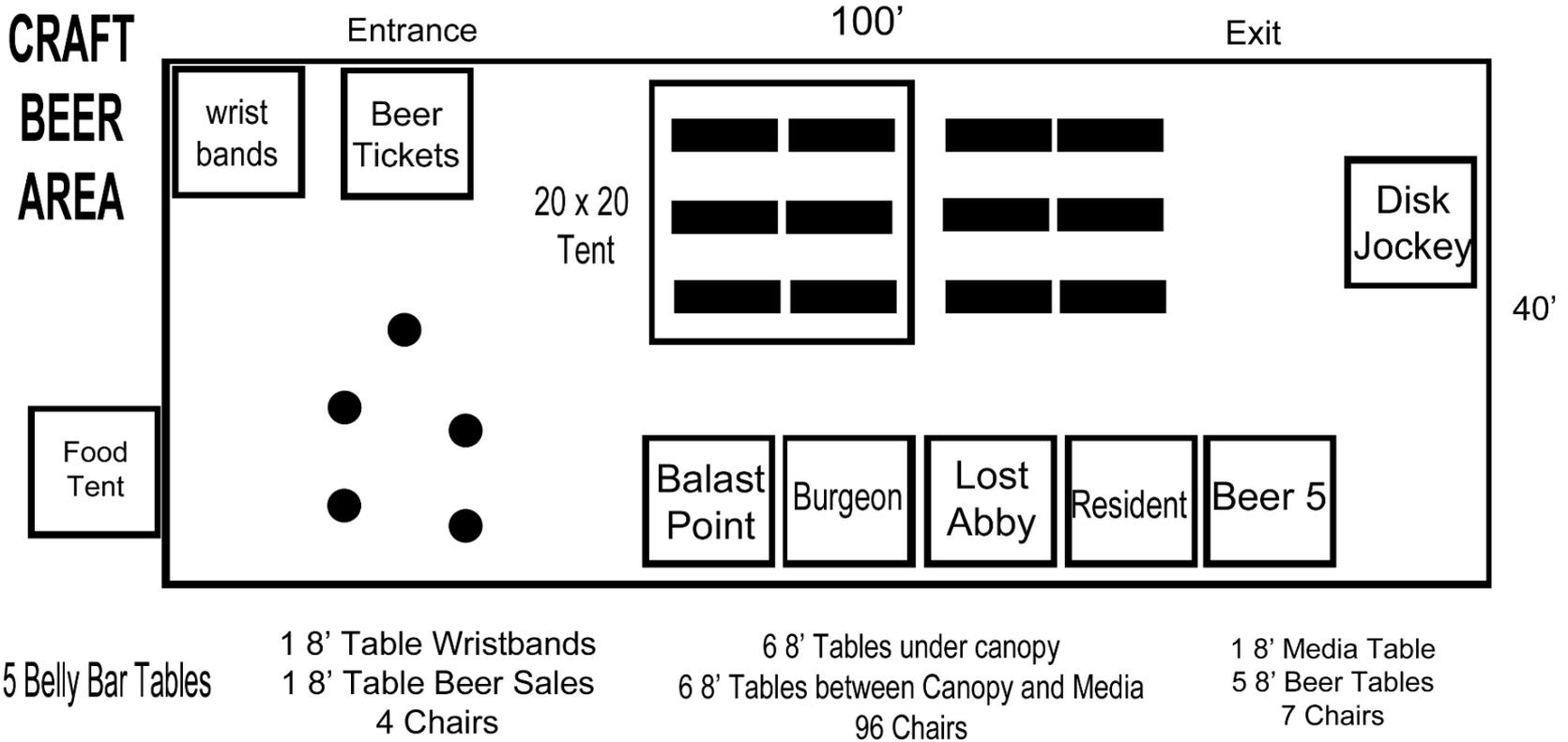


SITE MAP KEY

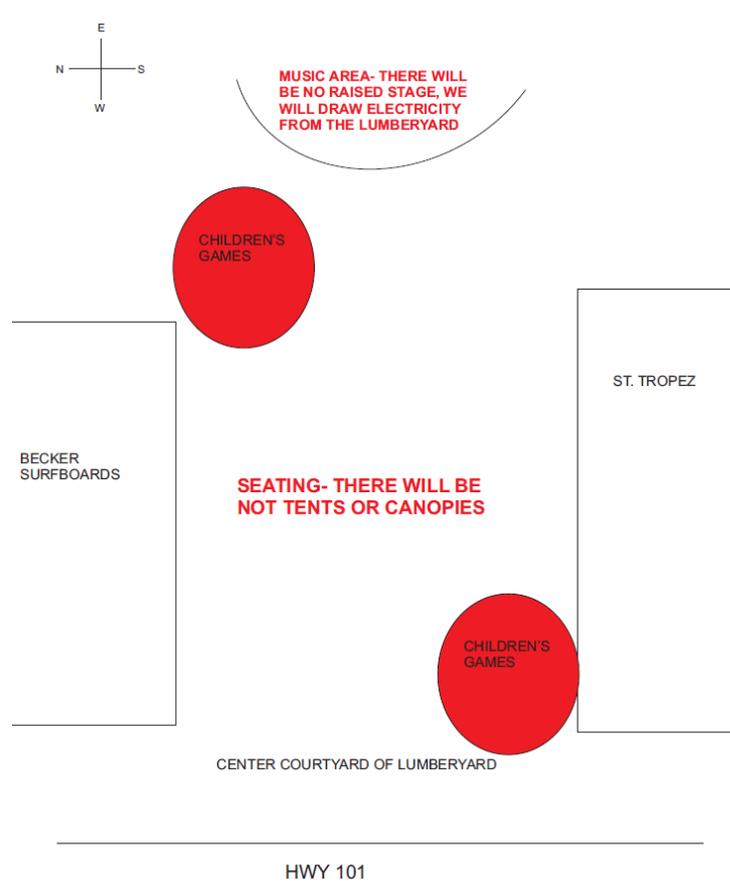
- Area Designation
- Booth
10x10 Canopy
12 Foot break every
600 feet Booths
- Beer Garden
Bicycle Rack
Fencing/Doubled
80x60
- Stage
16 x20 with
canopy
- Performance
Area 10 x 10
pop-up
- ♪ - Music location
& Amplified
Sound
- 🔊 -Speakers
- G
JL -Generator
(Beer Garden
generator on
plywood)
- ⚡ -Food Vendor
w/ generator
power source
- ★ -Dog Water In
4-5 Individual
dog bowls
- Agility Course
Fenced In
Dog course
- Food Truck
20x20
- Camera Camper
Photo Booth
- ♻️ - Recycle Bin
- 🗑️ - Trash Bin
- 🚰 - Hand Wash
- P -Portapotty
- Three
Basin
Sink
- 🏃 -Dog/Skate
Demo Area
Sectioned off
w/ cones & flags
- 10 x 10 pop
ups with picnic
tables under
- Picnic Tables
& Umbrellas
- High Tables
& Umbrellas
- Type 2 barricades
- 💧 - Hydration Station

SITE PLAN – ALCOHOL SERVICE AREA EXAMPLE

CRAFT BEER AREA



SITE PLAN – MUSICIAN VENUE EXAMPLE



EVENT TIMELINE EXAMPLE



Photo credit: Surfing Madonna Ocean Project

Surfing Madonna 5K/10K/15K

Friday November 3rd, 2017

10am - EDCO drops off dumpsters at cul-de-sac B.

Saturday November 4, 2017

3pm-6pm - Stage setup, Surfing Madonna Beach Run equipment drop off at Moonlight Beach.

6pm Nov 4 -7:30am Nov 5 -2 security officers watching stage and SM gear.

Sunday November 5, 2017

7:30am - Volunteer roll call

7:30am – Porto pottie drop off

7:30am -10am - Load in and booth set-up.

9:00am - Finish/Starting Line set-up begin

9:45am - Volunteer's will begin taking positions to welcome participants to the Surfing Madonna Beach Run

10am - Sponsors booths all set up.

10:30am Start and Finish line completed

12pm - Aid station prep begins at Swami's, Ponto and Beacons. We'll have one volunteer watching over each station watching over product till aid station volunteers arrive at 1pm.

12:30pm - Race Wire begins set up for timing mats along the course.

1:05pm - Polynesian Dancers (Maori warrior dance)

1:15pm - 1K Kids run begins

1:30pm - 1K Kids run ends

1:35pm - Polynesian Dancer (Maori warrior dance)

1:40pm - Safety briefing by Larry Giles at starting line

1:40pm - 15K/10K runner's lineup followed by 5K runners in the back.

1:45pm – Course Safety monitors at Swami's

1:45pm – Will Fisher addresses audience at starting line with board members and Jeff Rose speaks briefly.

1:50pm – City Council addresses audience (1 minute for Mayor and 1 minute for each council member max)

1:55pm – Course description by Fitz Koehler Guinness World Record Judge Speaks

2:00pm – National Anthem Lanee Battle

2:02pm- Maori Warrior starts the race with conch shell

2:03pm – Initiate popular 80's tune for runners as they cross starting line.

3:15pm – Guinness World Records Judge presents award for Largest Beach Run in the World.

3:25pm - Product launch

3:30pm - Environmental Award James Wang

3:30pm – Engage Gorilla Services for beginning of clean-up.

3:45pm – Clear 10K aid station turnaround point, verify no trash while enroute

4:15pm- Clear 5K aid station and turnaround point, verify no trash while enroute

4:45pm- Clear 15K aid station and turnaround point, verify no trash while enroute

5:00pm - Surfing Madonna 5K/10K/15K Beach Run ends.

5:05pm - Break down of tents, sponsors, staging, start and finish line etc. Gorilla Services.

6pm- Porto Potties picked up by Diamond Environmental

7:30pm - Beach Cleared

Monday November 6th, 2017

8am – EDCO picks up dumpsters in Cul-de-Sac B.



PERMIT FEES

TYPE OF GROUP

DAILY FEE

1	Municipal Corporation	No Charge
2	<i>Resident:</i> Youth and Senior Groups	\$100
3	<i>Resident:</i> Service, Educational, Recreational, Non-Profit or Private Party	\$150
4	<i>Resident:</i> For Profit or Commercial Business	\$200
5	<i>Non-Resident:</i> Private Party, or Non-Profit Organization	\$300
6	<i>Non-Resident:</i> Private Party for profit or Commercial Business	\$300



ADDITIONAL FEES AS APPLICABLE

Possible Cost Recovery Fees:

- Tent/Canopy Application (\$30)
- Sign/Banner Permit (\$80)
- Portable Recycling Units (Deposit required)
- Trash Service
- Restroom Service
- Marine Safety
- Fire Inspection
- Sheriff Contract
- Private Security
- Encroachment Permit
- Traffic Control
- Public Notice mailing service & postage
- County, State, Federal Permit Fees
- EMT/Ambulance Service
- Cost recovery for damage



PUBLIC SAFETY



FIRE PREVENTION

- Onsite inspection by Fire Marshal may be required
- Tent/Canopy Application required for a single tent 400 sq. ft. or greater and multiple tents set up in a contiguous arrangement 700 sq. ft. or greater.
- \$30 Fee payable to Fire Prevention Division.



Photo credit: Encinitas 101 MainStreet Association



TRAFFIC CONTROL

Road Closures, Modifications, or Re-Direction of Traffic

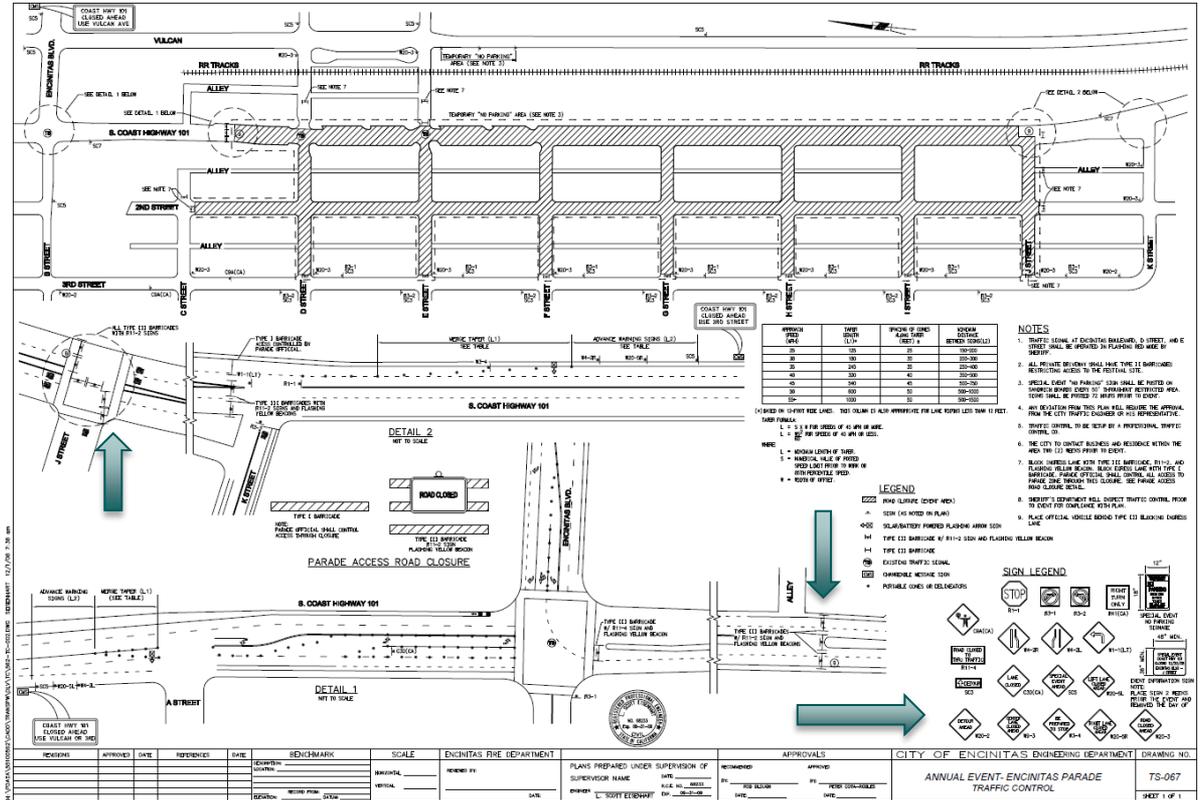
- Traffic Control Plan (TCP)
- Event Day Contact
- Set up and break down schedule on event timeline

Temporary No Parking:

- Post advisory notification signs for public spaces 72 hours prior.
- These advisory signs must be shown on TCP or parking plan.



SAMPLE TRAFFIC CONTROL PLAN



SAMPLE PARKING PLAN



- | | | | | | |
|---|-----------------|---|----------------------------|---|------------------------------------|
|  | = Ancillary Lot |  | = Shuttle Drop-off/Pick-up |  | = Matt Kelsay Parking |
|  | = Path to lot |  | = Rebecca Nussbaum |  | = Veronica (Carol's House) Parking |
|  | = Vendor Lot |  | = Lesli Parking |  | = Amelia Parking |



TRAFFIC CONTROL

- Encourage event attendees to carpool, use public transit (bus and rail), bike or walk to your event
- Consider renting additional bike racks



ALCOHOL/ FOOD & BEVERAGE



SPECIAL EVENTS WITH ALCOHOL



- California State Department of Alcohol Beverage Control (ABC) license required. A copy of your ABC license must be available upon request at the event. ABC can be reached at 760-471-4237 or www.abc.ca.gov
- Alcohol area must be fenced with entrances/exits and meet Fire Dept. requirements
- Alcohol servers must be Responsible Beverage Service and Sales (R.B.S.S.) trained and must carry R.B.S.S. card the day of the event ([Ordinance No. 2009-13](#)). [Encinitas Municipal Code Chapter 9.43](#)
- Liquor Liability required for events with alcohol served on City owned or operated property
- All events serving alcohol will require security personnel and no alcohol will be served to anyone under the age of 21 years

SPECIAL EVENTS WITH FOOD & BEVERAGE

- A temporary food facility event organizer permit is required to sell, give away, or sample food and/or water to the public at a special event.
- Each food/beverage vendor must also have a temporary food facility vendor permit.
- Permits are issued by the County of San Diego Department of Environmental Health, Food and Housing Division: www.sdcounty.ca.gov; 858-505-6900.



MINIMIZING ADVERSE AFFECTS



EXAMPLE OF SPECIAL EVENT PUBLIC NOTICE



ATTACHMENT F

PUBLIC NOTICE TO OCCUPANT – SPECIAL EVENT

Date: Saturday, November 4th, 2017

Dear Resident,

Event Name, Location, Date and Time:

The Annual Bike The Coast Bike Tour will be taking place on November 4th, 2017. Moonlight Beach will be a stop on the bike tour and will be operating between the hours of 6 am - 5 pm.

WHAT YOU NEED TO KNOW:

Traffic and/or Neighborhood Impacts:

Bikes will be riding along the city streets around Moonlight Beach between the hours of approximately 6 am - 3 pm. This event has no street closures. Cyclists are instructed to comply with the California Vehicle Code as it pertains to cyclists. Vehicles left in the Temporary No Parking Zone on C Street will be subject to tow.

Respectfully,

Event Organizer and Contact Information:

Spectrum Sports Management, Inc.
Mike Bone
909-399-3553

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City of Encinitas
Special Event Application 2015



TEMPORARY SIGNS/BANNERS

Temporary Signs/Banner Permit

A temporary sign/banner permit is required for any temporary sign or banner that is four (4) square feet in area or greater.

\$80 permit fee payable to Planning Division



ENVIRONMENTAL PROTECTION



ZERO WASTE GOAL



Photo credit: Rob Machado Foundation



- Water Refill Stations encouraged.
- Expanded Polystyrene Disposable Food Service Ware (Styrofoam food containers) is prohibited (per City Municipal Code 11.27.030).
- Single-Use Plastic Carryout Bags are prohibited (per City Municipal Code 11.26.020).



WASTE MANAGEMENT/DIVERSION

PRE-EVENT PLANNING

1. Identify location of waste stations and dumpsters on site plan
2. Create waste stream signage
3. Arrange for appropriate hauling services
5. Secure disposal containers and supplies

DAY-OF EVENT

1. Coordinate waste management staff or volunteers
2. Haul bags to dumpster throughout event

POST-EVENT WRAP UP

1. Return Recycling Containers
2. Publicize waste diversion (optional)



INSURANCE/WAIVERS



INSURANCE

LIABILITY INSURANCE

- Certificate of Liability Insurance listing the City of Encinitas as Additionally Insured
- Separate Additional Insured Endorsement page
 - General Liability Insurance: \$1 million
 - Each Occurrence: \$1 million
- Liquor Liability is required for Alcohol Service on City Property.
- Insurance must be provided for Food Trucks and Shuttles on City property.



WAIVERS

- Participant (depending on activity)
- Volunteer
- Vendor/Exhibitor
- Entertainer/Musician/Artist

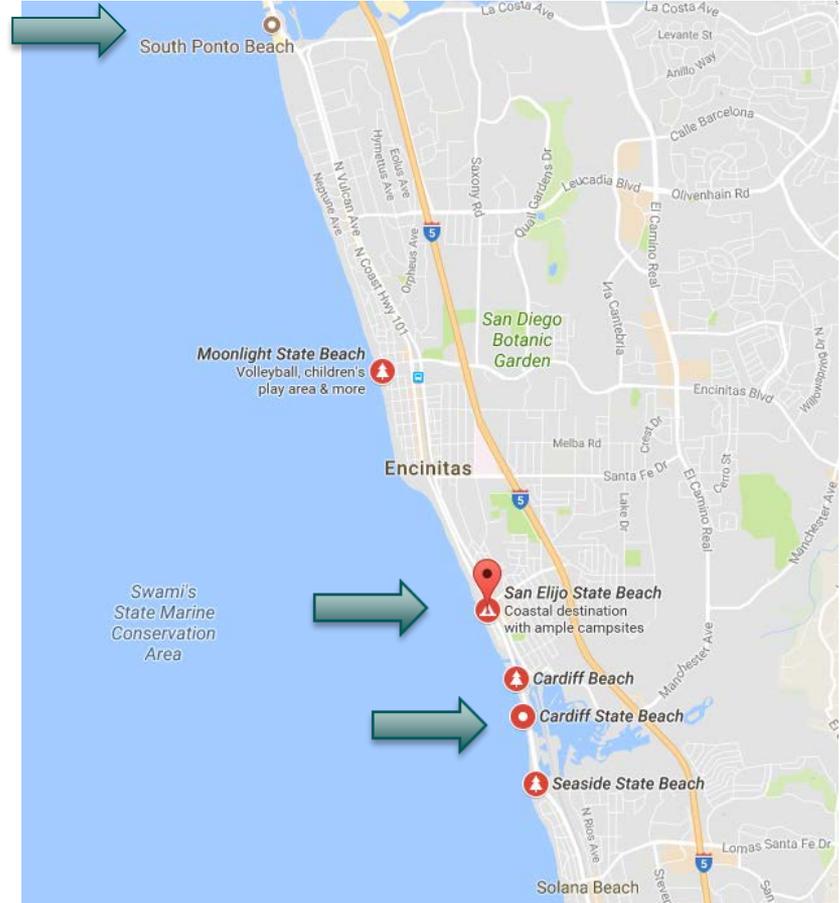


STATE PARKS



SPECIAL EVENTS INCLUDING STATE PARK BEACHES/PARKING LOTS

California State Parks
San Diego Coast District
Special Event Coordinators:
619-688-3385



RECOMMENDATIONS

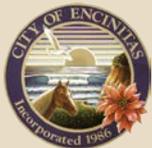


RECOMMENDATIONS

- Calendar due dates for your event(s).
 - » **Minor** (25 - 499 total participants) Application Deadline - No less than twenty-five (25) days prior to the scheduled event.
 - » **Moderate** (500 - 1,999 total participants) Application Deadline - (90) days prior to the event date.
 - » **Major** (2,000 + total participants) Application Deadline - No later than March 15 for events taking place the following calendar year.
- Finalize site plan – changes to site plan may create last minute conditions.
- Submit everything at once and on time to expedite review process.
- Reminder - City offices are closed every other Friday.



RESOURCES



CITY OF ENCINTAS CONTACT

City of Encinitas Special Event Permit Contact:

Samantha Morrow

Management Analyst

Parks, Recreation, and Cultural Arts Department

505 S. Vulcan Ave.

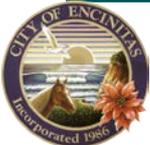
Encinitas, CA 92024

smorrow@encinitasca.gov

760-633-2743

Special Event Permit Application

<http://www.cityofencinitas.org/Portals/0/City%20Documents/Documents/Parks/Permits%20and%20Reservations/Special%20Event%20Planning%20Guide%20and%20Permit%20Application%202017.11.27.pdf>



CITY OF ENCINITAS RESOURCES

- Tent/Canopy Application
- Contact Encinitas Fire Prevention at (760) 633-2820 for more information
- <http://www.cityofencinitas.org/Portals/0/City%20Documents/Documents/Fire%20%26%20Marine%20Safety/Fire%20Prevention%20Page/Tent%20Canopy%20Application%202016.pdf>
- Temporary Sign/Banner Application:
- Contact Encinitas Planning and Building at (760) 633-2710 for more information
- <http://www.cityofencinitas.org/Portals/0/City%20Documents/Documents/Development%20Services/Planning/Land%20Development/Temporary%20Sign%20-%20Banner%20Application.pdf>



RESOURCES

- California State Department of Alcohol Beverage Control (ABC)
760-471-4237 or www.abc.ca.gov
- County of San Diego Department of Environmental Health, Food and Housing
Division: www.sdcounty.ca.gov; 858-505-6900.
- California State Parks San Diego Coast District Special Event Coordinators:
619-688-3385



THANK YOU

Thank you for contributing to the spirit and vitality of our community through your events.



COMMENTS AND QUESTIONS?

