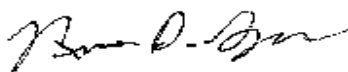


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Olivia Lemen, Recreation Manager
DATE: October 15, 2013
SUBJECT: Adoption of a Resolution authorizing the issuance of the Special Event Permit with conditions, to the Calistoga Chamber of Commerce for the Lighted Tractor Parade on December 7, 2013

APPROVAL FOR FORWARDING:



Richard Spitler, City Manager

ISSUE:

Consider a Resolution authorizing the issuance of a Special Event Permit for the Lighted Tractor Parade on December 7, 2013 to the Calistoga Chamber of Commerce.

RECOMMENDATION:

Adopt Resolution

BACKGROUND/DISCUSSION:

The Calistoga Chamber of Commerce (Chamber) has applied for a Special Event Permit to host the Lighted Tractor Parade on December 7, 2013. The Chamber has hosted this parade for the past 17 years and has seen increasing crowds, topping an estimated 7,000 in 2011 and almost 4,000 in 2012. Due to the success and popularity of this event, the Chamber, on the recommendation of City Public Safety officials, has requested a route expansion for the parade. The proposed new route would travel down Lincoln Ave. from the regular starting location of Cedar St. and travel beyond the regular turning point of Fair Way to extend the route to Stevenson St. This lengthened route provides a number of benefits for both event planners and Public Safety Officers.

With the increased attendance of the parade in the past years, the crowd of spectators has begun to overflow into the streets, decreasing the path of travel for the parade entrants and congesting the sidewalks to the point where it is difficult for emergency services personnel to effectively monitor and patrol the area. Public Safety has shared their concerns with maintaining a safe barrier between the parade and the public and

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28 finds it difficult to keep the growing crowds back. The proposed route extension will
29 provide one additional city block for the crowd to spread out and accommodate more
30 spectators as the event continues to grow. The Chamber will be tasked with providing
31 additional sound, activities and facilities to encourage spectators to move down the
32 street and reducing the “bunching up” that currently occurs in front of the announcers
33 stand.

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35 Additionally, with the nature of the entry vehicles which are traveling in the parade, the
36 logistics of making the tight left hand turn onto Fair Way versus the gradual left turn onto
37 Stevenson is much safer. In the past, many of the parade entries are large tractors or
38 trucks pulling trailers which do not have tight turning maneuverability. The added
39 pressure of larger crowds impacting the turning ability of these vehicles is a concern for
40 safety personnel. The “soft turn” onto Stevenson and the added space for crowds
41 provides a much safer path of travel for the parade vehicles.

42

43 Staff has been contacted by a business adjacent to the recommended route expansion
44 and they have expressed concern over impacts to their business. The owners/operators
45 of Dr. Wilkinson’s Hot Springs Resort have shared their concerns regarding potential
46 additional exposure and liability the expanded route presents to their resort. The Dr.
47 Wilkinson’s resort property occupies a majority of the northwest side of Lincoln Ave. on
48 the proposed expanded route. The owners have stated that there are various points of
49 un-restricted access to their property which they feel will open their facility and guests to
50 added and unwelcome impact and liability during this event.

51

52 Both City and Chamber staff have acknowledged the concerns this expansion presents
53 to Dr. Wilkinson’s Hot Springs Resort through multiple meetings and communications
54 over the past few months. Chamber and City staff and Public Safety Officials met with
55 the owners and have visited the property to gain an understanding of their issues. The
56 owners have requested the following conditions be imposed on the event sponsor:

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- 58 • Provide barricades to prevent general public pedestrian and vehicular traffic from
59 entering their property.
- 60 • Provide trained security personnel to prevent trespass and to help their guests
61 enter and exit their property
- 62 • Name Dr. Wilkinson’s Hot Springs Resort as additional insured under the
63 sponsors general liability coverage.

64

65 The Chamber has reviewed the conditions requested by the Wilkinson’s and has agreed
66 to the following:

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- The Chamber will purchase fencing (snow fence style) at its own expense and have it installed and removed by the City Public Works Department as part of its service contract with the Chamber for the overall event. The fencing will run from the corner of Fair Way to the corner of Stevenson along the Wilkerson's property.
- The Chamber will fund one trained security guard for a maximum of four (4) hours.

With regards to the additionally insured request, the Chamber representative conferred with their insurance company and has indicated they will not be allowed to list Dr. Wilkinson's as additionally insured on their liability policy. The Chamber representative indicated they will not be able to provide the coverage requested by the Wilkinson's.

Given the above staff is seeking City Council direction to approve or deny the Chamber Special Event Permit request to hold the December 7th, Lighted Tractor Parade on Lincoln Ave. with the expanded route from Cedar to Stevenson. Should the City Council approve the request for the expanded parade route, staff recommends the Council adopt a resolution approving the Special Events Permit with the expanded route and incorporating the following conditions

1. Permittee shall follow specified route as indicated on the permit.
2. Float music and amplification will be kept within appropriate range as outlined by the noise ordinance.
3. All vehicles and floats shall obey all Cal Trans highway vehicle restrictions including the height restriction of 13'6" and weight restrictions for metal wheel vehicles.
4. Permittee shall be responsible for the collection and removal of any and all trash or garbage generated by this event or contract trash collection at permittee's expense.
5. Encroachment Permit through Cal Trans is required for the parade to travel down Lincoln Avenue.
6. The City of Calistoga Police and Public Works Department shall provide the traffic control at the permittee's expense and arrangement.
7. Permittee shall be responsible for insuring that the beer/wine/beverage sales are in accordance with business use permit, Alcohol Beverage Control and Health Department requirements as well as City ordinance.
8. Permittee will purchase fencing (snow fence style) at its own expense. City Public Works Department will install and break down the fencing as parts of its service contract for labor with the Chamber for the overall event. The fencing will run in

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106 front of the Dr. Wilkinson Hot Springs Resort property from the corner of Fair Way
107 to the corner of Stevenson.

108 9. Permittee will fund one security guard for a maximum of four (4) hours to be
109 stationed in front of the Dr. Wilkinson Hot Springs Resort property.

110 **FISCAL IMPACT:**

111
112 The use of public streets for special events has no significant fiscal impact on the City.
113 Any direct costs incurred by staff to accommodate the event will be billed back to the
114 Chamber for cost recovery. The potential positive impact on local businesses and
115 merchants depends on the success the event has in drawing visitors to the community.

116
117 **ALTERNATIVES:**

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119 If the Council denies the expanded parade route, staff recommends that the Council, by
120 motion, authorize the City Manager to issue the Special Events Permit with similar
121 conditions previously imposed, except for the inclusion of additional fencing and security
122 guard.

123
124 **ATTACHMENT:**

- 125
126 1. Draft Resolution
127 2. Special Permit application
128 3. Map of parade route alternatives
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