

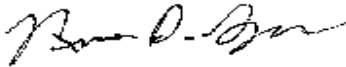
City of Calistoga

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Staff Report

TO: Honorable Mayor and City Council
FROM: Olivia Lemen, Recreation Manager
DATE: July 15, 2014
SUBJECT: Adoption of a Resolution authorizing use of a City Street for Calistoga Chamber of Commerce Harvest Table Event, September 7, 2014

APPROVAL FOR FORWARDING:



Richard Spitler, City Manager

1
2 **ISSUE:**
3

4 Consideration of a resolution authorizing the use of Lincoln Avenue from Cedar Street
5 to the ACE Hardware parking lot entrance for the Calistoga Chamber of Commerce
6 Harvest Table Event on September 7, 2014.
7

8 **RECOMMENDATIONS:**
9

10 1) Consider the adoption of the Resolution and 2) provide direction to staff on Special
11 Event Conditions of Approval.
12

13 **BACKGROUND/DISCUSSION:**
14

15 The Calistoga Chamber of Commerce has applied for a Special Event Permit for
16 Harvest Table. The event is planned for September 7, 2014 from 5:00 to 9:00 PM and
17 will include various live music venues and one long banquet table placed on Lincoln
18 Avenue. There will be one dinner service at 6:00 pm and participating restaurants will
19 simultaneously serve guests. Approximately 600 guests are expected and
20 approximately 15 restaurants are expected to participate in the event. (See Exhibit B
21 for proposed Table layout).
22

23 The event planners are requesting the closure of Lincoln Avenue from Cedar Street to
24 the ACE Hardware parking lot entrance from 1:00-11:00 PM, with its intersection with
25 Washington closed from 4:30-10:00 PM. Any event which requires closure of a
26 Calistoga city street requires City Council approval. Furthermore, each applicant must
27 provide required insurance and comply with any terms or conditions applied to the
28 permit.

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29
30 Lincoln Avenue is State right-of-way (Hwy. 29) and an encroachment permit is required
31 from Caltrans for special events thereon. The Chamber of Commerce will apply directly
32 to the State for the encroachment permit for this event. The City of Calistoga Special
33 Event Permit will include this condition of approval.

34
35 As proposed, Lincoln Ave. would be closed between Cedar Street and the ACE
36 Hardware parking lot entrance, including the intersection with Washington Avenue. All
37 on-street parking would be eliminated during the street closure. The public parking lots
38 next to the Police Department and behind the Fire Department would remain open.

39
40 Staff has identified some initial concerns that will need to be addressed as part of the
41 Special Events Permit, which is subject to approval by the City Manager:

- 42
- 43 • **Attendee safety:** Large trucks or other movable barricades should be placed at
44 all ends of the event (four locations in total) to prevent wayward drivers from
45 entering the dining area. The Chamber should coordinate with the Police
46 Department for appropriate levels of public safety officers and/or private security.
47 Given the number of attendees anticipated, the Chamber should coordinate with
48 AMR to have emergency medical service on standby during the event
 - 49
50 • **Private Parking Lots/Alleys:** There are several private access points onto
51 Lincoln within the proposed event area (see Exhibit B) which raise a safety
52 concern. These include access to parking lots for West America Bank, Bank of
53 America and Mountain View Hotel and Spa. There is also a private alley
54 between Calistoga Village Bakery and Blackbirds. These access points should
55 be secured to prevent unauthorized entry into the event area.
 - 56
57 • **Table location:** Placement of tables down the middle of Lincoln Avenue will
58 impact emergency vehicle access. The tables should be off-set from the center
59 line to provide the greatest EVA width possible.
 - 60
61 • **Traffic Circulation:** The closure of Lincoln at its intersection with Washington
62 will disrupt traffic circulation. The intersection should remain open to traffic
63 during the event and that the traffic signal be used for traffic control as well as
64 advance sign placement. This will minimize the traffic detour through the ACE
65 Hardware parking lot.
 - 66
67 • **Public Transit:** The Napa Vine public transit operates two bus stops within the
68 proposed event area. The Chamber should coordinate with NCTPA Transit to

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69 identify alternate bus stops and appropriate detour routes to minimize impacts to
70 transit users.

71
72 • **Parking:** Assuming that 500 of the attendees will drive to the event, between
73 200-250 cars are anticipated. The elimination of on-street parking on Lincoln
74 results in a net loss of 80 regular and 3 disabled parking spaces. Parking
75 arrangements should be made at the Fairgrounds and a shuttle service
76 established.

77
78 • **Bicycle Traffic:** Under the California Vehicle Code bicycles are considered a
79 vehicle. Closure of Lincoln Ave. to all traffic technically includes bicycles.
80 Bicycles should be allowed to ride through the closure until 5:00 PM. After 5:00
81 PM bicyclists should be required to walk their bicycles through the event area or
82 follow the identified detours.

83
84 • **Alcohol consumption:** Any alcohol consumption will need to be conducted in
85 accordance with ABC requirements.

86
87 If Council supports the event and requested road closure, staff recommends adoption of
88 the attached resolution. Staff also seeks Council direction regarding inclusion of staff
89 recommendations into the Special Event Permit for the items noted above.

90
91 **CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:**

92
93 Approving the requested street closure would be consistent with Goal 1: Objective 2:
94 Promote the qualities of Calistoga that are attractive to residents and visitors.

95
96 **FISCAL IMPACT:**

97
98 The use of public streets for special events has no significant fiscal impact on the City.
99 The Chamber of Commerce will be responsible for all costs, including staff time,
100 incurred with the street closure. The proposed event has the potential to increase sales
101 tax and TOT revenues to the City's General Fund.

102
103 **ATTACHMENTS:**

- 104 1. Resolution
105 2. Exhibit A – Proposed Table Layout
106 3. Exhibit B – Private Access Points onto Lincoln in Event Area
107

RESOLUTION NO. 2014-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CLOSURE
OF A PORTION OF LINCOLN AVENUE FOR HE CALISTOGA CHAMBER OF
COMMERCE HARVEST TABLE EVENT**

1 **WHEREAS**, the Calistoga Chamber of Commerce requests the use of a portion
2 of Lincoln Avenue from Cedar Street to the ACE Hardware driveway entrance for a
3 special event, and;
4

5 **WHEREAS**, the use of public property for a special event requires a special
6 event permit from the City and an encroachment permit from Caltrans; and
7

8 **WHEREAS**, as a condition of application for an encroachment permit, Caltrans
9 requires a resolution from the City Council in support of and approving special events
10 on State Highways for Caltrans consideration; and
11

12 **WHEREAS**, adequate traffic control and public safety measures have been
13 proposed and will be taken within the requested area so that it can be used without
14 affecting the safety, health and welfare of the general public.
15

16 **NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of
17 Calistoga hereby authorizes the Calistoga Chamber of Commerce to use the portion of
18 Lincoln Avenue from Cedar Street to the ACE Hardware driveway entrance to conduct
19 the Harvest Table special event on September 7, 2014 and to close Lincoln Avenue
20 from Cedar Street to the ACE Hardware driveway entrance from 1:00 PM to 11:00 PM,
21 subject to and in accordance with the provisions and conditions of a Special Event
22 Permit to be issued by the City, and any conditions of approval required by Caltrans.
23

24 **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of
25 Calistoga at a regular meeting held this **15th day of July, 2014**, by the following vote:
26

- 27 **AYES:**
- 28 **NOES:**
- 29 **ABSTAIN:**
- 30 **ABSENT:**
- 31

CHRIS CANNING, Mayor

32 **ATTEST:**
33 _____
34
35
36

