City of Calistoga **Staff Report**

TO:

Honorable Mayor and City Council

FROM:

Jonathan Mills - Chief of Police

DATE:

February 2, 2010

SUBJECT:

Adoption of a Resolution Authorizing Use of City Street for Special Event on May 1, 2010

APPROVAL FOR FORWARDING:

ISSUE: To consider a Resolution authorizing the use of the 1200 block of Washington Street for the 2 Calistoga Tamale Festival on May 1, 2010. 3

- **RECOMMENDATION:** Adopt the attached Resolution. 4
- 5 **BACKGROUND/DISCUSSION:** The Police Department processes special event permit applications.
- When the event requires closure of a city street City Council approval is required. Furthermore, each 6 7
 - applicant must provide required insurance and comply with any terms or conditions applied to the
- permit. 8

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- The Calistoga Family Center has applied for a Special Event Permit for the first ever Calistoga 9
- Tamale Festival. The event will serve as a fundraiser for the Casa de la Cultura's summer children's 10
- art programs and the Family Center's work in the community. The festival is planned for May 1, 2010 11
- from 12:00 noon to 4:00 pm. The event will include live music and entertainment, art displays, a raffle 12
- and a tamale competition. 13
- The event planners are requesting the use of the Community Center parking lot and street closure of 14
- the 1200 block of Lincoln Ave., from Lincoln Ave. to First Street. They expect approximately 500 15
- visitors to the festival and will have approximately 20 vehicles and 40 volunteer workers at the event. 16
- The event will be alcohol free. 17
- This closure would impact one downtown delivery (yellow) zone, approximately 12 parking spaces 18
- and access to the private parking lot east of the Police Department. Impact to the parking lot could be 19
- mitigated by traffic control and one lane access. 20
- See attached diagram. 21
- If the Council authorizes these uses of public streets, staff will process the specific Special Event 22
- Permit and establish conditions of approval. 23
- The use of public streets for special events has no significant negative fiscal 24
- impact on the City. The potential impact for local businesses and merchants depends on the success 25
- the event has in drawing visitors to the community. The Family Center has requested that the Special 26
- Event Permit fee (\$25.00) be waived. 27

ATTACHMENTS:

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- 1. **Draft Resolution** 29
- 30 2. Diagram

RESOLUTION NO. 2010-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE USE OF WASHINGTON STREET BY THE CALISTOGA FAMILY CENTER FOR THE CALISTOGA TAMALE FESTIVAL

1 2	WHEREAS , the use of public property for a special event requires an encroachment permit; and
3 4 5	WHEREAS, the Calistoga Family Center has requested the use of a portion of the 1200 block of Washington Street for their event, and;
6 7 8	WHEREAS, with adequate traffic control measures the requested area can be used without affecting the safety, health and welfare of the general public.
9 10 11 12 13	NOW THEREFORE BE IT RESOLVED THAT, the City Council of the City of Calistoga hereby authorizes the Calistoga Family Center to use a portion of the 1200 block of Washington Street to conduct their special event on May 1, 2010 from 12:00 noon to 4:00 p.m., subject to and in accordance with the provisions of a Special Event Permit to be issued by the City.
15 16 17 18	PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 2nd February, 2010, by the following vote:
20 21	AYES:
22 23	NOES:
24 25 26 27	ABSTAIN/ABSENT:
28 29	JACK GINGLES, Mayor
30 31 32	ATTEST:
33	SUSAN SNEDDON, City Clerk

Calistoga Tamale Festival - May 1, 2010 Street Closure Plan

