

CITY COUNCIL AGENDA REPORT

Meeting Date: 9/7/2023

From: Sara Nahass, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Subject: Application for Event Cosponsorship

Community Goal/Result

Community Building

Purpose

Promote cultural and social events that encourage community engagement.

Recommendation

Approve the Sierra Point Yacht Club's 2023 Regatta as a cosponsored event.

Background

The Sierra Point Yacht Club was established in 1984 to promote social interaction among the membership and other yacht clubs, with the intent of encouraging safe, enjoyable pleasure-boating.

Discussion

The Regatta is scheduled to be held at the Brisbane Marina on September 29th from 12:00-5:00pm. The event will be open to the public with no admission fees. The event will feature 2 live bands, food, drinks, games, and races. The Coast Guard will also do a search & rescue demonstration. The purpose of the event is to promote responsible boating and community engagement in Brisbane.

The City has been asked to supply 6 six-foot tables, 20 chairs, 10 pop-up tents and sandbags. Sierra Point Yacht Club has also requested to block the lower parking lot at 500 Sierra Point Way, to use sound amplifying equipment, anticipates more than 100 participants/spectators, and intends to allow for the sale and consumption of alcohol.

The staffing needs of the City are for one Public Works employee to set out "No Parking" signs and remove them after the event. One Police Officer will also be needed in the area from when the event begins at 12:00pm until its ends at 5:00pm. One Parks & Recreation employee will need to gather the requested equipment the day before the event, transport and set up the equipment at the requested set-up time of 9:00am, break down and transport the equipment after the event at 5:00pm, and unload equipment to their original locations.

Fiscal Impact

Sierra Point Yacht Club is requesting support from the City as summarized in the table below.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION			
Parks & Recreation staff time	Approximately 10 hours of labor @ OT \$50/hour = \$500	Requesting to be waived	
Borrowing City Equipment (6 tables, 20 chairs, 10 popup tents and sandbags)	Requesting to be waived		
Promotional and Marketing Support	Waived		
Public Works Staff OT for "No Parking" closures	Approximately 1 hour of OT @ \$52.50/hour = \$52.50	Requesting to be waived	
Police Department support	1 police officer for 5 hours on OT @ \$81.56/hour = \$407.80	Requesting to be waived	

Attachments

- 1. Cosponsorship event application
- 2. Sound Amplification Permit
- 3. Encroachment Permit
- 2. Event Flyer

Cana	Nahass
Sara	Manass

Sara Nahass, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Clay Holstine, City Manager



CITY OF BRISBANE COSPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least (90) working days prior to the requested event.

Phone: (415) 508-2140 | Email: brisbanerec@brisbaneca.org | Office: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION
Name of Contact Person: E. Megan Chandler Phone: 415-730-7030 Email: Emchandler 1227@gmail.com Name of Organization: SPYC Sierra Point Yucht longanization Website: WWW. Sierra Point YC. org Organization Address or P.O. Box: 500 Sierra Point Parkura, Brisbane, Ca. 94005
6fill charle Tables
Circle ONE of the following descriptions below that best describes your organization: a. Brisbane Non-Profit Organization b. Non-resident, Non-Profit Organization (Outside of Brisbane) c. School District, School, or School Affiliated Group (ex. PTO) d. Private Group, Club, or Organization
What year did your organization begin serving the Brisbane community? 1984 1987
How has your organization added value to the Brisbane community in the past? JU Sierra Pont Yucht Cub
What is your organization's mission and/or purpose? to promate Alsponisible Boating + Community in Brishame
EVENT DETAILS (If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)
Event Date (mm/dd/yy): 9/23/23 Event Start Time: 120000
Event Day of Week: Saturdan Event End Time: 5pm
Event Location: Sierra Point Yacht Club
Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.) 2 live Bands, Food libation, games, races, Caust guard days a starth & result demonstration
Will there be any fundraising at this event? If yes, what will the funds raised be used for?
Are there any admission fees for this event? If yes, please list them here:
If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. age, membership, residency, etc.)

City Staff must be present to accommodate the use of any in staff will be available when you need to access the facility. (
Date of Facility Access (mm/dd/yy):	Opening Time:	Closing Time:
Date of Facility Access (mm/dd/yy):	Opening Time:	Closing Time:
Date of Facility Access (mm/dd/yy):	Opening Time:	Closing Time:
EQUIPMENT USE REQUEST		
If you would like to request any equipment for an outdoor event, please include those details below. (If your event is at one of our indoor facilities, you my indicate your equipment needs on the rental layout.) Quantity: tem:	*Theater Risers? *Any additional fees associated with	with Microphone?
PERMITS		Private Group, Club, or Organization?
Will alcoholic beverages be served or sold at your event? *Full Liquor Liability: If beer or wine is available for consuma meal, for entry to the event, for the beverage) then full life. Food & Beverage Permits - Outdoor Events Only Will any food or non-alcoholic beverages be sold at your extra this event require any street or parking closures? Amplified Sound Permits - Outdoor Events Only Do you wish to use amplified sound at this event?	pption and money is transacted in any iquor liability premiums are necessary vent? 16 July 16 yes, this permit is required. If yes, you must obtain a Brisbane I	form (i.e. for donation, for a ticket, for . red smchealth.org/food-program Encroachment Permit mplified Sound Permit Application
ADDITIONAL SUPPORT	coo di acort	
guaranteed. Any graphics or content will need to be provide a. Brisbane Signboards b. Social Media c. City Website d. City Publications Other:	ed by the applicant.)	
USE AGREEMENT & LIABILITY RELEASE		
To the fullest extent allowed by law, I agree to indemnify an volunteers and hold them harmless from and against any an attorneys' fees, arising out of the use or occupancy described City, its elected or appointed officers, officials, agents and e use or occupancy described in this application. Applicant Signature	nd all loss, liability, expense, claims, cos ed in this application. I agree to waive a employees for losses paid under the ter	sts, suits, and damages, including all rights of subrogation against the
Applicant Signature 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		utc

INDOOR FACILITY ACCESS REQUEST

ADMINISTRATIVE SECTION

Facility Application? ____ Permit # ____ CC Report Due ____ CC Meeting Date: ____ Page 2/2



August 18, 2023

Sarah FitzGerald 117 Lake Street Brisbane, CA 94005 Asarahfitz@gmail.com

Re: SPYC Regatta Day, Authorization to Use Sound Amplifying Equipment (Permit No. 2023-AMP-5)

Dear Ms. FitzGerald:

This letter is provided in response to your request to use sound amplifying equipment on Saturday, September 23rd, 2023 for the above referenced event, to be located on the Brisbane Marina property. Use of sound amplifying equipment is approved for this event based on your registration statement filed with the City, dated August 1, 2023, and subject to conditions of approval, consistent with Brisbane Municipal Code (BMC) Chapter 8.28. Both the registration statement and conditions of approval are attached.

If you have any questions regarding this matter, please call me at 415-527-7801, or email me at kjohnson@brisbaneca.org

Sincerely,

Ken Johnson Senior Planner

Attachments

- 1. Conditions of Approval
- 2. Registration Statement

cc: Clay Holstine, City Manager
John A. Swiecki, Community Development Director
Mario Garcia, Police Commander
Randy Breault, Public Works Director
Andrew Rehberg, Harbormaster

SPYC Regatta Day at the Brisbane Marina Parking Lot September 23, 2023 Authorization to Use Sound Amplifying Equipment Permit No 2023-AMP-5 Conditions of Approval

Approval is granted for the referenced event, with the following conditions of approval:

- 1. An encroachment permit shall be obtained from the Dept. of Public Works to conduct the event on City property. This is for use of the parking lot east of the Sierra Point Yacht Club, which is on City property.
- 2. The event is a non-profit event with no admission being charged, as characterized by the applicant, and has been determined by the Planning Director to be for "noncommercial" purposes. See Brisbane Municipal Code Section 8.28.070.B.4, BMC Section 8.28.070.F.2, and BMC Section 8.28.020.B & G.
- 3. The operator shall have a copy of this approval and the encroachment permit on-site during the event.
- 4. The hours of operation of the equipment are allowed between **Noon and 5 pm on Saturday, September 23, 2023**, as requested by the applicant. Modification to these hours must be requested at least 72 hours in advance of the event and in writing to the Planning Director.
- 5. The amplified sound shall not exceed 83 dBA within 25 feet of the source, per BMC Sections 8.28.070.G and 8.28.060.
- 6. In addition to condition #5, the volume of sound shall be so controlled that the sound will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitivity within the area of audibility.
- 7. Only human speech and music may be amplified.
- 8. The owner/operator of the equipment will be Michael Chandler, 117 Lake Street, Brisbane, CA 94005 and he may be reached by phone at (720) 641-1595. If there is any substitution, written notice with new contact information shall be provided to the City Planning Dept. in writing, in advance of the event.



City of Brisbane Community Development Dept. 50 Park Place Brisbane, CA 94005 (415) 508-2120

Human Speech and Music Outdoor Amplified Sound Registration Form/Request

➤ **ELECTRONIC SUBMITTAL REQUIRED.** PLEASE SUBMIT THIS FORM WITH YOUR <u>PLANNING APPLICATION</u> AS A PDF.

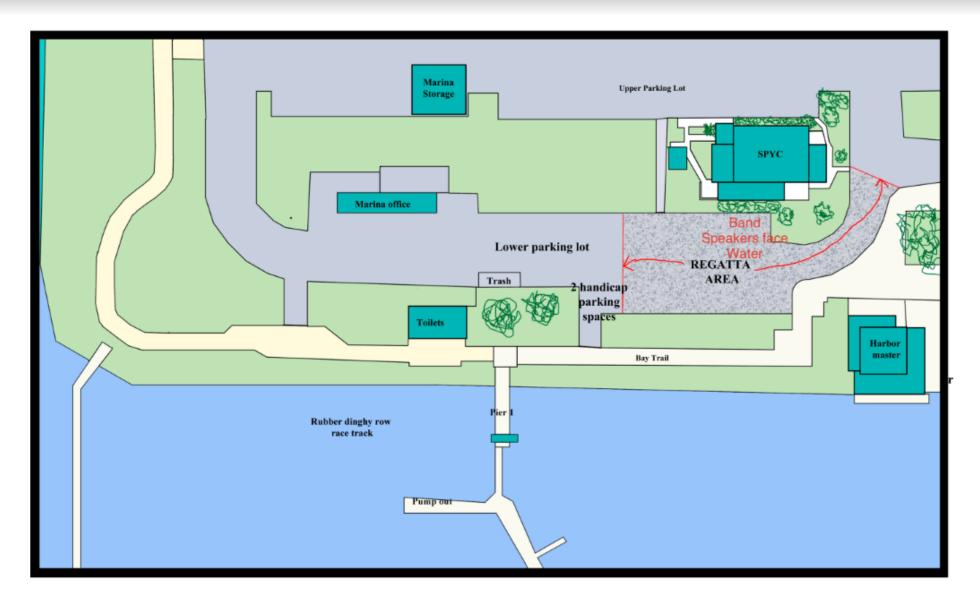
The City of Brisbane requires that a registration statement be filed for review and approval by the Planning Director at least 15 days prior to the event where an outdoor loudspeaker or other sound-amplifying equipment would be used. The Amplified Sound provisions are found in Brisbane Municipal Code (BMC) Chapter 8.28.070 and can be referenced from the City's website at https://brisbaneca.org/brisbane-municipal-code. This form and any required supplemental materials, to be attached with this form, shall serve as the registration statement.

A copy of this form, as approved, along with any conditions of approval shall be kept on site during the event where amplified sound is to occur and made available to the City upon request. Additional permits or City authorizations may also be required prior to holding an event where amplified sound would occur. Contact the City well in advance of your intended event to determine whether other approvals may also be required or if additional information is required for this registration statement. Insufficient information on this statement or other required approvals may extend the processing time.

GENERAL INFORMATION
Name of Event SPYC Regatta Day
Name of Applicant (First Name, Last Name) Sarah FitzGerald
Mailing Address (Number, Street, Apt/Unit, City, State, Zip)
119 San Benito Road Brisbane CA 94005
ASarahFitz@gmail.com
Business Phone Mobile Phone 415 412 7510 Fax
Business Organization Name SPYC
Prescreening Questions: Is the amplification equipment for: Human speech Music Other (If "Other", stop and contact the Community Development Dept.)
Will the activity take place within 200 feet of a church, school or hospital? Yes No (If "Yes", stop and contact the Community Development Dept.)
Are you applying on behalf of another person, organization, or company responsible for the event (i.e., the Event Sponsor)? Yes No
If yes, provide Contact Name, Company/Organization, Address, Email, Business Phone, Mobile Phone

What is the purpose of the event? Commercial Noncommercial	
(If Non-commercial, attach the nonprofit 501(c)(3) supporting documents.)	
Business License copy is attached Yes If not, indicate reason SPYC (If business license application is not yet in process, contact the Finance Dept. for business license application information, at 415-508-2150.)	
EVENT DETAILS	
Amplified Sound Dates: 9 /23 /2023 Hours 12 A.M./P.M. to 5 A.M./P.M. — / / Hours A.M./P.M. to A.M./P.M. — / Hours A.M./P.M. to A.M./P.M	
NOTE: Except for Sundays and legal holidays, the commercial event hours of operation of outdoor sound equipment shall be no earlier than 8:00 a.m. and no later than 7:00 p.m. On Sundays and legal holidays, commercial event hours of operation of outdoor sound equipment shall be no earlier than 9:00 a.m. and no later than 4:00 p.m. Hours for noncommercial events may extend beyond those time limitations as long as the volume of sound and the hours of operation will be so controlled that the sound will not be unreasonably loud, raucous, jarring, disturbing or a nuisance to reasonable persons of normal sensitivity within the area of audibility.	
Expected number of Attendees 120	
Address and Description of Event Location (Provide a <u>Site Map</u> and/or <u>Aerial Photo</u> and show the location and orientation of amplification equipment. Include all event areas and describe whether the activity will take place on a public street or sidewalk, private property, or other type of location.)	
500 Sierra Point Parkway, Brisbane CA 94005	
Responsible Person in Direct Control of Sound Equipment: Full Name (First Name, Last Name) Michael Chandler	
Address (Number, Street, Apt/Unit, City, State, Zip) 117 Lake Street Brisbane	
Mobile phone 720 641 1595 Business phone	
Sound Amplifying Equipment Band amps and speakers	
Maximum Power Output (watts) 1000 watts	
Volume of sound to be produced (in decibels) 55 dBA max (Note that noise emanating from sound amplifying equipment shall not exceed 15 dBA above the local ambient, except that where the event is to be in a public park, the noise level shall not exceed 83 dBA at a distance of 25 feet from the source, or 86 dBA at the park's edge.)	
Approximate distance in feet for which sound will be audible from the sound-amplifying equipment (Indicate distance from source in feet and show on the Site Map)	
The vehicle make, model and license, if a sound truck is to be used	

If the amplification equipment is to be vehicle mounted, what measures are to be equipment from being a detriment to traffic safety?	employed to prevent the
How will the sound equipment and pedestrian movement around it be controlled su a detriment to traffic safety? Show on Site Map, if needed.	uch that it would not constitute
Area is blocked to traffic for the event	
I understand that the volume of sound shall be so controlled that it will not be unre jarring, disturbing or a nuisance to reasonable persons of normal sensitivity within to (Applicant's Initials) I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE I UNDERSTAND THAT ANY FALSE OR INCOMPLETE INFORMATION PROVIDED BY ME, RELATIVE TO THIS APPLICATION, MAY CAUSE TO EITHER DENY THE REQUESTED PERMIT OR REVOKE THE PERMIT	the area of audibility. AND CORRECT. BE CONSIDERED
Please note that this document is a public record. Do not include contact information that yo confidential.	
Signatures and dates required below:	
	0.4.0000
Sarah FitzGerald	8 1 2023
PRINTED NAME/SIGNATURE OF APPLICANT	DATE
Encroachment Permit Requ	
PRINTED NAME/SIGNATURE OF PROPERTY OWNER	DATE
(Note; If proposed on City property [i.e.: city park or public right-of-way], contact the City Engineer or F	Parks Dept. for use approvals.)
To be completed by City:	
APPROVED BY:	0/40/00
Ken Johnson Senior Planner	8/18/23
PRINTED NAME / SIGNATURE / TITLE	DATE
CONDITIONS OF APPROVAL: Attached	



REGATTA DAY MARINA SKETCH PLAN



ENCROACHMENT PERMIT (TRAFFIC)

DEPARTMENT OF PUBLIC WORKS 50 PARK PLACE BRISBANE, CA 94005 PHONE (415) 508-2130 INSPECTOR: 415.760.3053

DATE: 23

500 Sierra Point Pkwy

PERMIT NO. TCP- 2023-08-22-01

ENCROACHMENT PERMIT APPLICATION (TRAFFIC) (SEE BRISBANE MUNICIPAL CODE SECTION 12.04 FOR APPLICATION PACKET REQUIREMENTS)

PROJECT LOCATION:

THIS PERMIT IS NOT VALID UNTIL SIGNED BY THE CITY OF BRISBA	ANE	
APPLICANT NAME Sarah FitzGerald	CONTRACTOR NAME	
COMPANY Sierra Point Yacht Club	COMPANY	
ADDRESS 119 San Benito Road	ADDRESS	
Brisbane		
TELEPHONE 415 412 7510	TELEPHONE	
TELEPHONE	24 HOUR TELEPHONE	
Project related to current Building Permit: Project related to current Planning application: Project related to current Encroachment Permit: YES Project related to current Encroachment Permit:	■NO If YES, Building Permit No.: ■NO If YES, Planning App. No.: ■NO If YES, Permit Date:	
APPLICATION IS HEREBY MADE TO: WORK IN: ☐ STREET ☐ SIDEWALK [PLANTER STRIP MANHOLES OTHER - DESCRIBE	
PURPOSE: BLOCK PARKING BLOCK SIDEWALK	BELOW PLACE DUMPSTER CLOSE LANE OF TRAFFIC	
■ UTILIZE ANY PORTION OF SHARED USE PARKING AT SIERRA PORTION OF SHARED USE OF SOUND AMPLIFYING EQUIPMENT (REQUIRES PLANNING MORE THAN 100 PARTICIPANTS/SPECTATORS ANTICIPATED (RESERVED IN PROPOSE IN SALE AND/OR CONSUMPTION OF ALCOHOL IN PUBLIC IS REQUIRED IN PROPOSE IN THE P	G DIRECTOR REVIEW PER BMC 8.28.070) EQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE) ED (REQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE) ESTED (REQUIRES BRISBANE POLICE DEPARTMENT CLEARANCE)	
PER PLANS DIA	GRAM	
ESTIMATED START DATE: 9 23 23 ESTIMATED COMPLETION DATE: 9 23 23 WORKING HOURS REQUESTED: 9 - 8 I HEREBY AGREE TO ACCEPT AND ABIDE BY THE GENERAL ENCROACHMENT PERMIT PROVISIONS; THE CONDITIONS OF APPROVAL LISTED ON THIS PERMIT AND CHAPTER 12.04 OF THE BRISBANE MUNICIPAL CODE. PERMITEE: DATE: 7 31 22		
PERMITEE: TITLE:	DATE: 7 31 22 COMPANY: SPYC	
PARKS & RECREATION CLEARANCE FOR SAN FRANCISCO AVENUE DATE: MARINA CLEARANCE FOR SHARED USE PARKING AT SIERRA POIN DATE: BRISBANE POLICE DEPARTMENT CLEARANCE DATE: 07/18/2023	CLOSURE APPROVED DENIED BY: T APPROVED DENIED BY:	
	//	
THIS PERMIT IS TO BE STRICTLY CONSTRUED AND NO WORK OTH HEREBY. PERMIT EXPIRES IN 90 CALENDAR DAYS IF WORK IS NOT DATE GRANTED: 8/22/23	ER THAN THAT SPECIFICALLY MENTIONED ABOVE IS AUTHORIZED IS STARTED. FIELDS BELOW FOR CITY USE ONLY. BY:	
HEREBY. PERMIT EXPIRES IN 90 CALENDAR DAYS IF WORK IS NOT	F STARTED. FIELDS BELOW FOR CITY USE ONLY.	
HEREBY. PERMIT EXPIRES IN 90 CALENDAR DAYS IF WORK IS NOT DATE GRANTED: 8/22/23	STARTED. FIELDS BELOW FOR CITY USE ONLY. BY:	

CC: Police Department, Fire Department, Public Works Inspector, Recreation Department, Marina

GENERAL TRAFFIC PERMIT PROVISIONS

1. TRAFFIC CONTROL PLANS

All City Highways

No work will be performed during other than normal work hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. For work hours other than specified, a special request in writing must be submitted for approval and the appropriate fees will be collected.

No work will be done on the weekend without a special weekend permit issued by the Director of Public Works/City Engineer.

Contractor's traffic control plan shall provide two-way traffic on all two-way streets at all times. If required to maintain two-way traffic, contractor shall provide flaggers with radios at each end of construction detour.

"Standard" plans may be used when the activity site is consistent with typical work zone layouts shown in the latest edition of the Work Area Traffic Control Handbook or with typical applications shown in the latest edition of the California Manual for Uniform Traffic Control Devices.

Dependent on the location of the work, the City may require the submittal of typical plans with site-specific details including street names, existing traffic control signals/devices, intersections, driveways, etc.

Advance warning signs for parking restrictions and lane closures/detours shall be placed 72 hours in advance of implementing traffic control.

Highways with Restricted Work Hours (work is permitted only between 9 AM and 4 PM)

No work, traffic control, lane closures, or traffic detours will be allowed within traffic lanes of the following highways before 9:00 a.m. or after 4:00 p.m.:

Bayshore Boulevard Guadalupe Canyon Parkway Valley Drive North Hill Drive Tunnel Avenue Lagoon Way Sierra Point Parkway

Highways with Designated Class I, II, or IV Bike Lanes

Traffic control plans that propose closing all or a portion of the above bike lanes may not utilize W16-1 (Share the Road) and W11-1 (bicycle graphic) at speeds > 35 MPH.

When the total available travelway outside the road closure is \geq 15' in width, then the TCP may implement a speed reduction to 35 MPH and utilize the W16-1 and W11-1.

When the total available travelway outside the road closure is ≥ 13 ' in width, then the TCP may implement a speed reduction to 25 MPH and utilize the W16-1 and W11-1.

When the total available travelway outside the road closure is < 13' in width, the TCP shall implement a bicycle detour plan.

Where the existing bike lanes include a rumble strip section, the width of that section may not be counted towards "total available travelway".

Restricted Conditions (TCP must be prepared by a licensed professional)

Traffic control plans for the following highways and for the listed conditions shall be signed and stamped plans prepared by a California licensed civil engineer or traffic engineer:

Bayshore Boulevard Guadalupe Canyon Parkway Valley Drive Lagoon Way Sierra Point Parkway

Night Work Full Road Closure

- 2. City reserves the right to adjust or require additional traffic control measures if in the City Engineer's sole judgment such adjustment or additional measures are necessary.
- 3. Construction noise limitations shall be as specified in BMC 8.28.60 A and 8.28.60 B.
- 4. All Contractors and subcontractors shall obtain a City of Brisbane business license prior to performing any work within the City.
- 5. Staging, including the storage of equipment and stockpiling of materials, shall not be allowed within the public right-of-way. Upon demand of City, Permittee shall provide written proof of permission to utilize private property within City limits for staging.
- 6. Construction equipment will be allowed to transit the public right-of-way with proper traffic control, including flagging, in order to access the jobsite. Permittee shall provide proper safety measures at all times.
- 7. Trucks delivering materials shall not block public traffic at any time except for deliveries incorporated into an approved traffic control plan.
- 8. Only non-permanent markings are permitted to be placed on city rights-of-way. Depending on the nature of the permitted activity, the applicant may be required to provide a \$1500 deposit for street cleaning and/or removal of markings. The permittee shall promptly cause all markings in the public right-of-way to be removed after the approved activity, or will forfeit the deposit.
- 9. All work shall be done in conformance with the approved plans.
- 10. This permit shall be kept on the premises at all times.

CONDITIONS OF APPROVAL

Sierra Point Yacht Club

is pleased to invite you to

REGATTA 23

FOOD, LIVE MUSIC
URNAMENT of DINGHIES

Brisbane Marina
Saturday Sept 23rd
12 till 5

Cruise ins welcome

Slip Info Contact
Harbormaster: Andrew Rehberg

(650) 583-6975

SPYC Fleet Captain: Ron Davis (415) 846 3077