

Capitola City Council

Agenda Report



Meeting: June 27, 2024

From: Police Department

Subject: Wharf Grand Opening Special Event Permit

Recommended Action: Approve a new single-day Major Special Event Permit on September 25, 2024, for the Capitola Wharf Grand Opening and Ribbon Cutting.

Background: Ordinance No. 1065, enacted by the City Council in March 2024, introduces updated processes and a revised fee schedule for special event permits within the City. This ordinance is designed to streamline the approval process and ensure proper regulation of various types of events held within City limits. The ordinance categorizes special events into three primary types: Major Special Events, Minor Special Events, and Neighborhood Street Closure Events. The primary differences between a Major Special Event and a Minor Special Event vary due to the proposed event's crowd size and roadway impacts. Minor Special Events can be approved administratively by the Chief of Police, however any new Major Special Event must be presented to the City Council for review and consideration.

In 2023, the City of Capitola experienced a series of winter storms that caused historic wave events causing significant damage to the Capitola Wharf. Following completion of the Wharf Resiliency Project, the City plans to host a ribbon cutting and grand opening event for the renovated Wharf. Consistent with City Council direction, staff has applied for a one-day Major Special Event for Wednesday, September 25, , 2024, from 10:00 AM to 8:00 PM, with the event held from 2:00 PM – 6:00 PM on Capitola Wharf. The event will include three food trucks, a live band, and public acknowledgment of dignitaries and City officials. This event will be similar to other City-sponsored events like the Food Truck Friday events and Twilight Concerts, to include a small beer garden and three food trucks. This City-hosted event will be free and open to the public.

Discussion: The anticipated attendance for this four-hour event is between 200 to 300 persons. The Police Department will assist with limited road closures at the base of the Wharf and will provide foot patrol during the event. This event will be free and open to the public. Patrons are encouraged to find alternative modes of transportation and a bicycle parking lot will be set up. Attendees will be encouraged to visit the Wharf and to support all merchants and local restaurants in the Village. A one-day alcohol license (issued by CA Alcoholic Beverage Control) will be required for the beer garden following State law and our policy.

Fiscal Impact: This is a City-hosted event and all costs will be managed by the City Manager's Office and absorbed by respective Departments.

Attachments:

1. Major Special Event Permit – Capitola Wharf Grand Opening
2. Wharf Map with layout

Report Prepared By: Andrew Dally, Chief of Police

Reviewed By: Julia Gautho, City Clerk; Chloé Woodmansee, Assistant to the City Manager

Approved By: Jamie Goldstein, City Manager



422 CAPITOLA AVENUE
CAPITOLA, CALIFORNIA 95010
TELEPHONE (831) 475-4242
FAX (831) 479-8881

MAJOR SPECIAL EVENT PERMIT APPLICATION

Application fee of \$68 must be submitted with this completed application

Applicant Information:

Name of Applicant: City of Capitola

Address: 420 Capitola Ave. City Capitola State CA Zip 95010

Phone #: 831-475-7300 Email: kbarreto@ci.capitola.ca.us

Organization Information:

Company Name: Same as above

Address: _____ City _____ State _____ Zip _____

Phone #: _____ Nonprofit ID: _____

Website: cityofcapitola.org

Event Information:

Athletic Competition Parade Festival Water/Surf Other: Music/Food Trucks/Beer

Event Name: <u>Wharf Grand Opening & Ribbon Cutting</u>					
Event Date: <u>September 18, 2024</u>			Event Date:		
	Start Time	End Time		Start Time	End Time
Setup	10am	2pm	Setup		
Open to Public	2pm	6pm	Open to Public		
Breakdown	6pm	8pm	Breakdown		

Event Location: Capitola Wharf Anticipated Attendance: 200-500

Event Description:

Grand Opening ceremony: Leaders Speak/Public Address (2:30-3:30) Music following (4:00-6:00)

Food Trucks & Beer Garden (2pm-6pm)

Name of Onsite Event Coordinator During Event: Kelly Barreto

Phone #: 831-818-3026 cell Email: kbarreto@ci.capitola.ca.us

1.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Has this event been held before? Number of years?
2.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Is this a charitable fundraiser? For what cause? Beer Garden-Jr Guard Parents
3.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will participant registration fees be charged? Registration fee amount?
4.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will you be selling merchandise? Type of merchandise?
5.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold or served? <input checked="" type="checkbox"/> Beer <input checked="" type="checkbox"/> Wine <input type="checkbox"/> Alcohol Note: ABC Permit will be required. Applicant will coordinate with Capitola Police Department.
6.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will food be sold or served? <input type="checkbox"/> Pre-packaged <input checked="" type="checkbox"/> Food Trucks <input type="checkbox"/> Other Note: Food service may need to be approved by the County Health Department.
7.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will you be cooking onsite? <input type="checkbox"/> Wood/Charcoal BBQ <input type="checkbox"/> Liquid Fuel Device
8.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will any generators be used? Location: Food Trucks may use
9.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will banners/signs be used? Note: Applicant must complete an Over-the-Street Banner Application.
10.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will canopies be used? Quantity? 5 Type? pop up 10'x10'
11.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be setting up a stage? Details (W x L x H): 12' x 16'
12.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will you be using the Capitola Bandstand? Note: Describe use information on page # 4. Separate fees to be paid by applicant.
13.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will reserved parking be requested? Number of Spaces? Wharf Rd Note: <ul style="list-style-type: none">• Document parking locations on page # 4. Separate parking fees to be paid by applicant.• "No Parking" signs must be posted seventy-two (72) hours prior to your event start time.• See <i>Guidelines for "No Parking" Signage and Towing During Special Events</i> document for specific public notification and posting requirements.
14.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will a street closure be requested? Note: <ul style="list-style-type: none">• Specify street names and closure times on page # 4.• "No Parking" signs must be posted seventy-two (72) hours prior to your event start time.• See <i>Guidelines for "No Parking" Signage and Towing During Special Events</i> document for specific public notification and posting requirements.
15.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Do you anticipate any police needs? Note: <ul style="list-style-type: none">• Describe police needs on page # 4.• Some events will be required to have Capitola Police Department Officers assigned and paid for at appropriate rates by applicant.
16.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Do you anticipate any lifeguard/first aid needs? Note: <ul style="list-style-type: none">• Describe lifeguard/first aid needs on page # 5.• Some events will be required to have City of Capitola Lifeguards assigned and paid for at appropriate rates by applicant.
17.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will you be using private security? Security Company Name:
18.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will you have portable toilet facilities? Note: <ul style="list-style-type: none">• Describe toilet facilities plan on page # 5.• One (1) portable restroom per every 100 people with 10% being ADA Compliant is required.
19.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a garbage/recycling plan? Describe garbage/recycling plan on page # 5.

Amplified Sound Information:

1.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will sound amplification be used? Note: Applicant must complete an Amplified Sound Permit Application. Separate fee to be paid by applicant.
2.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Have you read, considered, and agree to abide by the rules and regulations for sound amplification?
Type of Amplified Sound			<input type="checkbox"/> PA Speaker System for Announcements Only <input checked="" type="checkbox"/> PA Speaker System for Announcements and Music <input type="checkbox"/> Professional Sound System for Music <input type="checkbox"/> Professional Sound System for Live Music/Band
Live Music/Band Info			Name of Band: TBA Type of Music: TBA Will sound checks be conducted prior to the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, date(s) and time(s): 1:30 pm
3.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will fireworks, rockets or other pyrotechnics be used?
			Pyrotechnics Company Name: Pyrotechnics Company Address:

AGREEMENT AND SUBMITTAL INFORMATION

There are no refunds for cancelled events. A completed application package, with associated forms, are required for permit consideration. Completed applications include:

- Application Form(s)
- Detailed Plans with Timelines
- Diagram of Event Layout and Set-Up Location(s) (including location markers)
- Security and Public Safety Plan
- Certificate of Insurance
- Non-Refundable Application Fee(s)

By signing below, I declare, under penalty of perjury, that I am the authorized representative of the organization listed on this application and that the information contained in the foregoing application is true and correct to the best of my knowledge and understanding.

Name of Applicant: City of Capitola

Signature of Applicant: Kelly Barreto Digitally signed by Kelly Barreto
DN: cn=Kelly Barreto, o=City of Capitola,
ou=City_email=kbarreto@ci.capitola.ca.us, c=US
Date: 2024.05.21 08:30:47 -07'00' Date: 6/05/2024

Completed application, supporting documents and fee(s) should be submitted to the Special Event Coordinator. Checks should be made payable to the City of Capitola. Visa and MasterCard payments are accepted in person only.

Capitola Police Department
Attn: Esmeralda Gonzalez
 422 Capitola Avenue
 Capitola, CA 95010
 (831) 475-4242

Bandstand Use Information:

N/A

Reserved Parking Information:

Request reserved parking for all public parking spots on Wharf Rd. (Spaces #405- #413)

Street Closure Information:

N/A

Police Needs:

Assist with:

- 1) Staffing Wharf/Wharf Rd for public safety
- 2) Anticipating attendance from politicians (requesting extra assistance with safety and coordination)

Lifeguard/First Aid Needs:

Requesting Medical Tent

Toilet Facilities Plan:

Anticipating public can use public restrooms on wharf

Garbage/Recycling Plan:

Requesting assistance from Public Works to place extra cans in food/beer areas as well as on Wharf. Also requesting extra help monitoring cans and emptying when needed.

Other Pertinent Information Not Listed on Application:

This is the first public social on the Wharf. We anticipate a lot of interest from the public to attend this land mark event. Anticipating extra assistance and support from PD and Public Works.

SECTION 05:
ENLARGED PLAN / SHEET: A1.5

SECTION 06:
ENLARGED PLAN / SHEET: A1.6

SECTION 07:
ENLARGED PLAN / SHEET: A1.5

VIEWING
STATION 03
(TYPICAL)

VIEWING
STATION
(TYPICAL)

