



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

**Recommended Motion:**

"I move to approve the street closure for Sun Valley Museum of Art's Summer Celebration event on July 10, 2024.

**Reasons for Recommendation:**

- The city supports community events and opportunities to highlight our culture and history.
- The proposed 5 and 1/2-hour closure of 5<sup>th</sup> Avenue, between 1<sup>st</sup> Avenue North and Washington Avenue, will cause minimal traffic disruptions and does not conflict with the Main Street construction detours.
- The requested street closure is classified as a "non-designated" event street closure, meaning it must be approved by the City Council.

**Policy Analysis and Background (non-consent items only):**

The Sun Valley Museum of Art has produced its Summer Celebration event for many years. The free event takes place inside the Museum's physical location at 191 5<sup>th</sup> Street East and in the right of way to the south. The event features art exhibitions, music, and food vendors. They are proposing the street closure and site plans as years before. No known issues have been reported from their prior events.

**Sustainability Impact:**

None OR state impact here: None

**Financial Impact:**

None OR Adequate funds exist in account:

**Attachments:**

1. 2024 SVMoA Summer Celebration Event Application

2. 2024 SVMoA Summer Celebration Traffic and Site Plan
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3. 2024 SVMoA Summer Celebration Road Closure
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OFFICIAL USE ONLY
Event Name
Event Date
Date Received
Fees Paid

## SPECIAL EVENT LICENSE APPLICATION

### GENERAL INFORMATION APPLYING TO ALL EVENTS

Special Event: The temporary use of public property, including streets, parking lots, parks, and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walk-a-thons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking, or disruption of the normal routine of the community or affected neighborhood. (Ord. 1131, 2015)

**Your event application is due twenty (20) days prior to the event if you are a small event or street party; thirty (30) days prior if you are a medium event; and sixty (60) days prior if you are a large event.**  
**ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Conditional approval may be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application is neither a guarantee of the date or location nor an automatic approval of your event.

Medium and large events must have a pre-application meeting with the City. It is recommended that all events do a walk-through with City Administration prior to submission of application.

Smoking is prohibited in the following outdoor public places: (Ord. 1105, 2013)

- On any "public property"
- Within twenty (20') feet of all designated bus stops
- On all school property, including public and private elementary, secondary, vocational, and trade schools or colleges
- Within any designated "special event zone," unless the "special event zone" has a designated and delineated smoking area identified in an approved Ketchum special event permit application

All events are required to attend a debrief with City staff within five (5) days following the event.

All fees are non-refundable.

Any violation of the conditions of approval for an event, or the event not operating in the manner identified in the event application, may result in the event being canceled or shut down. In addition, if the event is a reoccurring event, future application may be denied. (Ord. 1131, 2015)

**APPLICANT INFORMATION:**

The applicant must be the chief person of the organization, or an assigned representative authorized to apply on behalf of the organization and plan the event. This person must be available to work closely with the City throughout the permitting process and event.

On-site contact must be accessible at all times from set-up to breakdown of the event.

If your event has more than one contact, in addition to the applicant, please list their information under "Other Contact."

Organization Name: Sun Valley Museum of Art	
Are you a non-profit corporation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Name: Daniel DeLuca	Title: Manager of Operations
Organization Address: 191 5th Street East	(mailing: PO Box 656, Sun Valley, ID 83353)
City: Ketchum	State: ID Zip: 83353
Phone: 208-726-9491	Cell: 208-992-7349
Email: dand@svmoa.org	
On-Site Contact: Daniel DeLuca	Title: Manager of Operations
Address: 191 5th Street East	
City: Ketchum	State: ID Zip: 83353
Phone: 208-726-9491	Cell: 208-992-7349
Email: dandd@svmoa.org	
Emergency Contact: Courtney Gilbert	
Phone: 208-726-9491	Cell: 208-459-9436
Email: cgilbert@svmoa.org	
Other Contact (such as media, professional event organizer, event service provider or commercial fundraiser hired for this event):	

**USE OF CITY FACILITIES, PARKS, AND STREETS:**

If you are requesting the use of a public park, the City will assist with your park reservation.

City will advise if applicant will be responsible for production, posting and removal of required signage, such as "No Parking," etc.

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access requirements applicable to your event. All temporary venues, related structures and outdoor sites for special events shall be accessible to persons with disabilities. Disability access includes, but is not limited to, restrooms, clear paths of travel, vendor booth accessibility, building entrances, etc.

If your event includes a road closure request, please contact Ben Varner at Mountain Rides at 208-788-7433 **prior to submittal of application** to ensure the closure will not conflict with their bus schedules.

Temporary Traffic Control Plans (TTCP) must be prepared by a qualified firm for review by the Director of Streets and Facilities.

If your event requires a road closure on Main Street, please contact Deb Pierson at deb.pierson@itd.idaho.gov or 208-886-7839 for permit application.

If you are requesting use of city facilities, parks, or streets, please indicate below:

**PARKS AND TOWN SQUARE**

<input type="checkbox"/> Atkinson Park	<input type="checkbox"/> Forest Service Park
<input type="checkbox"/> Rotary Park	<input type="checkbox"/> Lucy Loken Park
<input type="checkbox"/> Other:	<input type="checkbox"/> Town Square
Daily Park Reservation Fees:	<input type="checkbox"/> Up to 100 People (\$160) <input type="checkbox"/> 101 People or More (\$320)

**DESIGNATED EVENT LOCATIONS\* (\$100.00)**

\*All other road closures are subject to a \$500 fee and City Council approval. Road closures on Main Street require an Idaho Transportation Department permit.

<input type="checkbox"/> Fourth Street between Leadville and East Avenues	<input type="checkbox"/> First Avenue between River and First Streets
<input type="checkbox"/> First Avenue between Second Street and Sun Valley Road	<input type="checkbox"/> First Avenue between Sun Valley Road and Fourth Street
<input type="checkbox"/> First Avenue between Fifth and Sixth Streets	<input type="checkbox"/> Picabo Street between Gates Road and Ritchie Drive
<input type="checkbox"/> Washington Avenue between River and First Streets	

**TEMPORARY STRUCTURES:**

All temporary structures are subject to inspection by the city to assure compliance with building and International Fire Code regulations. (Ord. 1125, 2014)

Tent stakes are not allowed in any City parks, including Town Square. All tents must be weighted down.

All tents having an area more than 200 square feet shall require advance permitting through the Fire Department unless open on all sides. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location, and type of heating and electrical equipment.

Tents, canopies, or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines.

Tents must meet the flame propagation performance criteria of NFPA 701.

Combustible materials shall not be located within any tent, canopy, or membrane structure in use for public assembly.

All open flame devices are strictly prohibited within tents unless approved by the fire code official.

Any cooking performed within tents shall require advance approval by the Fire Department.

Will your event have temporary structures, including 10' x 10' pop-up tents?  Yes\*  No

\*Describe the size, number, use and assembly and disassembly plan:

Three 10x10 popup tents - 1 at each entrance, 1 over musicians. SVMoA staff will assemble and disassemble.

**TRANSPORTATION AND PARKING:**

Parking for event organizers, volunteers, vendors and others associated with the production of the event is restricted to long-term parking areas and may not use 2-hour parking spaces.

Where will you direct event attendees to park vehicles?  
On surrounding streets

Will the event provide transportation services to the event?  Yes\*  No

\*Describe the transportation services:

**CITY SERVICES REQUESTS:**

Please let us know what City services you need so that we can help you find a solution.

Police services request for (indicate dates and times needed):

Security  Traffic Control  Parking Control  Escort  N/A

The Chief of Police will determine the number of police officers to staff the event. The Chief of Police also determines if police services will be needed at a special event for public safety concerns. Fees may be associated with the need for additional police services.

Fire/EMS services request (indicate dates and times needed):

Ambulance  Fire Engine  N/A

The Fire Chief will determine availability and approval of the request. The Fire Chief also determines if Fire/EMS services will be needed at a special event for public safety concerns. Fees may be associated with the need for Fire/EMS services.

Will your event use city infrastructure such as bathrooms and trash receptacles?  Yes\*  No

\*Fees may be associated with the use of city bathrooms and trash receptacles.

**PORTABLE RESTROOMS AND HANDWASHING:**

Applicant may be required to provide an adequate number of portable restrooms and handwashing stations at the event. The city's public restrooms should not be included in the calculation. Please utilize the Satellite Industries Restroom Calculator at [www.satelliteindustries.com/calculator](http://www.satelliteindustries.com/calculator) to assist in estimating the needs for your event.

Applicant is responsible for ensuring all equipment is placed where located on site plan.

Restroom Company:

Number of Portable Restrooms: \_\_\_\_\_ Number of Handwashing Stations: \_\_\_\_\_

Restroom Drop Off \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Restroom Pick Up \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

How many staff and volunteers will be managing trash and recycling?

How will staff and volunteers manage trash and recycling during and after the event? (ex.: 2 staff dedicated to monitoring containers, all staff members making a sweep through premises after event ends)

2 staff will monitor trash cans and recycling; all staff will sweep area after event

**CONCESSIONS:**

The City of Ketchum’s Resolution 19-013 prohibits the sale and distribution of single-use plastic water bottles, plastic straws, plastic bags, or to-go food containers made of plastic or Styrofoam at all city-owned properties and facilities and city events. The Applicant is responsible to ensure vendors do not distribute these items on City property. Applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID’s must be checked, and ID bracelet system may be required. Sales tax permits are required for all vendor sales. Catering permits are required for sales of food and alcoholic beverages. These permits are not included in the special event application. Permit applications can be accessed at [www.ketchumidaho.org/forms](http://www.ketchumidaho.org/forms) or from the City Clerk office at City Hall. Please contact South Central Public Health District at 208-788-4335 information on requirements for food vendors.

Will any of the following be served at your event:

Alcoholic Beverages       Food       Merchandise

All vendors should collect state and local sales tax. Vendors serving alcoholic beverages and food must hold a Catering Permit. Sales Tax information and Catering Permits can be obtained from the City Clerk office. A LIST OF VENDORS PARTICIPATING IN YOUR EVENT MUST BE ATTACHED TO THIS APPLICATION OR SUBMITTED TEN (10) DAYS PRIOR TO EVENT. SALE AND DISTRIBUTION OF SINGLE-USE PLASTIC WATER BOTTLES, PLASTIC STRAWS, PLASTIC BAGS AND TO GO FOOD CONTAINERS MADE OF PLASTIC OR STYROFOAM PROHIBITED AT ALL CITY OWNED PROPERTIES, CITY OWNED FACILITIES AND CITY EVENTS. (Resolution 19 013)

**BANNERS:**

If you would like to reserve space for an over the road banner, please submit complete application to the Special Events Manager. Application can be found here: [www.ketchumidaho.org/forms](http://www.ketchumidaho.org/forms)

**BUSINESS AND/OR PROPERTY OWNER NOTIFICATION**

- Please start the notification process within five (5) days of the city deeming your application complete.
- Special events are required to notify businesses and/or property owners of the date, time, venue, and purpose of event within five (5) days of city receipt of the special event application. Written notice shall be emailed, mailed or hand-delivered to property owners and businesses adjoining the proposed venue. City staff will provide the list and available contact information. Property owners and businesses have seven (7) days in which to submit comments regarding the proposed special event to the city.
- For all events, City staff may elect to provide additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151, 2015)
- Producer is required to submit acknowledgements of notices to the city, from businesses and property owners adjoining the proposed venue and additional noticing that may be required, within 15 days of the city’s certification of a complete application. This may be done by providing an email response or a written signature response from the recipient.

\*For events with amplified sound, producer must notice businesses and property owners in a 250-foot radius of the event location. Contact list will be provided by the city. Those businesses and properties owners outside of the adjacent and required additional notice locations may receive their notification via U.S. Postal Service. Producer must provide the city with certification that those notices have been mailed.

**BUSINESS AND/OR PROPERTY OWNER NOTIFICATION**

City Staff may require additional noticing based on the size, location, and scope of the event. Additional noticing may include, but is not limited to, newspaper advertisements and physical mailing to adjacent property owners or business owners. (Ord. 1151,2015)

**AFFIDAVIT**

This affidavit certifies that the SVMoA special event taking place at 1915<sup>th</sup> St. E. on July 10 meets the following description of a special event as defined in Ketchum Municipal Code Chapter 12.32.010 Definitions.

Special event: The temporary use of public property, including streets, parking lots, parks and waterways, for the purpose of conducting certain public events such as, but not limited to, art shows, music concerts, fundraising events, amusement attractions, circuses, carnivals, rodeos, craft fairs, sporting events, contests, dances, tournaments, walkathons, marathons, races, exhibitions or related activities. In addition, a "special event" is any public event which could reasonably be interpreted to cause significant public impact via disturbance, crowd, traffic/parking or disruption of the normal routine of the community or affected neighborhood.

This affidavit further certifies that the following documents will be provided to complete the application no later than 10 (ten) days prior to the event or on July 10. Please check all that apply.

- Site Plan
- Certificate of Insurance
- ITD Permit
- Temporary Traffic Control Plan (TTC)

Daniel DeLuca  
Event Organizer's Name

\_\_\_\_\_  
Event Organizer's Name

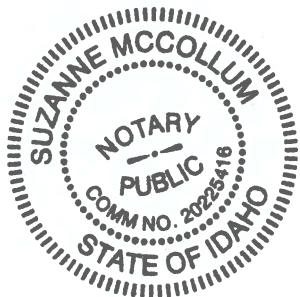
Saw Valley Museum of Art  
Organization or Business Name

4/23/24  
Date

**NOTARY ACKNOWLEDGEMENT**

On this 23<sup>rd</sup> day of April, 2024, before me, Suzanne McCollum, personally appeared Daniel R DeLuca, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within Affidavit, and, being first duly sworn on oath according to law, deposes and says he/she has read the forgoing Affidavit subscribed by him/her, and that the matter stated herein are true best of his/her information, knowledge and belief.

Official seal:



[Signature]  
Notary Public

Ketchum, Idaho Cod Blinn  
Address:

My Commission expires: 11-15-28

INDEMNIFICATION AGREEMENT

In connection with sponsoring the event described in the attached application, a "Special Event" to be held in Ketchum, and as a condition of obtaining a license therefore, Sun Valley Museum of Art, (hereafter referred to as "Applicant"), agrees that Applicant shall indemnify and save and hold harmless the City of Ketchum, (hereafter referred to as "City"), City officials, agents and employees from and for any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by Applicant, its servants, agents, employees, guests, and business invitees and not caused by or arising out of the tortuous conduct of City or its officials, agents or employees. In addition, Applicant shall maintain and specifically agrees that it will maintain, throughout the course of the "Special Event" liability insurance in which City shall be named insured in the minimum amount as specified in Title 12, Chapter 12.32. The limits of insurance shall not be deemed a limitation of the covenants to indemnify and save and hold harmless City from and for all such losses claims, actions, or judgments for damages or liability to persons or property. Applicant shall provide City with a Certificate of Insurance evidencing Applicant's compliance with the requirements of this paragraph and file such proof of insurance with City Administration.

DATED this 23 day of April, 2024.

Signature of Applicant: [Handwritten Signature]

STATE OF IDAHO

County of Blaine

On this 23<sup>rd</sup> day of April, 2024, before me, a Notary Public in and for the State of Idaho, personally appeared Daniel R DeLuca, known to me, or proved to me upon satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

WITNESS my hand and official seal.



Notary Public: [Handwritten Signature]  
Residing at: KETCHUM IDAHO  
Commission expires: 11.15.28





# 5th St at Washington and 1st Ave

**Author:** Jeremy Barnett  
**CERT:** 892778

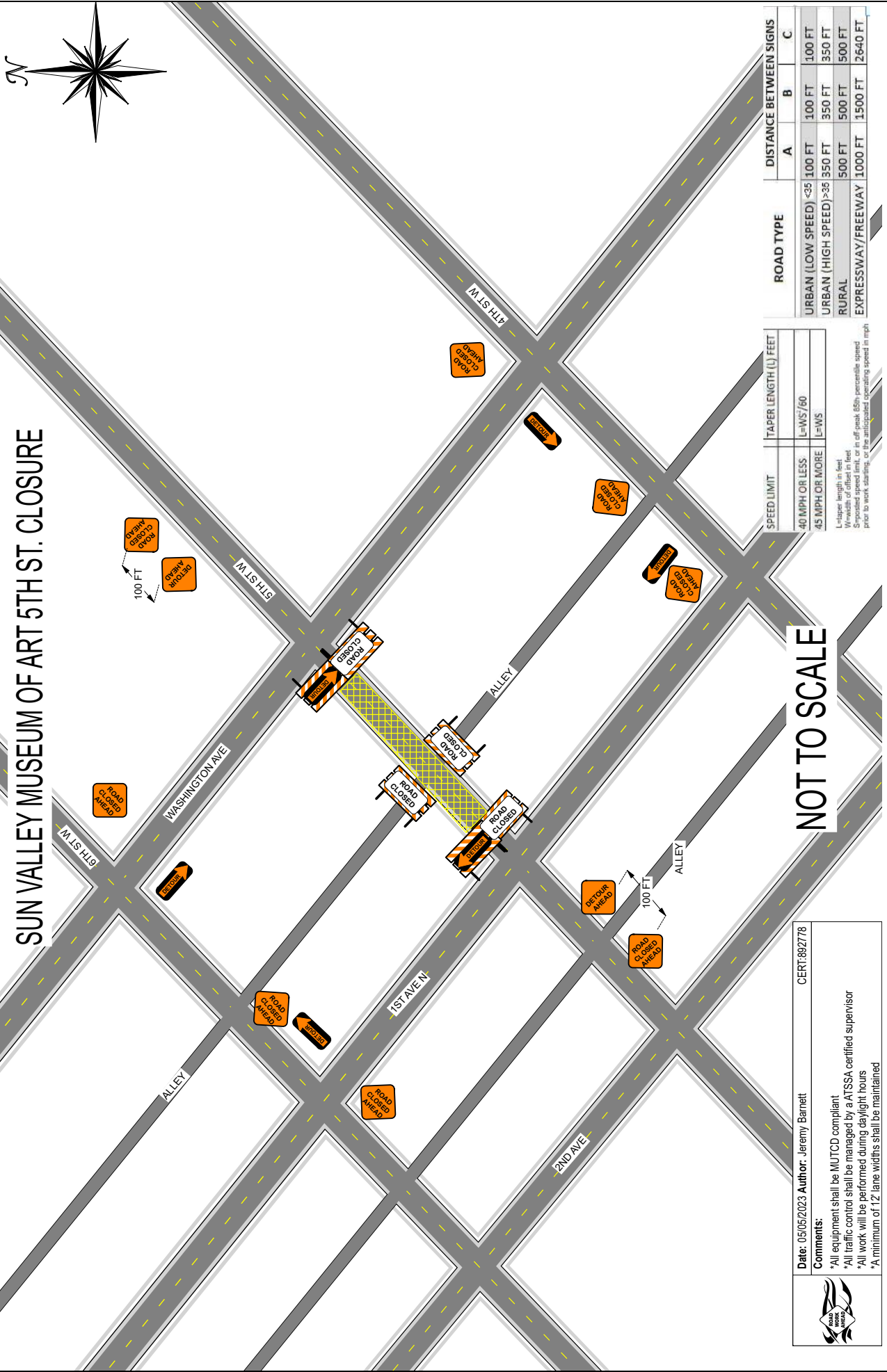
**Comments:**  
 \*All equipment shall be MUTCD compliant  
 \*All traffic control shall be managed by a ATSSA certified supervisor  
 \*A minimum of 12' lane widths shall be maintained (unless changed by engineer)  
 \*Any plan changes must be approved and signed off



SPEED LIMIT	TAPER LENGTH (L) FEET	ROAD TYPE		
		A	B	C
40 MPH OR LESS	L=WS/60	100 FT	100 FT	100 FT
45 MPH OR MORE	L=WS	350 FT	350 FT	350 FT
500 FT	500 FT	500 FT	500 FT	500 FT
1000 FT	1000 FT	1500 FT	1500 FT	2640 FT

L=upper length in feet  
 S=staggered speed limit, or in call peak 85th percentile speed  
 W=width of road

# SUN VALLEY MUSEUM OF ART 5TH ST. CLOSURE



NOT TO SCALE

ROAD TYPE	DISTANCE BETWEEN SIGNS		
	A	B	C
URBAN (LOW SPEED) <35	100 FT	100 FT	100 FT
URBAN (HIGH SPEED) >35	350 FT	350 FT	350 FT
RURAL	500 FT	500 FT	500 FT
EXPRESSWAY/FREEWAY	1000 FT	1500 FT	2640 FT

SPEED LIMIT	TAPER LENGTH (L) FEET
40 MPH OR LESS	L=WS/60
45 MPH OR MORE	L=WS

L=lane length in feet  
 W=width of offset in feet  
 S=posted speed limit, or in off peak 65th percentile speed prior to work starting, or the anticipated operating speed in mph

**Date:** 05/05/2023 **Author:** Jeremy Barnett **CERT:** 892778  
**Comments:**  
 \*All equipment shall be MUTCD compliant  
 \*All traffic control shall be managed by a ATSSA certified supervisor  
 \*All work will be performed during daylight hours  
 \*A minimum of 12' lane widths shall be maintained

