



City of Ketchum

November 2, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Consideration and Approval of Festival of Trees Special Event

Recommendation and Summary

This report includes a description of the revised plan for the Festival of Trees event on December 5 from 8 a.m. to 6 p.m. at Ketchum Town Square. Staff recommends City Council approve or deny the special event application for this event.

"I move to approve/deny the special event application for Festival of Trees."

The reasons for the recommendation are as follows:

- Applicant has revised the event activities based on Council recommendations.
- City has adopted the Blaine County risk level plan and a new Health Order on October 19, which includes limitations on gatherings.
- On October 26, 2020, Governor Little moved Idaho back to Stage 3 protocols.

Introduction and History

At the October 19 City Council meeting, Council requested a revised plan for the Festival of Trees event due to the high number of anticipated attendees and elements of the event that would draw people into groups. The auctioning of the trees, Santa, carolers, and food and beverage (aside from cocoa and cookies) have been eliminated from the event. The auction will now take place at various businesses where the trees will be taken after the decorating event.

The revisions to the plan for the Festival of Trees event include:

- Date change from December 12 to Saturday, December 5
- Event Set Up - 8 a.m., Event Start - 10 a.m., Event End - 5 p.m., Clean Up by 6 p.m.
- Anticipated number of attendees – 100 over the course of the day.
- Ten total "staff" will rotate at the event throughout the day.
- Ten trees will be located in Town Square.
- Members of the public will be able to watch the volunteers decorate the trees.
- 2 to 3 volunteers at each tree (applicant offered to have individual volunteers work in shifts to ensure social distancing if requested)
- Hot cocoa, cider and pre-packaged cookies will be available for purchase. Area will be monitored for social distancing by volunteers.

- Wreaths and small decorated holiday trees will be available for purchase.
- Stanchions will be placed at sales area, monitored by two volunteers.
- Two salespeople and one cashier at wreath station (under cabanas).
- Sanitizing stations and masks available.

Analysis

Since Council's first review of the Festival of Trees application, Ketchum has been at the critical risk level for the past three weeks, the city issued a new Health Order limiting outdoor gatherings to 50 people, and due to the stress on Idaho's health system, Governor Little moved the state back to Stage 3.

The Stage 3 order on outdoor gatherings, "both public and private, are limited to 25% of the maximum permitted occupancy of the facility or space as documented in the occupancy permit. If no such occupancy permit or limit exists, occupancy is limited to the number of persons that can convene while adhering to the Physical Distancing and Sanitation Requirements ..."

The approximate size of the Ketchum Town Square paved area is 7,000 square feet. Using the 64 square foot calculation recommended for indoors, the space would allow approximately 110 people. Twenty-five percent is approximately 28 people.

Section 1d.ii. may allow an exemption from the state on occupancy:

Gatherings exceeding the size and capacity limitations specified in this Order may receive an exemption if the organizer submits a plan for the gathering to the local health district having authority where the gathering is to occur, receives approval of the plan from the local health district and ensures compliance with the approved plan at the gathering. The plan and any exempted gatherings must adhere to the Physical Distancing and Sanitation Requirements in Section 3."

Sustainability Impact

There is no sustainability impact.

Financial Impact

There is no financial impact.