



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/05/2023

ITEM NO: 5

---

DATE: August 28, 2023  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Approve a Waiver of the 60-Day Special Event Permit Application Submittal Requirement for the Los Gatos Veterans Memorial and Support Foundation's 9/11 Memorial Event, tentatively scheduled for Sunday, September 10, 2023.

**RECOMMENDATION:**

Approve a waiver of the 60-day Special Event Permit Application submittal requirement for the Los Gatos Veterans Memorial and Support Foundation's 9/11 Memorial Event, tentatively scheduled for Sunday, September 10, 2023.

**BACKGROUND:**

The Los Gatos Veterans Memorial and Support Foundation (Foundation) coordinates and implements an annual 9/11 Memorial event at Veteran's Memorial, located the Los Gatos Civic Center each year to honor the community's veterans and first-responders, and those lost in the terrorist attacks of September 11, 2001. Each year, the Foundation coordinates a program that consists of military and government dignitaries, community speakers, first-responders, and other related individuals to honor in remembrance the anniversary of the events of September 11, 2001. This is typically an afternoon to evening timed event, contained within the Civic Center lawn and adjacent areas, with a stage, amplification, and chairs for audience members, with a typical audience size of less than 300.

Such an event requires an approved Special Event Permit from the Town of Los Gatos that is filed no less than 60 days in advance of the event, as required by Town Code Section 14.100.025. The Foundation is a volunteer run non-profit organization, and as such, a new volunteer assumed the role of event coordinator for 2023.

**PREPARED BY:** Monica Renn  
Economic Vitality Manager

---

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

---

SUBJECT: Approve a Waiver of the 60-Day Special Event Permit Application Submittal Requirement for the Los Gatos Veterans Memorial and Support Foundation's 9/11 Memorial Event, tentatively scheduled for Sunday, September 10, 2023.

DATE: August 28, 2023

DISCUSSION:

On August 21, 2023, a volunteer from the Foundation contacted Town Staff to inquire about a Special Event Permit. It was discovered that although the Foundation had been planning the 9/11 Memorial event for months, and is held annually, the requirement of the Town Special Event Permit had been missed. The Foundation immediately submitted a Special Event Permit application; however, the date of the event is less than 60 days in advance of the submittal.

The Town Code requires Permit applications to be filed a minimum of 60 days in advance of the scheduled event. In most cases, the Town would instruct the event organizer to select another day for the event so that the application may be filed within the timeline required by the Town Code. Given that this an annual memorial event, tied to a specific and significant date in American history, moving the event is not feasible. In addition, the event does not sell food and beverages, close roads, or require extensive staff time to coordinate; thus, staff can adjust current priorities and address the coordination needs of the application on the shorter timeline for this year.

Throughout the summer, the Town has observed other event operators who have chosen to host events without a Special Event Permit rather than identifying a new date and abiding by the Town Code on the application requirements. In contrast, the Foundation was proactive and committed to honoring the community's veterans and first-responders as they do each year, while abiding by the Town Code.

Given the unique circumstance surrounding the missed application deadline, Town staff is asking the Town Council to approve this one-time waiver for the Foundation's 9/11 Memorial Event, scheduled for Sunday, September 10, 2023, from 5:00 p.m. to 6:15 p.m., with set up beginning at 1:00 p.m., and breakdown completed by 7:30 p.m. As with years past, the event program will include amplified music and speakers on the front lawn of the Town's Civic Center, in front of the Veterans Memorial. First-responders such as the Los Gatos-Monte Sereno Police Department and Santa Clara County Fire Department are expected to be active participants in the program as well, including emergency vehicles parked along E. Main Street, in front of the Civic Center. No outside agency permits are required for this event.

CONCLUSION:

Approve a waiver of the 60-day Special Event Permit application submittal requirement for the Los Gatos Veterans Memorial and Support Foundation's 9/11 Memorial Event, tentatively scheduled for Sunday, September 10, 2023, 5:00 p.m. to 6:15 p.m. If approved, Town staff will prioritize and expedite the application processing, working with the Foundation and its volunteers to ensure all Town special event requirements are met before the event.

PAGE 3 OF 3

SUBJECT: Approve a Waiver of the 60-Day Special Event Permit Application Submittal Requirement for the Los Gatos Veterans Memorial and Support Foundation's 9/11 Memorial Event, tentatively scheduled for Sunday, September 10, 2023.

DATE: August 28, 2023

COORDINATION:

This report was prepared in consultation with the Town Manager's and Town Attorney's Offices.

FISCAL IMPACT:

There is not fiscal impact associated with this report. The event organizer will still be responsible for paying the required Special Event Permit fee of \$170.00.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.