



CITY OF ORLAND STAFF REPORT

MEETING DATE: April 17, 2025

TO: City of Orland Planning Commission

FROM: Scott Friend, AICP – City Planner

SUBJECT: Special Events (informational only / discussion only)

- Information to support a discussion regarding Special Event Permits / Permitting in the City of Orland

Environmental Review:

- N/A
-

SUMMARY:

The Planning Commission has requested that planning staff provide information concerning the City of Orland's regulations regarding Special Events and has asked staff to undertake research in other incorporated cities in the region to assist in informing the dialogue on this matter. This report is prepared for this purpose.

DISCUSSION / ANALYSIS:

The City of Orland regulates "Special Events" via the use of an application that can be found on the City's website at the following location: <https://www.cityoforland.com/wp-content/uploads/2025/01/Special-Event-Permit-Full-Packet-2025-1.pdf>. Additionally, the Special Event packet can be found on the Planning Department webpage, the Police Department webpage and the Public Works Department webpage and is available from both the Police Department and City Hall proper locations.

As noted above, the Special Event Permit Application is the permitting process that the City has utilized to address non-permanent, transient, temporary uses in the City. Title 17 – *Zoning* of the Orland Municipal Code (OMC) does not contain any direction, definition(s) or details about a "special event". The only known reference in the Orland Municipal Code to something that could reasonably be considered to be a "special event" is found in OMC Title 5 – *Business Licenses and Regulations* in OMC Section 5.28. Specifically, OMC Section 5.28 establishes rules, regulations, procedures and guidelines for "Public Dances, Exhibitions, Carnivals and Other Public Entertainment". Specifically, OMC Section 5.28 establishes the following:

5.28.020 Permit application.

Any person, firm, corporation, club, organization or association desiring to hold or conduct a public dance, exhibition, carnival or public entertainment in the city, shall file an application for a permit to hold such public dance, exhibition, carnival or public entertainment with the chief of police not less than three days prior to the date of such event. The application shall be on a form prescribed by the chief of police and shall set forth the following:

- A. The name of the person, firm, corporation, club, organization or association holding or conducting the event;*
- B. The date, time and place of the event;*
- C. The amount of the admission charge to the event, if any;*
- D. The type of music to be played at the event (live instrumental or recorded), and whether or not amplifiers will be used;*
- E. The number of persons expected to be in attendance at the event.*

(Prior code § 5401)

It is noted that this section of the City Code, along with the City's existing Special Event Permit Application, indicates that permit for these events are to "obtain" a valid permit from the Chief of Police (OMC 5.28.020 et seq).

Consistent with the guidelines established in Title 5 of the OMC, it is staff's understanding that the Orland Police Department established the current special events application form and process as a more formal method to consider, approve and track such permits. From a historical perspective, it is the understanding of Planning staff that such permits were used primarily for the purposes of providing information to the Police Department (and subsequently the Fire Department, Parks and Recreation Department and Public Works Department) of activities occurring in the City and/or on public property such that the applicable departments could appropriately staff, monitor, plan for or schedule planned events.

As noted above, the current practice of issuing Special Event Permits has evolved over time as a method to understand and plan for events in the City. With this approach, there was not an intention to create a formal mechanism to address events or activities in the City. Rather, the issuance of special event permits was evolutionarily done as a way to track and plan for events in the City with no intention of creating a formal "process" for such actions. As a general principal, the intention of the City of Orland has always been to keep approval costs low and to minimize bureaucratic actions that have the result of creating or increase approval times or the minimum level of effort necessary to achieve the goal.

Example Agencies / Regional Practice Survey:

As noted previously, the Planning Commission requested that Planning Department staff conduct a summary-level survey of other agencies to assess how other agencies handle similar requests (short-term sales / special events). The matrix below seeks to summarize a very complex and multi-dimensional regulatory structure:

City	Permitting Methodology	Approval Type / Entity	Standards/Regulations
City of Orland (\$17.76.030)	Special Event Permit	City Manager/Designee	Special Event Permit is circulated to Fire, Parks, Public Works and OPD.
City of Chico (\$19.22.030)	Temporary Use, Administrative Use Permit	Director's Approval (subject to conditions)	Temporary Use may occur for up to 10 days.
City of Redding (\$18.17)	Temporary Use Permit	Director's Approval (subject to conditions)	Only allowed on commercially zoned properties
			Shall be limited to 10 calendar days per event and no more than 4 events of any one type per property per year.
City of Oroville (\$17.16.060)	Administrative Use Permit	Zoning Administrator Approval	May occur for a maximum of 5 days in any 30-day period.
			Only allowed in the Public/Quasi-Public Facilities (PQ) & Open Space (OS) Zones.
City of Red Bluff (\$25.194)	Administrative Use Permit	Director's Approval (subject to conditions)	Temporary outdoor events <u>occurring on public property</u> and have a reasonable possibility of attracting 50+ ppl. shall obtain a setup permit.
	Setup Permit	Technical Advisory Committee	

In summary, it can be relayed to the Planning Commission that the existing parameters for the approval of special event permits in the City of Orland involves an evolutionary process seeking to impart minimal cost and regulation on special events. The current process does not involve a notification process, does not set any significant requirements, does not involve any substantial lead-times, does not seek to create cost incentives or disincentives for applicants, and, is intended primarily to give advanced notice to City departments above activities expected in the City. It is acknowledged that this approach may result in the periodic occurrence of events that cause friction in the community.

ENVIRONMENTAL DETERMINATION:

N/A

FISCAL IMPACTS: N/A.

RECOMMENDATIONS: N/A

ATTACHMENTS:

Attachment A. Special Event Permit Application Form (original)

Attachment B. Special Event Permit Application Form (current)



City of Orland

Special Event Permit Application

All event permit applications must be received at least ten business days prior to the event. The application must be approved by all of the relevant departments. For questions, please call Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

From: am/pm **To:** am/pm

Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: am/pm **To:** am/pm

Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

Please answer the following questions:

Circle:

Is this an annual event? How many years have you been holding this event? _____

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? _____

Yes / No

Will there be amplified sound/music at event? Specify Type: _____

Yes / No

Band Name: _____

Will there be any entertainment apparatus? (Stage, etc.)

Yes / No

Specify: _____

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? _____

Yes / No

Please answer the following questions:

Circle:

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? _____

Please include any other information regarding the event that the City of Orland may need to know about.

Park Rules

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040

Insurance

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: _____

NOTE: PLEASE SEE **ATTACHMENT A** FOR INSURANCE REQUIREMENTS.

(Attach copy of certificate of Insurance)

Signature of Applicant

Print/Type Name

Date

For Department Use Only

Requirements & Remarks

Police Department

NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.

Security Officers Needed _____

Public Works Department

Fire Department

Recreation Department

Police Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Recreation Department

Date



City of Orland

Special Event Permit Application

All event permit applications must be received at least twenty-one (21) business days prior to the first date, or date, of the Special Event. Event noticing shall be undertaken, by the event applicant, to all residences and businesses within 500 ft at least fourteen (14) days prior the event with evidence of such provided to the Planning Department upon the mailing or distribution of notices.

The application must be approved by all relevant departments.

If the event will take place on private property, an Administrative Use Permit shall be required.

For questions, please call the Orland Police Department at (530) 865-1616.

Name of Applicant/Contact Person

Today's Date

Organization Name (if applicable)

Event Date

Home, Organization or Company Address

Name of Event

City, State and Zip

Location/Building of Event/Activity

Contact Phone Number

Description of Event (Parade, walk/run, etc.)

Alternate Phone Number

From: am/pm **To:** am/pm
Total Time of Event (Set-up, Event, Clean-up)

E-mail Address

From: am/pm **To:** am/pm
Time of Event Only

Alternate Contact Name and Number

Estimated Number of Attendees & Participants

Please answer the following questions:

Circle:

Is this an annual event? How many years have you been holding this event? _____

Yes / No

Is there patron admission, entry or participant fee(s) required for your event? _____

Yes / No

Will there be amplified sound/music at event? Specify Type: _____

Yes / No

Will there be any entertainment apparatus? (Stage, etc.) Band Name: _____
Specify: _____

Yes / No

- Please note you will need to provide your own power source in order to operate.

Will there be any vendors at this event? If "yes" please provide a separate list.

Yes / No

Will there be any alcohol served at this event? If "yes" by who? _____

Yes / No

Please answer the following questions:**Circle:**

Will any part of the event take place in the public right of way? (sidewalks, streets, etc.)

Yes / No

- If "yes" please attach a completed Encroachment Permit application.

Will any part of the event require use of any state highway? (Walker St./HWY 32)

Yes / No

- If "yes", what is the encroachment permit number from CAL-Trans? _____

PLEASE NOTE: ANY AND ALL NOISE AND LIGHTING MUST CEASE PRIOR TO 10 PM**Please include any other information regarding the event that the City of Orland may need to know about.**

Park Rules

- Park Hours: 6 am to 11 pm. Quiet hours go into effect at 10 pm.
- **Horses, golfing/putting and driving on the park grass is prohibited.**
- Glass is **NOT** permitted in the parks.
- Smoking is only permitted in marked designated areas.

PLEASE NOTE: THE POLICE DEPARTMENT HOLDS THE RIGHT TO CLOSE DOWN THE EVENT AT ANYTIME PER A PENAL CODE VIOLATION OR ORLAND MUNICIPAL CODE 5.28.040**Insurance**

Do you have insurance coverage for this event? Yes / No

Insurance Company/Policy Number: _____

NOTE: PLEASE SEE ATTACHMENT A FOR INSURANCE REQUIREMENTS.*(Attach copy of certificate of Insurance)*_____
Signature of Applicant_____
Print/Type Name_____
Date

For Department Use Only

Requirements & Remarks

Police Department

NO ONE UNDER 21 IS ALLOWED TO CONSUME ALCOHOL.

Security Officers Needed _____

Public Works Department

Fire Department

Recreation Department

Planning Department

Building Department

Administration Department

Authorizing Signature – Police Department

Date

Authorizing Signature – Public Works Department

Date

Authorizing Signature – Recreation Department

Date

Authorizing Signature – Fire Department

Date

Authorizing Signature – Planning Department

Date

Authorizing Signature – Building Department

Date

Authorizing Signature – Administration Department

Date

Attachment A

Insurance Requirements for Rental of City Facilities

Renter shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his/her guests, agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering CGL on an "occurrence" basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City of Orland, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of the rental of the facility, work or operations performed by or on behalf of the Renter including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Renter's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

Primary Coverage

For any claims related to this contract, the Renter's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Renter's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation

Renter hereby grants to Entity a waiver of any right to subrogation which any insurer of said Renter may acquire against the Entity by virtue of the payment of any loss under such insurance. Renter agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Renter shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. All certificates and endorsements are to be received and approved by the Entity at least five days before Renter commences activities.

Liquor Liability

If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance

In some cases, the Renter's homeowner's liability insurance may provide coverage sufficient to meet these requirements. Renter should provide these requirements to his or her agent to confirm and provide verification to the Entity.

Special Events Coverage

Special events coverage is available for an additional fee to provide the liability insurance required by this agreement. Renter can obtain additional information and cost from Entity.

Special Risks or Circumstances

Entity reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.