

CITY OF HEALDSBURG

RESOLUTION NO. 150-2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG RESCINDING RESOLUTION NO. 136-2014 AND ANY PREVIOUSLY ADOPTED RESOLUTIONS IN CONFLICT HEREWITH AND ADOPTING A POLICY FOR SPECIAL EVENTS AND CITY PARTNERSHIPS

WHEREAS, the City of Healdsburg (“City”) recognizes the importance and value of special events in promoting community engagement, cultural vitality, economic development, and tourism within the City; and

WHEREAS, the City periodically receives requests for the use of City parks, streets, sidewalks, and other rights-of-way for special events; and

WHEREAS, the City Council has determined that downtown event venues, and venues outside the downtown core are areas available to the public for special event use; and

WHEREAS, the City Council recognizes the need to update the existing special events policy to address inconsistencies between Resolution No. 136-2014 and Section 12.24 of the City of Healdsburg Municipal Code; and

WHEREAS, the City Council desires to establish a comprehensive and transparent policy framework to guide the planning, organization, and execution of special events in a manner that ensures public safety, minimizes disruptions to residents and businesses, and maximizes the benefits to the community; and

WHEREAS, the City Council also desires to establish a procedure for the City to partner with certain special events that provide a unique benefit to City residents, businesses and visitors.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Healdsburg hereby rescinds Resolution No. 136-2014 in its entirety, and any previously adopted Resolutions in conflict herewith; and

BE IT FURTHER RESOLVED, that the City Council:

1. Finds that adopting the Policy for Special Events and City Partnership is not subject to the provisions of the California Environmental Quality Act ("CEQA") because it is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment. Even if adoption of this Policy were deemed a project, it would be exempt from CEQA pursuant to CEQA Guidelines Section 15304 Minor Alterations to Land, as it provides procedures for the use of land having negligible or no permanent effects on the environment and does not involve the removal of healthy, mature scenic trees. Further, special events are considered normal operations of existing facilities for

public gatherings (CEQA Guidelines Section 15323). Temporary special events occurring at City venues have occurred with regularity for many years and future events would not represent a change in their operation. In addition, there will be no impact on environmental resources of hazardous or critical concern. The proposed Policy will not result in cumulative impacts, impacts to scenic highways, or historic resources, nor does the Policy involve a hazardous waste site or unusual circumstances. Therefore, none of the exceptions pursuant to CEQA Guidelines Section 15300.2 apply.

2. Adopts the Policy for Special Events and City Partnership attached hereto as Exhibit "A".

PASSED, APPROVED AND ADOPTED, this 4th day of December, 2023 by the following:

AYES: Councilmembers: (5) Edwards, Hagele, Herrod, Mitchell and Mayor Kelley

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

ATTEST:

  
Ariel Kelley, Mayor

  
Raina Allan, City Clerk

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I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 150-2023 adopted by the City Council of the City of Healdsburg on the 4th day of December, 2023.

  
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Raina Allan, City Clerk

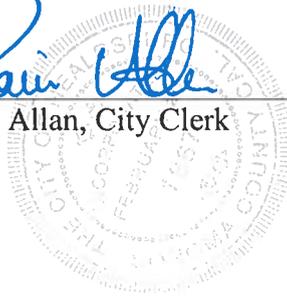


EXHIBIT A

**CITY OF HEALDSBURG  
POLICY FOR SPECIAL EVENTS AND CITY  
PARTNERSHIP**

This policy serves as a framework for the planning, management, and execution of special events within the City of Healdsburg (“City”) and is intended to implement Chapter 12.24 of the Healdsburg Municipal Code. We recognize the value of special events in fostering community spirit, promoting diversity, and driving economic growth. By providing guidelines and requirements, for both special event sites and opportunities for City partnership, we aim to support event organizers in delivering safe and engaging experiences, ensuring the efficient use of public resources, and ensuring all events comply with local, State, and Federal law. The restrictions, requirements, and guidelines provided below apply to all special events as defined in Chapter 12.24 of the Municipal Code. In the event of a conflict between any provision of this Policy and Chapter 12.24 of the Municipal Code, the Code provision shall control.

- 1. **Definitions.** All definitions included in Section 12.24.020 “Definitions” of the Healdsburg Municipal Code shall apply here, in addition to the following Policy-specific definitions:
  - 1.1. **“Downtown Core”** – All public property within 1,500’ of the Healdsburg Plaza.
  - 1.2. **“Event Organizer”** - The individual or group responsible for planning, coordinating, and executing the special event.
  - 1.3. **“Master Calendar of Events”** – A comprehensive and centralized schedule that includes a complete list of planned special events. This calendar serves as a single source for all upcoming events and helps in coordinating and managing various activities efficiently. The purpose of a Master Calendar of Events is to provide a clear overview of events, making it easier to avoid scheduling conflicts, allocate resources appropriately, confirm special events under a City partnership, and ensure smooth coordination among different stakeholders.
  - 1.4. **“Special Event Request for City Partnership”** – An annual formal request made by individuals or organizations to be added to the City’s Master Calendar of Events to hold a specific event or activity on a specific date(s) under a partnership with the City.

**2. Permit Required**

A permit is required for special events in accordance with Healdsburg Municipal Code Chapter 12.24.

**3. General Guidelines**

- 3.1. Special events generally:
  - 3.1.1. Events shall operate during the hours of 6:00 a.m.-10:00 p.m., including set-up and clean-up unless a waiver pursuant to Chapter 12.24 of the Municipal Code

is granted by the Community Services Director or their designee.

- 3.1.2. Live and/or recorded amplified sound is prohibited before 6:00 a.m. and after 10:00 p.m.
  - 3.1.3. Smoking is prohibited in, and 20' away from, all public recreation areas including areas designated under a special event permit.
  - 3.1.4. City staff shall not be prevented from entering an event to conduct an inspection or access City facilities.
- 3.2. Special events held in City parks:
- 3.2.1. To minimize compaction and damage to the park landscapes during the wet season, special events may be restricted to paved areas between November and May.
  - 3.2.2. Special events shall not exclude the public from the general use of any City park or public property unless a waiver has been approved.
- 3.3. Special events held in a City street:
- 3.3.1. Requests to close City streets must be pre-approved.
  - 3.3.2. It is the responsibility of the event organizer to ensure notification is provided to all property owners who are directly impacted by any road or lane closure.
  - 3.3.3. Dumping food, liquid, debris into the street or storm drain is not allowed at any time.
- 3.4. Special events requiring waste management:
- 3.4.1. Applicant shall provide adequate trash, recycling, and compost containers at the applicant's own cost.
  - 3.4.2. Applicant shall provide adequate portable restrooms at the applicant's own cost.
  - 3.4.3. All waste services equipment shall be removed within 24 hours of the conclusion of the event, or on the next available servicing day for contracted waste services.
  - 3.4.4. Post-Event:
    - a) The event organizer shall be responsible for all litter removal, trash collection, or other clean up caused by the event.
    - b) The event organizer shall be responsible for the cost of all damage to City venues resulting from the event.

**4. Event Venues Outside the Downtown Core**

- 4.1. The number of community special events held in City venues outside the Downtown Core shall be determined by the City based on the impacts on neighboring properties and City services.
- 4.2. A special event with more than 2,500 attendees shall not be scheduled in a City venue outside

the Downtown Core on the same day that a major event is scheduled at a Downtown Core venue.

## **5. Downtown Core Event Venues**

5.1. Downtown Core event venues consist of the following locations:

- City Hall Parking Lot
- Foley Family Community Pavilion
- Plaza Park (i.e., Healdsburg Plaza)
- West Plaza Park
- West Plaza Parking Lot
- Special events held within a road closure in the Downtown Core

5.2. Two or more major events, as defined in Chapter 12.24 of the Municipal Code, shall not be scheduled in Downtown Core event venues on the same day or on successive days or weekends unless a waiver has been approved by the Community Services Director or their designee.

## **6. Plaza Park**

6.1. All Events in Plaza Park are required to obtain a special event permit.

6.2. Use of Plaza Park is exclusively available for special events under the management of the City of Healdsburg and events conducted in partnership with the City.

6.3. There shall be at least one vacant weekend between major events scheduled in Plaza Park.

6.4. No vehicles, trailers, portable BBQ's, etc. shall be driven or parked on Plaza Park sidewalks or lawns. Public safety or City vehicles are exempt if in an official capacity.

6.5. Gating, fencing, or restricting access to Plaza Park for any reason is not permitted.

6.6. Temporary food booths are allowed in the Plaza during special events provided that all cooking is conducted in an off-site commercial kitchen or in the street abutting the Plaza.

6.7. Weddings are not permitted in Plaza Park.

## **7. Foley Family Community Pavilion**

7.1. The Foley Family Community Pavilion is classified as a Downtown Core event venue in accordance with this Policy; however special events hosted at this location are subject to distinct usage policies and therefore a special event permit is not required.

7.2. Special events hosted at the Foley Family Community Pavilion that require use of public property beyond the boundaries of the venue will require a special event permit for the use of the extended public space and are bound by the policies herein.

## **8. City-Partnered Special Events**

8.1. Special events that require City support through fee waivers, in-kind equipment or

services, and donated staff time can apply for a City event partnership by submitting a Special Event Request for City Partnership to the Community Services Department no later than September 1 of each year. All City partnerships are subject to annual approval by the City Council each October.

8.2. City partnership events have different levels of City involvement and are classified into three categories:

8.2.1. **Sponsor** - Limited to events with minimal equipment needs and mainly require confirmation for the use of City property. Nominal pre-event coordination with minimal to zero on-site staffing support. The City will provide minor marketing support.

8.2.2. **Collaborator** - The City is more hands-on, provides some equipment, road closures, Recology waste servicing, and day-of staffing & facility support. Organizer is provided with moderate pre-event coordination including scheduling, logistics, and pre-event meetings. The City will provide reasonable marketing support.

8.2.3. **Co-Organizer** - City staff attend several planning meetings, have a voice in the event program and logistics, and provide a high degree of coordination throughout the event planning process. The City will provide marketing support through standard departmental marketing tactics. City staff participate in event debriefing.

8.3. Determination. The City Council determines which events receive City partnership status and the degree to which the City is involved based on the above classifications. Events under a partnership must meet the following requirements:

8.3.1. Organizations must be a non-profit that holds a chartered chapter or operates out of a physical site in Healdsburg, or partners with a governmental entity providing a service directly to the Healdsburg community.

8.3.2. The event is inclusive, accessible, family-friendly, and open to the public at minimal or no cost.

8.3.3. Organizations may not financially profit from the event but may charge registration fees (fun runs), vendor fees (booths), VIP seating (theater/movies), etc., provided that funds raised supplement event costs or go directly back into the organization via scholarships, grants, local programs, local club activities, or are donated back into the community in some other framework.

8.3.4. Staff capacity, calendar availability, and budget is available to support the partnership.

8.4. Application Process. Event organizers requesting a City partnership for a special event are required to follow the process below before submitting a special event permit

application:

- 8.4.1. Event organizers must submit a special event request for City partnership for each special event requesting a City partnership that is expected to occur in the subsequent year, no later than September 1. Annually in October, the City Council will review and approve event partnerships and partnership subcategories for the upcoming year (i.e., Sponsor, Collaborator, and Co-Organizer) during a regularly scheduled meeting.
- 8.4.2. Any special event approved for City partnership will be conditionally approved, subject to compliance with the Municipal Code and this Policy, pending the submission of a special event permit application, a Certificate of Liability Insurance and Endorsement, a detailed site map, and review and approval by the Community Services Director or designee.
- 8.4.3. All events approved for City partnership will be added to the Master Calendar of Events for the subsequent year.
- 8.4.4. Late Special Event Requests for City Partnership submitted after the established September 1 deadline shall only be considered by the City Council:
  - a) If there were a compelling justification for the event being added to the Master Calendar of Events.
  - b) If there is sufficient time to process and investigate the application and potential possible impact on City services for the event.

**9. Fees.**

- 9.1. Special Events are subject to any applicable fees based on the City’s Master Fee Schedule at time of processing. Accordingly, the following Special Event permit fees may apply:
  - **Deposit** - A special event permit deposit must be paid no later than 15-days before the date of the event. Events classified as a minor event pursuant to Chapter 12.24 of the Municipal Code require a \$400 deposit and events classified as a major event pursuant to Chapter 12.24 of the Municipal Code will require a \$1,250 deposit. All or part of the deposit may be refunded, based on the condition of City property after the event. Notification of damage will take place roughly 10 days post event, and refunds will be issued within 2-3 weeks post event.
  - **City Council Approval Fees** – Special Event Requests for Partnership and Council Requests that require the development of a staff report to be taken to Council will be assessed a fee for staff time.
  - **Parking Lot Use Fee** - A per day fee will be charged for use of the City’s

reservable lots including City Hall Parking Lot, Healdsburg Community Center Blacktop, and the Healdsburg Cooperation Yard Parking Lot.

- **Staffing Fees** - Applicants will be charged for any staff time incurred outside of the standard permitting process. Staff time charge will include any time spend by any City department including, Community Services, Police, Fire, Public Works, etc. As determined by the City, at the applicant’s own cost, a City staff member may be assigned to provide facility or other City-related support.
  
- **Closure Fees** - Special events approved for road closure will be assigned a road closure fee. All applicants will be charged a fee for each no parking barricade used.
  
- **Facility Use Fee** – Applied for the usage of a public park or public recreational area which serves as a contribution toward the maintenance, upkeep, and improvement of the park facilities and services.
  
- **General Services Fee** - For services requested of City staff for which no fee is listed in the Master Fee Schedule, the Director of the department whose services are requested shall determine the appropriate fee, based on the following hourly rates for staff time involved in the service or activity.

9.2. Refunds - If inclement weather or other circumstances prevent the use of the permitted area, as determined by department staff, a refund will be provided, with the deduction of the cost of staff time dedicated to the event.

9.3. Any special events in partnership with the City will be exempt from all permit fees and deposit requirements.

**10. Violation**

An event organizer’s failure to follow this Policy may result in loss of deposit and/or inability to host future events in the City.