



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO
Department No.: 012
For Agenda Of: 1/10/2012
Placement: Departmental
Estimated Tme: 40 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Chandra L. Wallar, County Executive Officer, 568.3400
Contact Info: Dennis Bozanich, Assistant to the CEO, 568-3400

SUBJECT: **Special Event Permit Coordination Policy and Process**

County Counsel Concurrence

As to form:

Auditor-Controller Concurrence

As to form: NA

Recommended Actions:

That the Board of Supervisors:

- a) Receive information about County Executive Office's (CEO) new policy on improving the internal process for coordinating Special Event Permit requests; and
- b) Determine that, via California Environmental Quality Act (CEQA) Guidelines Sections 15378(b) (4) and 15352, the actions are not the approval of a project subject to the CEQA.

Summary Text:

The County Executive Office policy, provided as information for the Board, identifies and recommends opportunities to increase the communication, cooperation and coordination between the permitting processes already established by statute or ordinance for the Fire, Sheriff's, Community Services, Public Health, Public Works and the Planning and Development Departments.

Background:

Special events, such as marathons, street fairs and block parties, contribute to a sense of community pride, economic vitality and celebration. Many special events make use of streets, bike paths, parks and other public facilities that non-event participants rely on to conduct the normal business of their lives. County departments require permits for such events to maintain safety and security and while regulating the use of public facilities in such a way that doesn't reduce the availability or enjoyment by the public.

This policy has been designed to improve the inter-departmental communication, cooperation and coordination required to approve an increased number and complexity of events being held in unincorporated areas of Santa Barbara County. Numerous ordinances have been approved by the Board that assign permitting responsibility to various departments to protect public health and safety. This policy identifies, guides and recommends increased communication and cooperation during the review of special event permit applications. Specifically, this policy:

- Identifies the Director of the Community Services Department to regularly convene an interdepartmental review committee to coordinate approval of special events that limit the public's use of rights-of-way and public facilities, and
- Recommends factors to be considered for approval of special event permits.

Healthy, safe and secure special events are an important aspect of this community. This policy does not change any statutory requirements of permit proponents or responsible agencies that have been approved by the Board. This policy does not establish new requirements. The goal is for departments to effectively work together to permit healthy and safe events that increase the social, economic and livability of Santa Barbara County.

Fiscal and Facilities Impacts:

A limited amount of additional staff time may be necessary to participate in joint meetings but is anticipated to be balanced by time saved when re-reviews are avoided during a sequential linear review process as currently exists.

Attachments: A – Policy on Special Event Application and Review Process

B – Current Special Event Permit Department Applications

C – Notice of Exemption

Authored by:

Dennis Bozanich, Assistant to the County Executive Officer

CC:

Scott McGolpin, Director of the Public Works Department
Dr. Glenn Russell, Director of the Planning and Development Department
Dr. Takashi Wada, Director of the Public Health Department
Herman Parker, Director of the Community Services Department
Fire Chief Michael Dyer
Sheriff Bill Brown