



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: Public Works  
Department No.: 054  
For Agenda Of: January 10, 2012  
Placement: Departmental  
Estimated Tme: 30 Minutes  
Continued Item: Yes  
If Yes, date from: December 13, 2011  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director Scott McGolpin, Public Works Director, 568-3010  
Contact Info: Chris Sneddon, Interim Deputy Director, Transportation 568-3064  
**SUBJECT: Public Right-of-Way Special Event Permits, All Supervisorial Districts**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:**

As to form: N/A

**Recommended Actions:**

That the Santa Barbara County Board of Supervisors:

- A. Pursuant to Government Code Section 54986, hold a “public meeting” in conjunction with the public hearing on the introduction of the proposed Ordinance, and receive and consider oral or written presentations from members of the public;
- B. Consider the introduction (first reading) of an Ordinance (Attachment 1) amending Chapter 28 of the Santa Barbara County Code pertaining to the Public Right-of-Way Special Event Permits;
- C. Find that the attached fees are in an amount no greater than the average amount necessary to reimburse the County for its actual cost of issuing and administering each category of permit;
- D. Set a public hearing for January 17, 2012 on the Administrative Agenda to:
  - a. approve and authorize the Chair to adopt (second reading) an Ordinance amending Chapter 28 of the Santa Barbara County Code, pertaining to the ability to issue Public Right-of-Way Special Event Permits; and
  - b. Approve and authorize the Chair to adopt administrative procedures for Public Right-of-Way Special Events taking place on Pardall Road in the Isla Vista area

- E. Find that the proposed action is not subject to CEQA and approve filing the attached Notice of Exemption pursuant to 15273 (a) (1) and 14 CCR, and approve the filing of a Notice of Exemption on that basis.

**Summary Text:**

The County of Santa Barbara Road Commissioner has the authority to issue permits and allow road closures for Public Right-of-Way Special Events (Events) under California Vehicle Code section 21101, California Streets and Highway Code section 942.6, and Santa Barbara County Code section 28-121. In 2011, the County received 60 requests to hold events in the public right-of-way. County staff spent 297 hours reviewing, processing, and approving these Public Right-of-Way Special Event Permits (Permit(s)). Public Works does not currently charge a fee to issue these Permits, and receives no reimbursement for any of the work required to issue Permits or follow up during and after Events.

Public Works recommends that the Board of Supervisor adopt the attached Ordinance to define the process for issuing Public Right-of-Way Special Events Permits, enable Public Works to collect fees to recoup costs for processing, reviewing, and approving Permit applications, and to enable Public Works to levee fines in certain circumstances as defined in the Ordinance.

Public Works also recommends that the Board of Supervisors approve Administrative Procedures specifically for Special Events on Pardall Road in the Isla Vista Area. Procedures specific to Pardall Road are necessary due to the frequency in which Pardall Road is used for Special Events, and the number of residents and businesses affected with each Event. The attached procedures outline the requirements for the Event Sponsors to hold an Event on Pardall Road.

**Background:**

Event organizers must obtain a permit whenever they plan an activity in the public right-of-way that will use the travel way in a manner other than for its intended use, or which may prevent, obstruct, or delay other members of the public from using the public right-of-way in a manner for which it is intended to be used.

The Public Works Department issues permits for use of the public right-of-way for activities such as block parties, festivals, marathons, bike races, parades, farmers markets, and car shows. The Department supports use of the right-of-way for these social and recreational events because they promote health and wellness, a sense of community, and encourage tourism, all of which benefit and have a positive effect on the community.

Public Works currently does not charge a fee for these Permits. Staff resources are required for all Permits, from small, short-lived events to larger events such as the Santa Barbara International Marathon and Half Marathon and the Amgen Tour of California. These larger events have grown in recent years, and require a large amount of staff resources for processing and follow up. To achieve the goal of full cost recovery for services, Public Works requests that the Board of Supervisors approve the attached Fee Schedule. Fees are based on data collected by staff over a period of one year to determine the amount of

time it takes to process these permits. The Road Commissioner will review and adjust fees annually. The fees are broken down into five categories:

1. Category A – Includes events that do not require traffic control plans, public notification, field review, or assistance from emergency services. Examples of these events include, but are not limited to sidewalk sales, small sporting events with an open course, and temporary parking. These events typically require less than an hour of staff time to process and issue a permit.
2. Category B – Includes events that require road closures, assistance from emergency services, traffic control plans, field review, and/or public notification. Examples of these events include, but are not limited to parades, block parties, celebrations, sporting events with one block of road closures, and car shows. These events typically require two to three hours of staff time to process and issue a permit.
3. Category C – Includes events that require one to three blocks of road closures, assistance from emergency services, public notification, field review, meetings involving the Public Works Department and other County employees, and/or traffic control plans. Examples for these events include, but are not limited to sporting events and festivals. These events typically require four to five hours of staff time to process and review a permit.
4. Category D - Includes large events that require multiple road closures, assistance from emergency services, public notification, field review, meetings involving the Public Works Department and other County employees, and/or traffic control plans. Examples for these events include, but are not limited to large sporting events and large celebrations. These events require a large amount of staff time to process a permit.
5. Category E – Includes reoccurring events requiring an annual Public Right-of-Way Special Event Permit, such as farmers’ markets. These events require three to four hours of staff time to review and process a permit.

**Fiscal and Facilities Impacts:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Total One-Time Project Cost</u>
Total	\$ -	\$ -

**Narrative:**

Costs for issuing Permits are to be reimbursed from the collection of fees for processing, reviewing, and issuing of the Permits. Fees will be adjusted yearly based on the cost from the prior year and will be brought for board review if they change by more than 10%.

**Special Instructions:**

- 1) Clerk of the Board shall complete noticing for the Ordinance which will include the amount of cost as stated in the attached schedule of fees, fees will recover costs incurred by the Transportation Division of Public Works, and fees have no impact on the County’s General Fund, in the Santa Barbara News Press, 10 days prior to the hearing.

- 2) Notice of the public meeting/hearing shall be mailed to any interested party who has filed a written request with the Clerk of the Board of Supervisors for mailed notice of the meeting on new or increased fees or changes at least 14 days prior to the hearing.
- 3) Please return one copy of the signed Ordinance, and two certified, stamped minute orders to Gena Valentine Felix, Public Works Department, Transportation Division, ext. 3064

**Attachments:**

1. Ordinance for the Issuance of Public Right-of-Way Special Event Permits and Collection of Fees
2. Schedule of fees for types of events
3. CEQA Notice of Exemption
4. Administrative procedures for public right-of-way events taking place on Pardall Road, in the Isla Vista area

**Authored by:**

Gary Smart, Traffic Engineer, ext. 3308

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