



Legislation Text

File #: 19-0357, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Mark Leyman, Parks and Recreation Director
Mary Kirchwehm, Executive Assistant

SUBJECT:

Consider Approving the Application from Independent Cities Association for an Installation Event (Parks and Recreation Director Leyman).

APPROVE

RECOMMENDATION:

Staff recommends that the City Council approve the application from Independent Cities Association (ICA) for an installation event.

FISCAL IMPLICATIONS:

Any necessary City services will be billed to the organizer at fully burdened rates identified in the most recent City User Fees Study.

BACKGROUND:

On July 17, 2018, City Council approved the updated Special Events policy. The policy provides a method to determine the impact level of an event which determines the approval level required. This event is classified as a Level III event requiring City Council approval.

ICA submitted an application to hold an installation event at the upper north Pier parking lot on Thursday, September 26 from 6:00 p.m. to 8:00 p.m. The set-up will begin at 7:00 a.m. and tear-down will be completed by 11:00 p.m. ICA held a similar event in the upper north Pier parking lot for a prior installation in 2010, which included beer and wine.

DISCUSSION:

The proposed ICA event will include a reception with light appetizers and beer and wine in the upper north Pier parking lot for approximately 100 guests. Staff met with the applicant to discuss event details, resources needed, and potential impacts.

The Special Events Committee, representing multiple City departments, had the following requirements for the event:

Police:

Must obtain an ABC license requirement, provide CSC security, one MBPD officer, and an amplified sound permit.

Fire:

A minor fire permit will be required.

Public Works:

Electrical accessibility for event operator to utilize.

Community Development:

Provide a detailed, dimensioned, to scale site plan and any support documentation with information on the proposed temporary structures (table, tents, fencing, stage, equipment, etc.) on the site that show conformance with the zoning, building and fire code, and submit any required permits. As a temporary event a Coastal Permit is not required. Submittal of Environmental Protection Plan information is also required.

Traffic Engineering:

The reserved lots and parking spaces must be posted with temporary "No Parking" signs at least 72 hours prior to the event, and all parking meter fees in the reserved parking areas shall be reimbursed.

Parks and Recreation:

Special event application fee for routing among departments.

Risk:

General liability and liquor liability insurance coverage naming the City of Manhattan Beach as additional insured.

PUBLIC OUTREACH:

Staff reached out to the Downtown Business and Professionals Association to make them aware of the event and minimize impacts to the downtown businesses.

ENVIRONMENTAL REVIEW:

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines the activity is not subject to CEQA. Thus, no environmental review is necessary.

LEGAL REVIEW:

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

ATTACHMENT:

1. Special Event Application