

RESOLUTION NO. 1824

A RESOLUTION OF THE GOLDEN CITY COUNCIL REGARDING SPECIAL EVENTS PERMITTING

WHEREAS, the City of Golden requires special event permitting via an extensive application process when an event occurs on public property and requires more than one permit from a city department, or has significant public safety concerns; and

WHEREAS, the City created a detailed and highly successful process for permitting these events through a single point of contact in the Communications Office after much public input and collaboration with event-holders, residents and businesses;

WHEREAS, the number, size and scope of the special events held in the City had doubled in each 2002, 2003 and 2004, and cost the City more than \$50,000 in unbudgeted expenses annually; and

WHEREAS, the City had no means of controlling or regulating the number, size or scope of special events with any objective system; and

WHEREAS, the number and size of special events occurring in the City were beginning to have increasing negative impacts on neighborhoods, businesses, other events and the community as a whole; and

WHEREAS, Council adopted Resolution No. 1538 in November 2004, which, in part, required event-holders to reimburse the City for costs associated with their events; and

WHEREAS, the City Council waived these fees at the request of multiple event-holders in 2006; and

WHEREAS, the City Manager instituted a freeze on all new events or the expansion of existing events in 2006; and

WHEREAS, a special focus group of the Citizens Budget Advisory Committee studied and made recommendations to Council on how to improve the City's events permitting process so as to continue the City's support of community events, while also curbing the escalating workload and expenses to the City as a result of such events; and

WHEREAS, the City's sustainability initiative recommendations include the direction for a recycling component to be incorporated into all special events permitted in the City; and

WHEREAS, the City's internal special events review committee requests the following policy changes be made in addition to the guidelines currently existing in the special events permitting process.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLDEN, COLORADO:

Section 1. A special events application review fee of \$100 shall be assessed for each application review. Incomplete applications that must be resubmitted may be assessed an additional \$100 fee. The special events application review fee (of \$100) shall be waived for one event per calendar year for any

Golden-based nonprofit organization. Five special events per calendar year will be reviewed at no charge for the Golden Chamber of Commerce.

Section 2. In-kind services currently provided (at levels recorded in estimates provided to event-holders in 2005 and 2006) to Buffalo Bill Days, the Lions' Fourth of July, Wild West Auto Roundup, Golden Fine Arts Festival, and Olde Golden Christmas Candlelight Walk and Saturday Parades will continue to be provided in-kind based upon the value of the event to the community. Any proposed growth or expansion of these events will be at the discretion of the City's internal events review committee and the cost of such will be carried entirely by the event-holder unless and until budgeted by Council.

Section 3. Events recommended to be denied or conditionally approved by the City's internal events review committee in its Nov. 30, 2007, memo will be conditionally approved if the event-holder can meet the new criteria established herein to the committee's satisfaction.

Section 4. Events held at the Clear Creek Whitewater Course will be handled as park reservations by the Parks Department and will no longer require special event permits unless they require additional permits from other departments or public safety becomes a concern.

Section 5. The City's event freeze will continue indefinitely, with the ability of the City Manager to allow for exceptions particularly based on value to the community, ability to cover their own expenses, and ability to meet all other event criteria established herein and in the City's special event permitting process.

Section 6. Beginning in 2008, all event-holders must notify the City's Communications Office of their intent to hold an event the following calendar year between Nov. 1 and 15 so the City can list it on a master calendar. This notification in no way guarantees that an event will be permitted by the City.

Section 7. All event-holders must submit completed applications to the City 90 days in advance of their event, and the City will make every effort to review and either approve or deny with any recommended changes by 45 days in advance of the event so that the event-holders has ample time to make any adjustments necessary. Late applications will not be accepted.

Section 8. All event-holders must pay for any services that can potentially be contracted out (such as professional traffic control services and equipment, security, trash removal, bathrooms and cleaning services and products, recycling) and for anything that the Municipal Code already requires be billed (such as Fire Department staffing, off-duty police officers and building inspections), unless specifically waived by City Council (as in Section 2 above) or because staff prefers to handle those responsibilities internally. A fee schedule and estimate of anticipated charges should be presented to the event-holder as part of the application review process so they can seek out other arrangements if they so choose.

Section 9. All events with road impacts will be charged a minimum \$100 fee for traffic control plan review. The City will charge \$40 per hour for extensive adjustments to a submitted plan or to work with the event holder to create a plan.

Section 10. Event-holders who wish to close a road must petition surrounding neighbors and businesses prior to their application submission and additionally flier the neighborhood as a reminder of the event and closure details one to two weeks in advance of the event, both using templates provided in the events application packet.

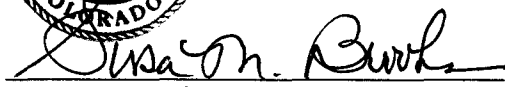
Section 11. Road runs and bicycle rides that do not close streets and in which participants follow all regular traffic laws and events that have heavy impacts on City streets but occur on private property, may, at the discretion of the City's internal events review committee, only require a Street Activity permit through the City's Streets Division as a means of notifying the City. The City reserves the right to require the event to complete the special event application process as it deems necessary, especially for public safety reasons.

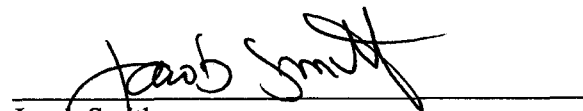
Section 12. All pedestrian races and runs must be held on the City and County trails system or not at all. Exceptions may be made by the Streets Division for limited street crossings with proper traffic control or for events in the Coors Technology Center or Corporate Circle with explicit written permission from their Board of Directors submitted with an event application.

Section 13. All events must include a strong recycling component that is to be submitted to and reviewed by the City as part of the special event application process.

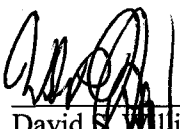
Adopted this 10th day of January, 2008.




Susan M. Brooks, MMC
City Clerk


Jacob Smith
Mayor


APPROVED AS TO FORM:


David S. Williamson
Acting City Attorney

I, Susan M. Brooks, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain Resolution adopted by the City Council of the City of Golden, Colorado at a rescheduled regular meeting thereof held on the 10th day of January, A.D., 2008.



ATTEST:


Susan M. Brooks, City Clerk of the City of
Golden, Colorado