



# CITY OF POMONA

## VEHICLE PARKING DISTRICT

### STAFF REPORT

October 12, 2017

Agenda Item No. : 09-14-06

To: Chair and Board of Parking Place Commissioners

Submitted by: Kirk Pelser, Deputy City Manager *Pelsa*

Prepared by: Joaquin Wong, Sr. Project Manager *Wong*

Subject: **REQUEST FROM THE PRINCE OF PEACE CHURCH FOR USE OF VEHICLE PARKING DISTRICT LOT 10 AND OFFICER SHAUN DIAMOND PLAZA ON FRIDAY, OCTOBER 27, 2017, AND WAIVE THE DAYTIME PARKING FEES FROM 5:00 P.M. TO 8:00 P.M.**

#### SUMMARY

**Recommendation** – That the Vehicle Parking District Board of Parking Place Commissioners approve the request from Prince of Peace Church to use Lot 10 and Officer Shaun Diamond Plaza and waive daytime parking fees from 5:00 p.m. to 8:00 p.m. for a free musical performance.

**Fiscal Impact** – By waiving the partial daytime parking fees on a Friday from 5:00 p.m. to 8:00 p.m., the VPD will plausibly forego approximately \$20 to \$50 in daytime daily parking revenues. At 155 parking spaces, at full capacity, the parking lot could generate an estimated \$310. However, even on a busy day, it is highly unlikely that the entire parking lot would be fully parked at any one time. As the request is not for the exclusive use of Lot 10, and only from 5:00 p.m. to 8:00 p.m., most of the permit holders and commuters who utilize the lot would have already paid, and many would have already gone. Night-time users usually park after 8:00 p.m.; therefore the VPD would not lose primetime parking fees morning or evening.

#### BACKGROUND/ DISCUSSION

Staff received a request from Dora Cruz of Prince of Peace Church to utilize VPD parking Lot 10 and Officer Shaun Diamond Plaza for a free public music event participant parking at no cost. There will be no vendors and all visitors will be welcomed.

The event is scheduled to occur from 5:30 p.m. to 7:00 p.m. on Friday, October 27, 2017. Set-up will start at 5:00 p.m. and clean-up will be completed by 7:30 p.m. A \$250 refundable deposit will be collected, and returned if the parking lot and Shaun Diamond Plaza are returned to their original condition post event.

The event is free and open to the public. Prince of Peace Church's goal for the event is to promote family unity, love for neighbors, and everlasting happiness for the community. The event will also bring people to the Downtown at an hour that will promote the use of local dinner venues after the event and therefore benefit the City.

Although the event will end at 7:00 p.m., and the VPD could end the waiver of parking fees at the end of the event, this would require those who wish to stay late to utilize the downtown venues to check-in and pay (\$2) at the parking payment kiosks to extend their parking time. This will create confusion and ultimately lead to parking citations. By waiving the parking fees until 8:00 p.m. (the hour in which daytime parking transitions to nighttime parking), the VPD will not lose substantial revenues, but will prevent potential parking citations to those who forget or are unaware to check-in and pay for extended parking. Access to the parking lots will remain open to the public and residents.

Attachment: Request Letter & Special Event Application



*...edificados sobre el fundamento de los  
apóstoles y profetas, siendo la principal  
piedra del ángulo Jesucristo mismo...  
Efesios 2:20*

Iglesia Cristiana Interdenominacional, U.S.A.  
**Príncipe de Paz**

September 27, 2017

Dear VPD Commissioners:

We are a small church with a missionary heart that is dedicated to sharing the love of Christ. Our mission is to promote family unity, love for our neighbor, and everlasting happiness through the preaching of the gospel.

One way we desire to share fellowship and brotherhood with the surrounding community is to hold a short concert of instrumental Christian music in downtown Pomona for the enjoyment of the general public. We have applied for the use of Shaun Diamond Plaza on Friday, October 27 from 5:00 p.m. to 7 p.m. and are hoping that you might consider waiving the cost for parking on Lot 10 during this time.

Thank you for your consideration.

Sincerely,

Dora Cruz  
Prince of Peace Church

P.S. Please join us for this event!!

**City of Pomona | Community Services**

499 E. Arrow Hwy

Pomona, California 91767

Phone: (909) 620-2301 | Fax: (909) 624-8752 | E-mail: roberto\_curiel@ci.pomona.ca.us  
www.ci.pomona.ca.us

09/26/17

**Special Event Permit Application**

Pomona City Code Sec. 24-3 provides that a completed Special Event Permit application, including all required documents such as proof of insurance, must be filed with the Community Services Department a minimum of **30 days prior** to the date of the event to allow for processing. Special Event Permits are required for events occurring on public property, either in part or whole. Events occurring on private property may require a Temporary Use Permit from the Planning Division.

An application must be reviewed and be approved by various City departments, including the Fire and Police Departments, before a permit can be issued. A Special Event Permit application that does not allow the administrative time required to process is subject to review by staff. An approval or denial recommendation by staff is made based on the complexity of the event and will be the final decision. Submission of application does not guarantee approval.

Submissions can be made in person, e-mail, or fax. E-mail and in-person submissions are preferred.

Event Title: Musical Performance

Location: Shaun Diamond Plaza on 2nd St.

Organization: Iglesia Principe de Paz (Prince of Peace Church)

Contact Name: Dora Cruz Title: Organizer

Address: 895 E. 7th St., Pomona, CA 91766

Phone: 909-525-3746 Cell: 909-525-3746 Fax: \_\_\_\_\_

E-mail: dcruz1549@gmail.com

**Event Dates/Times**

Setup: 5:00 p.m. Date: 10/27/17 Time: 5:00 p.m. Day of Week: Friday

Event Starts: 5:30 p.m. Date: 10/27/17 Time: 5:30 p.m. Day of Week: Friday

Event Ends: 7:00 p.m. Date: 10/27/17 Time: 7:00 p.m. Day of Week: Friday

Cleanup done by: Members Date: 10/27/17 Time: \_\_\_\_\_ Day of Week: \_\_\_\_\_

**Event Description (required):**

2 to 4 musicians performing instrumental melodies for the enjoyment of people walking by.

Estimated Attendance: Per Day: 50 Total: 50 Admission: \$ 0.00

Event Last Held: Date: NA Location: NA or ☒ First-Time Event

**PLOT PLAN - REQUIRED**

PLEASE ATTACH A PLOT PLAN OR GOOGLE™ AERIAL INDICATING YOUR SETUP WITH AS MUCH DETAIL AS POSSIBLE. APPLICATIONS WILL NOT BE PROCESSED WITHOUT A PLOT PLAN.

## FOOD AND BEVERAGES

A Temporary Health Permit is required anytime food or beverages will be served, whether sold or free, pre-packaged or prepared onsite. Please contact the Los Angeles County Department of Environmental Health at (626) 813-3326 for more information.

- 1) Will food or beverages be served at this event: YES NO ☒
- 2) Please circle all that apply: Food Beverages Served Sold Pre-packaged Prepared Onsite
- 3) Type of food/beverage: None
- 4) Preparation method(s): 4 chairs for stage, one to two microphones, plugging 2 speakers for musical instruments
- 5) Will you provide a three-compartment sink? YES NO ☒
- 6) Number of food booths present: None

## ALCOHOL

If serving alcohol, an Alcoholic Beverage Control (ABC) permit is required. Pomona Police officers and/or additional security may be required. A copy of the ABC permit must be provided to Community Services and the Pomona Police Department. Liquor Liability Insurance must also be provided.

Alcohol to be served/sold: YES NO ☒ Type: \_\_\_\_\_ Service Times: \_\_\_\_\_

## BOOTHS/VENDORS/CONCESSIONAIRES

A list of all vendors must be submitted at least **two (2) weeks** prior to the event.

- How many food booths/vendors will be present? None
- How many information booths/tables will be present? None
- How many non-food vendors/merchants will be present? None

## STREET CLOSURES & PARKING

### Street/Lane Closures

All street and lane closures will require either:

- Hiring Pomona Police officers at \$90.00/hour/officer
- Implementation of a professional Traffic Control Plan (TCP) drafted by a certified traffic engineer. Plans must have a wet signature and seal, signed by the engineer. All TCP's will be reviewed by Public Works Engineering and may incur plan check review fees. Barricades must be placed at each intersection of the street closure and must be staffed at all times in the event of an emergency. Barricades must be removed immediately upon conclusion of the event or completion of clean up.

### Notification/Signatures

All closures will require notification and signatures to be obtained from affected residents and businesses, to be submitted at least **two (2) weeks** prior to the event. Signature sheets can be obtained from the Community Services website.

**"No Parking" Signs**

Type C3A signs indicating **"ROAD CLOSED TO THRU TRAFFIC"** AND **"NO PARKING"** signs must be obtained by applicant. The signs must be posted **72 HOURS PRIOR TO EVENT**.

- 1) Street/Lane Closure: YES NO ☒
- 2) Location: \_\_\_\_\_ NA \_\_\_\_\_
- 3) Closure Time(s): \_\_\_\_\_ NA \_\_\_\_\_
- 4) What kind of traffic control device be used (circle one)? None **Pomona Police Officers** **Traffic Control Plan**

**Parking**

Where will event attendees/organizers/vendors park? On surrounding street or the parking lot behind the stage

If a City-owned VPD Lot (Vehicle Parking District) is requested for downtown events, a VPD Lot Usage Request Form must be submitted, and can be obtained on the Community Services website. Please note that approval is not guaranteed, and all requests must be approved by the VPD Commission and/or its authorized representatives.

**POLICE, SECURITY AND EMERGENCY MEDICAL PERSONNEL**

Based on the nature of your event, the Pomona Police Department may require Pomona police officers and/or licensed security guards to be present at your event.

Will you be hiring licensed and bonded security guards? YES NO ☒ Qty: \_\_\_\_\_ Times: \_\_\_\_\_

Will you be having emergency medical personnel present? YES NO ☒ Company: \_\_\_\_\_

**CANOPIES, TENTS, STAGES, AMPLIFIED SOUND, AND GENERATORS**

Canopies: YES NO ☒ Qty: \_\_\_\_\_ Size(s): \_\_\_\_\_ Tents: YES NO Qty: \_\_\_\_\_ Size(s): \_\_\_\_\_

Canopies/tents greater than 200 square feet in area will require a tent permit from Fire Prevention, (909) 620-2216.

Portable Stage: YES NO ☒ Qty: \_\_\_\_\_ Dimensions (required): \_\_\_\_\_

Stages higher than 30 inches will require an inspection and permit issued by Building and Safety, (909) 620-2371

Amplified Sound: YES NO ☒

Depending on event location, notification to affected neighbors may be required at least two (2) weeks prior to event.

Type (Music/Movie/Speaking/Other): Soft, instrumental music, string trio Genre: Christian

Start Time: 5:30 p.m. End Time: 6:30 -6:45 p.m. everything cleaned and picked up by 7

Please describe the sound equipment that will be used for your event: Regular speakers that plug into a viola and guitar. We would like to use the power outlet located at back of stage.

Generator: YES NO ☒ Qty: \_\_\_\_\_ Wattage: \_\_\_\_\_ (Please include on plot plan)



## RESTROOMS, TRASH, AND CLEAN-UP

### Restrooms

Portable restroom facilities may be required for your event, especially events with food/beverages. The quantity and location of facilities will be determined by Community Services staff.

Will you be providing portable restroom facilities? YES NO ☒ Qty: \_\_\_\_\_

Delivery: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Restroom Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### Trash Receptacles

Additional trash receptacles and dumpsters may be required for your event, especially events with food/beverages.

Will you be providing additional trash receptacles? YES NO ☒ Qty: \_\_\_\_\_

Will you be providing a trash dumpster? YES NO ☒ Qty: \_\_\_\_\_

Trash Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Pickup: Date: \_\_\_\_\_ Time: \_\_\_\_\_

The applicant will be responsible for the following:

- Supplying additional trash cans and/or dumpsters (if required)
- Making arrangements for clean-up and/or special trash pick up
- Applicable fees charged for trash clean-up and/or special trash pick up

### Refundable Clean-Up Deposit

The City of Pomona reserves the right to require a refundable cleanup deposit, which may be kept when excessive trash is left after an event. Refundable cleanup deposit requirements will be determined by Community Services staff.

## ADVERTISING

Application submission does not guarantee event approval. Please do not advertise your event until you have received event approval or preliminary approval for advertising.

How and when will event be advertised? \_\_\_\_\_ Word of mouth \_\_\_\_\_

## INSURANCE (REQUIRED)

All approved Special Events will require the submission of liability insurance at least **two (2) weeks prior** to the event.

Insurance will be (circle one):

Provided by Applicant ☒

Purchased through the City

If insurance will be provided by the applicant, the **two** following documents are required:

- 1) **Certificate of Liability Insurance:** With a General Liability Limit of at least \$1,000,000 and a General Aggregate Liability Limit of at least \$2,000,000, with the City of Pomona named as Certificate Holder as follows:

*City of Pomona  
P.O. Box 660  
Pomona, CA 91769*

- 2) **Additional Insured Endorsement:** As a second page attachment, with the City of Pomona named as Additional Insured as follows:

*"The City of Pomona including elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors."*

If insurance will be purchased through the City, please inquire with Community Services for a quotation.

#### **NOISE ORDINANCE AGREEMENT**

There will be no violation of the City's Noise Ordinance (Article VII of Pomona City Code). If two (2) complaints of noise are made, and the second meter verifies that the noise is excessive; there will be no more amplification. Each violation after the first warning will result in a separate citation.

#### **PARKING/TRAFFIC AGREEMENT**

Sufficient off-road parking will be provided to prevent a traffic problem to the surrounding area.

#### **STATEMENT OF UNDERSTANDING**

I fully understand the time requirements for processing a Special Event Permit application. I agree to accept the decision of approval or denial by City staff if the minimum time required (30 days) has not been allowed for approvals.

#### **HOLD HARMLESS AGREEMENT**

The applicant and its successors in interest shall indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless the City of Pomona and any agency or instrumentally thereof, and its elected or appointed officials, directors, officers, employees, agents, volunteer, or contractors from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims") arising out of or in any way relating to this event, any discretionary approvals granted by the City related to the development of the project. If the City Attorney is required to enforce any conditions of approval, all costs, including attorney's fees, shall be paid for by the applicant.



Applicant's Signature

Date : 9/27/17

Applicant's Name (Print): Dora Cruz



# Shaun Diamond Plaza October 27, 2017

