

5) **City Special Event Procedures**

Receive and file the City of Lake Elsinore Special Event Procedures.



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Jason Simpson, City Manager

**Prepared by:** Shannon Buckley, Assistant City Manager

**Date:** May 13, 2025

**Subject:** City Special Event Procedures

### **Recommendation**

Receive and file the City of Lake Elsinore Special Event Procedures.

### **Background**

The City of Lake Elsinore is proud to host various annual special events. These events are a cornerstone of our community, enhancing the quality of life for residents and visitors alike. Whether they bring people together, showcase local businesses, offer cultural experiences, or simply provide fun for all, city events play a vital role in shaping the vibrancy of our City.

The City has traditionally approved special event applications at the staff level. To ensure consistency, fairness, and transparency, the City is now implementing a formal process for organizations and community groups requesting special events. Under this new process, all event applications will be reviewed and approved by the City Council Special Event Subcommittee. Final approval will be by the City Manager but may be appealed to the full City Council. The process will clearly outline the requirements and criteria that all event applications must meet, ensuring that each request is evaluated fairly and aligns with the City's goals, budget, and community priorities.

Special event permits are required for any organized activity on or impacting public property, public facilities, parks, beaches, sidewalks, and street areas. Additionally, permits are necessary for the temporary use of private property in a way that differs from its established land use.

## Special Event Procedures

### **Discussion**

The City Council is recommended to receive and file the attached Special Event Procedures.

### **Fiscal Impact**

There is no fiscal impact.

### **Attachments**

Attachment 1 - Special Event Procedures

Office



## **City of Lake Elsinore Special Event Procedures**

### **Purpose**

Establish clear guidelines for planning, supporting, and managing special events to ensure accountability, efficient coordination, and compliance with City policies.

### **General Information**

All special events on public property must comply with all applicable Lake Elsinore Municipal Code (“LEMC”) requirements, including (without limitation) Chapter 5.108, and County and State laws and regulations. These events are subject to comprehensive review by the City's planning, building, public safety, and emergency management departments. Events on public property typically require more extensive planning and safety measures than those on private property.

A special event on public property must be accessible to the public and provide meaningful benefits to the community. All proposed special events must be clearly detailed on a form provided by the City [LEMC § 5.108.070] and submitted for review and approval to the City Council Special Events Subcommittee prior to any approvals that City Manager may also require before formal authorization. This approval must be obtained before any public space may be used for a special event.

For recurring annual events with no anticipated changes in scope, format, or resource requirements, special event organizers may submit a request for a multi-year approval, allowing for up to two consecutive years of pre-approval.

To ensure a smooth approval process, applicants are strongly encouraged to meet with City staff at least 90 days before the anticipated event date to thoroughly review City requirements and allow ample time for planning and compliance with all necessary regulations. The City Manager has the discretion to approve or deny events on public property.

Events involving 25 or more persons must comply with LEMC § 5.108.040 insurance and indemnification requirements. Applicants for events of less than 25 persons are responsible for repairing any damage to City property caused by their event. If the applicant fails to make the necessary repairs, the City may complete the repairs and bill the applicant for all associated costs. The City has sole authority to assess the damage, determine the required repairs, and ensure the property is restored to its original condition. All repairs must meet the City's standards and approval. Failure to comply may result in additional charges or penalties.

### **Special Event Application Process**

#### **1. Submission Requirements**

A formal Special Event Application complying with LEMC § 5.108.070 must be submitted to the City Manager's office at least 60 days before the proposed event date. City staff will review the application and forward it to the Special Event Subcommittee. Please note that due to other

events or construction there are blackout dates for certain public property. The following criteria must be met:

- A. **Public Benefit:** The event must be open to all members of the public and demonstrably benefit the community at large, fostering inclusivity and community engagement.
- B. **Alignment with City Goals:** The event should support the City's strategic objectives, such as promoting economic development, enhancing cultural or recreational opportunities, or advancing civic pride.

## 2. Application Review Process

- Upon submission, all Special Event applications will be reviewed by City staff within 10 business days (Monday through Friday, excluding holidays).
- During this review process, City staff will assess the application in detail and may identify additional questions, clarifications, or requirements necessary for the event's approval. A comprehensive list of these items will be provided to the applicant within 15 business days of the application's submission.
- Applicants will then have 5 business days to respond and address all questions or fulfill the requirements outlined by staff. The applicant must meet these conditions promptly to avoid delays in the approval process.
- If after two re-submittals staff and the applicant are unable to agree on every item, the application will be forwarded to the Special Events Subcommittee for review, approval, approval with conditions or denial.
- If the applicant fails to fulfill all requirements within the allotted timeframe, the application will not proceed to the City Manager until all conditions have been met. Delays in addressing requirements may postpone the event's approval process, potentially impacting the proposed event timeline.

## 3. Disputes, Approval and Event Monitoring

- Should the applicant disagree with the conditions (or the denial) placed on the event by staff, the subcommittee and/or the City Manager, the applicant may appeal to the full City Council. A fee of \$616.65 shall accompany a completed appeal form and reason for the request. The item will then be set for the next available City Council meeting.
- If the City Manager approves the application for a Special Event, an Administrative Temporary Use Permit (TUP) will be issued to the applicant within 72 hours of City Manager approval. The TUP will outline all event details, including specific requirements, conditions, and responsibilities the applicant must follow to ensure the event's success and compliance with City regulations.
- City staff will monitor the event to ensure it adheres to the approved TUP and operates in a safe, organized, and compliant manner. During the event, City staff will assess for any deviations from the approved plan, safety concerns, or other issues that could compromise the event's integrity or public safety. In such cases, City staff reserve the authority to suspend or shut down the event immediately to protect attendees and the community.

To prevent disruptions, the applicant must strictly adhere to the approved event plan and all TUP conditions. If any changes to the event are necessary, the applicant must communicate these changes to the City immediately for review and approval. Failure to report changes or comply with TUP requirements could result in cancellation or termination.

By maintaining open communication with City staff and following the established guidelines, the applicant can ensure a smooth and successful event while meeting all City requirements.

### **Responsibilities of the Event Organizer**

#### **Compliance:**

- Ensure adherence to all City policies, laws, and ordinances and County and State laws and regulations.
- Obtain all necessary permits and licenses per the timelines as provided by the City. For example, the earliest you can apply for a temporary Alcohol Beverage Control (ABC) permit is 30 days.
- Parades shall also include following City Ordinance Number 808 adopted 1987 and codified in LEMC Chapter 10.32.

#### **Coordination:**

- Collaborate with City departments for logistical support, such as public works, police, and fire services.
- Events impacting or utilizing CalTrans on and off ramps require California Highway Patrol (CHP) coordination and will incur costs on the event organizer, as they require payment directly.

#### **Communication:**

- Provide regular updates to the City Manager (or his/her designee).
- Address community concerns and provide clear points of contact for public inquiries.

### **Emergency and Contingency Plans**

All events must include contingency plans for severe weather, security incidents, and medical emergencies. Coordinate with local law enforcement and emergency services as required.

### **Public Safety Fee Disclosure**

The rates for services provided by the Riverside County Sheriff's Department and the Riverside County Fire Department are set and approved by the Riverside County Board of Supervisors. City Staff, the City Manager and the City Council do not have the authority to modify those hourly rates.

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By adopting these procedures and protocols, the City of Lake Elsinore implements LEMC Chapter 5.108 and ensures that special events align with community goals, operate effectively, and adhere to high standards of safety and accountability. In the event of a conflict between these procedures and LEMC Chapter 5.108, the latter will govern.