



**CITY OF SALINAS**  
**LIBRARY AND COMMUNITY SERVICES COMMISSION**

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**DATE: AUGUST 10, 2022**

**FROM: KRISTAN LUNDQUIST, LCS DIRECTOR**

**TITLE: REVIEW AND UPDATE OF ARTICLE I-C TO CHAPTER 30 OF THE SALINAS MUNICIPAL CODE (SPECIAL EVENTS)**

RECOMMENDATION:

Receive report and provide feedback.

BACKGROUND:

On August 27, 2007, the City Council adopted an Ordinance adding Article I-C to Chapter 30 of the Salinas Municipal Code to define and to regulate special events held within the City of Salinas. Over the last ten years, there have been a variety of concerns raised by event organizers regarding the process and requirements set forth in Article I-C.

In 2019, staff began a review of the existing Ordinance and requirements for special events occurring within the City limits. After an extensive review, staff is recommending that Article I-C of Chapter 30 be revised including changes to the definition of a special event. The major changes to the revised ordinance are listed below:

| 2007 Adopted Ordinance                            | 2022 Draft Ordinance                                       |
|---|--|
| Minor Event (less than 50 people) vs. Major Event | 150 people or more on or creating impacts to City property |
| All Events Require Special Event Permit           | Exception for existing permit, lease, or contract          |
| Submittal deadline 30 days in advance of event    | Submittal deadline of 45 days advance of permit            |

Other changes include clarification of what information is needed in the special event application, formally establishing no application fee for bona fide non-profit organizations and some other minor clean up items.

Events with fewer than 150 people occurring on any park site, will be subject to an established park permit process.

The goal of revising the Ordinance is to streamline the process and encourage community special events while ensuring safety and mitigating any risk to the City.

The attached Ordinance revision was distributed to the City's Special Event Committee for review and feedback at the end of 2021. The City Attorney and the Library & Community Services Director has reviewed their feedback and incorporated it into the draft Ordinance revision.

Staff has initiated an outreach and engagement strategy to see input from event organizers on the update. The Draft Ordinance was distributed to 100 event organizers who participated in the special event permit process between 2019 to present asking for feedback. In addition, a virtual community meeting will be held on August 16, 2022. Ultimately, staff plans to introduce the draft Ordinance changes at the City Council meeting of September 6, 2022.

#### CEQA CONSIDERATION:

*Not a Project.* The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

#### STRATEGIC PLAN INITIATIVE:

The update of the special event ordinance supports the following strategic goals:

- Effective and Culturally Responsive Government
- Public Safety

#### DEPARTMENTAL COORDINATION

Staff from Library & Community Services has coordinated with the City Attorney and all Departments representatives to the Special Events Committee have reviewed the draft revised Ordinance and provided feedback.

#### FISCAL AND SUSTAINABILITY IMPACT:

There is no fiscal impact.

#### ATTACHMENTS:

2007 Adopted Article I-C  
Draft Revised Article I-C