

PW Staff Guidelines for Implementation of Proposed Revisions

Special Events on Public Roadways

Proposed Modifications

1. On arterial roads (State highways, Silverado Trail, Petrified Forest Road, Wooden Valley Road, Devlin Road, Kelly Road and American Canyon Road)
 - a. Maximum 2 per (calendar) month
 - b. Maximum 1 per weekend (Saturday-Sunday)

The limitation will be evaluated “on any given piece of road.”

 - For example, if one event is on Silverado Trail between Calistoga and Crystal Springs, and another is on Silverado Trail between Yountville and Napa, these are not on any of the same segment of the road, and they would not count against each other in evaluating this limit.
 - However, if one event is on Silverado Trail between Calistoga and Rutherford, and another is on Silverado Trail between Deer Park and Napa, these overlap on the segment between Deer Park and Rutherford. They would be evaluated against the limits in (a) and (b) above.
2. No road closures on arterial roads, for events less than 1,000 participants (will likely only affect the Inline Skating)
3. Date reservations
 - a. Applicants may reserve a date with a written request up to 1 year in advance (email OK). Request must include the date, number of participants, and the event course.
 - b. Reservation deposit, equal to ½ of application base fee, required no less than 6 months in advance (\$350) or request for fee waiver
 - c. Complete application, including balance of application base fee, required no less than 90 days in advance
4. Notification requirements
 - a. Place signs along event course – will be applied in permit conditions. Signs must indicate name of event, date, time, and contact info for organizer
 - b. Nixle – 1 week before and 2 days before
 - c. Website – show course on GIS and link to info including route map
5. Fees – Reservation deposit required 6 months in advance. Waiver request must be submitted with reservation deposit. Balance of application base fee, plus cleaning deposit, due with application; we will bill for hourly costs (Nancy, Mike, Steve, Rick, EMS) – minimum billing 15 minutes.

Review course after event and either refund deposit or bill against it to clean up.
6. Liability – copy of event waiver form will be required with application
7. EMS requirements – must be satisfied prior to issuance of permit
8. Cleanup – cleaning deposit will be collected with application. Crew will inspect course during week following event and staff will arrange for refund of deposit if applicable.

Timeline

1. Events planned between March 10 and June 10, 2016

Following the effective date of the ordinance (March 10), these events:

- Need to reserve their date with a written request, if they have not already done so.
- They will not be subject to the requirement for a deposit, since it is not possible to meet this requirement.
- A complete application must be received no less than 60 days prior, per current ordinance

2. Events planned between June 10, 2016 and September 10, 2016

Following the effective date of the ordinance (March 10), these events:

- Need to reserve their date with a written request, if they have not already done so.
- They will not be subject to the requirement for a deposit, since it is not possible to meet this requirement.
- A complete application must be received no less than 90 days prior

3. Events planned between September 10, 2016 and March 10, 2017

Following the effective date of the ordinance (March 10), these events:

- Need to reserve their date with a written request, if they have not already done so.
- They will be subject to the requirement for a deposit, no less than 6 months prior.
- A complete application must be received no less than 90 days prior

4. Events planned after March 10, 2017

Following the effective date of the ordinance (March 10), these events:

- Need to reserve their date with a written request.
- They will be subject to the requirement for a deposit, no less than 6 months prior.
- A complete application must be received no less than 90 days prior

Each time an event organizer submits a written request, including the date, route and number of participants, the Senior Office Assistant in Roads will send them a reply which says, "We have received your request and placed your event on the calendar. We will look forward to receiving your complete application package no later than [date based on the timeline provided above], (although earlier would be welcome)." SOA also creates a folder for the event in the shared drive under Roads\Special Events\[appropriate year]. Save the response email in this folder as 1st entry.