



# REPORT TO LAW & LEGISLATION COMMITTEE City of Sacramento

915 I Street, Sacramento, CA 95814-2604

STAFF REPORT  
December 4, 2012

Honorable Members of the  
Law and Legislation Committee

**Title:** Proposed City Code Amendments Related to Produce Stands (M12-004)

**Location/Council District:** Citywide

**Recommendation:** To amend the city Code to modify regulations regarding the growing and sale of produce on private property in the City of Sacramento in order to increase the availability of fresh fruits and vegetables per the City's ongoing healthy living initiatives.

**Contact:** Joy Patterson, Principal Planner, (916) 808-5607

**Presenter:** Joy Patterson, Principal Planner, (916) 808-5607

**Department:** Community Development

**Division:** Planning

**Organization No:** 21001221

**Description/Analysis:**

**Issue:** At the City Council meeting of September 13, 2011, Council member Schenirer requested that Community Development Department staff prepare a report for the Law and Legislation Committee on farm stands. Over the past several years there has been an increase in the discussion on healthy living initiatives resulting in an interest by council members and citizens alike in having increased availability of fresh fruits and vegetables to people who live and work in Sacramento. One of the results of this interest was the adoption of the community garden ordinance in the summer of 2011. Council member Schenirer requested that the city staff continue to look into this issue and bring back to the committee a discussion on food stands as they relate to the Zoning Code (Title 17 of the City Code).

**Committee/Commission Action:** The Law and Legislation Committee discussed current areas where food stands are permitted on private property and potential changes to the Zoning Code at their June 19, 2012 meeting (see Attachment A Discussion Paper on Food Stands).

At the meeting committee members also asked staff was also a to evaluate the City's

process for facilitating the placement of produce/food stands in public spaces. Committee members were interested in knowing the process related to permitting such events, ensuring that the City departments communicate seamlessly, and whether costs or process deter participation. Staff was asked to report back to the committee on a comprehensive program that included both public and private property.

**Public Property Process:** The City hosts more than 500 public special events annually that contribute to the community's spirit and vitality. In 2010, the City's Parks and Recreation Department created an "Event Planning Guide" to help the public better understand and navigate the special event planning and permitting process. This one-stop-guide (see Attachment B) includes information about hosting events in public spaces and the related planning issues that are sometimes necessary such as traffic control, trash disposal, etc.

On October 9, 2012, the City Council updated the City's special event ordinance and fees resolution. Included in this update was a "Farm Market" permit fee of \$250 annually per location. Previously, the fee resolution required Farmer's Market vendors to pay \$250 per event. The Event Planning Guide is currently being updated to reflect the Council's changes. There may be value in developing a "Farm Stand" definition and associated fee in the future.

Most of the 500 permits related to use of public spaces used for special events inside the City are processed by the Department of Parks and Recreation "Special Event" staff. The only exceptions relate to the specific use of the City Hall Facility/Grounds which are processed by the City Hall Facility Manager and events in Old Sacramento which are processed by the Old Sacramento Historic District Office.

**Proposed Zoning Code Amendment for Private Property:** As part of the Zoning Code update staff has begun to make changes to the Zoning Code that include the items outlined in the discussion paper presented to the committee on June 19<sup>th</sup>. The specific code amendments are summarized in Attachment C. The Zoning Code update is tentatively scheduled to be reviewed by the City Council in March 2013.

**Policy Considerations:** The City of Sacramento 2030 General Plan policies encourage a healthy lifestyle for Sacramento residents to improve overall public health. The Public Health and Safety Goal 5.1 states that a goal of the General Plan is to: "Improve the provision of human services and promote public health and safety."

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** Because this report concerns general policy and procedure making, CEQA does not apply per Section 15378(b)(3), which states that continuing administrative or maintenance activities, which are not conducted in conjunction with a project subject to CEQA review, are not considered to be "projects" and are therefore exempt from CEQA.

**Sustainability Considerations:** See policy considerations above.

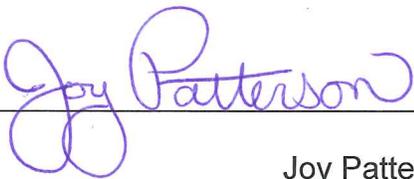
Produce Stands  
(M12-004)

December 4, 2012

**Rationale for Recommendation:** The proposal to amend the Zoning Code is consistent with General Plan policies to promote a healthy lifestyle for residents of the City of Sacramento.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None

Respectfully Submitted by:   
Joy Patterson  
Principal Planner

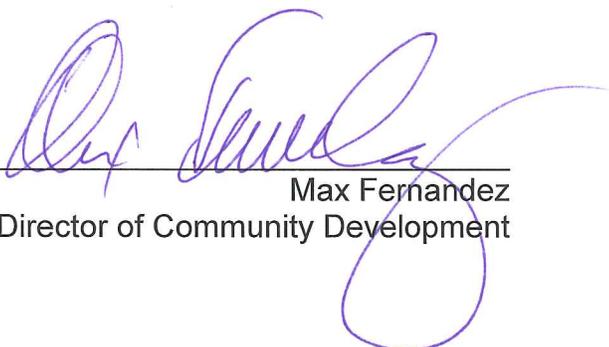
Approved by:   
Max Fernandez  
Director of Community Development

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## ATTACHMENT A

### DISCUSSION PAPER ON FOOD/PRODUCE STANDS

#### Existing Regulations

Title 5 of the Sacramento City Code (Business Licenses and Regulations) regulates the location of **outdoor vending** and requires, except in certain circumstances, that the sale of any food, drink or merchandise be from inside a fully enclosed building. Under the exceptions, the City does exempt: 1) The display of merchandise outside a fully enclosed building, in association with a business where purchase of such merchandise ordinarily takes place within the building; 2) Fruit and vegetable stands possessing a valid special permit from the City Planning Commission and authorization from the California Department of Agriculture. 3) Fund-raising activities conducted by organizations exempted that are also exempted from the City's business operations tax requirement; and 4) Flea markets. Title 5 also contains the regulations for entertainment permits. Non-profit organizations that have outdoor sales as a special event are eligible to apply to the City for an event permit under this section of the code.

The City of Sacramento Zoning Code (Title 17) currently allows **Produce Stands** in almost all zones with a Planning Commission Special Permit. The code does not define a produce stand and, to staff's knowledge, no one has ever applied for a special permit for a produce stand.

The recent ordinance amendment related to **community gardens** also permits, by right, the incidental on-site sale of fruits, vegetables, flowers, or herbs grown in the community garden.

The City also allows people to **garden at their place of residence**, which would include the growing of food products. This is not a specific line in the land use chart but would be considered part of the landscaping at a residence. The City Code requires that landscaping, in general, be appropriately maintained. Under **the home occupation permit regulations** of the City (17.224.010) the City does not permit a home occupation that involves food handling, processing or packing. This prohibition does not apply to occupations that are office use only or involve the use of commercially prepackaged foods where the foods are not removed from the packaging. Technically a person in a residential zone would also be permitted to apply for the special permit for a produce stand mentioned above.

**Restaurant operators** have asked if they are permitted to have a **garden** to grow food products. Again, if the garden is on the same property as the land use and incidental to the primary use of the property, this would be considered part of the landscaping of the site. As noted above, the landscaping must be appropriately maintained and the city would not be regulating the use of items grown in a garden for use in the restaurant. That is the purview of the appropriate county, state and federal agencies. If a restaurant chef wanted to use plants grown at an off-site garden, he/she would need to be part of a community garden or have the garden in

an agricultural zone if it was in the city limits.

The land use chart also has a category of **Food store/grocery/deli**. There is not a definition for this land use category in the Zoning Code. However, common usage of the term grocery store is a retail store that has a combination of fresh and pre-packaged foods. There is no category on the land use chart that discusses the exclusive sale of fresh foods, vegetables only, meat only or flowers only. A grocery store or food store, as other stores, is inside of a building and the land use is required to meet the development standards found in the Zoning Code. However, as noted above, grocery items can be displayed outside the business establishment if the purchase of such merchandise ordinarily takes place within the building. The City does not regulate the health aspects of food preparation and sales; that is the responsibility of other county, state and federal agencies.

Temporary or permanent, outdoor or indoor **farmer's markets, flea markets, produce markets, bazaars, and open-air markets** currently can legally operate in the city under a variety of options including:

- Farmer's markets on city property in City parks or other government property (Title 5 and/or exempt from the City's zoning regulations)
- Special event permits (Title 5)
- Outdoor amusements (special permit required by Zoning Code)
- Flea Market (Planning Commission Special Permit required by the Zoning Code)

### **Possible Changes to the Zoning Code**

It has been a trend the past several years, from the Federal government down to the local level, to find ways to make fresh and healthy food available to people in their local communities. There are revisions to the City's zoning regulations that could be made to assist people to have greater access to locally grown and fresh food and also clean up portions of the code so it is current with today's standards. Planning staff recommends a work program to amend the Zoning Code in the following areas:

#### **1. Produce Stands**

- a. Currently the Zoning Code land use chart has the category of "produce stand". There is not a definition in the code. Recommend adding a definition that indicates that a produce stand, also known as a farm stand, is a stand used for the sale of agricultural products grown on the subject property.
- b. Allow a produce stand by right in the Agriculture (A) zone for products grown on site if the stand is 120 square feet or less (would not require a building permit). If over 120 square feet a Zoning Administrator's Special Permit would be required.

- c. Require a Zoning Administrator's Special Permit for a produce stand in the Agricultural-Open Space zone. (The A-OS zone allows very few structures, all require some type of special permit review.)
- d. Do not permit a produce stand, as defined, in any other zone.

**2. Growing fruits, nuts and vegetables at the home**

- a. No change is proposed. As noted above, people can grow vegetables at their home in a garden. They can also have a home occupation for an office to run a business which involves the sale of food. The Zoning Code would continue to prohibit the growing of food on a residential piece of property and offering it for sale on the same property. However, if a person chose to supply, by selling or giving away, home-grown produce to an offsite location, such as a local grocer or restaurant or other retail site, the Zoning Code would not regulate. That would not exempt a person growing items at their home, however, from meeting all applicable county, state and federal health regulations if the items were sold or given away off-site. The Zoning Code would still allow the incidental on-site sale of fruits, vegetables, flowers or herbs grown in a community garden at the community garden site.

**3. Growing fruits, nuts and vegetables on commercial and industrial property as landscaping**

- a. No change is proposed. There is no prohibition from locating fruit or nut trees or fruit or vegetable plants in commercial or industrial landscaping as long as the property is kept in a weed-free non-blighted condition per the requirements of Title 8 of the City Code (Health and Safety). The sale of any products grown on the site, however, would still be prohibited. As a business, farming is a permitted use in only the Agriculture and Agriculture-Open Space zone.

**4. Food Store**

- a. The sale for profit of crops, fresh food, vegetables, meat, flowers, in non-residential zones on private property in an indoor "farmer's market" type setting should not be considered differently from the sale of food in a food or grocery store type setting. Under this scenario the sale of food inside a building where there are multiple vendors would be treated the same as the sale of food at, for example, a Save Mart or Raley's and fall under the land use category of food store/grocery/deli. The hours of operation would not be regulated by the Zoning Code so the sale of food could be a seven day a week operation like a traditional grocery store, or take place only a couple of times a week or a month. Food could be sold outside the building if

in conjunction with the inside operation and in accordance with the regulations found in Title 5 of the City Code. The definition of a retail food/grocery store could be added to the definition section of the Zoning Code to clarify this use. The sale of the food, of course would still be subject to all applicable federal, state and local health regulations.

#### **5. Flea Markets and Outdoor Markets**

- a. Traditional grocery stores sell non-food products as well as food. The Zoning Code does have a land use category of flea market, which is defined as an indoor or outdoor “occasional or periodic market...where space is rented by two or more vendors to offer new or used goods, wares, merchandise, or limited services for sale to the general public.” At these venues, often food products are sold along with new goods and old goods. It may be time to consider these indoor markets, bazaars, antique malls, consignment shops and the like as retail uses, falling under retail store zoning and parking regulations.
- b. Outdoor markets on private property, however, could have different land use impacts than indoor retail sales. A definition of outdoor market could be created for the Zoning Code (most probably incorporating elements of the current flea market definition). The outdoor market is a marketplace with individual stalls/vendors. It could include new and used good, fresh food items, pre-packaged food items, flowers. The outdoor market could also be known as a flea market, bazaar, farmer’s market, open-air market, produce market. It could be permanent or occasional. A Zoning Administrator’s Special Permit could be required for the outdoor market use. The permit would regulate/address the issues of:
  - i. Traffic
  - ii. Parking
  - iii. Noise
  - iv. Hours of Operation
  - v. Applicable development standards depending on the location and type of market

#### **6. Sale of produce at hospitals**

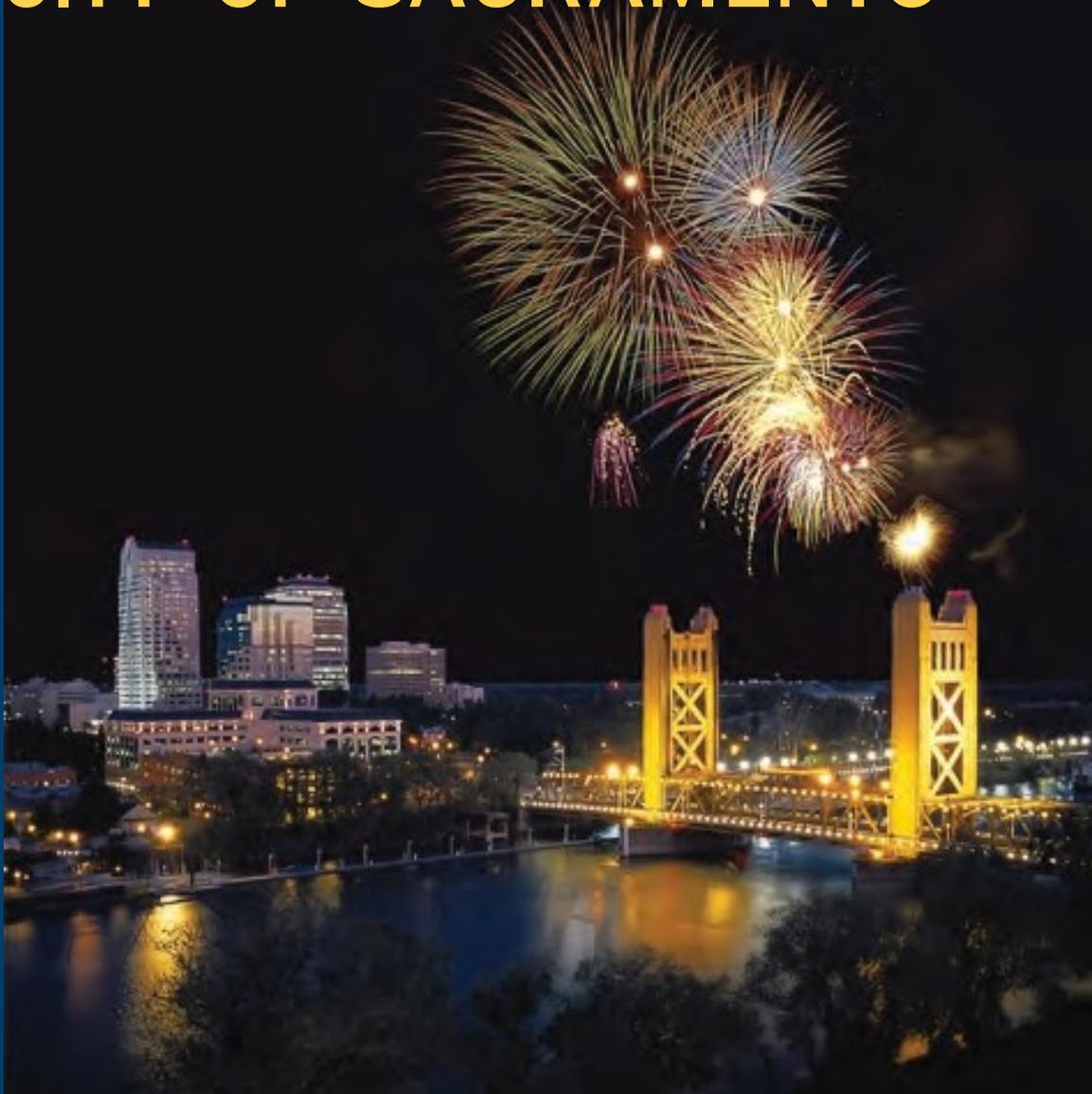
- a. Staff has been approached by the operators of local hospitals who, wanting to promote healthy living, have wanted to have the sale of fresh fruits and vegetables at hospitals during the warm weather months. When staff started to investigate what kind of uses were permitted at a hospital, staff found that retail uses typically found at a hospital, such as the gift shop, restaurant/cafeteria, pharmacy, food

card, were not discussed in the current Zoning Code. A hospital use requires a special permit. Staff recommends that the Zoning Code be modified to permit ancillary retail uses in the hospital zone such as those mentioned above.

# CITY OF SACRAMENTO ATTACHMENT B



## CITY OF SACRAMENTO



## EVENT PLANNING GUIDE



## **WELCOME**

The City of Sacramento is proud to host more than five hundred public special events annually. This packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning process. If along the way you have any questions or concerns about the information provided in this packet, or if there is just something we can do to assist the successful planning of your event, please let us know, our special event staff is here to help.

The City of Sacramento is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see yours succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance with traffic and safety planning, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

After you have developed your special event plan, submit your proposed event description and any supporting documents including a site and traffic control plan for the event to the City of Sacramento along with the City's Special Event Application.

Once you have submitted your application a representative from the City of Sacramento will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses, or needs to be reviewed by our Special Event Review Board.

On behalf of the City of Sacramento we thank you for contributing to the spirit and vitality of our city through the staging of your event. Best wishes for a successful event!

# THINGS TO CONSIDER WHEN PLANNING YOUR SPECIAL EVENT

As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community.

The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic control plan, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event related traffic, and the rerouting of traffic around the closure.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes, churches, schools, businesses or residents?
- How does your event affect public transportation systems, such as the Regional Transit bus and light rail system, freeway and airport access? Are alternate routes available to accommodate daily use of these systems?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood? What type of audience and participant numbers may result from the type of music?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Do your booths block access ramps? Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

Contact Special Event Services at (916) 808-7888 or [specialeventservices@cityofsacramento.org](mailto:specialeventservices@cityofsacramento.org) to schedule a preliminary meeting to discuss your event plans.

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## ADVERTISING

Please ensure that your Special Event Application has been approved by the City before you promote, market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application by the City is neither a guarantee of the date or location nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Special Event Permit.

## ALCOHOL

If you are planning to sell or serve alcohol on public property in the City of Sacramento, you will need to obtain a One Day Alcohol Beverage Permit from the Sacramento Police Department and a Special Daily License from the California Department of Alcoholic Beverage Control (ABC). This license authorizes the temporary sale or service of alcohol for consumption on the premises indicated on the license. Sale or consumption off the premises is strictly prohibited. To qualify for a Special Daily License you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social, or amateur sports organization. Commercial enterprises and caterers are subject to different requirements and should contact ABC, (916) 227-2002, for more information.

To begin the permit process, contact the Sacramento Police Department for a One Day Alcohol Beverage Permit Request. The Sacramento Police Department Office you contact will depend on the location of your event:

### South Sacramento Area

Joseph E. Rooney Police Facility  
5303 Franklin Blvd  
Sacramento, CA 95820  
Phone: (916) 808-6001

### North Sacramento Area

William J. Kinney Police Facility  
3550 Marysville Blvd  
Sacramento, CA 95838  
Phone: (916) 808-6401

Once you obtain your One Day Alcohol Beverage Permit from the Sacramento Police Department, contact ABC, (916) 227-2002, to obtain a Special Daily License. A copy of this license is required to complete your Special Event Permit.

## ☞ Acceptable Locations

- **Streets:** Limited to Business or Entertainment Districts; no more than 20% of the affected area may be residential. All businesses or residential property owners or lessees within the street closure shall give their acknowledgement in writing to the person or organization seeking the permit on a Resident Petition Form (see Attachment I). The name, address, phone number and approval/disapproval of each person who is either a property owner or lessee within the requested area must sign a Resident Petition Form. You must obtain a minimum of 80% approval from these individuals for your permit application to be considered.
- **Parks:** Limited to Community and Regional City parks only. There is a \$25 alcohol surcharge, in addition to park use fees, for alcohol sales/consumption in a City park. In addition, if alcohol is being sold, a Fundraising Permit will be required to exchange money in a City park. The applicant must be associated with a non-profit to obtain a Fundraising Permit. A copy of the benefitting organization's 501(c)(3) document will be required and a letter from the executive director may be requested.

## ☞ Alcohol Sales/Consumption

- All alcohol must be consumed within a fenced "beer garden" (see FENCING for specific fencing

requirements).

- The serving and seating area must be completely fenced, and all exits and entrances must be staffed during serving period.
- Everyone entering the fenced area must be at least 21 years old.
- Someone at least 21 years old must check identification at the entrance.
- Servers must be at least 21 years old.
- Beer cups must be paper or plastic, hold 16 ounces or less, and be distinguishable from soda cups.
- Wine cups may hold no more than seven (7) ounces.
- Patrons may only be served only two (2) drinks at a time.
- Servers may not drink alcoholic beverages while serving.

### 🔗 **First Aid**

If expected attendance is over 1,000 throughout the event, a certified EMT/Paramedic is required on site for emergency medical services. A copy of the contract will be required.

### 🔗 **Insurance**

See INSURANCE for requirements. In addition to the standard requirements, a liquor liability endorsement is also required.

### 🔗 **Required Signage**

As a seller of alcoholic beverages you are required by Proposition 65 to display the following warning sign at point(s) of sale and service. Signs can be obtained from your local distributor.

#### **WARNING:**

Drinking Distilled Spirits, Beer, Coolers, Wine and Other Alcoholic Beverages may increase Cancer Risk, and During Pregnancy, can cause Birth Defects.

### 🔗 **Security**

The hiring of officers from the Sacramento Police Department, a professional security company, or a combination of both is required. See SECURITY for details.

If the event is open to the public, regardless of size, a minimum of two (2) Sacramento Police Officers will be required when alcohol is present. An additional Sacramento Police Officer may be required for every additional 250 attendees.

Contact the Sacramento Police Department, Special Events Unit at (916) 808-0708 to determine costs and make arrangements.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

As the special event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event. Your event must be accessible to persons with disabilities and you should consider the following access as you plan your event:

- First Aid
- Information Center
- Parking
- Paths of Travel (to and from and inside event)
- Restrooms
- Seating
- Signage
- Telephones

- Transportation
- Vendors (food/beverage/merchandise and information)

Information about ADA accessibility can be found at [www.ada.gov](http://www.ada.gov).

## **AMPLIFIED SOUND**

The City of Sacramento has specific guidelines for the use of amplified sound that differ depending on whether the proposed special event will take place on a City street or sidewalk, City Park, or on private property. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

### **Public Street/Sidewalk**

In accordance with City Code 8.68.200, the following activities are prohibited on a City street or sidewalk:

- Yelling, shouting, hooting, whistling, singing or blowing of horns on the public streets, particularly between the hours of 10:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in any office, or in any dwelling, hotel, motel, apartment or other type of residence, or of any persons in the vicinity;
- Any noise emitted from a radio, tape player, tape recorder, record player, compact disc player or any other audible audio equipment, or television outdoors on or in any publicly owned property or place, including but not limited to public parks, when such noise is audible to a person of normal hearing sensitivity 100 feet from said radio, tape player, tape recorder, record player, compact disc player or any other audible audio equipment, or television.

A Special Event Permit is required for any outdoor recreational activity including, but not limited to, athletic events, sporting events, entertainment events and concerts being held on a City street or sidewalk at which amplified noise, amplified music, or amplified sound is created. It is unlawful for sound to exceed the following limits:

- Ninety-six (96) dBA leq during the months of September and October;
- Ninety-eight (98) dBA leq during the months of November through August

The noise, music or sound shall be measured at the sound booth or other reasonable location which is not more than 150 feet from the source.

The amplified sound associated with the outdoor activities shall commence not earlier than 9:00 a.m. and shall be terminated no later than 10:00 p.m. on Sunday, Monday, Tuesday, Wednesday and Thursday and no later than 11:00 p.m. on Friday, Saturday and the day before a Federal holiday.

### **Parks**

In accordance with City Code 12.72.060/12.72.110, the regulations for the use of amplified sound by any person(s) in a public City park are as follows:

- No person shall use any amplified sound without first obtaining an amplified sound permit. This prohibition shall not apply to the use of any radio, tape player, tape recorder, record player or television;
- No person shall use amplified sound except between sunrise and sunset, except at lighted facilities;
- No person shall use amplified sound exceeding a noise level of 86 dBA at a distance of 25 feet from a noise source or sources, or exceed a noise level of 55 dBA on any residential property.

Amplified sound permits are \$25 per hour of amplified sound. Amplified sound is not permitted at all City parks.

↪ **Private Property** *see Entertainment Permits*

## **APPLICATION**

A Special Event Application must be submitted at least 20 business days and not more than two (2) years in advance of the event. It is recommended that you submit your application nine (9) to 12 months prior to your event. If your special event includes park use, you must also submit an Application for Park Use no less than 45 days prior to the requested event date to reserve the park.

## **BANNERS AND SIGNS**

Banners and signs can be a colorful and cost-effective way of promoting your special event. In accordance with City Code 5.148.600 a permit is not required for temporary signs not exceeding four (4) square feet in area pertaining to drives or events of civic, philanthropic, educational or religious organizations, provided that such signs are posted only during such drive or no more than 30 days before such event and are removed no more than 15 days after such event.

If your sign exceeds four (4) square feet or you wish to place a banner, please call the Community Development Department through the City Operator at 311 (within the City) or (916) 264-5011 (outside of the City) or email [signs@cityofsacramento.org](mailto:signs@cityofsacramento.org) for permit information.

## **BROADCASTING**

A Broadcast Permit issued by the Police Department is required if sound is to be broadcast from a moving vehicle. The term broadcasting applies to any sound audible more than five (5) feet from the vehicle. For more information please contact the Police Department at (916) 808-0700.

In accordance with City Code 10.60.060, the guidelines for broadcasting from a moving vehicle are as follows:

- Only the sounds of the human voice or music shall be broadcast when using electrically amplified sound equipment;
- Broadcasts shall be made only between the hours of 10:00 a.m. and 6:00 p.m.;
- No broadcast shall be made while the broadcast vehicle is stopped, unless the broadcast vehicle is stopped or impeded by traffic; or, unless it is reasonably necessary to deliver a message of reasonable length; or unless an address of sustained reason made by human voice would otherwise be impossible; provided that, under no circumstances shall a broadcast be made while the broadcasting vehicle is in a stationary position in a residential area;
- No broadcasting vehicle shall impede, obstruct, or hinder the flow of traffic on any public street, thoroughfare or alley within the city;
- Broadcast vehicles shall comply at all times with all applicable parking and vehicle regulations set forth in this title, and with all applicable provisions of the Vehicle Code;
- No broadcast shall be made within 200 yards of any school, church, courthouse, hospital or any other institution in which sick people are treated or cared for;
- No broadcast shall be made which is audible at a distance in excess of 400 feet from the broadcasting vehicle. The volume of sound shall also be controlled so that it is not unreasonably loud, raucous, or disturbing to persons or domestic animals within the permissible area of audibility;
- No obscene or profane speech shall be broadcast;
- No sound shall be broadcast in or around any vicinity in which the Police or Fire Departments are conducting emergency operations nor shall any broadcast be made which interferes with, or hinders, the operations of such departments.

## **CARNIVALS/CIRCUSES**

All carnivals and circuses are required to be permitted by the Fire Department. The following information is required before an inspection can be requested:

- Site plan;
- Date and time of set-up;
- Days and time of event;
- Certificate of Liability Insurance of at least \$1 million.

The permit cost is based on the size of the event and the number of inspectors assigned. For more information please contact Fire Prevention at (916) 808-8623.

## **CONCERT/DANCE *SEE ENTERTAINMENT PERMITS***

## **DEMONSTRATION/PROTEST/RALLY**

Demonstrations, protests and rallies are allowed without a Special Event Permit on public property under the following conditions:

- Protest remains peaceful;
- Amplified sound is not audible from more than 100 feet away;
- Pedestrian/vehicular traffic is not interrupted;
- Streets and sidewalks are not blocked;
- Building entrances remain open.

If any of the above guidelines are violated the Police Department may ask individuals to leave the premises, or take enforcement actions. For any exception to the above, a Special Event Permit is required. For more information please contact Special Event Services at (916) 808-7888 or [specialeventservices@cityofsacramento.org](mailto:specialeventservices@cityofsacramento.org).

## **EQUIPMENT**

The City of Sacramento does not provide equipment. You as the event organizer are responsible for providing your own equipment including any necessary traffic control or safety equipment such as traffic cones, barricades, directional signage, fencing, etc. It is your responsibility to properly place the equipment prior to your event.

## **ENTERTAINMENT PERMITS**

The City of Sacramento, Code Enforcement Department issues permits for events on private property called Entertainment Permits. An Entertainment Permit may be required for a single event, a series of events, or an ongoing activity or business to which the public is invited or allowed to watch, listen, or participate such as:

- Presentations by single or multiple performers, such as hypnotists, mimes, comedians; musical song or dance acts, plays, concerts, any type of contest; sporting events, exhibitions, carnival, rodeo or circus acts, demonstrations of talent; shows, reviews and any other such activity which may be attended by members of the public;
- Dancing to live or recorded music;
- The presentation of recorded music played on equipment which is operated by an agent or contractor of the establishment, commonly known as a "DJ" or "disc jockey."

In accordance with City Code 5.108.040 the following types of entertainment and events are exempt from

an Entertainment Permit, but may require a Special Event Permit:

- Entertainment lawfully conducted at any city park, building or recreational facility;
- Entertainment limited to the use of a radio, music recording machine, juke box, television, video games, video programs, or recorded music by an establishment that does not permit dancing;
- Entertainment provided for invited guests at a private event such as a wedding reception, banquet, or celebration where there is no admission charge;
- Parades;
- Entertainment consisting of ambient or incidental music provided for guests or patrons by musicians such as a piano player, harpist, strolling violinist, mariachi band, guitarist or band. If there is an admission charge required to observe or attend such entertainment, the music will not be considered ambient or incidental;
- Entertainment conducted in any hotel or motel having in excess of 100 rentable rooms or suites;
- Street performers such as musicians, singers or mimes;
- Entertainment conducted or sponsored by any religious organization, bona fide club, organization, society or association that is exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3), when all proceeds, if any, arising from such entertainment are used exclusively for the benevolent purposes of such religious organization, club, society or association;
- Performances by the students at educational institutions as defined by the Education Code where such performances are part of an educational or instructional curriculum or program.

For more information on Entertainment Permits please contact Code Enforcement at (916) 808-8149.

## **FENCING**

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing.

- Fire Prevention will set occupancy load if expected attendance is over fifty (50).
- The number of exits shall be in addition to the main entrance. Two (2) exits shall be provided when the site accommodates fewer than 1,000 persons. Three (3) exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four (4) exits shall be provided when the site accommodates more than 3,000 persons.
- Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Each exit shall have a member of the security staff, or a volunteer assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.

For more information on fencing requirements please contact Fire Prevention at (916) 808-8623.

## **FILM PRODUCTION**

All film and still photography permits are managed by the Sacramento Convention and Visitors Bureau (SCVB). If filming will impact traffic or parking a Special Event Permit may be required.

In accordance with City Code 5.60.020 no person shall use any public property or facility for the purpose of making any motion picture or television production without first applying for and receiving a film permit. For more information please contact the SCVB at (916) 808-7777 or visit [www.discovergold.org/films/permits.cfm](http://www.discovergold.org/films/permits.cfm).

## Exemptions

- Reporters, photographers, or camera persons under the employment of a newspaper, news service, or similar entity engaged in on-the-spot broadcasting of news events concerning those persons, scenes, or occurrences which are in the news and of general public interest;
- Any motion picture or television production at a motion picture or television studio located in the city.

## **FIRE DEPARTMENT REQUIREMENTS**

The Fire Department must review and approve the following items related to your event planning:

- First aid and/or emergency medical services;
- Emergency vehicle access;
- Building access;
- Parade floats;
- Use of an open flame;
- Use of fireworks or pyrotechnics;
- Handling of vehicle fuel;
- Cooking facilities;
- Location of power sources;
- Availability and location of on-site fire suppression equipment;
- Occupancy and spacing of tables or enclosures;
- Use of tents, canopies or any fabric shelters;

The Fire Department may require an inspection at your cost before and/or during the event. For more information please contact Fire Prevention at (916) 808-8623.

## **FIREWORKS**

All pyrotechnic displays are required to be permitted by the Sacramento Fire Department. Only a State of California licensed operator may conduct a fireworks display in the City of Sacramento. The following information is required for a Pyrotechnic Permit:

- A copy of the operators and crew licenses;
- Site plan of shooting area, including fallout zones;
- Show script with a list of product to be used;
- Method of transport and storage plan;
- Proof of public liability and property damage insurance of at least \$1 million.

The permit cost is based on the size of the event and the number of inspectors assigned. For more information please contact Fire Prevention at (916) 808-8623.

## **FOOD BOOTHS**

A County of Sacramento Environmental Health Permit is required to sell or serve food to the public in the City of Sacramento. In addition a City of Sacramento Business Operations Tax Certificate is required to conduct sales.

For information on County requirements, contact the County of Sacramento Environmental Health Department at (916) 875-8440. To obtain a City of Sacramento Business Operations Tax Certificate please contact the City of Sacramento, Revenue Department at (916) 808-8500.

If vendors will be cooking or heating food at your event, an inspection from the Sacramento Fire

Department may be required. The Hot Food Vendor Requirements are as follows:

- The sidewalls, drops and tops of tents and canopies shall be made of flame resistant material or treated with a flame retardant in an approved manner. A California State Fire Marshall tag shall be permanently fixed on the structure.
- A portable fire extinguisher is required for each food booth. The minimum size for the extinguisher is 2A 10B: C (5 lbs). Extinguishers shall have a current California State Fire Marshall tag. The extinguishers shall be attached in an accessible and visible location, between three (3) and five (5) feet above the ground.
- Situate food booths with a minimum of 20 feet of clearance on two (2) sides and at least 20 feet away from any rides or devices.
- Open-flame barbecues cannot be set-up within booth structures and must be at least 20 feet from any structure or combustible materials.
- All gas stoves, BBQ's and burners must be approved by Underwriters Laboratories (UL) or the American Gas Association (AGA).
- Deep fat fryers shall not be used in food vendor tents. If a Deep fryer is to be used it shall be at least 20 feet from the outside wall of the tent. If used in conjunction with a BBQ, it shall be at least three (3) feet way from the BBQ. Deep fat fryers also require the addition of a K TYPE fire extinguisher.
- Fuel tanks shall be stored outside of the structure. The tanks shall also be located away from public access. The size of the tank shall be limited to seven (7) gallons, unless otherwise approved. Fuel tanks shall be secured from falling. Safety release valves shall be pointed away from the structure.

For more information about Hot Food Vendor Requirements or for more information, please contact Fire Prevention at (916) 808-8623.

Each vendor must provide you with a copy of their required documents for your event file. In addition, you are responsible for verifying that each vendor has insurance. You can ask the vendor to provide their own coverage or you can cover them under your own policy. See INSURANCE for requirements.

## **GENERATORS**

- Portable Generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 20 feet from tents or canopies.
- When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can.
- A portable fire extinguisher, minimum 2A 10B: C (5 lbs), with a current California State Fire Marshall tag attached must be on-hand and easily accessible at all times.

For more information please contact Fire Prevention at (916) 808-8623.

## **HEATERS**

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground;
- It can not hold more than seven (7) gallons of fuel;
- A portable fire extinguisher, minimum 2A 10B: C (5 lbs), with a current California State Fire Marshall tag attached must be on-hand and easily accessible at all times.

An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building or tent. For more information please contact Fire Prevention at (916) 808-8623.

## **HELICOPTER/BALLOON LANDINGS**

Helicopter and balloon landings are scheduled through the Fire Department. For more information please contact Fire Prevention at (916) 808-1633.

## **INSURANCE**

General liability insurance coverage, in the amount of \$1 million, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form (see Attachment II for example). Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- The "City of Sacramento" must be listed as the certificate holder with the following address: City of Sacramento, Special Event Services, 4623 T Street, Sacramento, CA 95819.
- An endorsement naming "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as ISO Form CG 2010 (see Attachment III for example). If alcohol will be served, a liquor liability endorsement is also required.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- The certificate of insurance must be filed with Special Event Services ten (10) business days before the event.

If you do not have insurance, the City of Sacramento's insurance broker can place coverage for most special events at reasonable rates. For more information please contact Risk Management at (916) 808-5556.

## **NEIGHBORHOOD BLOCK PARTIES**

Neighborhood block parties, provide neighbors a unique opportunity to gather and create a network of friends rather than mere acquaintances.

Neighborhood Block Parties may not be advertised outside of the affected area and are intended for residents only. A petition signed by 80% of affected residents is required as part of the Neighborhood Block Party Application process.

A street can be closed for a neighborhood block party if it meets the following qualifications:

- The street is a cul-de-sac, dead end, or circular street;
- The section being closed is less than a mile in length and is intersected by two (2) other residential streets.

A street cannot be closed if one (1) or more of the following conditions exist:

- Speed limit on street is greater than 25mph;
- Street is an arterial street with more than two (2) lanes;
- Street has a bus stop.

For more information or to request a Neighborhood Block Party Application, please contact the Department of Parks and Recreation at (916) 808-7888.

## **NOTIFICATION**

A Special Event can change the normal flow of residential or business activity causing a negative impact to the community. As the special event organizer, you are required to notify residents and businesses that will be impacted by your event. Your assigned special event staff will determine the minimum notification area and the type of notification (mailers, flyers, signage or a combination) that is required to obtain a Special Event Permit. If you are closing a street, you may be required to seek written approval from 80% of the businesses or residential property owners or lessees within the requested closure. A Resident Petition Form (Attachment I) may be used to seek 80% approval. Notification is required no later than 10 days prior to the event.

## **OLD SACRAMENTO**

The City's Old Sacramento Historic District Office oversees all permits issued for special events held on public property in Old Sacramento and issues Special Event Permits for some types of events. To ensure that special events planned for Old Sacramento fit the requirements and goals of the historic district, the Old Sacramento Historic District Manager or designee submits all Special Event Permit Applications to the Old Sacramento Event Review Committee for review and comment. The Event Review Committee will consider each application using the following criteria:

- The event should have historical relevance to the area;
- The event should reflect positively on Old Sacramento. It should provide opportunity for public awareness outside of Old Sacramento;
- The event should promote Old Sacramento, enhance business, and not interfere with existing business operations;
- The event should be appropriate in crowd size;
- The event should give evidence of being well organized and should have clear, defined goals; must have one (1) individual to serve as the event coordinator; and must have a business plan;
- The event must be adequately financed and should have evidence of financial responsibility. The event should have a budget and should have ample, capable staffing. The event should be supported by the Sacramento Community;
- The event should be well produced and be clean and attractive;
- The event should be in balance with the calendar of events in Old Sacramento and should focus on off-use periods;
- The event must comply with all City of Sacramento requirements including insurance and city codes and regulations.

It is important that event organizers who are considering Old Sacramento for their event venue understand the challenges, as well as the benefits, of sitting an event in Old Sacramento. Special events can add to the character, vibrancy, and economic synergy of the historic district. But events can also be highly detrimental to any community if the event organizer is not sensitive to the issues and needs of the surrounding neighborhood. Working with the Old Sacramento community stakeholders throughout the event planning process ensures that all Old Sacramento events are successful for everyone involved.

For complete information about locating a special event in Old Sacramento, please contact the City of Sacramento's Old Sacramento Historic District Office at (916) 808-7031.

## **PARADES/STREET CLOSURES/TRAFFIC CONTROL**

"Parade" means any march, demonstration, procession or event consisting of persons, animals or vehicles or combination thereof upon any public street, sidewalk or alley which does not comply with normal and usual traffic regulation or controls.

A site plan outlining your route must be submitted along with your Special Event Application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan (TCP) may be required. The TCP may need to include advisory signs, detours and/or safety equipment. The City's Traffic Engineer will review and approve your TCP before a Special Event Permit will be issued.

The following should be considered when closing a street:

- Type of street closure needed for the event. There are three (3) types of street closures, full street closures, rolling street closures and lane closures.
- Only readily removable barricades may be used for street closures.
- A 20-ft lane of clearance is required for emergency vehicle access at all times.
- In accordance with City Code 12.48.040, the closure of a primary street on weekdays, from 6:30 a.m. - 9:30 a.m. and 4:00 p.m. - 7:00 p.m. is prohibited.

For more information please contact Special Event Services at (916) 808-7888 or [specialeventservices@cityofsacramento.org](mailto:specialeventservices@cityofsacramento.org).

## **PARKING**

When planning a special event it is important to consider the impact your event will have on parking in the area. In some situations a parking management plan will be required if the venue cannot accommodate the expected number of guests. If a parking management plan is required, you will need to identify City owned or private parking lots that will be utilized, a shuttle plan, handicapped parking provisions and/or special parking requests.

The City of Sacramento has a number of Parking Facilities in the downtown area. Discounted event parking or prepay parking may be available for your event. For information on Parking Facilities please contact Off-Street Parking at (916) 808-7475.

You may reserve metered or un-metered parking spaces on a City street for your event. Or, if your street closure denies access to metered or un-metered parking spaces for an extended period of time you are required to post "No Parking/Tow Away" within the street closure. "No Parking/Tow Away" signs must be posted 72 hours in advance of the street closure. If there are meters within the street closure, you are required to purchase each meter. Contact On-Street Parking at (916) 808-2690 to request an On-Street Reserved Parking Application or submit the application online at [www.cityofsacramento.org/transportation/parking/onstreetmeters\\_request.html](http://www.cityofsacramento.org/transportation/parking/onstreetmeters_request.html). Applications must be submitted at least 10 business days prior to the effective date.

## **PARKS**

The City of Sacramento offers many public parks that can be used as the site for your special event. In addition to being beautiful, a City park offers a large, neighborhood-centered venue for your event. If you plan to use a City park, you will need to submit an Application for Park Use at least 45 days in advance of your event.

Once your Application for Park Use has been received, Special Event Services staff will contact you and serve as your primary point of contact for the processing of your permit. This person will review your application, set the requirements and fees and review specific park code and rules applicable to your event. You may be required to submit a Special Event Application in addition to your Application for Park Use at this time.

Commercial activity in any park is prohibited, except by a nonprofit organization pursuant to a fundraising

permit. A copy of your 501(c)(3) status is required to complete the application process if you intend on fundraising.

For more information on City park availability please contact the Department of Parks and Recreation at (916) 808-6060.

### **Parks not included in this process**

Some parks within the City limits are permitted by Agencies other than the City's Department of Parks and Recreation. The following is a list of such facilities with the permitting agency's name and number:

- Discovery Park-County Parks (916) 875-6205
- Saint Rose of Lima Park-Downtown Partnership (916) 442-8575
- Cesar Chavez Plaza-Downtown Partnership (916) 442-8575
- Capitol Grounds-CHP (916) 455-3876
- Waterfront Park and Picnic Park-Old Sacramento Historic District Office (916) 808-7031

## **PRIVATE PROPERTY *SEE ENTERTAINMENT PERMITS***

## **REGIONAL TRANSIT**

Any proposed parade route along or crossing the light rail tracks cannot impede train movements. Trains must be allowed to proceed without interruption. Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated.

Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying Regional Transit's bus ridership will be required.

For more information, please contact Regional Transit, Light Rail (916) 648-8400 or Buses (916) 321-2895.

## **RESTROOM FACILITIES**

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Sacramento recommends one (1) chemical toilet for every 400 people, or portion thereof. In addition, one (1) handicap-accessible toilet must be provided for every 500 expected guests/participants. The number of toilets required is based upon the maximum number at your event during peak time. The total number of toilets required will be determined on a case-by-case basis.

## **RUNS *SEE PARADES***

## **SEARCH LIGHT**

A Search Light Permit issued by the Police Department is required for any type of lights commonly designated as "searchlights" for the purpose of advertising, or any other activity. For more information please contact the Police Department at (916) 808-0710.

In accordance with City Code 8.72.010, the guidelines for operating a Search Light are as follows:

- Searchlights shall not be operated so as to constitute a traffic hazard or a nuisance.
- Searchlights shall be operated so as to avoid directing the beam at any building.
- Searchlights shall be so operated that the beam is not displayed at an angle greater than 45° from the vertical.
- Equipment shall not be permitted between curbs where parking is prohibited.

- Equipment shall not be operated from any sidewalk area.
- Equipment shall not be stored in curb parking spaces when parking time limit is in effect.

## **SECURITY**

In some cases, the hiring of officers from the Sacramento Police Department, a professional security company, or a combination of both may be required by the City in order to obtain a Special Event Permit. The Sacramento Police Department determines the need, number, and type of security personnel based on the following:

- Expected attendance
- Location of the event
- The presence of alcohol
- History of the event
- Nature of the event
- Street closures
- The amount of advertising used for an event

In accordance with City Code 5.100.020, all individuals or companies acting as private patrol or security guards in the City must be on the City of Sacramento Registered Security Patrol List. To be placed on this list or to get a copy of the security list, please contact the Sacramento Police Department at (916) 808-0728.

The Chief of Police, or his/her designee, will make recommendations to the Special Events Services staff on whether officers from the Sacramento Police Department shall be hired to provide security at special events to ensure public safety and the protection of property. Peace Officers from other jurisdictions shall not be used in conjunction with a Special Event Permit within the City limits unless the Chief of Police, or his/her designee, has given prior authorization.

Generally, if you expect fewer than 500 attendees, two (2) security personnel are adequate. An additional security person may be required for every additional 250 attendees.

If you expect more than 3,000 people to attend your event, the Police Department will need a written security management plan. Approval of this plan is required to obtain a Special Event Permit from the City.

## **SITE PLAN**

A detailed site plan of the event venue must be submitted with your Special Event Application. The site plan should include the following:

- Alcohol Service/Sales
- Barriers/Barricades
- Bleachers
- Exit Locations/Emergency Exits
- Fencing
- First Aid
- Food/Cooking Areas
- Freedom of Speech Area
- Generators/Fuel Storage/Electrical Access
- Inflatables/Rides
- Restrooms
- Stages

- Street Closures (include required 20 foot lane of emergency access)
- Tents/Canopies/Booths/Temporary Structures
- Trash/Recycling/Dumpsters
- Vehicles/Trailers

Once the site plan has been reviewed by the appropriate City departments, you may be asked to revise your site plan before a Special Event Permit is issued.

## **STREET CLEANING**

If your special event would benefit from having the streets swept please contact the City's Solid Waste Division at (916) 808-4839.

## **STREET CLOSURES *SEE PARADES***

## **TENTS/TEMPORARY STRUCTURES (*ALSO SEE VENDOR BOOTHS*)**

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Fire Department. The following State Fire Code regulations apply to tents of this size:

### Location:

- Must be placed at least 20 feet from any property line, building, or other tent/temporary structure;
- A fire access roadway, at least 20 feet wide, to each tent must be provided;
- All automobiles or vehicles with an internal combustion engine must be at least 30 feet from any tent/temporary structure.

### Tent Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department-approved manner;
- Proof that materials are fire retardant must be posted on the premises;
- All weeds, vegetation, and combustible wastes must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent.

### Seating:

- Chair rows must be no longer than 15 seats, and aisles must be at least 44 inches wide;
- Chair rows must have 18 inches of clearance front-to-back.

### Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter;
- Exit signs must be hung when occupancy exceeds 50 people.

For more information please contact Fire Prevention at (916) 808-8623.

## **TRAFFIC CONTROL *SEE PARADES***

## **TRASH DISPOSAL**

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the event site better than you found it, you can have a highly beneficial impact on the Sacramento community and establish a good reputation for your event in the future. Should you fail to perform adequate clean-up or damage occurs to City property and facilities, you will be billed at full cost recovery rates plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit for future events.

Recyclables generated at your event (i.e., aluminum cans, glass, cardboard, etc.) need to be recycled. Several organizations provide collection of recyclables at special events. For more information or assistance, please contact the City's Recycling Hotline at (916) 808-4939.

The City's Solid Waste Services Division offers trash removal services for special events. For more information please contact Solid Waste at (916) 808-4839.

## **VENDOR BOOTHS**

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. A City of Sacramento Business Operation Tax Certificate is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Sacramento. To obtain a City of Sacramento Business Operations Tax Certificate please contact the City of Sacramento, Revenue Department at (916) 808-8500.

The following Fire Department regulations apply for structures under 200 square feet in size.

- Booths, canopies, or small tents used for food booths cannot exceed 30 feet in continuous length without a 10-foot clearance between structures;
- No open flame devices may be used within a vendor booth;
- If vendor booths are indoors, booths cannot have overhead coverings;
- See Tents/Temporary Structures for information on tents over 200 square feet.

For more information please contact Fire Prevention at (916) 808-8623.

Each vendor must provide you with a copy of their required documents for your event file. In addition, you are responsible for verifying that each vendor has insurance. You can ask the vendor to provide their own coverage or you can cover them under your own policy. See **INSURANCE** for requirements.

## **WALKS SEE PARADES**

## **CONTACTS**

### **City of Sacramento**

City Operator 311 (within the City) or (916) 264-5011 (outside of the City)  
Community Development Department (Banners/Sign Permits) (916) 264-5011  
Convention Center, Community Center Theater (916) 808-5291  
Convention and Visitors Bureau (916) 808-7777  
Entertainment Permits (916) 808-8149  
Film Commission (916) 264-5553  
Fire Prevention (916) 808-8623  
Memorial Auditorium (916) 808-5291  
Neighborhood Block Party Permits (916) 808-7888  
Old Sacramento Historic District Office (916) 808-7031  
Off-Street Parking (916) 808-7475  
On-Street Parking (916) 808-2690  
Park Reservations (916) 808-6060  
Police Department, Licensing and Permits (916) 808-0700  
Police Department, Central Station (916) 808-4500  
Police Department, North Station (916) 808-6401  
Police Department, South Station (916) 808-6001  
Police Department, Special Events Unit (916) 808-0708  
Revenue Department (916) 808-8500  
Risk Management (916) 808-5556  
Sacramento Marina (916) 808-5712  
Special Event Services (916) 808-7888  
Solid Waste (916) 808-4839

### **State of California**

Alcohol Beverage Control (916) 227-2002  
California State University, Sacramento (916) 278-6011  
CalTrans (916) 654-2852  
California Highway Patrol (916) 861-1300  
State Capitol CHP (916) 445-3876  
Tower Bridge (530) 741-4403

### **Sacramento County**

County Operator (916) 875-5000  
Environmental Health Department (916) 875-8440  
Parks Department (916) 875-6961  
Park Rangers (916) 875-6672  
Sheriff Department (916) 874-5115  
Traffic Department (916) 875-5123

### **Other Sacramento Agencies**

ARCO Arena (916) 928-6900  
Cal Expo (916) 263-3075  
Downtown Partnership (916) 442-8575  
Downtown Plaza (916) 442-4000  
Los Rios Community College District (916) 568-3041  
Regional Transit, Light Rail (916) 648-8400, Buses (916) 321-2895

## FEE SCHEDULE

### Special Event Application Fee

- Less than 500 spectators and/or participants – \$75
- 500-3,000 spectators and/or participants – \$200
- More than 3,000 spectators and/or participants – \$350

### Parks and Recreation Permit Fees

- Amplified Sound – \$25 per hour (price does not include electricity or sound equipment)
- Amphitheater – \$50 per hour (price includes electricity, but not Amplified Sound Permit)
- Alcohol Surcharge – \$50
- Jump Tent Permit – \$25 per unit
- Light Fee – \$25 per hour
- Park Event Fees:
  - Small (200-500 guests)  
Event Fees with fundraising \$240 per day / Event Fees without fundraising \$140 per day
  - Mid-Size (501-3,000 guests)  
Event Fees with fundraising \$590 per day / Event Fees without fundraising \$245 per day
  - Large (3,001+ guests)  
Event Fees with fundraising \$1,350 per day / Event Fees without fundraising \$585 per day
- Non-Refundable Application for Park Use Fee – \$5
- Neighborhood Block Party Application Fee – \$25

### On-Street Parking Fees

- Bagging/Posting Fee: \$50 first meter/parking space, \$5 each additional meter/parking space
- Daily Fee: \$6 per meter per day

### Sacramento Police Department Fees

- Broadcasting Permit – \$15
  - Searchlight Permit – \$15 per night per light
- Police Officers are billed at the following rates:
- \$68 per hour for an officer, four (4) hour minimum
  - \$83 per hour for a sergeant, four (4) hour minimum
  - \$35 per vehicle, per day

### Fire Prevention Fees

- Carnival/Circus Permit – \$379
  - Fireworks Permit – \$394
  - Tent Permit – \$188
- Fire Prevention Officers are billed at the following rates:
- \$129 per hour, three (3) hour minimum

### Convention and Visitors Bureau Fees

- Film Permit – \$100

### Code Enforcement Department

- Special Entertainment Permit (one-time event) – \$702
- Entertainment Permit (on-going entertainment; two-year permit) – \$1,428
- Entertainment Permit Renewal (two-year renewal) – \$743

All fees effective July 1, 2010. All fees are subject to change.

CITY OF SACRAMENTO Kevin  
Johnson, Mayor

CITY COUNCIL Angelique Ashby,  
District 1  
Sandy Sheedy, District 2  
Steve Cohn, District 3  
Robert King Fong, District 4  
Jay Schenirer, District 5  
Kevin McCarty, District 6  
Darrell Fong, District 7  
Bonnie Pannell, District 8

Gus Vina, Interim City Manager

DEPARTMENT OF PARKS AND RECREATION COMMISSION

George Azar - District 1  
Jonathan Rewers, Chair - District 2  
Jeff Harris - District 3  
Cindy Cooke, Vice Chair - District 4  
Malachi Smith - District 5  
Dave Tamayo - District 6  
Darrel Woo - District 7  
Virginia Guadiana - District 8  
Jay Hansen - At Large David  
Heitstuman - At Large Brandon  
Beaver - Mayoral

James L. Combs, Director  
Department of Parks and Recreation

**ATTACHMENT C**

**Proposed Amendments to Sacramento City Code for Produce Stands,  
Indoor Retail Sales & Outdoor Markets**

**1. DEFINITIONS Title 17.16**

**Add definition Outdoor Market**

“Outdoor market” means a marketplace, not confined to a building, with one or more individual stalls/vendors, that sell products such as new or used good, wares, merchandise, limited services, fresh food items, pre-packaged food items, flowers and/or plants. The outdoor market may be permanent or a periodic/occasional event. Also known as a flea market, outdoor bazaar, farmer’s market, open-air market, produce market, community market. Businesses, as excepted in Title 5.88.200, displaying merchandise outside a fully enclosed building in association with a business where purchase of such merchandise ordinarily takes place within a building is not considered an outdoor market.

**Change current definition of Retail Store to add wording**

“Retail stores” mean establishments engaged in selling goods or merchandise to the general public for personal or household consumption or use. ~~Membership type stores are included.~~ Goods or merchandise may be new or used. The establishment is usually a place of business that promotes itself to the general public; the business usually buys and receives merchandise, as well as sells it; the business may process or manufacture some of the products, such as a jeweler or bakery, but such processing or manufacturing is incidental or subordinate to the selling activities; retail establishments sell to customers for their own personal or household use. **Membership type stores, indoor markets, bazaars, antique malls, consignment shops, thrift stores, secondhand stores, are included in the retail stores category.**

**Change current definition of Major Medical Facility to add wording**

1. “Major medical facility” means an institution which provides intensive supervision and/or medically supervised treatment to patients who are generally nonambulatory. This category shall include general and special hospitals, children’s treatment centers, extended care facilities for treatment and convalescence, and nursing homes as defined in Health and Safety Code Section 430.12. **Ancillary retail uses, such as gift shops, restaurants/cafeterias, pharmacies, food carts, produce sales/stands, are permitted.**

**Add Produce Stand Definition**

“Produce stand” means a retail stand for crops grown on-premise. A produce stand is ancillary to the primary use of the property.

### **Add Community Market Definition**

“Community Market” means a temporary outdoor market, covering an area 500 square feet or less, which sells agricultural products and meets development standards. A community market is ancillary to the primary use of the property.

## **2. AMEND TITLE 5.88.200**

### **5.88.200 Certain activities or businesses excepted**

The prohibition of Section 5.88.190 of this chapter shall not apply to the following activities or businesses when conducted in a zone where such sale or display is permitted as a matter of right pursuant to the city’s comprehensive zoning ordinance:

- A. Display of merchandise outside a fully enclosed building, in association with a business where purchase of such merchandise ordinarily takes place within the building;
- B. Automobile, boat, trailer, camper, motorcycle and construction equipment sales and rentals;
- C. Retail lumber yards;
- D. ~~Fruit and vegetable~~ **Produce** stands possessing a valid special permit from the city planning and design commission **established in accordance with the provisions of Title 17** and obtaining **any necessary** authorization from the California Department of **Food and Agriculture and the Sacramento County Environmental Management Department**;
- E. Horticultural nurseries;
- F. Vending machines, when located in service stations, motels, and other “drive-in” businesses;
- G. Gasoline pumps, oil racks and accessory items when located on pump islands;
- H. Christmas tree sales;
- I. Fireworks sales;
- J. Yard sales (maximum one per calendar year not to exceed two consecutive days);
- K. Sale of newspapers, books, periodicals and other printed materials;
- L. Mobile health and veterinary clinics;
- M. Fund-raising activities conducted by organizations exempted from the business operations tax by Section 3.08.030 (B) of this code.
- N. ~~Flea markets~~ **Outdoor markets possessing a valid Zoning Administrator’s special permit.**

## **3. LAND USE CHART**

**Delete following categories from land use chart:**

- Flea Market
- Food store/grocery/deli
- Secondhand store

**Add/modify the following categories in the land use chart**

- Community Market in Commercial land use chart – footnote 89 in RE, R-1,R-1A,R-1B,R-2,R-2A,R-2B,R-3,R-3A,R-4,R-4A,R-5,RMX,RO,HC,SC,C-1,C-2,C-3,C-4,M-1,M-1S,M-2,M-2S, SPX
- Outdoor Market in Commercial land use chart – footnote 90 in RMX, HC, SC, C-1, C-2, C-3, C-4, M-1, M-1S, M-2, M-2S, SPX & A zones
- Move Produce Stand from Commercial chart to Agricultural chart – footnote 91 in A and A-OS zones

**Add the following footnotes**

- #89 - In the RE, R-1, R-1A, R-1B and R-2 zones the use is permitted subject to a Community Market Permit issued by the Planning Director and the development standards listed below if the primary use on the property is not a single family or two family home. In the R-2A, R-3,R-3A,R-4,R-4A,R-4,RMX,RO,HC,SC,C-1,C-2,C-3,C-4,M-1,M-1S,M-2,M-2S,and SPX zones the use is permitted subject to a Community Market Permit issued by the Planning Director and the following development standards:
  - The use shall be ancillary to the primary use of the property.
  - The use shall be located on an improved surface, such as a parking lot. If located in a parking lot the use shall not be located in any required parking or maneuvering areas.
  - The use shall not be larger than 500 square feet in area. This area shall be designated by a barrier such as tape, rope, temporary fencing, bollards, or cones.
  - The use shall operate only one day out of the week for a maximum of five consecutive hours. Hours of operation will be between the hours of 8am and 5pm.
  - The operator of the community market shall have the permission of the property owner to operate.
  - One sign is permitted. The sign shall be portable, The portable sign, including supports, shall fit into an area of not more than four feet in height, a width of not more than three feet and a depth of not more than three feet. An A-frame sign is a portable sign.
  - If one or more of the development standards listed above cannot be met, the community market shall be considered an outdoor market.

- #90 - Permitted subject to a Zoning Administrator's Special Permit. In granting a special permit the Zoning Administrator may consider the traffic, parking, noise, hours of operation and any applicable development standards related to the proposed outdoor market.
- #91 - Permitted in the Agriculture zone for products grown on-site if the stand is 120 square feet or less. If over 120 square feet a Zoning Administrator's Special Permit is required. The use is permitted in the Agricultural-Open Space zone with a Zoning Administrator's Special Permit. Permitted as an ancillary retail use in the Hospital zone.