

ATTACHMENT #5  
- Special Event Policies

CITY OF STEAMBOAT SPRINGS, COLORADO

RESOLUTION NO. 2019-37

**A RESOLUTION ADOPTING CITY OF STEAMBOAT SPRINGS SPECIAL ACTIVITY PERMIT POLICIES.**

**WHEREAS**, the City Council has updated its Special Activity Permit at Chapter 12, Article IV, Division 1 of the Steamboat Springs Revised Municipal Code; and

**WHEREAS**, Section 12-82(2) of the new code requires that policies for special activity permits shall be adopted by City Council resolution; and

**WHEREAS**, the Steamboat Springs City Council has a vision to preserve our past while assuring an economically, culturally, and environmentally sustainable future; and

**WHEREAS**, the number of special events in our community continues to increase over time and the City would like to minimize community impacts from special events and ensure public safety of residents and visitors; and

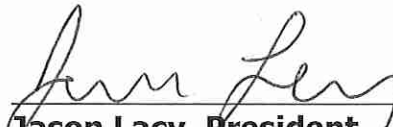
**WHEREAS**, the City supports high quality event planning and fun event experiences; and

**WHEREAS**, the City would like to increase cost recovery for city services provided to special events.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEAMBOAT SPRINGS, COLORADO, THAT:**

1. The City Council of the City of Steamboat Springs hereby approves the **City of Steamboat Springs Special Activity Permit Policies**, a copy of which is attached hereto as Exhibit "A", and by this reference made a part hereof.

**PASSED, ADOPTED, AND APPROVED** this 14<sup>th</sup> day of May, 2019.

  
\_\_\_\_\_  
**Jason Lacy, President  
Steamboat Springs City Council**

**ATTEST:**

  
\_\_\_\_\_  
**Julie Franklin, CMC  
City Clerk**



# Exhibit A

## City of Steamboat Springs Special Activity Permit Policies

**Event Categories:** The City of Steamboat Springs classifies formal activities (also referred to generally as "events") on city lands or that require city services into three different categories:

- **Non-Sports Special Activity:** Festivals, automobile shows, arts and/or crafts shows, outdoor concerts, carnivals, or any non-sports event that requires two or more city services or uses one or more city venues such as city roads, parking lots, parks, or facilities.
- **Sports Activity:** Foot races, bike races or tours, sports tournaments, or any other recreational or competitive sporting event that uses 2 or more city services or uses one or more city venues such as city roads, parking lots, trails, parks, or facilities.
- **City/School/Private Activities:** Traditional city, school, and private functions that contribute to the health and well-being of the community.

**Parks Venue Policy:** The City of Steamboat Springs supports high quality events while also working to minimize impacts to the community through providing event venues within park properties as follows:

- **Sports Complex – Sports Events and City/School/Private activities, 100% of the facility.**
- **Regional Parks - All event types, 100% of the facility.**
- **Community Parks – All event types, venue area pre-determined for each park. Pre-determined area does not use the entire community park and allows for citizen use of the community park.**
- **Neighborhood parks - City / School / Private activities only. 50% of the facility.**
- **Natural Areas - City / School / Private activities only. 25% of the facility.**
- **Primary Trails: Sports Events, City/School/Private activities. Restricted to running/walking events (low impact, no mass start/finish), non-timed bicycle events (low impact). 50% of the trail system.**

- Secondary Trails: Sports Events, City/School/Private activities. Restricted to running/walking events (low impact, no mass start/finish), non-timed bicycle events (low impact). 25% of the trail system.
- Backcountry Trails: Sports Events, City/School/Private activities. Restrictions by trail area: Spring Creek (no timed bicycle events, Routt County permission for use of road. 75% of the trail system.
- No formal activities are allowed in mini/pocket parks, open space, and conserved open space.
- The City Manager may provide an exemption to this policy on a case-by-case basis.

***Streets Venue Policy:*** The City of Steamboat Springs supports high quality events while also working to minimize impacts to the community through providing event venues within city streets and parking lots as follows:

- Arterial Road (Highway 40): No closures except for Winter Carnival (both days), July 4<sup>th</sup> Parade, Steamboat Springs Marathon (partial closure), and Halloween Stroll.
- Collector Road: The following collector roads may be closed for events:
  - Yampa Street
  - 4<sup>th</sup> Street, Lincoln to Oak
  - 5<sup>th</sup> Street, Oak to Pine
  - 6<sup>th</sup> Street, Yampa to Oak
  - 7<sup>th</sup> Street, Yampa to Lincoln
  - 8<sup>th</sup> Street, Yampa to Pine
  - 10<sup>th</sup> Street, Yampa to Oak
  - 12<sup>th</sup> Street, Yampa to Lincoln
- Local Road: All local roads will be considered for requests for events for a period not to exceed 6 hours, with notification of all impacted properties. Adjacent closures, construction needs, neighbor access, and public safety will be considered in the review process.
- Parking lots: City owned parking lots not associated with city facilities will be considered for requests for events. Parking lots associated with parks are considered a part of the park that they serve and are addressed in the park venue policy.
- The City Manager may provide an exemption to this policy on a case-by-case basis.

***Special Activity Capacity Policy:*** Events are an important part of the culture and makeup of the Steamboat Springs area. Two important aspects of a special event is the experience for the attendee and public safety for the community. In order to ensure that our special events are both enjoyable and safe policies are necessary to assist in making good decisions about how many special events the City has at one time and the capacity for areas within the City to absorb those events.

- There are a limited number of available venues where a special event can be held. Each venue has a specific maximum capacity of participants. An event that is anticipated to exceed that capacity will be required to select an adequate venue or the permit will be denied.
- General regions within the City of Steamboat Springs also have a limited capacity of how many special events can be safely held in that area. When those capacities are met then additional special event permits in that area will be denied.
- The city has the ability to provide public safety services to a certain number of events during the same time period. When those capacities are met, then additional event permits during that time period will be denied.

***Special Activity Permit Denials:*** A special activity permit will be denied if there are safety, staffing, capacity, and impacts from the event are deemed out of the ability for the city to manage, if the applicant or event has unpaid fees to the city, if the applicant or event has been noncompliant with event requirements in previous years, or if the event conflicts with an annual special event which is reasonably expected to be held again, but for which an application has yet to be submitted.

***Special Activity Application Deadlines:*** Events take planning and coordination not only for the event producer, but also for the City departments tasked with providing service for the event. The City Manager will set clear deadlines and expectations for events. Not meeting those deadlines and expectations will result in a late fee and can result in a denial or cancelation of the event permit.

***Special Activity Fee Policy:*** Providing services for events has a cost to the City. Fees will be charged to offset the cost to the city of providing permits, facilities and services to events. The City Manager will set all fees. The City will provide free services to core Winter Carnival and July 4<sup>th</sup> activities and to the Halloween Stroll. Fees may not be waived.