

PLANNING AND DEVELOPMENT MEMORANDUM
#11-10

March 24, 2011

TO: Honorable Joyce Downing and City Council Members

FROM: William Simmons, City Manager *WS*
James Hayes, Director of Planning and Development *JH*

SUBJECT: Action Item: Harley Owners Group (H.O.G.) Rally – Request to Use City Land

REQUESTED ACTION:

The City Council is considering a request from the Harley Owners Group (H.O.G.) Rally volunteers to use City-owned property at 120th Avenue and Grant Street. The requested action is approval or denial of the use of the land by this group, and if approved, authorization to submit a Temporary Use Permit to the Department of Planning and Development.

BACKGROUND:

On March 16, 2011, the City received a written proposal from the organizers of the Harley Owners Group (H.O.G.) Rally. The proposal is a request to use City-owned land adjacent to 120th Avenue and Grant Street for a vending area during their weekend event Friday through Sunday, June 16-18, 2011. A separate park permit and special event liquor license has been approved for the use of E.B. Rains Park on June 18, 2011 from 6:00pm-10:00pm. This vending area would be separate and not a part of the park permit.

A copy of the proposal is attached for reference purposes and representatives from the H.O.G. Rally may be in attendance to answer questions on March 24, 2011. The following is a short list of items included in the proposal:

Hours of Operation

- Use of the site from 5:00pm, Friday, June 16 until 10:00pm, Sunday, June 18
- Active vending from 8:00am to 8:00pm Saturday, June 17 and Sunday, June 18

Vending and Revenues

- Total of 30-50 vendors
- Anticipated donation to the Northglenn Community Foundation in the amount of \$2,500
- Volunteers have agreed to complete necessary business license/sales tax paperwork and collect and remit money to the City.

Security

- Private security from 7:00pm to 8:00am overnight Friday, June 16 and Saturday, June 17
- No security proposed during the day

Waste

- Trash receptacles on site and volunteers picking up trash
- Portable toilets on site

Parking

- Staff (volunteers?) will work the event and navigate traffic
- Southern part of the property may hold 50-100 cars with additional on street parking

Power

- Vendors may require power and will be charged an additional fee for the use of generators

It is important to note that the only request before the City Council on March 24, 2011 is the use of City-owned property for this event. A formal lease rate for the site was not included in the proposal received by the City staff.

If preliminary approval is granted, the organizers will be required to submit a Temporary Use Permit to the Department of Planning and Development. These types of permits are eligible for administrative approval after a complete review by the Development Review Committee consisting of Planning and Development, Building, Public Works, Police, Parks and Recreation, and the North Metro Fire Rescue District. All Departments and agencies must approve the final plan before issuance of a permit.

The formal TUP application will need to include, but is not limited to the following additional items:

Detailed site plan illustrating

- Scale
- Vending booths / tents
- Parking and access
- Portable toilets
- Waste receptacles

Indemnification for the City of Northglenn

- Performance bond (for clean up and restoration)
- "Hold harmless" agreement or other insurance document acceptable to City Attorney

Other issues

- Application fee of \$75.00
- Provisions for daytime security
- Provisions for traffic management on public right-of-way
- Inclusion of any other potential uses of the site not included in the original proposal
- Separate Building Division and Fire District approvals are required for the vending booths if they are planned as tent structures

- All electrical generators may require separate permits from the Building Division and Fire District
- Food vendors shall obtain approval from Tri-County Health Department

POTENTIAL OBJECTION:

City Staff raised this issue with the North Metro Fire Rescue District in advance of the formal proposal submission. NMFRD stated concerns about the vending area and will require extensive approvals of the site plan, tent structures, and generator placement.

STAFF REFERENCE:

If Council members have any comments or questions they may contact James Hayes, Director of Planning and Development at 303-450-8937 or jhayes@northglenn.org.

ATTACHMENTS:

Proposal from H.O.G. Rally volunteer for vending area on City property

Proposal to the City of Northglenn for Land Use

Use of Land for Vendor Setup

June 16th-18th 2011

This proposal is requesting permission to use the land next to the Ramada Inn, located at 120th & I25, area 0027 North, for a vendor fair that will take place in conjunction with the Harley Owners Group Statewide Rally that will take place June 16th- June 18th. We are requesting use of this land at no cost since it will be generating Sales Tax revenue and funds for the Northglenn Community Foundation. The vendor area will be open to the public to enjoy.



We would like to request the use of this land at 5:00PM on June 16th for setup through June 18th at 10:00PM to accompany the H.O.G rally events. The vendors will run their booths between 8AM-8PM on June 17th and June 18th. There will be a mixture of food and retail vendors. We are anticipating 30-50 vendors in total. It is anticipated that this event will enable a donation of \$2500 to be made to the Northglenn Community Foundation, to assist with the Utility Program that is being established. In addition to this revenue, the City of Northglenn will also receive sales taxes from the vendors of the event.

Rachael Waggoner will complete the necessary paperwork required by the City of Northglenn and will collect their tax money that is to be submitted to the City of Northglenn promptly.

SECURITY:

Night Hawk Security will be watching the vendor area from 7PM-8AM the nights of June 16th & 17th. This security guard is there to assist in watching the area. The vendors are responsible for their own property.

WASTE:

We will provide for trash receptacles and will also have volunteers cleaning up trash. In addition, portable toilets will be made available for the public to use.

PARKING:

The staff that will be working that day will be navigating traffic. The southern part of the lot will be able to house parking for 50-100 cars. Street parking can be utilized by the public.

POWER:

Vendors that require power will be charged an additional fee for use of generators. The vendor event will be complete each day by sundown.

Please consider the use of this land for this vendor event. The revenue generated will be beneficial to the community as well as the city. In addition, it should be a fun event. We will be family friendly and have vendors that cater to children. Any other questions or issues can be addressed by Rachael Waggoner. She is the point of contact and organizer of this event. She can be reached at the contact information below.

Sincerely,

Rachael Waggoner

SummerRally2011@gmail.com

(719) 439-8612