

COCHISE COUNTY

SPECIAL EVENT PERMITS

Board of Supervisors Work Session
October 10, 2017



Public Programs...Personal Service



Background Info

Cochise County hosts a number of Special Events:

- American Legion Event (August 2016)
- Riders for Rehab (April 2017)
- Miracle Valley Tent Revival (May 2017);
- Old Pearce Festival (Nov 2016/2017)

- Average # of Permits per year: 3 to 5

- Environmental Health Dept. handles the Food Vendor Permits for events held within the seven cities and towns in the County.

For Example:

- Rex Allen Days in Willcox
- Art in the Park in Sierra Vista
- The Bisbee Stair Climb



Why Do We Need A Special Event Process?

- Event organizers may have to coordinate with up to seven county departments and outside agencies to legitimize a Special Event.
- Dealing with events that occur without going through a permitting process has been an issue.
- The use of County Right-of-Way for any organized activity without liability insurance is of concern to the County's Risk Management team.
- Special events draw large numbers of people and a process will notify county departments of such events and allows for the allocation of resources.



Special Events

- Special events are typically short duration, organized community activities lasting from 1 to 7 days.
- Special Events would be permitted in all Zoning Districts.
- Positive economic impact for county.



Types of Special Events

- Outdoor Revivals
- Outdoor fund-raising events
- Organized bike, run or walk events
- Holiday Community Events
- Carnival or Circus (current temporary use)
- Outdoor arts and crafts shows, farmers markets

EXEMPTIONS:

- Weddings of family or friends
- Funerals
- Elections
- Community Center or Park Events
- School events held on school or college property
- Religious activities held on their property



Staff Work to Date

- Reviewed other jurisdiction's SE processes and fees.
- Researched relevant state agency regulations. (ADOT)
- Identified all county departments that require SE application review.
- Submitted draft SE application to the following county departments for their review and approval:
 - Community Development-Development Services, HFP Departments
 - Environmental Health
 - Risk Management
 - County Sheriff
 - County Attorney
 - BOS-Public Information Office



Proposed Changes to Current Process

- A Special Event Permit would be applied for instead of a Commercial Permit.
- One contact would be used for the initial application with direction to other departments only as needed.
- Attachments may be needed for some events:
 - Right-of-Way Permit
 - Certificate of Liability
 - Temporary Food Event Coordinator's Application
 - Temporary Food Vendor Permit
- Timeframes reduced: Permits to be processed in 15 days.



Proposed Changes to Zoning Code

- Revise the Zoning Code to provide specific regulations for Special Events.
- Proposed draft is modeled like Special Event regulations in other counties.
- Proposed Zoning Code Section 1721 Special Event Permits would:
 - Define a Special Event
 - State types of permitted events
 - State what are exempted events
 - Provide general requirements for the application



Current Fees

- Current Charges for Commercial Permit : \$115
- Current Fees for Food Vendor Coordinator Permit: None
- Current Fees for Food Handlers Permit: \$50 one-time
\$100 annual permit



Current SE Fees around the State

Arizona Counties:

- Pinal- \$10/day per small event; \$150/day per large event
- Mohave- \$50
- Coconino- \$72-\$336
- Yavapai- \$100
- Gila- \$75 for temporary use (no SE fee or process)
- Santa Cruz- no SE fee or process
- Yuma- \$100

Arizona Cities & Towns:

- Bisbee- \$32.50/day
- Sierra Vista- Fees will depend on event type
- Safford- \$25 app fee plus additional event fees
- Pinetop-Lakeside- \$100



Recommendation

- Revisions to the Zoning Code to separate Special Events from Temporary Uses.
- Change the process for approving Special Events to a coordinated approach separate from the Commercial Permit process.

Proposed Special Event Fee: \$50

Proposed Expedited Fee: \$100

Non-Construction ROW fee: \$35 for Special Events that require a ROW Permit/Traffic Control Plan.