

# **TOWN OF TIBURON**

## **Town Council Policy & Procedure**

**Number:**

**Effective: March 17, 2004**

**Authority: Town Council / Town Manager**

### **USE OF SHORELINE PARK – SPECIAL EVENTS**

#### **PURPOSE AND INTENT**

The Town Council establishes this “Use of Shoreline Park – Special Events” policy for the Town of Tiburon in accordance with the provisions of the Tiburon Municipal Code and State Law.

This policy defines special events and specifies requirements and procedures for their approval in Shoreline Park. Shoreline Park was dedicated to the Town for “public, scenic, open space and public access” purposes and is customarily used as a visual and primarily passive recreational amenity for Town residents and visitors. The Park lies directly in the San Francisco Bay view corridor of nearby residences and adjoining Paradise Drive, and is therefore highly sensitive from a visual and view blockage standpoint. The Park is extremely popular with both residents and visitors for walking, viewing, picnicking, jogging, and bicycling. The Ferry Plaza portion of the Park also provides important public access to the Main Street waterfront and its ferry services.

The Town Council establishes these requirements and procedures for occasional special events at Shoreline Park to protect the visual and recreational qualities of the park and to preserve it for its intended use. This policy is intended to ensure that the temporary operation of each special event at Shoreline Park is compatible with the adjacent neighborhood, downtown business district, residents, and visitors.

#### **POLICY**

The Town receives numerous requests to allow events, activities, and occasionally structures, on a short term basis within Shoreline Park. The Town has an interest in occasionally allowing certain types of conditionally allowable events or activities in the Park on a short term basis. Some of these events or activities may allow private individuals, businesses, or not-for profit organizations to hold special functions that may temporarily deviate from the customary use of the Park. However, the frequency and nature of these events must be limited to protect the primary purposes, appearance and on-going popular use of the Park.

## **APPLICABILITY**

Before being issued a special event permit for activities within Shoreline Park, all applicants must comply with this Policy and the requirements set forth in Town Council Policy and Procedure #7, also known as the *Special Events Permit Policy*. The Town Council or the Town Manger may allow some latitude with respect to provisions of the *Special Events Permit Policy* in order to facilitate activities such as set up, the staging of equipment, and the hours of operation.

## **SHORELINE PARK**

Shoreline Park is defined as the area beginning at the Ferry Plaza and adjacent strip of grass and paved walkway along the Tiburon shoreline between the corner of Tiburon Boulevard and Paradise Drive to the corner of Paradise Drive and Mar West Street. This is a public park where barbecues and unleashed dogs are prohibited.

## **SPECIAL EVENTS AT SHORELINE PARK**

For the purpose of this policy, “special event” means a short-term activity or other use of the Park other than its customary use. Proposed special events or activities shall be compatible with the surrounding area.

It is the Town’s policy to regulate use of Shoreline Park for special events by limiting the number, frequency, duration and hours of operation of events that might disrupt the customary use of the park as follows:

1. No more than four (4) special events are allowed per calendar year. No more than one special event shall be held in any consecutive 30-day period.
2. Special events are limited to Saturdays, Sundays and legal Town Holidays. Legal Town Holidays are New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
3. The activities of the special event are restricted to the hours of 8:00 am to dusk.

## **PORTABLE STRUCTURES / FERRY PLAZA RESTRICTIONS**

All temporary structures such as booths and tents will be limited to the paving stone-lined Ferry Plaza area and must be removed at the conclusion of the event. No temporary structures will be permitted on the lawn or on the concrete sidewalk areas of Shoreline Park without prior approval from the Town Engineer/Director of Public Works or the Town Manager. No automobiles or trucks will be allowed to park on Ferry Plaza, other than for the purposes of loading or unloading items pertaining to the event and subject to the approval of the Deputy Director of Public Works, Director of Public Works, or Town Manager.

## **MUSIC AND VOICE AMPLIFICATION**

Chapter 25-1 of the Municipal Code requires that any amplified music and/or voice amplification in a non-residential zone be approved in writing by the Town Manager. Any voice or music amplification in Shoreline Park should be limited to the Ferry Plaza area and should be kept to a reasonable volume.

## **LIGHTING**

No additional lighting equipment is permitted.

## **ROADWAY CLOSURE**

No roadway closures will be permitted in this area without prior approval from the Chief of Police or the Town Manager. Roadway closures are strongly discouraged and should be avoided whenever possible.

## **SANITATION**

The event coordinator will be required to provide adequate sanitation facilities for the special event. Those requirements will include portable bathroom facilities and garbage collection. The event coordinator will be responsible for all clean up at the conclusion of the event. The event coordinator will ensure that the Town owned garbage facilities are not affected by the event and Town staff may require additional cleaning such as pressure washing the paving stones of Ferry Plaza upon conclusion of the event.