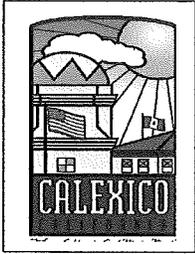


**AGENDA
ITEM**

10



AGENDA STAFF REPORT

DATE: October 3, 2018

TO: Mayor and City Council

APPROVED BY: David B. Dale, City Manager *DD*

PREPARED BY: Ralph Morales, Building/Planning/Code Enforcement Manager *[Signature]*

SUBJECT: Discussion and Potential Action Regarding County Registrar of Voters Request for Waiver of Temporary Use Permit Filing Fee

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Recommendation:

County Registrar of Voters requesting waiver of Temporary Use Permit filing fee and rental of parking spaces.

Background:

The Imperial County Registrar of Voters is hosting an early voting program allowing registered voters to vote prior to Election Day by utilizing an Imperial County mobile office which will make it more convenient and accessible for voters.

Discussion & Analysis:

The Imperial County Registrar of Voters is planning to utilize a thirty-six (36) foot long recreational vehicle with the County of Imperial's logo to identify it. The vehicle will take up six to seven parallel parking spaces and planning to park it on the corner of Rockwood and Fourth Street in front of De Anza Hotel between the hours of 7:00 a.m. thru 11:00 a.m. on Monday, October 22, 2018.

It is being requested that the city wave the Temporary Use Permit filing fee of \$135 and parking fees of 2.25 per space totaling seven spaces.

Fiscal Impact:

(\$135.00) filing fee/ (\$15.75 one day parking rental).

Coordinated With:

None.

AGENDA ITEM
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Attachments:

1. Temporary Use Permit application/City Department comments.
2. Letter requesting waiver of TUP fees.
3. Locations for Solicitation.



Development Services Department
 Planning Division
 "Temporary Use Permit"

Request must be submitted a **MINIMUM of 15 days in advance** of the event date.

- REQUIRED ATTACHMENTS:**
1. Submit one (1) site plan depicting use (minimum size 8½" x 11").
 2. Written proof of approval from property owner.
 3. Copy of the City of Calexico Business License, if applicable.
 4. Insurance coverage naming the City as additional insured (\$1,000,000 minimum per occurrence).
 5. Non-refundable application filing fee

Applicant Name: Tony Rouhotas Date Submitted: _____
 Applicant Address: 946 W. Main Street, El Centro Phone Number: _____
 Company Name: County of Imperial Alt. Phone Number: _____
 Location of Event: Westbound lane of 4th Street near Rockwood Ave Bus. Lic. Number: _____
 Date of Event: 10/22/18 to 10/22/18 Total Days: 1
 Time of Event: 7:00am to 11:30am
 Describe in detail the type of event (attach additional sheets if needed): (See attached letter describing event, parking spaces that we need coned off, and a request to waive the TUP filing fee.)

[Signature] 09/14/18
 Applicant Signature Date

(For City Use Only)

City Department	Recommendation by Dept. Head		Signature:
Administration	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Fire	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Police	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Finance/HR Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Community Services	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Public Works/Engineering Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Public Works Manager	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Planning Division	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Risk Management	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Operations/Maintenance Supervisor	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Other:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	

Conditions of Approval: _____

ALL TEMPORARY USE PERMIT MUST COMPLY WITH ZONING ORDINANCE, SECTION 17.11.120 "TEMPORARY USE REGULATIONS".

Approved Denied By: _____ Date _____
 Director of Planning & Development Services

(Please read reverse side, Section 17.11.120 "Temporary Use Regulations")

COUNTY EXECUTIVE OFFICE

Tony Rouhotas Jr.
County Executive Officer
tonyrouhotas@co.imperial.ca.us
www.co.imperial.ca.us



County Administration Center
940 Main Street, Suite 208
El Centro, CA 92243
Tel: 442-265-1001
Fax: 442-265-1010

September 14, 2018

David Dale, City Manager
City of Calexico
608 Heber Avenue
Calexico, CA 92231

Dear Mr. Dale:

In an effort to increase voter participation, the Imperial County Registrar of Voters is hosting an early voting program that will allow and enable registered voters to vote prior to Election Day from the Imperial County Mobile Office. Beginning October 20, 2018, the Imperial County Mobile Office will visit 11 different locations throughout Imperial County to make voting more convenient and accessible.

The Mobile Office is a recreational vehicle (RV) that is 36 feet long and 10 feet wide with the County of Imperial's logo on the exterior. The vehicle takes up approximately six to seven parallel parking spaces. Our hope is to get your permission to station our vehicle in front of De Anza Hotel on Fourth Street four hours from **7:00 a.m. until 11:30 a.m. on Monday, October 22, 2018**. In our location scouting process, this spot appears to be in a convenient, visible, and accessible location for voters in Downtown Calexico area.

We would like to request permission to park our Elections RV in the parking spots in front of the building on the north side of Fourth Street next to the intersection with Rockwood Avenue (see highlighted area in attached map) during the designated date and time above. With your permission, we are asking that the City of ~~El Centro~~ ^{Calexico} come off the area described above and waive the Temporary Use Permit Filing Fee of \$135. Thank you for your consideration and we look forward to working with you to give Imperial County registered voters increased access to the election process.

Sincerely,

Tony Rouhotas, Jr.
County Executive Officer



Rockwood Ave

Rockwood Ave

Rockwood Ave

Hefeman Ave

Hefeman Ave

Hefeman Ave

Hefeman Ave

De Anza Senior Apartments

First Methodist Church

Hope Pharmacy

Wells Fargo Bank

Border

Fourth St

Fourth St

Google