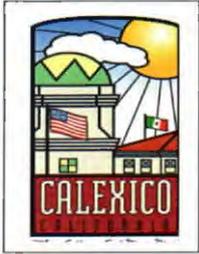


**AGENDA
ITEM**

9



AGENDA STAFF REPORT

DATE: December 9, 2019
TO: Mayor and City Council
APPROVED BY: David Dale, City Manager *DD*
PREPARED BY: David Dale, City Manager
SUBJECT: Discussion and Potential Action Regarding Calexico
Neighborhood House Request for Temporary Use Permit
Fee Waiver

=====

Recommendation:

Discuss and take action regarding Calexico Neighborhood House request for waiver of Temporary Use Permit filing fee.

Background:

Calexico Neighborhood House is a 501C (03) tax-exempt nonprofit that serves the Imperial Valley region, with a specific focus on the needs of low-income women and children.

Calexico Neighborhood House will be assisting in organizing and coordinating the Christmas Festival at the end of the parade scheduled for December 14, 2019. The Christmas Festival will be from 10:00 a.m. to 3:00 p.m. at Rockwood Plaza, where the City will hold a drumline competition and handout parade trophies.

Discussion and Analysis:

The City requires a temporary use permit in order to allow this type of event. The filing fee for the permit application is \$135. City of Calexico Resolution 10-17, adopted March 2, 2010, vests exclusive authority with the City Council to reduce or waive fees and charges owed to the city. The Council is requested to consider waiving the Temporary Use Permit filing fee for the Calexico Neighborhood House.

AGENDA
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Fiscal Impact:

\$135.00 from Planning Division

Coordinated With:

City Manager's Office
Community Development Services

Attachments:

1. Temporary Use Permit application
2. Letter requesting waiver of TUP fees.



608 Heber Avenue
 Calexico, CA 92231
 (760) 768-2105
 Fax # (760) 357-7862
 www.calexico.ca.gov
 building@calexico.ca.gov

City of Calexico
 Development Services Department
 Planning Division
**TEMPORARY USE PERMIT
 APPLICATION**

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

REQUIRED ATTACHMENTS:

1. Submit one (1) site plan depicting use (minimum size 8.5" x 11").
2. Written proof of approval from property owner.
3. Copy of the City of Calexico Business License, if applicable.
4. Non-refundable application filing fee of \$135.00.
5. Insurance coverage naming the City as additional insured (\$1,000,000 minimum per occurrence).

Applicant Name:	<u>16th Annual Candy Alley</u>	Date Submitted:	<u>11 / 20 / 19</u>
Applicant Address:	<u>506 E. 10th St Calexico CA 92231</u>	Phone Number:	<u>(760) 427-7308</u>
Company Name:	<u>Calexico Neighborhood House</u>	Alt. Phone Number:	<u>(760) 427-7308</u>
Location of Event:	<u>Rockwood Plaza Park</u>	Business License:	<u>#</u>
Date of Event:	<u>12 / 14 / 19</u> to <u>12 / 14 / 19</u>	Total Days:	<u>1</u>
Time of Event:	<u>8 : AM</u> to <u>2 : PM</u>		

Please describe **IN DETAIL** the proposed use of subject property for which the temporary use permit is requested. (Please attach additional sheets if necessary):

16th Annual Christmas Festival for
 the use of park to have booths for client to
 sell and cash to raise funds for CNH shelter.

[Handwritten Signature]
 Applicant Signature:

11/20/19
 Date:

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



Neighborhood House of Calexico

506 E. Fourth Street, Calexico, CA 92231 (760) 357-6875: www.nhclx.org

December 4, 2019

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

REF: Request Waiver of Fees for the Use of Rockwood Park for the 16th Annual Christmas Festival Event December 14, 2019

Dear Mr. Dale,

Calexico Neighborhood House request the wavier of fees for the use of Rockwood Park for the Annual City of Calexico Christmas Festival December 14, 2019.

Calexico Neighborhood House is working with the City of Calexico Christmas Parade Committee to coordinate the Christmas activities. The event will be the 16th Annual Christmas Rockwood Park Festival, which included food and informational booths as well as performances from the Calexico High School band and other parade entries at the park. Calexico Neighborhood House will provide proof of insurance for the event to the City of Calexico.

Thank you for your support, and we are glad to be part of the City of Calexico Christmas activities. A Merriest Christmas to all.

Sincerely,

Cindy Alba
Executive Director