



County Administration South

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OCPublicWorks.com



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ORANGE COUNTY
OC Public Works
MEMORANDUM

Date: June 2, 2021 (Meeting Date)

To: Coto Planning Advisory Committee

From: Kevin Canning, Contract Planner
OC Development Services/Planning
Kevin.Canning@ocpw.ocgov.com (714.667.8847)

Applicant: Coto Mother's Club

Location: Avenida La Caza and other streets

Proposal: A Site Development Permit to allow a special gathering of more than 100 persons

Project Discussion

The Coto's Mother's Club (CMC) is proposing to hold a 4th of July Parade which will require the full and partial closure of various streets within the Village between the hours of 8:00 to 10:30 AM (approximate end time) on July 4th.

Zoning Code Section 7-9-117.9 *Special Gatherings* pertains to the temporary use of property or special gatherings, including but not limited to pageants, fairs, carnivals, commercial filming, and large athletic, religious, or entertainment events, and further requires the approval of a Site Development Permit by the Director for events and special gatherings of more than 100 persons (including spectators and participants). The CMC anticipates approximately 300 participants and spectators.

The parade route will be along Avenida la Caza, beginning at Via Ortega and ending at the Coto Valley Country Club. This and other affected streets in the area will be controlled by hired security personnel for full closure or controlled resident access at various times between 8:30 and 10 (see attached Parade Description). Emergency access will be allowed at all times. The applicants have already secured OC Fire Authority review/approval, and at this time the OC Sheriff's Department is still reviewing the information.

The CMC is requesting that this application provide for a multi-year approval of the event. Similar previous events have received multi-year approvals (RMV Turkey Trot for 4 years).

Staff acknowledges that there remain a few open questions and issues, however we are referring this to CPAC now as time is of the essence. Should Committee members have any questions or concerns that they wish addressed, please email them to Kevin Canning. Additional information and any updates will be presented to the Committee at its meeting.

Attachments

1. Applicant's letter
2. Parade Description
3. Parade Route Map
4. Zoning Code Sec. 7-9-117.9 Special Gatherings
5. OCFA approval

Letter of Project Proposal

OC Public Works
601 N Ross St
Santa Ana, CA 92701

Coto Mother's Club
21 Pebble Beach
Coto de Caza, CA 92679

May 19, 2021

Coto Mother's Club (CMC) is writing OC Public Works to request a Site Development Planning Permit for our community 4th of July Parade.

The parade is scheduled to occur in The Village (Coto de Caza Community Association), on private property along Via Venado (between Via Pato and Via Parajo intersections).

Parade entrants will be community members—children and families participating on foot, scooter, bike, and such. Patriotic attire is encouraged.

Additional details regarding the route, timing, traffic plans, etc can be seen in the attached Plans and Route Map.

CMC is requesting that OC Public Works approves a multi-year permit with minimal cost implications.

Thank you,

Meredith Nakamura
Coto Mother's Club Co-President

PLANS

4th of July Parade—2021

Organizing Committee

- Coto Mother's Club (CMC)

Location

- Start: intersection of Via Pato & Via Venado (gravel parking lot area, owned by HOA)
- End: intersection of Via Venado & Via Parajo (gravel/grass area owned by HOA)

Time

- Staging: 9am (on HOA gravel lot at corner of Via Pato & Via Venado)
 - Entrants may walk to location or have family members drop them off, then return to approved parking areas)
- Parade Start: 9:30am
- Parade End: approx. 10:15/10:30am (depending on speed of walkers & bikes) just before Via Venado & Via Parajo

Parade Participants Types

- Youth groups
- Sports teams
- Neighborhoods
- Social clubs

Homeowner Road Impacts

- Residents of Villa Serena Condos
- Residents of Villa Conejo Condos
- Residents of Coto Lodges
- Residents of Via Pardo/Via Oso/Villa Gallo
- (note: residents of Via Pavo Real, Via Pato, and their offshoots have access on throughways to the south, so their access is not deemed as necessary to address)

Traffic Diversion Plans

- Road closure of through-traffic to non-residents at 8am
 - Intersection of Via Conejo & Via Pajaro ("south")
 - Intersection of Via Venado & Via Pajaro ("north")
- Security placement at north and south closures
 - Allied Universal security team
 - Non-resident access granted on honesty system (security guard to ask for address prior to allowing entry)
- Cone usage at Via Pardo and Condo intersection points
- Resident access onto closed road permitted until 9am (entire road closure from 9am until parade's end--except for emergency vehicles--for safety of parade entrants)
 - Precise times to be enumerated prior to event, to detail closures/openings

Insurance

- CMC to obtain day-of event insurance policy
 - The Village HOA (aka Coto de Caza Community Association) to be named on policy
 - Policy to be provided to The Village HOA

- Policy to be obtained upon parade route approval by The Village HOA Board

Parade Setup/Cleanup

- Responsibility of CMC and parade participants
- Landscape
 - Plant replacement , like for like as needed
 - More major items to be addressed as needed (as needed, liability insurance to be applicable)
- Trash
 - Trash bins to be placed along parade route for visitor usage
 - Parade route and adjacent neighborhood areas to have trash removed after event
 - Teen volunteers to assist (for community service hours)

Parade Viewing Locations

- Along Via Venado on the west grassy areas
- NO viewing permitted in landscaped areas unless grass or gravel
- NO viewing from Via Conejo/Avenida La Caza/Via Venado (signs will be marked along sidewalk to notify visitors to refrain from sitting/stopping in and around the landscaped areas)

Parade Route Map

- Along Via Conejo/Avenida La Caza/Via Venado from Via Pato to (just south of Via Pajaro)
 - See accompanying map with detailed locations of route, road impacts, parking, etc.
- Parade map and flyer to be included with July HOA billing (by June 15)

Contacts

- Names and Telephone Numbers to be provided with signed agreement:
 - Coto Mother's Club Onsite Point-of-Contacts - Pre Parade, Parade, Post Parade Cleanup
 - Meredith Nakamura 949.456.2621
 - Courtney Dreibelbis 619.820.7450
 - Music Vernola, 949.393.7909
 - Angelica Sial, 949.599.5220
 - Briana Vickers 949.547.1085
 - Gabrielle Roosevelt 949.395.6390
 - The Village HOA (aka Coto de Caza Community Association) Point-of-Contacts
 - Jim Hicks 949.294.8880
 - Security Services Point-of-Contacts
 - David Lappin 657.233.8314

Coto de Caza 4th of July Parade - 2021



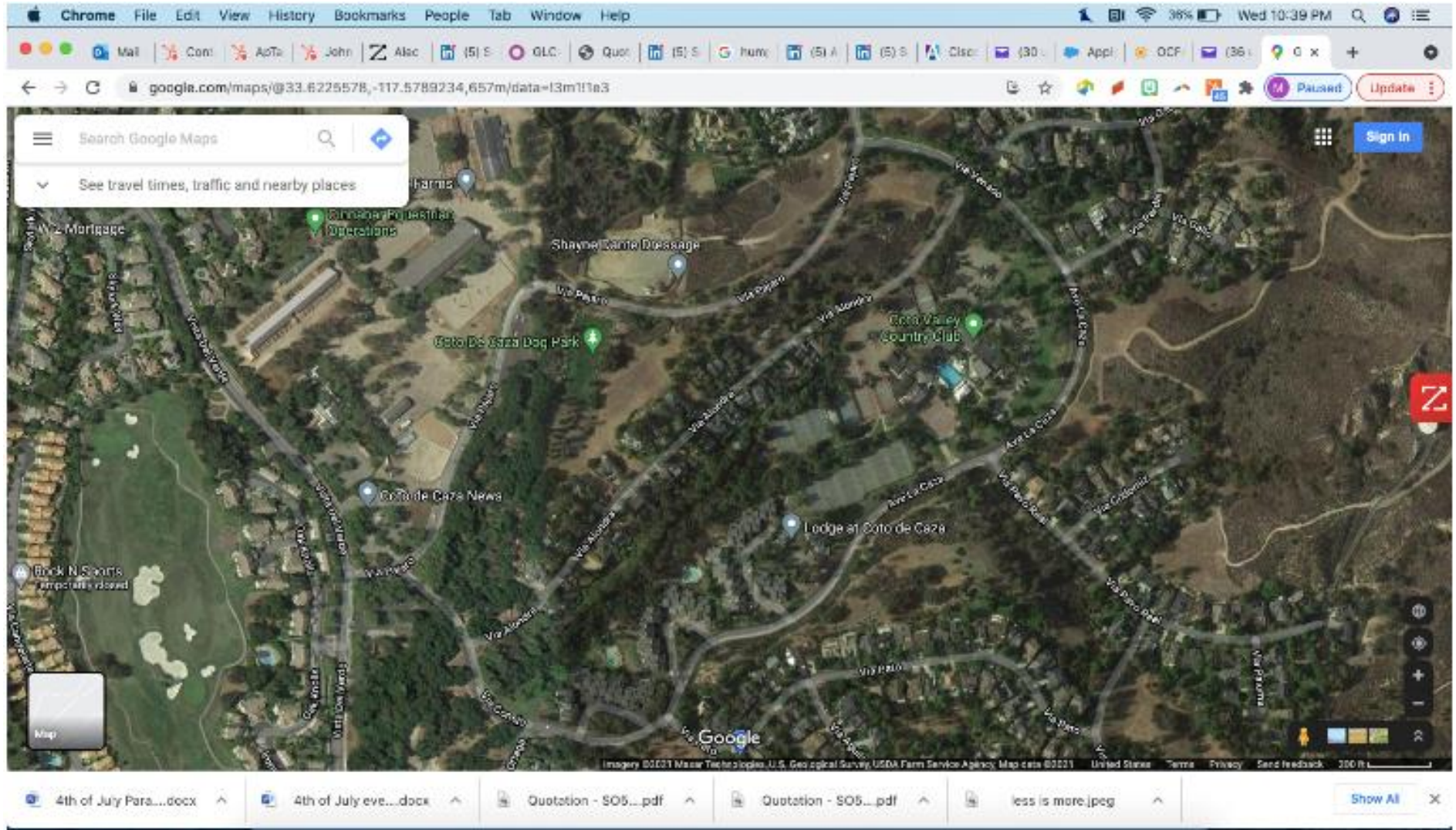
VIEWING AREA
(Grass, Gravel or Pavement Only)

*** Emergency Vehicles Excepted**

PRIOR TO STREET CLOSURE

**PARKING ALLOWED ON
ODD-Numbered address SIDE
OF COMMUNITY STREETS ONLY**

**NO VIEWING PERMITTED IN LANDSCAPED AREAS
UNLESS GRASS OR GRAVEL**



Sec. 7-9-117.9. - Special gatherings.

The regulations of this section pertain to the temporary use of property for special gatherings, including but not limited to pageants, fairs, carnivals, commercial filming, and large athletic, religious, or entertainment events, except as covered by section 7-9-117.

Such activities are permitted, without regard for other land use regulations to the contrary, in any zoning district, planned community, or specific plan area in compliance with the following provisions:

- (a) A discretionary permit shall not be required for gatherings of one hundred (100) people or less, including spectators and participants. Gatherings of greater than one hundred (100) people shall require approval of a Site Development Permit per section 7-9-125.
- (b) Activities conducted on property owned by or leased to the County and public road rights-of-way may require an encroachment permit issued by the Director.
- (c) Activities which do not require a Site Development Permit or an encroachment permit shall require a Zoning Use Certificate per section 7-9-125.11(a).
- (d) The temporary use shall be permitted for a period not to exceed ten (10) consecutive days. Events recurring more than four (4) times in a calendar year are not considered temporary.
- (e) The Director may require a cash bond or other guarantee for removal of the temporary use, cleanup and restoration of the activity site within seven (7) days of the activity conclusion.
- (f) Applications for permits/certificates required by (a), (b), and (c) above shall be referred by the Director to other affected County agencies as may be appropriate for review and comment.
- (g) Related issues, including but not limited to police/security, food and water supply, use of tents and canopies, sanitation facilities, medical services, noise, signage, fire protection, and traffic control, shall be satisfactorily addressed as may be required by the Director, Sheriff, Fire Chief, or Health Officer in their administration of other County codes. Such other codes may require the applicant to obtain permits such as building, electrical, health and tent permits.
- (h) Farmers' Markets established and operated in compliance with County requirements are recurring outdoor gatherings that are not subject to regulation under this section.



ORANGE COUNTY FIRE AUTHORITY

Special Activity/Event Submittal Criteria Form

INSTRUCTIONS: Complete this form by providing event information, answering ALL the questions, and signing the Certification Section. If the answer is "YES" to any of the questions, a Special Activity Permit is required. Please submit a Special Activity Application to OCFA. If you need help or have questions about fire safety requirements, please contact OCFA at 714-573-6254 or visit 1 Fire Authority Road, Irvine, CA.

Event Name: 4TH OF JULY COMMUNITY PARADE COTO DE CAZA VILLAGE

Address (street number & name, suite, city):

DECE 23331 VIA VENADO

Special Event Scope: PARADE FROM VIA ORTEGA TO VIA VENADO WITH CHILDREN & BIKES, SPORTS TEAMS, YOUTH GROUPS 0930-1030 7/4/21

Does the proposed event include any of the following conditions or activities?

YES NO

1. ☐ ☒ A canopy with sides greater than 400sqft.
2. ☐ ☒ A canopy without sides greater than 700sqft.
3. ☐ ☒ Multiple canopies side by side that adds up to more than 400sqft.
4. ☐ ☒ Cooking vendors.
5. ☐ ☒ Carnival or Fair activities.
6. ☐ ☒ Street or road closures.
7. ☐ ☒ Use of open flames (Candles, bonfires, Fire Performances).
8. ☐ ☒ Pyrotechnics or fireworks.
9. ☐ ☒ Vehicle displays in a building or canopy.
10. ☐ ☒ Overnight group outings not located in a designated camping area e.g. park, golf course, school.
11. ☐ ☒ More than 300 guests/participants.
12. ☐ ☒ Change of building use for the event. IE: (Office or warehouse used for dining, warehouse used for retail, office turned into a maze attraction).



City or County staff: If all of the questions have been answered accurately as "NO" then you may accept this signed form as a written release that an OCFA Special Event permit is not required.

Certification Section:

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print name: ROZ VON HARTZ

Signature: Roz von Hartz

Phone Number: 949.933.0191

Date: 5/20/21

OCFA Reviewer: Based on the information provided by event planner, a permit required? YES ☒ NO ☐

Name VICTOR STEFFE

Date: 5/20/21

ID# 6358

Email form to SpecialEvents@ocfa.org or fax to 714-368-8836