



April 16, 2025

ITEM TITLE: CONSIDERATION OF A SPECIAL EVENT APPLICATION INCLUDING A STREET CLOSURE FOR THE 2025 CHANGING OF THE GUARD SUMMER KICKOFF PARTY HOSTED BY YE OLDE PLANK INN. (1040-10)

ORIGINATING DEPARTMENT:

Parks & Recreation

EXECUTIVE SUMMARY:

In accordance with the City's Special Event Policies and Procedures, the City Council may approve special events contingent upon submission of a completed special events application, staff review and approval, and fulfillment of all required insurance, permissions, and applicable agency permits. Staff is bringing forward for Council consideration a special event application request for an event by Ye Olde Plank Inn to host the 2025 Changing of the Guard Summer Kickoff Street Party to be held on Saturday, May 31, 2025. The event proposes a street closure, live music from local bands, a food vendor, and a fenced area for alcohol service.

RECOMMENDATION:

Staff recommends the City Council consider approval of the request submitted by the Ye Olde Plank Inn to host an event, including a street closure on Saturday, May 31, 2025.

OPTIONS:

- Approval of the request as submitted
- Approve with modifications
- Request additional information and a supplemental report

BACKGROUND/ANALYSIS:

Imperial Beach, known as Classic Southern California, and a natural tourist destination for visitors coming to enjoy our beach. The City of Imperial Beach strives to attract events to our community for both residents and visitors to enjoy, aligning with our mission to enhance and maintain Imperial Beach as a beach-oriented community with a safe, small town, family atmosphere, rich in natural and cultural resources.

The applicant proposes hosting the 2025 Changing of the Guard Summer Kickoff Street Party to be held on Saturday, May 31, 2025 from 11:00 am to 8:00 pm. A special event application (Attachment 1) was submitted, requesting a street closure and fenced perimeter to support alcohol service pending an ABC license.

The event would feature local bands from the South Bay region and include one local food vendor. Setup is scheduled to begin at 7:00 a.m. on Friday, May 30th, with teardown and clean-up on Saturday, May 31, 2025. Removal of street fencing for road closure will take place on Saturday, May 31st. Portable restrooms and removal of the fence at the Ye Olde Plank Inn will be removed

on Monday, June 2nd in the morning. A map of the proposed layout and footprint has been provided as part of this report (Attachment 2). The applicant submitted a special event and facility rental alcoholic beverage application with the City (Attachment 3).

The applicant has not requested a fee waiver. Per the City's Special Event Fee Waiver and Sponsorship Policy, the event does not qualify for a fee waiver because it falls between Memorial Day and Labor Day (May 26, 2025 –September 1, 2025) —a period during which fee waivers are not granted.

If approved, event conditions would include the City's standard non-disparagement clause, waiver and release agreement, and post-event report to be presented to the City Council within 60 days. This report should include details on attendees, community benefits, positive economic impact and a financial overview.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

This event requires special event fees including staff fees for staff to be onsite for inspections, during event setup, and before the event begins. City staff would also be required, and fees charged to event applicant for street closure and traffic control during the event hours. The fees would be paid directly by the event producer prior to the event and a special event permit being issued. Any related cost including staff cost not billed before the event would be invoiced after the event as a "cost recovery" based on actual additional staff time occurred during the event.

ATTACHMENTS:

Att 1 – Changing of the Guards – 2025 Summer Kick Off Party Event Application

Att 2 – Changing of the Guards – 2025 Summer Kick Off Party Event Map

Att 3 – Special Event and Facility Rental Alcoholic Beverage Application