



Item No. 3 Town of Atherton

CITY COUNCIL STAFF REPORT – PUBLIC HEARING

TO: HONORABLE MAYOR AND CITY COUNCIL

THROUGH: GEORGE RODERICKS, CITY MANAGER

FROM: LISA COSTA SANDERS, TOWN PLANNER

DATE: DECEMBER 2, 2020

SUBJECT: SPECIAL EVENT PERMIT TO ALLOW TEMPORARY LIGHTS AT SACRED HEART SCHOOLS FOR ATHLETIC PRACTICE AND CO-CURRICULAR ACTIVITIES

RECOMMENDATION

It is recommended that the City Council approve the Special Event Permit to allow temporary lights at Sacred Heart Schools for athletic practice from December 15, 2020 through March 15, 2021, Monday through Friday from 4:30 pm until 7:30 pm.

BACKGROUND

Sacred Heart Schools started its school year in a distance learning mode due to the COVID-19 pandemic. The School plans to return its students to campus under State and County guidelines in January 2021. Due to the COVID-19 pandemic, all high school athletic programs were suspended.

Sacred Heart Schools submittal a request (Attachment 1) to allow temporary lighting on its athletic fields to allow for athletic practice during Daylight Savings time. Due to the COVID-19 pandemic, all athletic sports were postponed until December 14, after Daylight savings time. For most of the athletic practice times, it will be getting dark around 5:00 pm. Sacred Heart Schools request temporary lights until 7:30 pm to allow practices and time for cleanup.

Sacred Heart School propose to place the lights at three fields: Palatella Football field (parallel to Valparaiso Avenue); Morey field (parallel to Elena Avenue and Dollinger Soccer Field (parallel to Park Lane (see map Attachment 2).

Atherton Municipal Code Chapter 17.56 provides the process for the Town to issue Special Event Permits to regulate events on private and public property that are not typically permitted.

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The City Manager is responsible for enforcement of the Special Event regulations and is authorized to issue Special Event Permits. The City Manager may refer items to the City Council when the public interest would be better served by public review at a public meeting. The City Manager has referred this request to the City Council.

ANALYSIS

As discussed above, Sacred Heart Schools requests a Special Event Permit to utilize temporary lights on three athletic fields from December 15, 2020 through March 15, 2021, Monday through Friday until 7:30 pm to accommodate athletic team practices and co-curricular activities. Sacred Heart proposes to accommodate all sports with the early evening field use as well as conduct outdoor activities for students.

Menlo School has submitted a similar request due to COVID-19 and Menlo-Atherton (M/A) High School has a lighted football field. As a public school, M/A is exempt from Town regulations for school related facilities and activities.

Sacred Heart proposes to utilize LED directional lighting that will be directed at the field with very little light spill-over. The lights are intended to accommodate practices and co-curricular activities only, as games are not currently allowed under California Interscholastic Federation (CIF) rules. If (CIF) rules change, the school will compete in games and may have spectators consistent with current COVID-19 regulations.

Sacred Heart Schools informed its neighbors of this request and Staff mailed the public notice of the Special Event Permit request and of this public hearing to all property owners within 500' of the property on November 20, 2020. The public notice was also posted on the Town's bulletin boards and published in the Almanac on November 20, 2020.

The Special Event Permit as requested is limited in duration, ending on March 15, and limited in time, with lights shutting off at 7:30 pm. The limited time duration of the practices will not result in a significant negative impact to adjacent residential properties and will not result in additional traffic. The issuance of this Permit does not establish a precedent for other events. Any future event will require consideration of a separate Special Event Permit.

POLICY ISSUES

The request for a Special Event Permit should be considered specific for this property and event, and is not precedent setting.

FISCAL IMPACT

The applicants pay for all costs covering the processing of this application.

ENVIRONMENTAL IMPACT

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This project has been determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1, relating to use of existing facilities.

PUBLIC NOTICE

Public notification was achieved by posting the City Council agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power and sewer), and regional elected officials.

Notice was also provided pursuant to the Town's Public Hearing provisions, which includes mailing to all property owners within 500' of the subject site and posting at Town bulletin boards at least 10 days prior to the public hearing. In addition, the Town published a notice in the Almanac.

FORMAL MOTION

I move that the City Council approve the Special Event Permit to allow temporary lights at Sacred Heart Schools for athletic practice and co-curricular activities from December 15, 2020 through March 15, 2021, Monday through Friday until 7:30 pm.

ATTACHMENTS

1. Special Event Application
2. Map of Facilities



SACRED HEART SCHOOLS

ATHERTON

OFFICE OF THE DIRECTOR

November 10, 2020

To: The Town of Atherton

As we prepare to bring our students back to campus in January 2021, we look at the challenges of meeting mental health and physical conditioning needs of our student body. Due to the global pandemic, sports programs and in-person activities were cancelled while learning commenced online through the spring. This stunted our efforts to educate the whole child. During the summer we piloted some physical conditioning and other tactile co-curricular activities that due to safety and public health concerns were held outdoors. Due to the change in seasons and the earlier hours of darkness we are unable to offer these activities without exterior lighting. We are seeking approval to install temporary lighting, from December 15, 2020 through March 15, 2021 from 4:30 PM to 7:30 PM Monday through Friday on three of our campus fields.

The fields we intend to light are Palatella Football Field (parallel to Valparaiso Ave), Morey Field (parallel to Elena Ave), and Dollinger Soccer Field (parallel to Park Ln). The end time for these events and the utilization of the lights will have a hard stop at 7:30 PM at which time the lights will be turned off.

For many of our students, the co-curricular and sports programs provide necessary socializing, supplements academics and provides for health & wellness in unique ways not offered otherwise.

A letter was mailed out to our neighbors alerting them to our intent to seek Town approval for temporary lighting through winter. Additionally, we reached out to our closest neighbors to ensure that they received the letter and to discuss any concerns. We are thankful for the partnership.

I respectfully ask that you approve this special request that has the potential to help heal the community and offer students a chance at experiencing a healthy outlet for energy that helps regulate their wellbeing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard A. Dioli'.

Richard A. Dioli
SHS Director of Schools



SPECIAL EVENT APPLICATION

91 ASHFIELD ROAD, ATHERTON, CA 94027
 PH 650-752-0500 FAX 650-688-6528

\$75 nonrefundable fee

Note: Applications should be submitted a minimum of 60 days before the event to allow adequate time to process, should it be necessary to go to the planning commission.

Title of Event: Temporary Playing Field Lights-On SHS Football field-Valparaiso, Soccer field-Park Ln and the Morey Practice field on Elena Ave

Date(s) of event: December 15, 2020-March 15, 2021

Hours of the event: 4:30 PM - 7:30 PM Monday - Friday
 (If different each day, please note)

Location(s) of the event in Atherton: Sacred Heart Schools, Atherton 150 Valparaiso Ave

Type of Event: PROCESSION WALK-A-THON BIKE-A-THON HOUSE TOUR
 OTHER Sports lights on 3 playing fields from Dec-Mar

SPONSOR OF EVENT AND CONTACT PERSON:

Contact Person: Mike Dwyer

Phone Number: 650.454.8398 **Fax Number:** 650 322-7578

Email: mdwyer@shschools.org

Name of organization: Sacred Heart Schools, Atherton

Mailing address: 150 Valparaiso Avenue, Atherton, CA 94027

Contact person day of event (if different than above): Bret Simon- All Schools Athletics Director

Phone Number: 650.454.8372 **Fax Number:** 650 322-7578

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Total number of participants and visitors expected per day: Participants ONLY-(no visitors)
 We anticipate about 90 individuals in 3 locations on campus on specified fields. ******(Please see additional below)

Description of activities: Physical activity for health & wellness for students due to losing the time in the
Spring and Summer due to the COVID-19 restrictions.

Parking plan (if applicable): Students and staff will park on campus near their assigned field.

If we do add spectators in the future depending on health orders, we have 659 parking spaces on campus.

Type of advertising do you plan to do: The only notice will be to the SHS community about the various activities available for exercise, physical activity, etc.

If this is a procession event, please attach route showing all locations in Atherton of sign postings, monitor locations, rest stops, etc.

Will there be a need for directional signs? yes no

If yes, attach a map with proposed locations.

Will there be a tent over 700 sq. ft installed? yes no

If yes, a Tent Permit is required and can be obtained with the Menlo Park Fire District.

Will there be a need for security or traffic control? yes no

If yes, attach a description of what is needed and how you propose to meet the need.

If the event is on public property, attach certificate of insurance and for the event in the amount of at least \$2,000,000 naming the Town of Atherton as additional insured. N/A

Will there be amplified music or voice? yes no

If yes, indicated when and where. The Town has strict restrictions on amplified sound. Please check the regulations to ensure that your event is in compliance.

Will there be a need for town services? yes no

(There may be extra charges for these services.)

Street barricades? yes no

Police protection? yes no

Traffic control? yes no

Other? yes no

Describe what you need and when: A letter was sent to neighbors in proximity of the School and we reached out individually to some neighbors to discuss the request for the temporary lighting.

** If the County guidance allows competition and/or spectators, the attendnace may reach up to 120-300 people at any given time during the time of lights usage.

On the basis of this application, your event may be approved by the building official, or it may require review by the Planning Commission. If it is eligible for staff approval, the cost for the application is \$75.00. Applications should be submitted a minimum of 60 days before the event to allow adequate time to process, should it be necessary to go to the planning commission.

On behalf of Sacred Heart Schools, Atherton, I guarantee that we will conduct this event in accordance with the laws of the town of Atherton. I certify that I have received and read ordinance 499 regulating special events, which covers the basic laws and rules that apply to special events within the Town of Atherton.

Signature: 

Date: November 10, 2020

FOR STAFF REVIEW ONLY:

DATE APPLICATION RECEIVED: _____

APPLICATION RECEIVED BY: _____

ATTACHED FEE: \$75.00 PAID: _____ YES _____ NO

EVIDENCE OF INSURANCE /HOLD HARMLESS AGREEMENT ATTACHED _____ YES _____ NO

DEPOSIT FOR TOWN SERVICES RECEIVED (IF APPLICABLE)? _____

APPROVAL:

POLICE REVIEWED: _____

PUBLIC WORKS REVIEWED: _____

BUILDING DEPARTMENT REVIEWED: _____

PLANNING DEPT. REVIEW: _____

MENLO PARK FIRE DISTRICT: _____

SPECIAL CONDITIONS OF APPROVAL: _____

DATE APPLICATION APPROVED: _____ BY: _____

CITY MANAGER

DISTRIBUTION OF COMPLETED FORM: 1) ADMINISTRATION OFFICE, 2) APPROVAL 3) PROOF OF INSURANCE AND DEPOSIT CHECK
4) SEND APPROVAL LETTER TO APPLICANT

AGREEMENT AND RELEASE FROM LIABILITY

Voluntary Participation

1. I, _____ [name of releasor] acknowledge that I have voluntarily applied to the Town of Atherton for a special event for non-profit organization. The event is a _____ [describe event] to be held on _____, _____, 20____ [date of event] in the Town of Atherton.

Assumption of Risk

2. **I AM AWARE THAT THE ACTIVITY DESCRIBED ABOVE IN WHICH I AM ENGAGING MAY INVOLVE SOME RISK OF INJURY TO ME OR TO MY PERSONAL PROPERTY. I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH KNOWLEDGE OF THE DANGER INVOLVED, HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY, DEATH, OR PROPERTY DAMAGE AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE:**

Release

3. As consideration for being permitted by the Town of Atherton to participate in these activities and use their facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against or sue the Town of Atherton or any of its elected officials, employees, agents or attorneys for injury or damage resulting from the negligence or other acts, howsoever caused, by any elected official, employee, agent, attorney or contractor of the Town of Atherton as a result of my participation in the activity described above. I hereby release the Town of Atherton, its elected officials, employees, agents, attorneys or contractors from all actions, claims or demands that I, my assignees, heirs, distributees, guardians and legal representatives now have or may hereafter have for injury or damage resulting from my participation in the above described activity.

Knowing and Voluntary Execution

4. **I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE TOWN OF ATHERTON AND SIGN IT OF MY OWN FREE WILL.**

Executed at _____, California, on _____ [date].

RELEASOR

_____ [signature of releasor]

_____ [typed name]

Declaration of Witness

I certify that _____ [name of releasor] acknowledged in my presence that _____ [he or she] had read and fully understood the meaning and consequences of the foregoing release, and signed it in my presence.

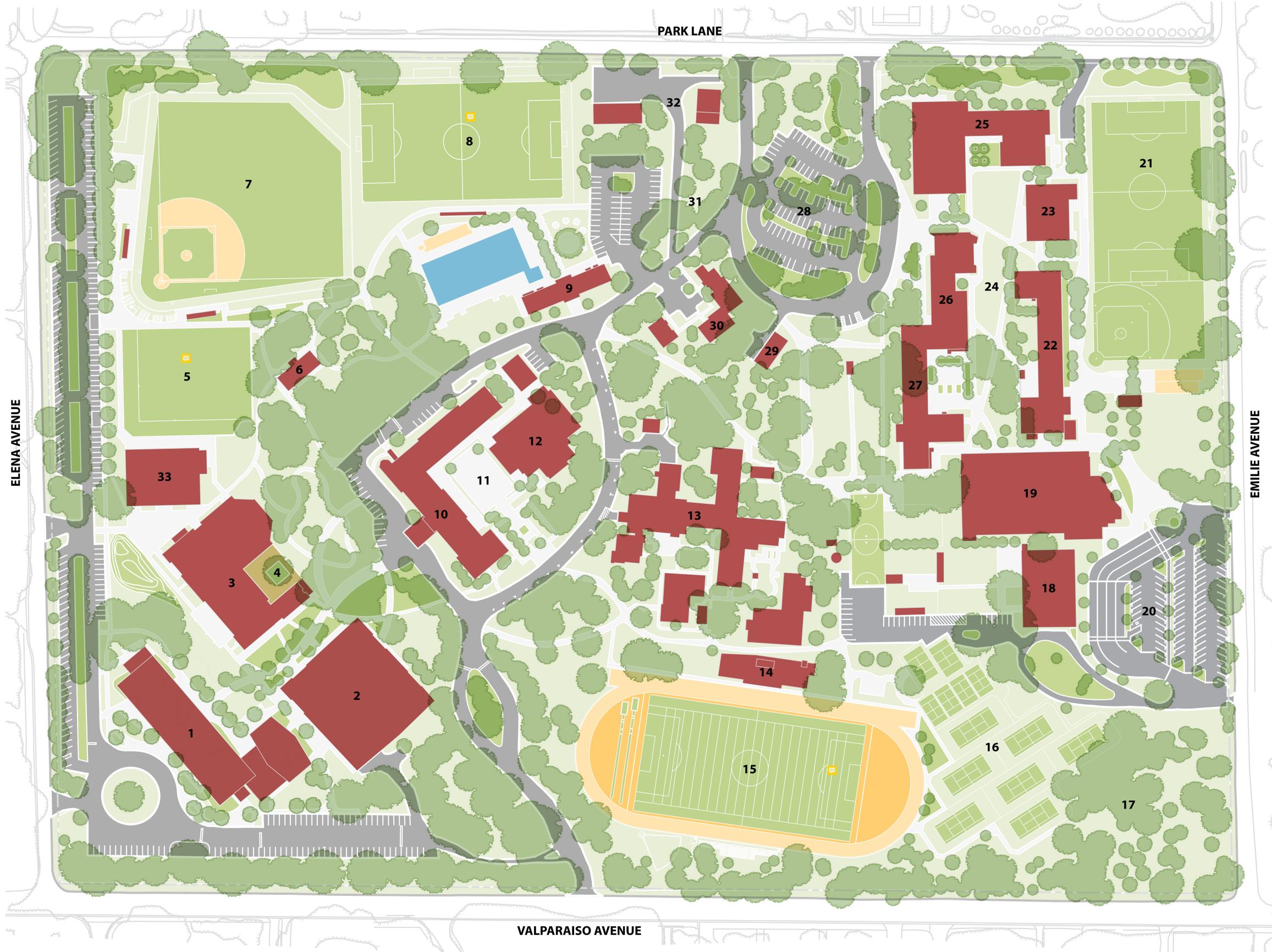
Executed at _____, California, on _____ [date].

_____ [signature of witness]
_____ [typed name]
_____ [street address]
_____ [city, zip code]



SACRED HEART SCHOOLS
ATHERTON, CA

**MASTER PLAN
UPDATE**
APRIL, 2019



- 1 Academic Arts Building
- 2 McGanney Sports Center
- 3 Homer Center
- 4 Duchesne Courtyard
- 5 Morey Practice Field
- 6 Morey Concession Building
- 7 Baseball Field
- 8 Soccer Field
- 9 Dunlevie Aquatic Center
- 10 Main Building
- 11 Conway Courtyard
- 12 Campbell Center for the Performing Arts
- 13 Oakwood Retirement Community
- 14 Field House
- 15 Palatella Field
- 16 Tennis Complex
- 17 Donohoe Grove
- 18 Preschool & Kindergarten Building
- 19 Spieker Pavilion (Gymnasium)
- 20 Sr. Ann McGowan Circle
- 21 Gavello Fields
- 22 Bergeron Lower School
- 23 Stevens Library
- 24 Sobrato Courtyard
- 25 Johnson Performing Arts Building
- 26 Murphy Administration Building
- 27 Xie Middle School
- 28 St. Joseph's Circle
- 29 Gate House
- 30 Apartments
- 31 Lamb Farm
- 32 Maintenance Facilities
- 33 Practice Gymnasium



WRNSSTUDIO