

Agenda Item # C - 7

**Village of Royal Palm Beach
Village Council
Agenda Item Summary**

Agenda Item:

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE VILLAGE OF ROYAL PALM BEACH TO HOLD A GREEN MARKET AND BAZAAR AT VILLAGE HALL EVERY SATURDAY, BEGINNING OCTOBER 10, 2020 THROUGH APRIL 30, 2021 FROM 9:00 A.M. TO 1:00 P.M., BY NIC WISHART.

Issue:

The applicant is requesting a special event permit in order to hold a Green Market and Bazaar at Village Hall on every Saturday beginning October 10, 2020 and ending April 30, 2021. The event will take place from 9:00 a.m. to 1:00 p.m. The Village is properly insured for such events.

Recommended Action:

Approval of Special Event Permit, subject to the attached conditions (Exhibit A).

Initiator:	Village Manager Approval	Agenda Date	Village Council Action
Director of P & Z		9/10/2020	9/17/20

EXHIBIT A

1. The event may only occur on Saturdays, beginning October 10, 2020 through April 30, 2021 from 9:00 a.m. to 1:00 p.m.
2. Any tents used shall be flame resistant.
3. A Business Tax Receipt is required and permits must be obtained for all temporary electrical services, generators or temporary power poles and must be inspected prior to commencement of sales.
4. All electrical circuits shall be GFI protected.
5. Signage shall be set back at least 10 feet from the property line and shall not interfere with sight lines along public roadways and shall conform to the requirements of Sec. 20-71(Temporary Special Event Signs) of the Village Code of Ordinances.
6. A clearly defined paved parking area must be provided.
7. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
8. Adequate trash receptacles shall be provided for debris, which may accumulate on site.

A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 45 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.

RECEIVED BY:
Village of Royal Palm Beach

AUG 21 2020

VILLAGE OF ROYAL PALM BEACH
SPECIAL EVENTS PERMIT APPLICATION

DATE: August 21, 2020

Time _____

I/We Nic Wishart

(Name of applicant)

of 151 Civic Center Way, Royal Palm Beach, FL 33411

(Mailing address)

Name and phone number of contact person Nic Wishart (561) 790-5196

Email address: nwishart@royalpalmbeach.com

On behalf of Village of Royal Palm Beach

(Name of person, corporation, organization, etc.)

hereby request a Special Events Permit from the Village of Royal Palm Beach in order to:
RPB Green Market Bazaar at Village Hall

In support of such application, I submit the following information:

1. Proposed location: Village Hall
1050 Royal Palm Beach Blvd., Royal Palm Beach, FL 33411

(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:
Every Saturday from 9am - 1pm
Starting: October 10, 2020 to April 30, 2021

3. Approximate number of participants expected:

4. Insurance company and policy number: Village Policy

(Copy of Certificate of Insurance showing general liability & property damage coverage is attached.)

5. Will state, municipal or county controlled property be involved? Yes No .

If yes, please describe: Village sponsored event

(State, municipal or county permit or written consent, if applicable, to utilize the above property is attached.)

6. How will this proposed event impact municipal traffic control, fire/rescue operations and/or utilities? Possibility of additional traffic. There will be sufficient parking at Village Hall and Ewing Park.

Proposed impact mitigation plan: n/a

7. Are animals involved in this event? Yes No

If yes, all certificates required by Chapter 5 of the Village Code of Ordinances must be attached hereto prior to the issuance of this permit.

8. What toilet facilities will be provided for use by event participants and the public? On site facilities in the Village Council Meeting Hall. Village staff will be on site.

9. Site plan for proposed location of special event showing layout of all facilities, including parking and signage, is attached hereto along with a fully executed hold harmless agreement as required by Section 16-12A.2 of the Village Code of Ordinances.

10. Please address the following items:

A. How will you assure that the proposed special event will have no adverse vehicular or pedestrian traffic impacts which cannot be prevented by the imposition of conditions? The event will be contained at Village Hall and the location has sufficient parking.

B. How will you assure that the proposed special event will have no adverse impacts on adjacent properties and will not be detrimental to their use and peaceful enjoyment of their property?

Event will be in compliance with Village Ordinances.

C. How will you assure that the proposed special event will not cause objectionable noise, vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions?

Event will be in compliance with all Village Ordinances.

D. How is the proposed special event compatible with the character of the location for which it is proposed?

There is sufficient space in the designated area at Village Hall to allow a successful and safe event.

11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village Code Section 20-71).

Green Market banners

I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all.

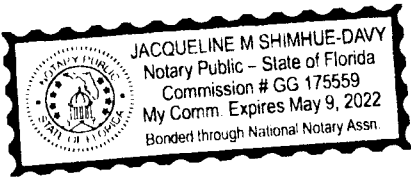
Nicolas Wishart
Signature of Applicant

NICOLAS WISHART
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 21 day of AUGUST, 2020, by NICOLAS WISHART, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath.

Jacqueline M. Shih-Davy
NOTARY PUBLIC
STATE OF FLORIDA
(Seal)





**CROSSWALK OF COMPLIANCE ELEMENTS FOR
AMUSEMENT/ENTERTAINMENT VENUE
COVID-19 EXPOSURE CONTROL PLAN**

VENUE NAME:

A. Entrance/registration/purchasing & signage	
Standard or criteria	Plan location (page no.) and comments
1. Describe guest screening procedure at entry.	Patrons will be reminded to maintain social distancing and to comply with current mask requirements via decals on pavement as well as static signage throughout this outdoor venue. Guests will be advised via signage and through social media that if they are experiencing symptoms of COVID-19 or have been in close contact with someone who has currently tested positive, that they should refrain from attending the market.
2. Describe how the purchasing/POS process is touchless or involves minimal guest contact.	Market vendors are encouraged to utilize contactless credit card transactions and to round up totals to minimize the need to make change.
3. Describe how guests will be instructed to wear facial coverings, especially when physical distancing is not possible or feasible.	Signage will be posted throughout the market instructing visitors to wear face masks.
4. Detail all forms and locations of multilingual signage to maintain physical distancing and spacing. Suggest submitting examples.	Universally recognized symbols will be used on signage to assist with language barriers. (e.g. masks, gloves, distance spacing, etc.)
5. Detail all forms and locations of multilingual signage/decals outlining safety guidelines (e.g., handwashing, germ spread prevention & hygiene advice, etc.). Suggest submitting examples.	Universally recognized symbols will be used on signage and decals to assist with language barriers. (e.g. masks, gloves, distance spacing, hand washing etc.)

B. Measures to protect guests and maintain physical distancing	
Standard or criteria	Plan location and comments
1. Capacity should be limited to the Governor's Executive Order currently in effect. Please describe procedures on how capacity will be monitored and what will happen when capacity is reached.	If the monitored capacity appears to become too dense, booths causing the increased density will be temporarily closed to discourage and disperse the congregation.



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B. Measures to protect guests and maintain physical distancing	
Standard or criteria	Plan location and comments
2. Describe queuing measures to maintain physical distancing (i.e., mechanisms to prevent congregation of guests).	Directional pedestrian traffic signage will be used. Vendor booths may be temporarily closed to discourage congregation.
3. Describe measures to prohibit use of common areas or waiting areas to prevent congregation of guest (for example, guests will be notified by call or text message).	Live entertainment has been suspended to help prevent congregation of guests. Picnic bench seating have been reduced and spaced 50 feet or more apart.
4. Describe how guest used equipment and attractions will be spaced ≥ 6 feet apart.	Market vendor's displays will be spaced greater than 6 feet apart from each other.
5. Describe how all unnecessary touchpoints, especially those that cannot be sanitized between uses will be removed or eliminated.	All unnecessary touch points have been eliminated in the area the market will take place.
6. Outline how all areas where physical distancing or sanitizing between use is not feasible (e.g., playgrounds and children's "ball pits") will be closed to guests.	N/A - There are no playgrounds, children's ball pits or the like within the area the market will take place.
7. Describe how all self-serve/selection items or equipment will be eliminated or minimized to the greatest extent possible (must address in E2 if not eliminated).	Picnic bench seating have been reduced and spaced 50 feet or more apart.

C. Measures to protect employees	
Standard or criteria	Plan location and comments
1. Outline the new employee on-boarding and orientation process relating to COVID-19.	There are no plans to bring new staff on board at this time. Current COVID-19 safety precautions and procedures will be reviewed prior to bringing on new staff in the future.
2. List/identify all policies and procedures to protect guests from exposure to COVID-19, and how employees will be trained in these procedures.	Face mask, hand washing & social distancing signs and decals are posted throughout the market. All staff will be well versed on these procedures and policies.
3. Describe daily screening procedure for employees, including the procedure employees will follow when not feeling well or showing signs & symptoms.	Staff will be screened via temperature scan and asked if they have any symptoms. Those who are symptomatic or fail screening must leave and stay home until symptoms pass.



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C. Measures to protect employees	
Standard or criteria	Plan location and comments
4. Identify your policy where employees who are symptomatic or fail screening criteria are required to stay home until symptoms pass.	Employees who are symptomatic or fail screening criteria are required to stay home until symptoms pass.
5. Identify your policy on how the company will handle any employee who may test positive for COVID-19 (confirmed).	Employees who test positive may return after completion of self-quarantine and are no longer symptomatic.
6. Specify the personal protective equipment (PPE) provided to employees → masks, gloves, eyewear, etc.	Staff are provided masks, gloves and eye protection when appropriate.
7. Describe newly implemented technologies that reduce direct guest and employee interaction, if any.	Market vendors are encouraged to utilize contactless credit card transactions and to round up totals to minimize the need to make change.
8. Describe guest separation strategies such as Plexiglas shields or other barriers between guests and employees at service counters, and describe how such barriers will be frequently sanitized.	Vendors are instructed to use tables as a barrier and to keep 6ft away from their customers and to use plexiglass dividers when this is not possible and to frequently clean these surfaces with a sanitizer .

D. Food, beverage, and concessions	
Standard or criteria	Plan location and comments
1. Describe what type of PPE food service staff will wear, and when the PPE will be worn.	All food service vendors are required to wear gloves in addition to face masks.
2. Describe all measures to maintain physical separation throughout all dining area(s): spacing ≥6 feet between tables, strategies to limit congregation, queue markers, etc.	Picnic bench seating have been reduced and spaced 50 feet or more apart. Outdoor Venue
3. Describe how self-serve, shared, or reusable items (e.g., drink pitchers, beverage dispensers, menus, straw & napkin dispensers, condiment bars, etc.) will be eliminated, and identify alternate strategies.	There are no self-service options available and all food vendors will provide disposable food containers, utensils and individually packaged condiments.



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D. Food, beverage, and concessions	
Standard or criteria	Plan location and comments
4. Describe all COVID-19 enhanced cleaning and sanitizing procedures implemented in the dining area consistent with CDC guidelines(www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)	Frequent cleaning and sanitizing of picnic tables will be conducted by staff in accordance with CDC guidelines.

E. Sanitizing and housekeeping procedures	
Standard or criteria	Plan location and comments
1. Describe the location of all hand sanitizer and/or handwashing stations for guests & employees and how these stations will be monitored and serviced/refilled.	Hand sanitizing stations will be placed at both the entrances and exits as well as the walkways throughout the market area. Staff will monitor & service these stations hourly.
2. Describe how all guest equipment will be sanitized before and after each use.	Bathrooms will be frequently sanitized as well as picnic tables between uses.
3. Describe the procedure for frequent sanitizing of high-contact areas such as touchscreens, kiosks, keypads, handles, railings, doorknobs, tables, chairs, counters, check-out areas, etc. consistent with CDC guidelines (www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html).	Staff will frequently wipe down and sanitize all high contact areas, such as door knobs, toilets & sinks. Vendors will frequently wipe down and sanitize counters, plexiglass dividers, key pads, etc.
4. Describe the process for frequent sanitizing of restrooms and how congestion or congregation within will be monitored and limited.	Bathrooms receive minimal usage during the market. Abundant outdoor waiting space is available. Social distancing signage will be displayed.
5. Describe how all COVID-19-related cleaning products will be properly stored and maintained.	Cleaning products are stored in locked closets and vehicles accessible only to municipal staff and are restocked frequently.

6/11/2020
previous versions are obsolete