

PL19-0045 Project Description: The Applicant requests that a CUP be granted to authorize “Outdoor Events” (Ventura County Non-Coastal Zoning Ordinance, Section 8107-46.4) (“Conditionally Permitted Outdoor Events”). The Applicant requests 60 Outdoor Events per calendar year for an initial five-year term with a subsequent option to renew for a term of 10 years each.

The project site is currently developed (in part) with a horse ranch operation. The proposed project’s CUP boundary encompasses the eastern portion of the property, which consists of approximately 21 acres of the 38.3-acre lot.

The proposed project includes up to 60 events per calendar year, with events occurring between 10:00 am and 11:00 pm. Amplified music will be turned off at 10:00 pm and guests will be required to leave the property by 11:00 pm. Clean-up and tear down of the event site will occur no later than 12:00 am (midnight) on the day of the event. Set-up of the site will occur as early as, but no earlier than, 8:00 am. All staff will be required to vacate the property by 12:00 am. Events requiring set-up and/or break-down on a day separate from the event day will be counted towards one of the allowed 60 event days. The proposed project will allow for tenting of the outside area of the property for temporary events, and the tents will be taken down within 24 hours of the event start time.

The proposed events may occur on any day throughout the year. However, the majority of the events are likely to occur between March 1st and November 1st due to expected fair weather. Event frequency will likely be reduced between November 2nd and February 31st.

Daytime Outdoor Events are expected to last, on average, three hours with an additional three hours allotted for vendor set-up and tear down. Evening Outdoor Events are expected to last, on average, six hours with an additional five hours for vendors to set-up and tear-down.

No grading is required to facilitate the proposed project and only development to construct the southeastern driveway in accordance with the County Road Standard Plate E-2 will occur for the proposed project. An existing private entrance road off West Potrero Road will provide access to the project site from the northern side of the property. Additionally, a decomposed granite path, located on the east side of the property, will provide access to the project site. An existing domestic water well located in the Lake Sherwood Groundwater Basin provides water to the site. However, water for temporary outdoor events will be brought on-site for each event, and the applicant will not use the existing well to provide water for the events. A septic system provides existing on-site wastewater treatment; however, the applicant will be providing portable restrooms rather than using the existing septic system, for sewage disposal for the events.

Guest Count:

The applicant is proposing to limit attendance to a maximum of 375 guests per event.

Noise:

The proposed project includes the use of a PA system for DJs and/or bands and will be monitored and regulated by a designated staff member with a decibel reader.

Parking, Transportation, and Circulation:

Guest parking will be located in a parking area within the northeastern portion of the CUP boundary as depicted on the proposed site plan. The parking area will be located to the north of the event area and will include 315 parking spaces. Additionally, the applicant is proposing to manage parking as follows:

1. A gate guard, who will also operate as traffic control, will attend events of 100 people or more and all evening events. Additionally, valet service, which will also assist with traffic control, will be provided for events with 100 people or more and will be available for all events with at least 50 people. The gate guard will oversee the main entrance gate when guests arrive. Once all the guests have arrived, the applicant is proposing to have the gate guard close the gate and move to the exit gate on the east side of the property. The gate guard will be present during the entire event.
2. For events that involve over 150 guests, a security guard will oversee the premises in addition to having a gate guard and valet service on site to serve as traffic control and oversee the entrance gate.
3. The parking area will be illuminated with downward facing lighting. All vendors will park in the parking area.
4. All guests are expected to exit the property at the east gate. All vendors will be required to enter and exit the property at the east gate.
5. Shuttle and/or trolley services will be available for events.

Food Catering and Preferred Vendors:

1. A catering service will provide all food for the proposed events. Catered food will primarily be prepared offsite and transported to the site for each event. The applicant will arrange to have all trash associated with the events, removed from the property.
2. Food catering and beverage services/event vendors (e.g., DJs, florists, and valet service) will enter and exit from the gate along Potrero Road located on the southeastern side of the proposed project site.

3. Food catering and beverage services will be located in designated areas on site.

Waste Disposal

The applicant is proposing to place portable restrooms and hand-washing stations at designated locations for all events, as shown on the proposed site plan. ADA accessible portable bathrooms will be available and all bathrooms will be commercially serviced on a weekly-basis.

Additionally, the applicant prepared an Outdoor Events Solid Waste and Odor Control Plan” to prevent the generation of fugitive dust by the use of a water truck that will water-down unpaved areas and agricultural roads before and after operational hours.

Bridal Waiting Area:

When a wedding occurs, the bride will be allowed to use the existing office and office restroom. This office and restroom is associated with the on-site horse ranch operation. The bride’s use of these facilities will not exceed three hours, with a maximum of 12 people accompanying her.

Venue Representative and Security:

For all events and meetings, a venue representative will be present at all times. During the event, the representative will have the contact information for the Ventura County Sheriff and Fire Protection District. The venue representative will also have the phone number for transportation services (e.g., taxi or Uber) in case it is needed.

For events involving at least 100 guests, the applicant is proposing the following:

1. A gate guard will be provided at the front gate along Potrero Road and will also operate as traffic control.
2. Valet services will be required and will also operate as traffic control.

For events involving at least 150 guests, the applicant is proposing the following, in addition to the gate guard and valet services mentioned above:

3. A security guard will be present on the premises until the close of the event and provide a final close-out of the property alongside the venue representative.