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San Diego Unified Port District
Document No. 54374
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Office of the District Clerk

BPC Policy No. 455

SUBJECT: RE-ROUTING OF HARBOR DRIVE EVENTS DUE TO CRUISE SHIP ACTIVITY

PURPOSE: To establish a policy regarding permitting and possible re-routing of special event using Harbor Drive.

The San Diego Unified Port District (District) has expended substantial funds for development of the B Street Pier and the Broadway Pier as cruise ship facilities, whose primary function is to service cruise ships and their passengers calling at the District. From time to time, requests to close Harbor Drive are received to allow for parades, runs, walks and other special events to occur.

The logistical requirements to serve the cruise lines include ground transportation and access for passengers who are arriving and departing the B Street Pier and Broadway Pier in taxis, shuttle buses and tour buses; and trucks providing provisions. Additionally, security requirements mandate that when a cruise ship is in port, the cruise ship terminal at which the ship is berthed is closed to the public and open only to ticketed passengers, cruise line crew members, support workers such as longshore workers and delivery persons; and service vehicles.

In order to ensure that the primary function of the District's cruise ship facilities is protected and to ensure public safety and a secure environment on and near the cruise ship facilities when cruise ships are in port, it is appropriate to establish policy guidelines governing the use of Harbor Drive for special events.

POLICY STATEMENT:

1. Requests to conduct special events requiring the use of Harbor Drive will be addressed through the District's special event permitting process. This process includes the submitting and approval of applications, parking and mitigation plans, requirements for event insurance, and payment of deposits and fees. Additionally, applicants may be required to obtain appropriate regulatory approvals from the Fire Marshal and other agencies or entities.
2. The first step in the permitting process is the placement of the event date on the events/facilities calendar. The next step is the completion and submittal of a permit application. Acceptance of the application by the District permitting staff does not constitute approval of the application.

3. A completed application may be submitted up to eighteen months in advance of the scheduled event but must be received no later than 60 (sixty) days before the actual event date.
4. When determining the availability of Harbor Drive for any special event, scheduled cruise ship calls and related activities shall have priority use. Events are to be scheduled so as to avoid interference with cruise ship-related activity.
5. Because the cruise ship schedule is subject to change due to the attraction of new cruise business or changes in itineraries by cruise lines, the event route may be subject to change on short notice. Permitting staff will coordinate with event planners to determine alternate routes for their events when a change in the cruise ship schedule causes an event to be re-routed.
6. The Executive Director or designee shall have final authority as to the scheduling of permitted activity that requires the closure of Harbor Drive.
7. This policy does not apply to uses of Harbor Drive that are sponsored exclusively by the District.
8. This policy will be reviewed annually and updated as deemed appropriate.

RESOLUTION NUMBER AND DATE: 2008-277, dated December 2, 2008 (*Supersedes BPC Policy 455, Resolution 2004-28, dated February 24, 2004*)

(1)

REFERENCE
COPY

Re Amendment of BPC Policy 455,]
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Re-Routing of Events on Harbor]
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Drive Due to Cruise Ship Activity]
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54374

RESOLUTION 2008-277

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified Port District, as follows:

That Board of Port Commissioners Policy No. 455, Re-Routing of Events on Harbor Drive Due to Cruise Ship Activity, as amended, (formerly entitled Re-Routing of Harbor Drive Events Due to Cruise Ship Activity) a copy of which shall be placed on file in the office of the District Clerk, is hereby adopted.

ADOPTED this 2nd day of December, 2008.

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12/2/08