



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

H-1

For the meeting of: May 12, 2015

Date: May 4, 2015

To: Board of Supervisors

From: Phillip Smith-Hanes, County Administrative Officer

Subject: Introduction of Ordinance adding Humboldt County Code §812 *et seq.* Adopting Regulations for the Issuance of Film Permits in the County.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Introduce the attached Ordinance by title and waive the first reading;
2. Set the Ordinance for adoption on May 19, 2015 or at least one week from May 12, 2015;
3. Direct the Clerk of the Board publish the required pre-adoption summary of the ordinance and to post a certified copy of the full text of the proposed Ordinance in the office of the Clerk of the Board, both the publication and posting to be done at least five (5) days prior to the Board meeting at which the Ordinance will be adopted [Government Code Section 25124 (b)(1)];
4. Direct the Clerk of the Board, within 15 days after the adoption of the Ordinance, to publish a post-adoption summary of the Ordinance with the names of the Supervisors voting for and against the Ordinance, and to post in the office of the Clerk of the Board a certified copy of the full text of the adopted Ordinance and amendments along with the names of those Supervisors voting for and

Prepared by Nicole Morrow

CAO Approval *Amey D. Olson*

REVIEW:

Auditor \_\_\_\_\_ County Counsel *NAD* Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Lovelace*

Ayes *Sundberg, Lovelace, Fennell, Bohn, Bass*

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *May 12, 2015*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

against the Ordinance [Government Code Section 25124 (b)(1)].

SOURCE OF FUNDING:

General Fund

DISCUSSION:

The Redwood Region Entertainment and Education Liaisons (RREEL), Inc., doing business as Humboldt Del Norte Film Commission, currently acts as a liaison for the film industry seeking destinations for film and the local community. The film commissioner's role is to aid the film companies in obtaining film permits, scouting locations and generally creating a hospitable experience for visiting crews. Often the commissioner works with Public Works staff to help obtain permits when dealing with county property.

When film crews come to Humboldt County to film, it creates an infusion into the local economy (on average, \$1.5 million per year) and helps to display the county for future visitors and filming. Occasionally, the film commissioner needs to step in and protect the county's resources, citizens or environment when a film crew acts unprofessionally or unsafely. Currently, the film commissioner does not have any legal authority to assist law enforcement in mitigating unsafe situations.

Currently several city jurisdictions within Humboldt County offer film permits, however, the county does not have an ordinance in place that enables staff to issue permits. The lack of an ordinance places the county at risk, and makes the county uncompliant with the Uniform Film Permit Act, Government Code Section 14999.21 *et seq.*, that states:

The California Film Commission shall send to each city and county a copy of the model process for granting film permits for local consideration. Not later than December 31, 1989, each jurisdiction shall adopt this process or inform the California Film Commission in writing as to why they cannot or need not adopt this model process.

County staff, with the assistance and support of the Humboldt-Del Norte Film Commission, has drafted the attached ordinance, using the California Film Commission's model process as a template, in order to comply with the Uniform Film Permit Act. In addition, based on potential risks to county property and environment, staff has drafted an application for the permit (attachment IV). This application seeks to understand the potential impacts of the filming prior to a permit being issued.

The attached ordinance is a revised version, to better represent the intention of the County: to encourage business to film and document our area, while protecting the resources of the County.

FINANCIAL IMPACT:

There is negligible financial impact to legally-required publication of the Ordinance. This can be covered by existing budget appropriations. The ordinance will allow the county to add additional film permit fees and create revenue to offset expenses related to staff work needed to process permits.

This action supports your Board's Strategic Framework, Priorities for New Initiatives, by providing our core services in ways that provide community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Humboldt Del Norte Film Commission

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to amend or reject the recommended ordinance. This is not recommended; the county is not compliant with California's Uniform Film Permit Act.

ATTACHMENTS:

Attachment I- Ordinance No. \_\_\_\_\_, adding Chapter 2 to Division 1 of Title VIII of the Humboldt County Code Relating to Regulation and Permitting of Filming in Humboldt County amending sections of Humboldt County Code

Attachment II- Summary for Publication before Adoption of the Ordinance

Attachment III- Summary for Publication after Adoption of the Ordinance

Attachment IV- Draft Film Permit Application

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF HUMBOLDT ADDING CHAPTER 2 TO DIVISION 1 OF TITLE VIII OF THE HUMBOLDT COUNTY CODE RELATING TO REGULATION AND PERMITTING OF FILMING IN HUMBOLDT COUNTY**

The Board of Supervisors of the County of Humboldt ordains as follows:

**SECTION 1. Legislative Findings:**

**Whereas**, the County of Humboldt is an ideal backdrop for television, commercial and film production due to its natural beauty; and

**Whereas**, the Uniform Film Permit Act, Government Code Section 14999.21 *et seq.*, encourages cities and counties to adopt uniform permit procedures; and

**Whereas**, as required by the Uniform Film Permit Act, the County's proposed ordinance has been submitted to the California Film Commission for review; and

**Whereas**, the County wishes to adopt regulations for the issuance of motion picture, television, commercial and still photography permits and to establish a more uniform process for the film activities in the County.

**SECTION 2.** Chapter 2 of Division 1 of Title VIII of the Humboldt County Code is hereby added as shown on Attachment 1 hereto.

**SECTION 3. Severability.** If any provision of this chapter or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of this chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are severable.

**SECTION 4. California Environmental Quality Act ("CEQA").** The Board of Supervisors finds, pursuant to Title 14 of the California Code of Regulations, Section 15378, that this ordinance is not a Project as defined by CEQA. Furthermore, the ordinance is exempt pursuant to Section 15061(b)(3) as it is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

**SECTION 5. Effective Date.** This ordinance shall take effect and be in force thirty (30) days from the date of its passage. A summary shall be published at least five (5) days before the date set for adoption and again fifteen (15) days after passage of this ordinance. It shall be published once with the names of the Board of Supervisors voting for and against the ordinance in a newspaper of general circulation published in the County of Humboldt, State of California.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

AYES: Supervisors—  
NOES: Supervisors--  
ABSENT: Supervisors—

\_\_\_\_\_  
Chair of the Board of Supervisors of  
the County of Humboldt, State of California

(SEAL)

ATTEST:

Kathy Hayes, Clerk of the Board of Supervisors  
County of Humboldt

\_\_\_\_\_

TITLE VIII- BUSINESS LICENSES, FRANCHISES

AND MUNICIPAL SOLAR UTILITY PROGRAM

DIVISION 1

CHAPTER 2

FILM PERMITS

812-1. DEFINITIONS.

For the purposes of this chapter, the following terms, phrases, words and their derivatives shall have the meaning given herein: (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(a) "Motion picture, television, web shows, still photography" shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials, web productions and student films in any medium including film, tape or digital format. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(b) "Charitable films" shall mean commercials, motion pictures, television, videotapes, digital recording or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(c) "News Media" shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(d) "Studio" shall mean a fixed place of business certified as such by the local land use authority where filming activities (motion or still photography) are regularly conducted upon the premises. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(e) "Permitting Officer" shall mean the County Administrative Officer, or designee, who shall have authority to approve film permits under this chapter. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

812-2. PERMITS AND EXEMPTIONS.

(a) Permit required: No person shall use any public or private property, facility or residence within the unincorporated areas of the County of Humboldt for the purpose of filming motion pictures, television, web shows or commercial still photography without first applying for and receiving a permit from the Permitting Officer if the proposed filming activity includes any of the following: (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

1. Building or tearing down of structures;
2. Encroachment upon right-of-way;
3. Use of pyrotechnics, fire, or caustic chemicals;
4. Handling of non-domestic animals;
5. Use of production vehicles or cranes;
6. Creating excessive lights, dust, or noise;
7. Filming after 9 p.m. or before 7 a.m.;
8. Use of weaponry;
9. Disruption to or activities in environmentally sensitive areas;

10. Disruption to neighbors;
11. Creation of an attractive nuisance; or
12. Any other activity that a reasonable person would view as having an adverse impact on persons, property or the natural environment that is substantively different from the level of impact attributable to personal photography.

(b) Permit Exemptions: (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(1) Breaking News Media: The provisions of this chapter shall not apply to or affect reporters, photographers or camerapersons in the employ of a newspaper, news service, or similar entity engaged in on-the-spot print media, publishing or broadcasting, of news events concerning those persons, scenes or occurrences which are in the news and of general public interest. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(2) Personal/Family Video: The recording of visual images (motion or still photography) solely for private personal use, and not for commercial use. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(3) Studio Filming: Filming activities (motion or still photography) conducted at a studio located on property zoned for commercial filming. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

**812-3. PERMITS.**

The Permitting Officer shall provide for the issuance of permits. Permit applications shall be evaluated based on, but not limited to, the following criteria: (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

1. The health and safety of all persons and the environment; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)
2. Mitigation of disruption to all persons within the affected area; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)
3. The safety of property within the County; and (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)
4. Traffic congestion at particular locations within the County. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

**812-4. APPLICANTS AND ISSUANCE.**

(a) Issuing Authority: the issuing authority shall be the Permitting Officer. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(b) Applications: The following information shall be included in the application: (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

1. The representative of the property and his/her email address and phone number, as well as the address of the property (if different) at which the activity is to be conducted;
2. The specific location at such address or place;
3. The inclusive hours and dates such activity will occur;

4. A general statement of the character or nature of the proposed filming activity; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

5. The name, address, email address, and telephone number of the person or persons representing the production; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

6. The exact number of personnel to be involved; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

7. Activity which may cause public alarm such as the use of animals, gunfire, pyrotechnics and/or low-flying helicopters or other aircraft; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

8. The exact amount/type of vehicles/equipment to be employed along with a parking plan; (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

9. Activity which may result in disturbances to nearby bodies of water, streambeds, soil, flora, and/or fauna; and (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

10. Activity which may result in levels of light, glare, and noise exceeding that which is normal for the area or generate levels of dust that are likely to impact surrounding properties. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(c) Fee Schedule: The County may adopt a fee schedule applicable to the permit process. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(d) Reimbursement for Personnel: The production company shall reimburse the County for any personnel provided to the company (e.g., sheriff, fire, traffic) for the purpose of assisting the production. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(e) Waiver of Permit Fees for Charitable and Student Films: Permit fees for charitable films and student films may be waived. Reimbursement for County personnel for the purpose of assisting the production shall not be waived pursuant to this subsection. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(f) Change of Date: Upon the request of the applicant, the Permitting Officer shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(g) Review: Permit applications are subject to review by any agency for input and/or comment as determined by the Permitting Officer. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

**812-5. LIABILITY PROVISIONS.**

(a) Liability Insurance: Before a permit is issued, a certificate of insurance will be required in an amount not exceeding \$1,000,000 naming the County as a coinsured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage. The County officers and employees shall be named as additional insured. The certificate shall not be subject to cancellation or modification until after thirty days written notice to the County. A copy of the certificate shall remain on file. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)



(b) Automobile/Motor liability Insurance: Before a permit is issued, a certificate of insurance will be required with a limit of liability of not less than \$1,000,000 combined single limit coverage. Such insurance shall include coverage of all "owned," "hired," and "non-owned" vehicles or coverage for "any auto." (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(c) Change of Provisions: The Permitting Officer, in conjunction with Risk Management, shall have the power to change the insurance requirements of section (a) and (b) and/or require other insurance policies dependent upon the individual circumstances of a film permit application. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(d) Worker's Compensation Insurance: An applicant shall conform to all applicable Federal and State requirements for Worker's Compensation Insurance for all persons operating under a permit. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(e) Hold Harmless Agreement: An applicant shall execute a hold harmless agreement as provided by the County prior to the issuance of a permit under this ordinance. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

(f) Security Deposit: To ensure cleanup and restoration of the site, an applicant may be required to submit a refundable deposit (amount to be determined). Upon completion of filming and inspection of the site by the County, if no verifiable damage has occurred, the security deposit should be returned to the applicant. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

**812-6. VIOLATIONS.**

Any person violating any provision of this chapter shall be deemed guilty of an infraction as hereinafter specified. Such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed or continued. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

Any person so convicted shall be: (1) guilty of an infraction offense and punished by a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) guilty of an infraction offense and punished by a fine not exceeding two hundred dollars (\$200.00) for a second violation; (3) guilty of a infraction offense and punished by a fine not exceeding five hundred dollars (\$500.00) for every subsequent offense. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

Any violation of this chapter shall be justification for the Permitting Officer to revoke the film permit. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

Nothing in this Chapter shall prohibit the Permitting Officer from promulgating rules and regulations upon approval by the Board of Supervisor by resolution to carry out this Chapter. (Ord. \_\_\_\_\_, § \_\_\_\_\_, / /2015)

## ATTACHMENT II

### SUMMARY FOR PUBLICATION PRIOR TO ADOPTION OF ORDINANCE

(The summary shall be published and a certified copy of the full text of the proposed ordinance shall be posted in the office of the Clerk of the Board of Supervisors at least five (5) days prior to the Board of Supervisors meeting at which the proposed ordinance is to be adopted.)

### SUMMARY

On May 19, 2015, at its regularly scheduled Board meeting, the Humboldt County Board of Supervisors will consider for adoption a proposed ordinance adding Chapter 2 to Division 1 of Title VIII of the Humboldt County Code Relating to Regulation and Permitting of Filming in Humboldt County amending sections of Humboldt County Code.

The text of the proposed ordinance is available from the Clerk of the Board, Room 111, 825 Fifth Street, Eureka, CA.

ATTACHMENT III

SUMMARY FOR PUBLICATION AFTER ADOPTION OF ORDINANCE

(The summary shall be published within fifteen (15) days  
after the adoption of the ordinance.)

SUMMARY

On May \_\_\_\_, 2015, the Humboldt County Board of Supervisors adopted Ordinance No. \_\_\_\_\_, adding Chapter 2 to Division 1 of Title VIII of the Humboldt County Code Relating to Regulation and Permitting of Filming in Humboldt County amending sections of Humboldt County Code

A copy of the ordinance is posted in the office of the Clerk of the Board of Supervisors, 825 Fifth Street, Room 111, Eureka, California 95501-1153.

The votes were:

AYES: Supervisors:  
NOES: Supervisors:  
ABSENT: Supervisors:  
ABSTAIN: Supervisors:

## County of Humboldt: Film Permit Application

Date Submitted: \_\_\_\_\_

## Location Information

Location	Dates	Times

Applicant Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Production Type: \_\_\_\_\_ Production Name: \_\_\_\_\_

Production Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location Mgr/Other: \_\_\_\_\_ Producer: \_\_\_\_\_

Total Days: \_\_\_\_\_ Total Personnel: \_\_\_\_\_

Vehicles/Equipment: \_\_\_\_\_

Pyrotechnics: \_\_\_\_\_ FX #: \_\_\_\_\_

Technician: \_\_\_\_\_ Lic #: \_\_\_\_\_ Phone: \_\_\_\_\_

Firearms: \_\_\_\_\_

## Additional Information Required:

- A brief statement with the following for EACH location: proposed shoot, security plan, equipment & vehicles, traffic control plan, parking plan, comprehensive map or diagram, if applicable
- Liability Insurance
- Application Processing Fee - (not yet determined)
- Completed Film Permit Special Request (if applicable)- and all associated paperwork

Submit completed application to the County Administrative Office (CAO):  
825 5<sup>th</sup> Street Room 112, Eureka CA 95501

Please allow 7-10 days (depending on the complexity of the shoot) for routing and approval from County departments. Upon approval from County Departments, and collection of fees and all required documentation, the permit will be approved.

Film Commission Review: \_\_\_\_\_

Permit Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Check if requesting	Film Permit Special Request
Base fee:	Street Closures: Date/time: _____ Streets: _____ Date/time: _____ Streets: _____ Date/time: _____ Streets: _____ Applicant must include a map of streets to be closed.  Dept Approval: _____
Base fee:	Airport Date/time: _____
Additional fees:	Please check all that apply: <input type="checkbox"/> More than one camera <input type="checkbox"/> Small vehicles (car, small truck, small trailer) <input type="checkbox"/> Large vehicles (bus, large trailer, generator) <input type="checkbox"/> Crash rescue truck <input type="checkbox"/> Interior shots <input type="checkbox"/> Additional people or animals- type and # _____  Dept Approval: _____
Base fee:	Park or other County Property Location: _____ Date/time: _____ Location: _____ Date/time: _____ Location: _____ Date/time: _____  Dept Approval: _____

Will the film set, crew or associated activities result in disturbances to nearby?

<b><u>Bodies of water</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:		

Film Commission Review: \_\_\_\_\_

Permit Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<u><b>Streambeds</b></u> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:	
<u><b>Soil, Flora and/or Fauna</b></u> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:	

Will the activity result in any of the following that exceed that which is normal for the area or impact the surrounding properties:

<u><b>Levels of light or glare</b></u> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:	
<u><b>Noise</b></u> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:	
<u><b>Generate dust</b></u> <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the anticipated disturbance. What is your mitigation plan?
If yes, please list the specific location:	

Film Commission Review: \_\_\_\_\_

Permit Approval: \_\_\_\_\_ Date: \_\_\_\_\_