

*Sizing of Onsite Wastewater Disposal Systems for Special Events
Authorized by Use Permits and the use of Portable Toilets*

PURPOSE

To instruct staff and the designers of on-site wastewater disposal systems of the criteria to be used in calculating wastewater flows from Special Events (or Cultural Events) granted in Use Permits and the use of Portable Toilets for Special Events.

INTENT

The intent of this policy is to provide sizing criteria for onsite disposal systems that are commensurate with the number and size of special events approved under the facility's permit. Generally, this policy requires larger disposal systems as the number and size of permitted events increases. The policy also seeks to avoid over-sizing disposal systems based on a relatively small number of large events; therefore, this policy allows the four largest approved events to be serviced completely with portable toilets. As the number of approved events increases, the onsite waste water system disposal capacity requirements increase based upon a percentage of the size of the fifth largest special event flow. See Table A.

Example 1

A facility is approved for six (6) events per year. Specifically, four (4) events of up to one hundred people and two (2) events up to two thousand people.

In this case the facility may choose to service the (2) two thousand person events and (2) of the one hundred people events solely with portable toilets. Since the next event would be the fifth event which in this case is one hundred people, the onsite sewage disposal system would have to be expanded by 25% of the one hundred person event (fifth event).

Example 2

A facility is approved for (22) one hundred person events and (1) one thousand person event.

In this case the facility may choose to service the (1) one thousand person event and (3) of the one hundred person events with portable toilets. Since the fifth largest event would be one hundred people the onsite disposal system would have to be expanded to accommodate 50% of the fifth one hundred person event waste flow. The percent increase to the onsite system is required because the facility is becoming more of an event center rather than a facility having an occasional or minimal number of events.

Example 3

A facility is approved for (20) one hundred person events and (6) one thousand person events.

In this case the facility may choose to service (4) of the one thousand person events with portable toilets and since the fifth largest event is a one thousand person event the onsite disposal system would be required to be expanded to accommodate 100% of the additional waste water flow from the fifth one thousand person event.

GENERAL

Board of Supervisors Minute Order 65472 of February 26, 1980, and the North Coast Regional Water Quality Control Board Basin Plan both place restrictions upon the use of holding tanks (including portable toilets) to provide wastewater disposal for new development. Special Events or Cultural Events are defined in Sonoma County Code section 26-02-140 and have been interpreted for staff by the Board of Zoning Adjustments in a Resolution 08-003BZA, of February 28, 2008. These events cover the spectrum from one time events with no permanent right to repeat that event granted by a Zoning Permit, to dozens of events per year, to be allowed every year, authorized by a Use Permit. The goal is to provide criteria that requires a greater integration of Special Events into the permanent building infra-structure as the Special Events become more frequent or commonplace at a given site.

DEFINITIONS

- A. “Event” means any special event authorized under a Use Permit or an “Occasional Cultural Event” as defined in the zoning ordinance and as interpreted by the Board of Zoning Adjustments. “Event” includes industry-wide events.
- B. “Visitors per day” means the peak number of visitors estimated for the entire busiest single day of one event, and not the combined number of visitors of both days of a week-end event, and not just the maximum number of visitors at one time during the busiest day.

PROCEDURE

- A. On-site Wastewater Treatment Systems (OWTS) shall be sized for the peak wastewater flow from all sources, except where the site is connected to public sewer, or where allowances are made in the Building Code and in the Regional Water Quality Control Board Basin Plan, or in this policy for Special Events. The wastewater system consultant shall justify the sizing of the OWTS for Special Events based upon the specific circumstances of the site and the proposed event; i.e., food prepared on an outdoor barbeque typically generates less wastewater than a meal prepared in a kitchen, and a sit-down three course meal typically generates more wastewater than a meal served on disposable utensils at outdoor picnic tables. Wineries with a larger amount of things to

see or a larger selection of wines to try may cause wine tasters to linger longer or to taste more wine, etc.

1. Special Events involving wine tasting without food service shall size the on-site wastewater disposal system as large as needed, but in no case at less than two and one half (2 and 1/2) gallons per visitor per day.
2. Special events involving food service shall size the on-site wastewater disposal system as large as needed, but in no case at less than five (5) gallons per visitor per day.
3. Sizing of the OWTS for Special Event wastewater flows shall comply with the following requirements when mitigation is provided by an adequate number of portable toilets as specified in this policy:

TABLE A

Number of special events approved per year.	Percent increase in the design and capacity of the facilities waste water treatment system due to special event waste water flows.*
0 to 4	The additional special event waste water flow may be accommodated by portable toilets. No increase in the facility waste water system required.
5 to 10	The design and capacity of the facilities waste water treatment system must be increased by 25% of the fifth largest single special event flow.
11 to 25	The design and capacity of the facilities waste water treatment system must be increased by 50% of the fifth largest single special event flow.
26 or more	The design and capacity of the facilities waste water treatment system must be increased by 100% of the fifth largest single special event flow.

*The Special Event Waste Water Flow is the additional sewage flow expected from the largest single special event that is in excess of the normal waste water flow from the

facility.

- B. The use of portable toilets shall meet the following minimum requirements:
1. An adequate number of portable toilets shall be provided, but in no case shall the number of portable toilets be less than one toilet per one hundred (100) visitors per day for day use, and six toilets per one hundred (100) visitors per day if overnight use is included.
 2. Portable hand washing facilities shall be provided with all portable toilets used for serving visitors or the public. Employees serving food to visitors or the public must have access to permanently plumbed running hot and cold water sinks plumbed to an OWTS or public sewer.
 3. Portable toilets shall be serviced as needed, but in no case less than once every seven days.
 4. The applicant shall provide an accessible portable restroom on the job site where required by Federal, State or local law, including but not limited to, requirements imposed under OSHA, the Americans with Disabilities Act or Fair Employment and Housing Act.
 5. Portable toilets shall not be brought on-site prior to 48 hours before the Special Event and shall be promptly serviced and removed within 48 hours after the Special Event.
 6. If complaints are received that PRMD believes are valid complaints, the applicant or current operator of the Use Permit shall increase the number of portable toilets and/or increase the frequency of maintenance of the portable toilets for the remainder of the Special Event and at future Special Events as directed by PRMD. The property owner and his agent(s) are expected to maintain portable toilets and hand washing units so that:
 - a. The holding tank does not leak or overflow.
 - b. Toilet paper is promptly replaced when the dispenser runs out.
 - c. Water and soap is promptly replaced when the hand washing units run out.
 - d. The wait to use a portable toilet shall not be so long that people relieve themselves at other impromptu locations.
 - e. Reliance upon portable toilets shall not create a public nuisance.

Approved by:

/s/ Pete Parkinson

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