

## ITEM 4.5

### CITY MANAGER'S REPORT OCTOBER 9, 2023 CITY COUNCIL REGULAR MEETING

**ITEM:** **PLANNING FEE WAIVER REQUEST BY THRIVE CHURCH (TUP-23-105)**

**RECOMMENDATION:** **Adopt Resolution Waiving the Temporary Use Permit Application Processing and Document Retention Fees for Thrive Church, in the Combined Amount of \$392**

---

#### **SUMMARY:**

Thrive Church will be hosting their annual "Love Our City Fall Fest" event on October 28, 2023 at their Lathrop location (17201 S. Manthey Road). The event will take place outdoors in the church parking lot, which is shared amongst the businesses in the Mossdale Landing Business Park along Manthey Road and Golden Valley Parkway.

Thrive Church has submitted a letter (Attachment 2) requesting the City waive the Temporary Use Permit (TUP) application processing fee of \$382, and the document retention fee of \$10 (\$392) for the event.

#### **BACKGROUND:**

Thrive Church submitted a Temporary Use Permit application for their annual 2023 Fall Harvest event. The event included amenities for guests, included rides and inflatables as well as carnival booths, games, and pre-packaged candy for kids of all ages. The event hours were from 4:00 P.M. to 6:00 P.M. This was a free event that provided activities for the community to participate in and enjoy.

Last year, the City approved a TUP, permitting a similar event held at the same location. The City has consistently approved various community events for Thrive Church since 2016. The City Council has approved similar requests from non-profit groups that sponsored events for the community. The \$392, includes both application processing and document retention fees.

#### **REASON FOR RECOMMENDATION:**

Staff recommends the City Council adopt a resolution to waive the Temporary Use Permit Application and Document Retention Fees, and make findings that the fee waiver supports a public benefit to the community, and that the amount of the fee waiver is de-minimis in nature, and is not subsidized by other facility fees.

**CITY MANAGER'S REPORT  
OCTOBER 9, 2023 CITY COUNCIL REGULAR MEETING  
THRIVE CHURCH FEE WAIVER**

**PAGE 2**

**FISCAL IMPACT:**


The requested fee waiver is \$392.

**ATTACHMENTS:**

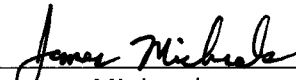
1. Resolution Approving the Fee Waiver Request
2. Applicant Fee Waiver Request Letter
3. Event description w/site plans for TUP-23-105

**CITY MANAGER'S REPORT  
OCTOBER 9, 2023 CITY COUNCIL REGULAR MEETING  
THRIVE CHURCH FEE WAIVER**

**APPROVALS:**

  
for Trent DaDalt  
Assistant Planner

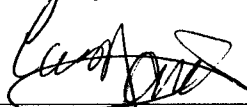
9/21/23  
Date

  
James Michaels  
Senior Planner

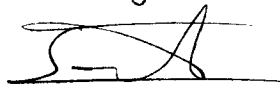
9/21/2023  
Date

  
Rick Caguiat  
Community Development Director

9/21/23  
Date

  
Cari James  
Finance Director

9/22/2023  
Date

  
Salvador Navarrete  
City Attorney

9.22.2023  
Date

  
Stephen Salvatore  
City Manager

9.27.23  
Date

**RESOLUTION NO. 23-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP TO WAIVE THE TEMPORARY USE PERMIT APPLICATION PROCESSING AND DOCUMENT RETENTION FEES FOR THE THRIVE CHURCH 2023 FALL HARVEST FESTIVAL EVENT IN THE COMBINED AMOUNT OF \$392**

**WHEREAS**, on October 9, 2023, the City Council of the City of Lathrop considered a request by Thrive Church to waive the \$382 Temporary Use Permit Fee and the \$10 Document Retention Fee for one (1) event held on October 28, 2023 at the Thrive Church location in Lathrop; and

**WHEREAS**, the Thrive Church has planned and organized community events annually and has provided the citizens of Lathrop and neighboring areas a place to celebrate the fall season.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council finds that this request provides a public benefit to the community, and that the amount of the request is de minimis in nature and not subsidized from other facility fees.

**BE IT FURTHER RESOLVED**, that in view of the direct public benefit provided by the Thrive Church Fall Harvest Festival event within the City of Lathrop, the City Council of the City of Lathrop does hereby waive the Temporary Use Permit Application Fee in the amount of \$382 and Document Retention Fee in the amount of \$10 for a total of \$392.

**PASSED AND ADOPTED** this 9<sup>th</sup> day of October 2023, by the following vote:

AYES:

NOES:

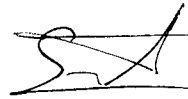
ABSENT:

ABSTAIN:

\_\_\_\_\_  
SONNY DHALIWAL, MAYOR

ATTEST:

APPROVED AS TO FORM:



\_\_\_\_\_  
Teresa Vargas, City Clerk

\_\_\_\_\_  
Salvador Navarrete, City Attorney



May 25, 2023

City of Lathrop – Community Development Department

Planning Division

390 Towne Centre Drive

Lathrop, CA 95330

**Subject: Waiver Request**

To Whom it may concern,

This letter is to request a fee waiver for the Love Our City: Fall Fest at Thrive Church in Lathrop on October 28<sup>th</sup>, 2023 from 3:00pm – 7:00pm.

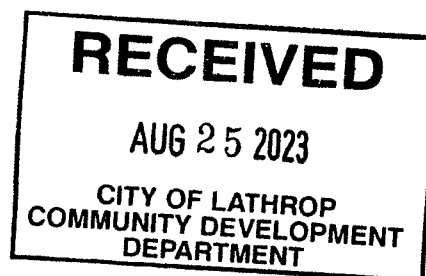
Thrive Church would like to formally ask that the inspection fee be waived for the following reasons:

- We are a non-profit organization providing an event open to the people of Lathrop.
- This event will be free of charge for all who attend.
- This event will be a safe gathering for families looking to celebrate the Fall season with fun and games.

Thank you for your consideration and we eagerly wait for your response.

Sincerely,

Teresa M. Coronado  
Thrive Church Executive Administrator





August 29,

**MEMO**

**TO:** City of Lathrop Public Works  
**FROM:** Thrive Church in Lathrop  
**DATE:** August 29<sup>th</sup>, 2023

**OBJECTIVE:**

To procure TUP for Love Our City Fall Fest, October 28, 2023

**EVENT PROFILE:**

On October 28<sup>th</sup>, 2023, Thrive Church will be hosting a Harvest Festival free of charge for the community in Lathrop. Families looking for a safe environment to celebrate the Fall season will find multiple booths provided with games and pre-packaged candy for children of all ages. Booths and games will be inaccessible to any vehicle traffic to ensure the safety of all those attending and participating. Thrive Church anticipates up to 1200 attendees throughout the evening from 4:00p.m. – 6:00p.m. with the security team and staff ensuring the fun and safety of this event.

**PROGRAM INFORMATION:**

Saturday, October 28<sup>th</sup>, 2023 4:00p.m. – 6:00p.m.  
Thrive church  
17261 S. Manthey Rd.  
Lathrop, CA 95330

**EVENT PLANNER:**

Teresa Coronado / Administrator  
Thrive Church  
501c3 Non-Profit, Tax ID #050281956  
E: [Teresa@thrive.lathrop.com](mailto:Teresa@thrive.lathrop.com)  
M: 209-888-4626

**TRAFFIC PLAN:**

Booths and games will be sectioned off by cones with security to enforce the boundaries to see that no vehicles pass through during this event. All common area parking spaces (with approval of neighbors) will be open to the public along with 14 handicapped spaces sectioned with signs. Staff and security team will be present to control the flow of traffic.

Thank you for your time, dedication, and support in helping Thrive Church ensure a safe and compliant event this 2023. We anticipate your response.

Sincerely,

Teresa M. Coronado / Thrive Church Executive Administrator



Manthey Rd

Blocked off

Handicap Parking

Public parking

Thrive Church

Restroom

Restroom

Music

HAND WASHING STATIONS

Games  
Food

Blocked off

First aid

Rides Improbables

Manthey Rd

Dwne Centre Dr