



Bellosguardo Operations Plan:

- 1) “Self-parking” tours – the most common day-to-day use of the property will provide tours of ADA accessible areas of first floor of the main house.
 - There will be a maximum of nine (9) Bellosguardo employees on property during this time. Employees will park in Lot 4 taking up all (2) spaces, Lot 6 taking up all (1) space, Lot 3 taking up all (5) spaces and Lot 2 taking up (1) space inside the barn. Any employee needing to utilize an accessible space can use Lot 1. See sheets C1.00, C1.01 and A1.02.2 for details of “self-park” parking configuration.
 - Employees will be offered incentives to utilize alternative transportation.
 - All guests must sign up for a pre-arranged tours via the website. See: www.bellosguardo.org/reservations test site.
 - No pedestrians will be granted access to the property.
 - Guests arriving in their own vehicle will follow signage and be met approximately 800 feet up the driveway past the Cabrillo Blvd property line and directed where to park (see sheet A1.01). This distance should ensure there is no queueing on Cabrillo Blvd.
 - Once parked, guests arriving in private vehicles will be directed via signage and docents to the location of the tour “rally point” – located at Porch 128 on sheet A1.02 - where they will begin the tour of the main house.
 - Rideshare/taxi service will follow signage and be met approximately 800 feet up the driveway past the Cabrillo Blvd property line and directed where to unload and then exit the property. Passengers will be directed to the tour “rally point” located at Porch 128 on sheet A1.02
 - Guests arriving via bicycle will follow signage and be met approximately 800 feet up the driveway past the Cabrillo Blvd property line and directed where to park/lock their bicycles then directed by signage and docents to the tour “rally point” located at Porch 128 on sheet A1.02.
 - All guests will be accompanied by docents from the “rally point” until the end of the tour then directed back to their car/bicycle parking spaces and follow signage to exit the property.
 - Guests leaving via rideshare/taxi services will be directed to wait at the designated rideshare/taxi loading area.
 - At a maximum, tours will begin at 9:00am then be followed every hour and a half at 10:30am, 12:00pm, 1:30pm, 3:00pm, 4:30pm, 6:00pm, seven days a week.

- Guests will be assigned leave times when they arrive depending on their tour time.
- Each tour time will be limited to no more than 34 guests. The foundation assumes 30 guests will arrive via a personal vehicle and approximately 15% (or 4 guests) will arrive via bicycle, rideshare, or taxi service.
- At maximum capacity, each tour guest will have 15 minutes to arrive and park, 1 hour for the tour, and 15 minutes to exit the property.
- Traffic will flow one-way, signs will indicate which gate is the entrance and which is the exit see sheet A1.01.
- Foundation employees will monitor gates to help direct guests during arrival/departure time.
- The foundation will seek HLC approval for signage.
- Self-parking tours will not occur at the same time as either special events or “on-site valet.”

2) “On-site valet” - in case the foundation needs to host larger tour groups which cannot be accommodated by “self-parking” an on-site valet will be used.

- Lot 1 (see sheets) will remain self-park for guests and employees needing accessible parking.
- Forty-six spaces can be provided in remaining lots (see documentation in attachment from Blue Star Parking). See also sheet A1.14
- Valet parking company will shuttle its employees to site.
- Each foundation employee who does not need to utilize accessible parking will valet. This will use a maximum of 9 spots on site, leaving 37 spots available for guest valet parking.
- All guests must sign up via the website. See: www.bellosguardo.org/reservations test site.
- A maximum of 63 tour guests will be allowed during “on-site-valet” events.
- The foundation assumes that 55 guests will arrive via a personal vehicle.
- The foundation assumes that 8 guests will arrive via bicycle, rideshare, or taxi service.
- Like “self-parking” no pedestrians will be allowed access to the property.
- Tours will follow the same schedule as the above “self-parking”.
- At maximum tour capacity, guests will have 15 minutes to arrive and be parked, 1 hour for the tour, and 15 minutes to exit the property.
- Guests will be assigned leave times when they arrive depending on their tour time.
- Guests will arrive on property and be directed to the valet area which is also the tour “rally point” by signage and docents.
- Foundation employees will monitor gates to help direct guests during arrival/departure time.
- “On-site valet” will not take place at the same time as either special events or “self-parking” tours.

3) Special events with “shuttle service”:

- No guests will be allowed to drive on property with the sole exception of pre-identified accessible permitted vehicles, which will park in Lot 1.
- All other guests will be required to park in a dedicated pre-arranged off-site lot and shuttled to the property.
- Off-site lots will be private parking lots such as hotel parking lots in the Santa Barbara area and will be pre-arranged with the hotel or property owner. In most cases guests shuttling to the property from hotels will also be hotel guests.
- The foundation will seek pre-approval from the City of Santa Barbara’s Public Works Director and submit all needed documentation including a Recorded Agreement whenever using off-site lots for shuttle service.
- The foundation will seek permits for any temporary structure needed for special events (i.e. fire, electric, etc.)
- The foundation will follow all city ordinances pertaining to noise, lighting, etc.
- The foundation proposes that on average there be up to five (5) special events with guest counts between 64-199 per month and up to two (2) special events with guests counts between 200-500 per month. These events may require temporary building permits/fire/electrical/etc. and the foundation will seek approval from the city for these permits prior to the events. These events would be around 4-5 hours in length and take place in the afternoon/evening (sometime between 12pm-10pm).
- The foundation has been approached by several local non-profits with proposals to hold performances (dance, theater, etc.) on the property. These events would have guests counts in the range of 500-1500. These events may require temporary building permits/fire/electrical/etc. and the foundation will seek approval from the city for these permits prior to the events. These events would take place during daylight hours. Offsite shuttle locations will be pre-approved by the City’s Public Works Director. The foundation proposes five (5) of these events annually.
- Special events with “shuttle service” will not take place at the same time as “self-parking tours,” “onsite valet,” or special events with “offsite valet service.”
- Foundation employees will monitor gates to help direct shuttle service during arrival/departure time.

4) Special events with “offsite valet service”:

- No guests will be admitted without reservations.
- Valet employees will be shuttled to the property.
- All staff, except for those with ADA parking permits, will be required to valet.
- The Foundation will seek pre-approval from the City of Santa Barbara’s Public Works Director and submit a Recorded Agreement any other documentation needed for use of off-site lots for each event.
- The foundation will have valet attendants at any off-site lot.

- The foundation will seek permits for any temporary structure needed for special events (i.e. fire, electric, etc.) prior to the event.
- The foundation will follow all city ordinances pertaining to noise, lighting, etc.
- The foundation proposes two (2) special events with “offsite valet” annually. Guest counts for these events would be between 200-500. These events would be approximately 4 hours in length and take place in the late afternoon/evening (approximately 4pm-10pm).
- Special events with “offsite valet service” will not take place at the same time as “self-parking tours,” “onsite valet,” or special events with “shuttle service.”
- Foundation employees will monitor gates to help direct guests during arrival/departure time.