



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Police Department

Prepared by: Alex Holm, Lieutenant

City Manager Approval:  \_\_\_\_\_

**TOPIC: APPROVAL FOR SPECIAL EVENT STREET CLOSURES IN SAN RAFAEL**

**SUBJECT: RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN SAN RAFAEL FOR SPECIAL EVENTS FOR CALENDAR YEAR 2024**

**RECOMMENDATION:** Adopt a resolution authorizing the temporary closure of streets in San Rafael for special events for Calendar Year 2024.

**BACKGROUND:**

The San Rafael Municipal Code requires City Council approval of all special events which necessitate the temporary closure of City streets and temporary parking restrictions. In addition, California Vehicle Code section 21101(e) authorizes the City to adopt a resolution temporarily closing a portion of any street for celebrations, parades, local special events, and other purposes. As of March 2024, there are six (6) special events in the planning process which require street closures and/or parking restrictions; many of which involve closure of Downtown streets.

Advance approval for these events will streamline the approval process without sacrificing City input and control. If approval is granted for the stated events, City staff will continue to process all event applications as in previous years. Event producers will be required to submit a Special Event application, fulfill insurance requirements indemnifying the City from liability associated with the event, and provide detailed information regarding operation, logistics, and activities included in the event. The permitting process includes street closure diagrams, traffic control plans, and more, which staff use to develop internal traffic and safety plans. Staff will ensure event organizers effectively manage community notifications of potential event impacts as well as associated street closures.

**ANALYSIS:**

The six (6) special event street closures are as follows:

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**Downtown Events Impacting Fourth Street:**

**Event:** **May Madness Car Show and Parade**

**Date(s):** **May 11, 2024** (Saturday)

**Closure Location(s):** Fourth Street: D Street to Lincoln Avenue  
A Street: Third Street to Fifth Avenue\*  
B Street: Third Street to Fifth Avenue\*  
C Street: Third Street to Fifth Avenue\*  
Lootens Place: Commercial Place to 935 Lootens Place  
Julia Street: B Street to A Street  
Cijos Street: North of Commercial Place to Fourth Street

*\* Partial block closures allow access to mid-block for local traffic and access to parking garages*

*Parade Closure:*  
Fourth Street: H Street to Lincoln Avenue with approximate 1-hour temporary closure

**Event Time:** 12:00 PM – 6:00 PM  
**Closure Time:** 8:00 AM – 8:00 PM

**Event:** **Taste of San Rafael Awards Event / State of the City**

**Date(s):** **May 15, 2024** (Wednesday)

**Closure Location(s):** Fourth Street: A Street to Lootens Place

**Event Time:** 4:30 PM – 7:00 PM  
**Closure Time:** 1:00 PM – 8:00 PM

**Event:** **Downtown Farmers Market**

**Date(s):** Thursdays from **May 16 to August 29, 2024 (No Farmers Market on July 4)**

**Closure Location(s):** Fourth Street: A Street to Lootens Place

**Event Time:** 5:30 PM – 8:30 PM  
**Closure Time:** 4:00 PM – 10:00 PM

**Detailed Dates:**

May 16 (Thu)	May 23 (Thu)	May 30 (Thu)
June 6 (Thu)	June 13 (Thu)	July 20 (Thu)
June 27 (Thu)	July 11 (Thu)	July 18 (Thu)
July 25 (Thu)	August 1 (Thu)	August 8 (Thu)
August 15 (Thu)	August 22 (Thu)	August 29 (Thu)

**Downtown Events Impacting Other Streets:**

**Event:** **Youth in Arts Annual Fundraiser**  
**Date(s):** **May 18, 2024** (Saturday)  
**Closure**  
**Location(s):** C Street: Third Street to Fourth Street  
**Event Time:** 10:30 AM – 4:30 PM  
**Closure Time:** 8:30 AM – 6:30 PM

**Events impacting Point San Pedro Road:**

**Event:** **Marin Endurance Festival**  
**Date(s):** **October 26, 2024** (Saturday) AND  
**October 27, 2024** (Sunday)  
**Closure**  
**Location(s):** Point San Pedro Road: Riviera Drive to Biscayne Drive  
**Event Time:** 8:30 AM – 1:00 PM  
**Closure Time:** 7:00 AM – 1:30 PM

**Events Impacting Gerstle Park Neighborhood:**

**Event:** **San Rafael Porchfest**  
**Date(s):** **September 15, 2024** (Sunday)  
**Closure**  
**Location(s):** Bayview Street: D Street to Clark Street  
San Rafael Avenue: D Street to Clark Street  
Marin Street: San Rafael Avenue to Bayview Street  
Clorinda Street: Clark Street to Marin Street  
**Event Time:** 12:00 PM – 5:00 PM  
**Closure Time:** 10:00 AM – 6:00 PM

Specific street closure times are subject to change, will be determined by City staff and the Police Department Traffic Sergeant as needed for each event day schedule, and will be noticed to the public.

**COMMUNITY OUTREACH:**

Merchants, businesses, residents, and the general public are notified of the street closures through a variety of outlets, including mailed notices, public service messages, event posters, email, signage, community organizations, and official City of San Rafael social media accounts.

**FISCAL IMPACT:**

Pursuant to the current City policy, Police Department, Department of Public Works, and Parking Services fees and/or costs will be assessed and reimbursed by the event organizer.

**OPTIONS:**

The City Council has the following options to consider on this matter:

1. Adopt the resolution authorizing the specified special event temporary street closures.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

**RECOMMENDED ACTION:**

Adopt resolution.

**ATTACHMENTS:**

1. Resolution Authorizing the Temporary Closure of Streets in San Rafael for Special Events for Calendar Year 2024

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN SAN RAFAEL FOR SPECIAL EVENTS FOR CALENDAR YEAR 2024**

**WHEREAS**, the San Rafael City Council has determined that it is in the best interests of the public health and safety to implement a modified Traffic Plan and Road Closure for all special events in San Rafael and nearby neighborhoods; and

**WHEREAS**, after reviewing plans for the events and the traffic patterns, City staff has determined and recommended that, in the interest of the safety and welfare of pedestrian and auto traffic in the downtown area, the streets should be temporarily closed to through traffic for the dates and locations as specified in the Staff Report; and

**WHEREAS**, the specific time periods for the temporary closures described in the Staff Report shall be as determined by the City staff in consultation with the Police Department, and staff shall give timely notice to the public of those time periods by signage and/or other appropriate means.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL HEREBY RESOLVES:**

1. That all the above findings are true and correct; and
2. That pursuant to the authority of Vehicle Code section 21101(e), for the safety and protection of persons, both pedestrians and vehicle drivers, the City Council hereby authorizes the temporary closure of the listed streets for the locations and dates described in the Staff Report accompanying this Resolution.

I, Lindsay Lara, City Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council held on the 15<sup>th</sup> day of April 2024 by the following vote, to wit:

AYES:            COUNCILMEMBERS:  
NOES:            COUNCILMEMBERS:  
ABSENT:        COUNCILMEMBERS:

Lindsay Lara, City Clerk