



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Police Department

Prepared by: Alex Holm, Lieutenant

City Manager Approval: 

TOPIC: SPECIAL EVENT STREET CLOSURES IN SAN RAFAEL

SUBJECT: RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN SAN RAFAEL FOR SPECIAL EVENTS

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

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. The San Rafael Police Department has received special event applications for five special events currently in the planning process, which would require street closures and/or parking restrictions, one of which involves the closure of downtown streets.

If approval is granted for the stated road closures, City staff will continue to process all event applications. Event producers will be required to submit a complete 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 five special event street closures are as follows:

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

Downtown Events Impacting Fourth Street:

Event: **Dancing Under the Lights**
Date(s): **August 9, 2024** (Friday)
Closure Location(s): Fourth Street: A Street to Lootens Place
Event Time: 5:00 PM – 9:00 PM
Closure Time: 3:00 PM – 10:00 PM

Event: **San Rafael Fire Department Apparatus Parade**
Date(s): **September 2, 2024** (Monday – Labor Day)
Closure Location(s): Fourth Street: E Street to C Street
D Street: Fourth Street to Fifth Avenue
*Parade Closure 12:00 p.m.- 1:00 p.m.
Fourth Street: E Street to Lincoln Avenue*
Event Time: 12:00 PM – 4:00 PM
Closure Time: 12:00 PM – 5:00 PM

Event: **Día de los Muertos Car Show and Procession**
Date(s): **October 19** (Saturday)
Closure Location(s): Tamalpais Avenue: Mission Avenue to Fifth Avenue
Event Time: 1:00 PM – 6:00 PM
Closure Time: 12:00 PM – 7:00 PM

Events Impacting Other Neighborhoods:

Event: **Community Event: Transportation Authority of Marin**
Date(s): **July 13, 2024** (Saturday)
Closure Location(s): Alto Street: Larkspur Street to Belvedere Street

Event Time: 10:00 AM – 4:00 PM
Closure Time: 9:00 AM – 5:00 PM

Event: **Eye Street Block Party**

Date(s): **August 24, 2024** (Saturday)

Closure Location(s): Eye Street: Center Street to Harcourt St

Event Time: 3:00 PM – 6:00 PM
Closure Time: 2:00 PM – 8:00 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, the 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 a resolution authorizing the temporary closure of streets in San Rafael for special events.

ATTACHMENTS:

1. Resolution

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS IN SAN RAFAEL

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, including 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 17th day of June 2024 by the following vote, to wit:

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

Lindsay Lara, City Clerk