




Agenda Item No: 4.f
Meeting Date: November 7, 2022

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Police Department

Prepared by: Lisa Holton, Lieutenant

City Manager Approval: _____ 

TOPIC: SPECIAL EVENT STREET CLOSURES IN DOWNTOWN SAN RAFAEL

SUBJECT: RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF FOURTH STREET BETWEEN LINCOLN AVENUE AND CIJOS STREET FOR THE ANNUAL PARADE OF LIGHTS AND WINTER WONDERLAND EVENT

RECOMMENDATION: Adopt the Resolution authorizing temporary closure of Fourth Street between Lincoln Avenue and Cijos Street for the annual Parade of Lights and Winter Wonderland event.

BACKGROUND:

The Downtown San Rafael Business Improvement District will be hosting the Annual Parade of Lights Winter Wonderland and Holiday Maker’s Market. This family-friendly event and merchant open house attracts residents and visitors throughout the Bay Area.

The Holiday Market will be held on Saturday, November 26, from 1 p.m. to 5 p.m. on Fourth Street between Lincoln Avenue and Cijos Street. The Holiday Market will feature a maker’s marketplace and shop local specials, in conjunction with Small Business Saturday Holiday Shopping. The Parade of Lights will start down Fourth Street at 5:30 p.m. on Saturday, November 26th.

Downtown Business Improvement District members and other seasonally appropriate vendors will be invited to be part of the Holiday Market. There will also be holiday entertainment and musical performances along Fourth Street and activities for children.

ANALYSIS:

The Parade of Lights Winter Wonderland and Holiday Market is a much-loved community event enjoyed by thousands of residents and visitors of all ages each year. This event has been held annually in the San Rafael Downtown. Prior to 2019, the event was held on the Friday following Thanksgiving. This year, the event is being coordinated by the San Rafael Business Improvement District in conjunction with the San Rafael Chamber of Commerce in support of Small Business Saturday.

_____ **FOR CITY CLERK ONLY**

Council Meeting: _____

Disposition: _____

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Temporary road closures require that the City Council adopt a resolution finding that the closing is necessary for the safety and protection of persons using the road during the closing, per Vehicle Code section 21101(e) which states:

*“(e) Temporarily closing a portion of any street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer or employee that the local authority designates **by resolution**, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.”*

Department of Public Works staff will support the street closure by providing closure signage. The Police Department and Fire Department may provide ancillary support as well.

Street to be closed:

Fourth Street between Lincoln Avenue and Cijos Street and Cijos Street to Commercial Place from approximately 12:00 p.m. to 6:00 p.m.

COMMUNITY OUTREACH:

Community Outreach is being completed by the San Rafael Business Improvement District and the Chamber of Commerce.

FISCAL IMPACT:

The City will provide in-kind services such as “no parking” signage and traffic control support and advice. Any cost associated with this support will be minimal and absorbed by the Police Department and Public Works Department budgets.

OPTIONS:

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

1. Adopt resolution.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt the Resolution authorizing temporary closure of Fourth Street between Lincoln Avenue and Cijos Street for the annual Parade of Lights and Winter Wonderland event.

ATTACHMENTS:

1. Resolution

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF FOURTH STREET BETWEEN LINCOLN AVENUE AND CIJOS STREET FOR THE ANNUAL PARADE OF LIGHTS AND WINTER WONDERLAND EVENT

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, Fourth Street between Lincoln Avenue and Cijos Street should be temporarily closed to through traffic for the date 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's Events Coordinator in consultation with the Police Department, and the Events Coordinator 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 7th day of November 2022 by the following vote, to wit:

AYES: COUNCILMEMBERS: None

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

Lindsay Lara, City Clerk