



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

Department: Police Department

Prepared by: Alex Holm, Lieutenant

City Manager Approval: 

**TOPIC: SPECIAL EVENT STREET CLOSURES**

**SUBJECT: RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF STREETS FOR TWO SPECIAL EVENTS**

**RECOMMENDATION:** Adopt the resolution authorizing the temporary closure of streets in San Rafael for the Youth in Arts Fundraiser and the West End Neighborhood Association Block Party.

**BACKGROUND:**

The San Rafael Police Department (Police Department) received special event applications for two events, that require road closures.

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 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.

**ANALYSIS:**

The Police Department reviewed two special event applications for the following two events: Youth in Arts Fundraiser and West End Neighborhood Association Block Party.

Event producers for both events are required to obtain an encroachment permit, fulfill insurance requirements indemnifying the City from liability associated with their events, and provide detailed information regarding the operation, logistics, and activities included in the events. The permitting process includes street closure diagrams and traffic control plans, which are used to develop internal plans.

The Police Chief has the authority to approve special event permits if all above obligations be met by the applicants. The Police Chief recommends adoption of the attached resolution authorizing the following temporary road closures:

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**Event:** **Youth in Arts Fundraiser**

**Date(s):** **September 21, 2023** (Thursday)

**Closure**

**Location(s):** C Street from Fourth Street to the entrance to the parking garage located at C Street and Fifth Avenue. This is a closure of approximately one-half block. Parking garage access will be available from Fifth Avenue.

**Event Time:** 5:00 PM – 9:00 PM

**Closure Time:** 2:30 PM – 10:00 PM

**Event:** **West End Neighborhood Association Block Party**

**Date(s):** **September 24, 2023** (Sunday)

**Closure**

**Location(s):** Neame Street from Santa Margarita to West Crescent Drive. This is a closure of approximately one residential block.

**Event Time:** 12:00 PM – 3:00 PM

**Closure Time:** 9:00 AM – 6:00 PM

**COMMUNITY OUTREACH:**

If approved, the applicants are required to conduct outreach to neighboring merchants, businesses, residents, and the general public notifying them of the impacts of their events. The Department will utilize social media accounts to notify the general for traffic planning purposes of any street closures.

**FISCAL IMPACT:**

There is no fiscal impact associated with the proposed street closures. There are costs associated with the special event permit which will be determined and negotiated with the applicant pursuant to the City's Master Fee Schedule.

**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 authorizing the temporary closure of streets in San Rafael for the Youth in Arts Fundraiser and the West End Neighborhood Association Block Party.

**ATTACHMENTS:**

1. Resolution

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS FOR TWO SPECIAL EVENTS**

**WHEREAS**, it is in the best interests of public health and safety to implement modified traffic plans and road closures for certain special events in San Rafael and nearby neighborhoods; and

**WHEREAS**, after reviewing plans for the proposed West End Neighborhood Association Block Party and the Youth in Arts Fundraiser special events, City staff recommend that certain streets be closed to accommodate these special events for the safety and protection of persons who are to use that portion of the streets during the temporary closings.

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

1. Pursuant to the authority of Vehicle Code section 21101(e), the City Council hereby authorizes the temporary closure of streets in downtown San Rafael to accommodate the West End Neighborhood Association Block Party and the Youth in Arts Fundraiser special events. These authorized road closures are necessary for the safety and protection of persons who are to use that portion of the streets during the temporary closings.
2. City staff in consultation with the Police Department shall determine the specific time periods for the temporary closures and give timely notice to the public of those time periods by signage and/or other appropriate means.

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 21<sup>st</sup> day of August 2023 by the following vote, to wit:

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

Lindsay Lara, City Clerk