



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 FOURTH STREET BETWEEN A STREET AND LOOTENS PLACE IN SAN RAFAEL FOR THE MILL VALLEY FILM FESTIVAL CLOSING PARTY

RECOMMENDATION: Adopt the resolution authorizing the temporary closure of Fourth Street between A Street and Lootens Place in San Rafael for the Mill Valley Film Festival Closing Party.

BACKGROUND:

The San Rafael Police Department (Police Department) received a special event application for the Mill Valley Film Festival Closing Party requiring a road closure.

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 the special event application for the Mill Valley Film Festival Closing Party.

Event producers 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.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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

- Event:** Mill Valley Film Festival
- Date(s):** Saturday, October 14 – Monday, October 16
- Location(s):** Fourth Street from A Street to Lootens Place
- Event Time:** Sunday, October 15, 7:00 p.m.- 10:00 p.m.
- Closure Time:** Saturday, October 14, 12:00 p.m. – Monday, October 16, 10:00 a.m.

Although the event is scheduled for a three-hour period on Sunday, October 15, there is significant infrastructure setup required by the event producer. Infrastructure includes, but is not limited to, traffic barricades, trash service, electrical tie-ins, portable toilets, a large tent, seating, and tables. Therefore, if approved, the closure would be from Saturday, October 14, at 12:00 p.m. to Monday, October 16, at 10:00 a.m.

COMMUNITY OUTREACH:

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

FISCAL IMPACT:

There is no fiscal impact to the police department associated with the proposed street closure. There are costs associated with the special event permit, and staffing considerations for the event 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 Fourth Street between A Street and Lootens Place in San Rafael for the Mill Valley Film Festival Closing Party.

ATTACHMENTS:

1. Resolution

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS FOR THE MILL VALLEY FILM FESTIVAL CLOSING PARTY

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 Mill Valley Film Festival Closing Party special event, City staff recommend that certain streets be closed to accommodate this special event 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:

1. Pursuant to the authority of California Vehicle Code section 21101(e), the City Council hereby authorizes the temporary closure of streets in downtown San Rafael to accommodate the Mill Valley Film Festival Closing Party special event. This authorized road closure is 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 2nd day of October 2023 by the following vote, to wit:

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

Lindsay Lara, City Clerk