



**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Police Department**

**Prepared by: Alex Holm, Lieutenant**

**City Manager Approval:** 

**TOPIC: SPECIAL EVENT STREET CLOSURE**

**SUBJECT: RESOLUTION AUTHORIZING THE TEMPORARY CLOSURE OF STREETS FOR THE SAN RAFAEL WINTER WONDERLAND EVENT**

**RECOMMENDATION:** Adopt the resolution authorizing the temporary closure of streets in San Rafael for the San Rafael Winter Wonderland Event.

**BACKGROUND:**

The San Rafael Police Department (SRPD) received a special event application requiring 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 the special event application for the San Rafael Winter Wonderland event.

Event producers for the event must obtain an encroachment permit, fulfill insurance requirements to indemnify the City from liability associated with the event, and provide detailed information regarding the operation, logistics, and activities included in the event. The permitting process includes submission of street closure diagrams and traffic control plans that are used to develop internal plans including event staffing, required signage, infrastructure, and other needs.

The Police Chief has the authority to approve special event permits if all the above obligations are met by the applicants. Since these events require temporary road closures, the City Council must consider the matter before the special event permit can be approved. The Police Chief recommends the adoption of the attached resolution authorizing the temporary road closures. Information regarding the event is summarized on the following page.

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**Event:** **San Rafael Winter Wonderland Event**

**Date:** **November 25, 2023** (Saturday)

**Details:** The Downtown San Rafael Business Improvement District will host the Annual Winter Wonderland and Holiday Maker’s Market. This family-friendly event and merchant open house attracts residents and visitors throughout the Bay Area. There will be holiday entertainment and musical performances along Fourth Street and activities for children. There will not be a lighted car parade this year.

**Closure**

**Location(s):** Fourth Street from A Street to Lincoln Avenue, Lootens Place from Fifth Avenue to Commercial Place, and Cijos Street from Fourth Street to Commercial Place.

**Event Time:** 12:00 p.m. – 6:00 p.m.

**Closure Time:** 10:00 a.m. – 7:00 p.m.

**COMMUNITY OUTREACH:**

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

**FISCAL IMPACT:**

The San Rafael Police Department will be providing in-kind law enforcement services to include two police officers during the closure period, valued at approximately \$2,340. The Department of Public Works will be providing in-kind road closure services, valued at approximately \$500. The City’s Economic Development Department’s budget will fund \$6,500 of the associated event costs. The event producer will be responsible for entertainment, tree lighting equipment and infrastructure, event equipment, and other associated costs.

**OPTIONS:**

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

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

**RECOMMENDED ACTION:**

Adopt the resolution authorizing the temporary closure of streets in San Rafael for the San Rafael Winter Wonderland Event.

**ATTACHMENTS:**

1. Resolution

**RESOLUTION NO.**

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE TEMPORARY CLOSURE OF STREETS FOR A SPECIAL EVENT**

**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 San Rafael Winter Wonderland, 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 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 San Rafael Winter Wonderland Event. 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 20<sup>th</sup> day of November 2023 by the following vote, to wit:

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

Lindsay Lara, City Clerk