

**CITY OF ALBANY
CITY COUNCIL AGENDA
STAFF REPORT**

Agenda date: February 4, 2008
Reviewed by: *BP*

SUBJECT: Request for Temporary Street Closure of Cornell Avenue (approximately 100 feet south of Solano Avenue) on February 10, 2008

FROM: Ann Chaney, Community Development Director

STAFF RECOMMENDATION

Approve a request by Solano Avenue Association to close approximately 100 feet of Cornell Avenue, south of Solano Avenue, on Sunday, February 10 from 1:00 p.m. to 5:00 p.m., with related police and public works services, in conjunction with the Lunar New Year Festival and Parade, subject to the Special Conditions

BACKGROUND

The Albany Master Fee Schedule requires Encroachment Permits for any work or activity that occurs within the public right-of-way. A specific reference in the Master Fee Schedule states that “*Group permits for special activities in City r-o-w, (Solano Stroll, etc.) Note: Permit requires Council approval.*”

The Solano Avenue Association submitted the required “Encroachment Permit – Street Event” application on January 17 for a temporary street closure. According to the application, 100 feet of Cornell Avenue will be closed from 1:00 to 5:00 p.m. adjacent to Cornell School on Sunday, February 10. The application form was submitted by Allen Cain, on behalf of the Association, which plans to use this portion of Cornell Avenue for dance and music performances associated with Lunar New Year Festival activities. Project sponsors are also requesting that two parking spaces be reserved on Solano Avenue in front of the YMCA Kids Club for this Lunar New Year event. This can be handled by staff through the normal encroachment permit process. The sponsors are also requesting police services for public safety monitoring purposes.

The project sponsors will provide volunteer staff. Police officials indicate that traffic circulation should not be a problem.

PROPOSED SPECIAL CONDITIONS

In addition to the standard conditions contained in the Encroachment Permit – Street Event permit form, the following special conditions should apply:

Event sponsors shall:

1. Review with, and obtain approval from, the Albany Police Department regarding traffic control plans.
2. Either set up their own barricades or make arrangements with the City's Public Works division for barricade delivery.
3. Post the area for "No Parking" and deliver notices to neighbors along the entirety of Cornell Avenue at least 72 hours prior to the event.
4. Clean the area of trash after the event.
5. Provide copy of insurance form.

FINANCIAL IMPACT

The cost to the City involves a certain level of Police Department activity, and possibly Public Works. However, because this venue is limited in scale, it is assumed that any Police or Public Works services will be minimal, although police overtime pay may be required for the four-hour festival period. The City typically waives the permit fee of \$26 for non-profit organizations such as the Solano Avenue Association.