

**CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda date: May 16, 2005

Prepared on: May 10, 2005

Reviewed by \_\_\_\_\_

**SUBJECT:** Request for Temporary Street Closure of Talbot Avenue (approximately 200 feet south of Solano Avenue)

**FROM:** Ann Chaney, Community Development Director

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**STAFF RECOMMENDATION**

Approve a request by Albany Rotary Club to close approximately 200 feet of Talbot Avenue, south of Solano Avenue, on June 5, 2005 from noon to 7:00 p.m. in conjunction with the Taste of Albany event, 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 Albany Rotary Club has submitted the required “Encroachment Permit – Street Event” application (see attached) for a temporary street closure. The application form was submitted by William Wong, on behalf of the Rotary Club, which plans to sponsor a “Bounce House” for children during the Taste of Albany event scheduled for June 5. According to the application, about 200 feet of Talbot Avenue will be closed from noon to 7:00 p.m. adjacent to Cornell School.

The project sponsors will provide volunteer staff. They will. 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 at least 24 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 is minimal. Because this venue is limited in scale, and will be done in conjunction with of the Taste of Albany event, no additional services from Police or Public Works will be needed. The City typically waives the permit fee of \$25.50 for non-profit organizations such as the Albany Rotary Club.

### **Attachment**

Encroachment permit – Street Event submitted by Albany Rotary Club