

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

Agenda date: February 2, 2009

Reviewed by: BP

SUBJECT: Solano Avenue Association request for an Encroachment Permit for a Lunar New Year Parade on Saturday, February 7, 2009, including temporary closure of portions of the westbound lane of Solano Avenue on February 7, 2009 between 11:00 a.m. and 12:00 Noon

REPORT BY: Ann Chaney, Community Development Director

STAFF RECOMMENDATION

1. That Council approve an “Encroachment Permit – Street Event” application, subject to special conditions, as requested by Solano Avenue Association to:
 - a. Temporarily close the westbound lane of Solano Avenue, from Santa Fe Avenue to Kains Avenue on Saturday, February 7 from 11:00 a.m. to 12:00 noon for a Lunar New Year Parade; and
 - b. Eliminate parking on the south side of Solano Avenue between Talbot and Cornell Streets on February 7 from 10:00 a.m. to 3:00 p.m.
2. That Council waive the permit fee.

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.*” Allen Cain submitted the required “Encroachment Permit – Street Event” application on behalf of the Solano Avenue Association, as well as a description of the Lunar New Year Parade and Celebration to be held on Saturday, February 7, 2009. The specific request is to temporarily close a portion of Solano Avenue (see attached).

Per the event description, the parade will begin at 11:00 a.m. in Berkeley at The Alameda and Solano Avenue, and continue along the sidewalk on the north side of the street. Approximately 200 individuals are expected to participate in the parade. Beginning at Santa Fe Avenue, the parade will move into the westbound lane of the street and end at Kains Avenue at 12:00 noon. Thus the street closure would extend from Santa Fe Avenue to Kains Avenue sometime after 11:00 a.m. and end at 12:00 noon.

Similar to the event last year, the applicant requests that the parking lane on the south side of Solano Avenue be blocked off between Talbot and Cornell streets (adjacent to Cornell School) between 10:00 a.m. and 3:00 p.m. (Note: The actual Lunar New Year activity next to Cornell School will occur between 12:00 noon and 3:00 p.m.). A stage will be set-up on School District property, and food vendors and information tents will be located on the sidewalk nearby. Portable toilets will also be provided.

Project sponsors state that volunteer staff will be provided at all times during the parade and event next to Cornell School.

DISCUSSION

Primary concerns by the Police Department primarily involve safety, both during the parade and the event at Cornell School. The Police Department has been in communication with the event sponsors to ensure that these concerns are adequately addressed.

ANAYLSIS

This is the first year that the event has involved closure of a lane of traffic, and the first year the event has occurred on a Saturday rather than a Sunday. Project sponsors have assured the City that their staff and volunteers will be placed throughout the parade route to ensure that persons do not enter the eastbound lane of traffic. Project sponsors state that their goal is one adult volunteer for every ten parade participants. The Police Department estimates that they will have at least four sworn or reserve officers during the parade and two present during the event.

Barricades will be placed at the various street intersections prior to the parade and removed as the parade passes by. Interlocking safety barriers will be placed between the parking lane and travel lane, adjacent to Cornell School, in order to provide a separation between event spectators and traffic. Event spectators will use sidewalk areas during the event.

Special permit conditions are attached regarding notification of neighbors, use of volunteers and barricades, clean-up and insurance.

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. Provide adequate staff and volunteers (per Albany Police Department) to monitor the parade (to ensure that parade participants do not wander into traffic), and during the event planned adjacent to Cornell School.
3. Either set up their own barricades or make arrangements with the City's Public Works division for barricade delivery.
4. Set up parade barricades on the street sides for both sides (north and south) of Solano Avenue (per Albany Police Department instructions).
5. Post the area for temporary street closure and "No Parking" and deliver notices to neighbors and businesses along the entire parade route at least 72 hours prior to the event.
6. Clean the area of trash after the event.
7. Provide copy of insurance form.

SUSTAINABILITY IMPACT

The project sponsor indicates that food vendors will use recyclable products, and recycling trash receptacles will be provided. This event is not expected to contribute to carbon emissions or other aspects of climate change. This event promotes social equity and is sensitive to environmental quality.

FINANCIAL IMPACT

The cost to the City involves Public Works and Police Department staff. It is expected that Public Works services will be minimal. Police officer involvement will occur during the parade, and the event adjacent to Cornell School. Based on Police Department estimates, the personnel needed to staff the event will involve approximately 12 person-hours at a cost of about \$600. The City's Street Event permit fee for non-profit organizations, such as the Solano Avenue Association, is \$131.09. The City typically waives these costs.

Attachment

1. "Encroachment permit – Street Event" - Lunar New Year application submitted by Solano Avenue Association)
2. Event Description