

MEMORANDUM

TO: CITY COUNCIL

FROM: BRIAN PEDROTTI, COMMUNITY DEVELOPMENT DIRECTOR

BY: ANDREW PEREZ, ASSOCIATE PLANNER

SUBJECT: TEMPORARY USE PERMIT CASE NO. 21-012; AUTHORIZING THE VILLAGE CHRISTMAS PARADE ON SATURDAY, DECEMBER 4, 2021, AND THE CLOSURE OF CITY STREETS; APPLICANT – DOC BURNSTEIN’S ICE CREAM LAB; REPRESENTATIVE – CZARINA TAYLOR

DATE: NOVEMBER 9, 2021

SUMMARY OF ACTION:

Approval of the Temporary Use Permit will authorize the Village Christmas Parade and direct staff to implement safety measures, including closures of East and West Branch Streets between Traffic Way and Mason Street, and portions of Wesley and Mason Street, establish no parking zones, and detour automobile traffic on Saturday, December 4, 2021.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Direct equipment and staffing costs to facilitate the safety measures are estimated at \$6,650. This includes \$3,150 from Public Works estimated as follows:

- \$1,725 for Public Works staff time and materials;
- \$980 for water barricade rentals, and
- \$445 for contractor to fill water barricades.

The remaining \$3,500 includes Police Department time and material costs as follows:

- (1) Sergeant as supervisor;
- (2) Officers on foot patrol;
- (2) Officers as a Reaction Team;
- (1) Motor Officer for traffic enforcement; and
- (1) Police Cadet for parking enforcement.

The total financial impact does not account for time and materials from Community Development Department staff that assist with the event, as that fluctuates year-to-year. The City typically co-sponsors this and other community events by providing labor and equipment. Costs incurred by the event are included in the City’s normal operating budget.

RECOMMENDATION:

It is recommended the City Council: 1) Adopt a Resolution approving Temporary Use Permit 21-012; and 2) Appropriate \$6,650 from the General Fund Reserve to facilitate implementation of safety measures for the event.

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 21-012
NOVEMBER 9, 2021
PAGE 2**

BACKGROUND:

The Arroyo Grande Village Christmas Parade had been held annually for sixteen (16) consecutive years on the Sunday immediately after Thanksgiving prior to the cancellation of last year's event due to the COVID-19 pandemic. This year's Parade is scheduled for Saturday, December 4, 2021, from 5:00 pm to 6:00 pm. Other events occur in the Village before and after the Parade, including live carolers, the lighting of the tree in front of the Harvest Church at 124 W. Branch Street, a nativity scene, and a visit from Santa Claus.

ANALYSIS OF ISSUES:

Parade preparation would occur in Olohan Alley and participants would stage at the driveway at S. Mason Street, where the parade would begin. The participants would proceed north on S. Mason Street, west on Branch Street, then north on Wesley Street, ending in the Bank of America parking lot for breakdown. Due to the current closure of Short Street the route differs slightly from previous years, but would travel in the same direction of the previous five (5) parades. Alternative routes were considered, but the route for Council's consideration requires the least amount of closures and maintains accessibility to the eastern portion of the City via a detour using Traffic Way, Nelson Street, and East Branch Street. The Police Department will setup signage at the intersection of James Way and Tally Ho Road to notify residential traffic about the Parade route and road closures.

The Parade route requires "No Parking" restrictions and the closure of Olohan Alley from Bridge Street to Mason Street, Branch Street from Mason Street to Wesley Street, and Wesley Street from West Branch Street to Larchmont from 4:00 pm until 8:00 pm. The applicant is proposing the "No Parking" restrictions in Olohan Alley to begin at 2:00 pm, consistent with closures of the previous three (3) events.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Adopt the Resolution approving Temporary Use Permit 21-012; or
2. Do not adopt the Resolution; or
3. Provide other direction to staff.

ADVANTAGES:

The Parade serves as a community event that allows citizens and visitors to celebrate the holiday season with organized activities in the Village. The Parade route accounts for the current closure of Short Street and is anticipated to result in a safe Parade event.

DISADVANTAGES:

"No Parking" restrictions and the closure of sections of Branch Street and Olohan Alley will have an impact on traffic congestion and parking. Motorists not familiar with the Parade route will have to use detours to get to their destinations, which may increase travel time.

ENVIRONMENTAL REVIEW:

In accordance with the California Environmental Quality Act (CEQA), it has been determined that this project is categorically exempt per Section 15304(e) of the CEQA Guidelines regarding minor temporary uses of land.

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 21-012
NOVEMBER 9, 2021
PAGE 3**

PUBLIC NOTIFICATION AND COMMENTS:

A condition of approval has been developed which will require the applicant to notify property owners and businesses on the parade route within the area designated for street closures and parking restrictions. The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachment

1. Proposed Resolution
2. Road Closure Plan

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE APPROVING TEMPORARY USE PERMIT NO.
21-012 AND AUTHORIZING THE CLOSURE OF CITY STREETS
FOR THE ANNUAL ARROYO GRANDE VILLAGE CHRISTMAS
PARADE, DECEMBER 4, 2021**

WHEREAS, Doc Burnstein's Ice Cream Lab applied for a Temporary Use Permit to utilize City streets and property for a Christmas Parade; and

WHEREAS, the temporary closure of Olohan Alley, Branch Street, Mason Street, and Wesley Street will help to facilitate the parade for all people participating in the event; and

WHEREAS, the Arroyo Grande Municipal Code (AGMC) provides for the issuance of Temporary Use Permits for events such as the Arroyo Grande Village Christmas Parade and AGMC Section 10.16.050 authorizes the City Council to restrict parking on any street; and

WHEREAS, California Vehicle Code Section 21101(e) authorizes the closure of streets for parades and local special events; and

WHEREAS, the temporary closure of the streets is necessary for the safety and protection of persons using the closed portions of the streets during the temporary closure; and

WHEREAS, the City Council finds, after due study, the following circumstances exist:

FINDINGS FOR APPROVAL – TEMPORARY USE PERMIT

1. The operation of the requested use at the locations proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety or general welfare due to the use of traffic safety equipment and dedicated local law enforcement personnel.
2. The City streets to be used are adequate in size and shape to accommodate the Christmas Parade event without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the event.
3. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the event will or could reasonably be expected to generate.
4. Adequate temporary parking facilities to accommodate vehicular traffic to be generated by the event are available throughout the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby approve Temporary Use Permit 21-012 authorizing the following actions, with the above findings and subject to the conditions as set forth in Exhibit "A", attached hereto and incorporated herein by this reference:

RESOLUTION NO.

PAGE 2

1. The establishment of a “No Parking” zone on Olohan Alley from Bridge Street to Mason Street from 2:00 pm to 8:00 pm on December 4, 2021.
2. The establishment of a “No Parking” zone on Branch Street from Mason Street to Wesley Street, on both sides of Wesley Street from Larchmont to Branch Street, and approximately 40 feet on the southwest corner of the intersection of Branch Street and Mason Street from 4:00 pm until 8:00 pm on December 4, 2021.
3. The closure of Olohan Alley from Bridge Street to Mason Street, Branch Street from Mason Street to Wesley Street, and Wesley Street from Larchmont to Branch Street from 4:00 pm to 8:00 pm on December 4, 2021.
4. The closure of intersections or major driveways onto East and West Branch Street, including Bridge Street, Short Street, the Car Corral, and Nevada Street between the hours 4:00 pm to 8:00 pm on December 4, 2021.
5. The implementation of associated detour routes.

On motion of Council Member_____, seconded by Council Member_____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was adopted this 9th day of November 2021.

CAREN RAY RUSSOM, MAYOR

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO CONTENT:

WHITNEY McDONALD, CITY MANAGER

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

EXHIBIT "A"
CONDITIONS OF APPROVAL FOR
TEMPORARY USE PERMIT NO. 21-012
VILLAGE CHRISTMAS PARADE

GENERAL CONDITIONS:

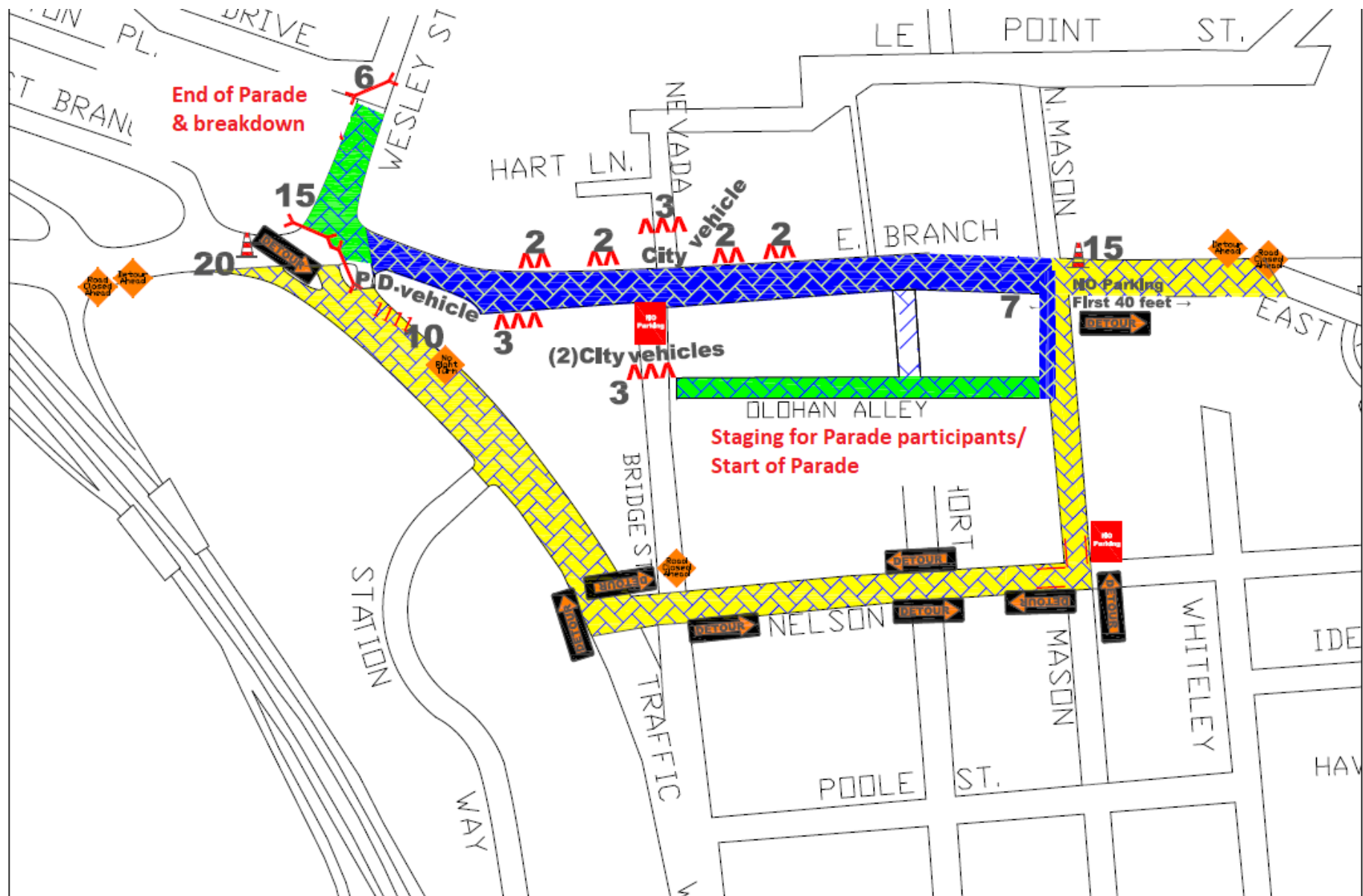
1. This Temporary Use Permit authorizes the Village Christmas Parade and directs staff to implement related safety measures, including no parking zones and street closures on Saturday, December 4, 2021 as depicted in the Road Closure Plan included as Attachment 2.
2. The applicant shall ascertain and comply with all State, County and City requirements as are applicable to this project.
3. The event shall occur in substantial conformance with the application and plans on file in the Community Development Department.
4. The applicant shall comply with all of the Conditions of Approval for Temporary Use Permit 21-012.
5. The applicant shall agree to indemnify and defend at his/her sole expense any action brought against the City, its agents, officers, or employees because of the issuance of said approval, or in the alternative, to relinquish such approval. The applicant shall reimburse the City, its agents, officers, or employees, for any court costs and attorney's fees which the City, its agents, officers or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve applicant of his/her obligations under this condition.
6. The applicant shall either mail or hand deliver notices to all businesses and residents on the parade route, or in the area of road closures or parking restrictions of street closures and parking restrictions at least 72 hours prior to the event.
7. The applicant shall clean up all debris associated with the event to the satisfaction of the Public Works Director.
8. Traffic detouring shall be coordinated with the Police Department.
9. The left hand turn pocket on S. Mason Street at E. Branch Street shall remain clear for the duration of the road closure to accommodate oversized vehicles making right turns onto E. Branch St.
10. The Public Works Department shall be responsible for ordering and directing the setup of all traffic control equipment.
11. The applicant shall provide a \$1,000,000 commercial general liability insurance policy naming the City as additional insured, subject to approval by the City Attorney. Proof of

RESOLUTION NO.

PAGE 5

the insurance shall be submitted to the Director of Legislative and Information Services ten (10) days before the event.

12. Traffic signals shall be set as directed by the Chief of Police.



Detour directional



Directions sign



Road Closed



Detour Ahead

**Legend**

-  **Parade Route**
-  **Staging area (pre & post parade)**
-  **Detour Route**



35

of Orange cones



10

of Delineators



17

of "A" frame signs



26

of water barricades

CITY OF ARROYO GRANDE

**VILLAGE CHRISTMAS PARADE
BRANCH STREET
ROAD CLOSURE PLAN**

REFERENCE NO.

SHEET:

___ OF ___