MEMORANDUM

TO: **City Council**

FROM: **Brian Pedrotti, Community Development Director**

BY: **Andrew Perez, Planning Manager**

SUBJECT: **Consideration of Temporary Use Permit 22-011 Authorizing the Temporary Closure of Branch Street for Halloween in the Village on Monday, October 31, 2022; Applicant – Krista Bandy**

DATE: **September 27, 2022**

SUMMARY OF ACTION:
Approval of the Temporary Use Permit will authorize use of Branch Street for Halloween in the Village and will direct staff to implement safety measures, including closure of East and West Branch Streets between Traffic Way and Mason Street, establish no parking zones, and detour automobile traffic on Monday, October 31, 2022.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:
Direct equipment and staffing costs to facilitate the safety measures are estimated at $5,000. This includes $2,735 from the Public Works Department estimated as follows:
- $1,500 for Public Works staff time and materials;
- $850 for water barricade rentals; and
- $385 for contractor to fill water barricades.

The remaining $2,265 includes Police Department time and material costs as follows:
    (2) Officers on foot patrol / at Police Booth
    (2) Officers as a Reaction Team
    (1) Motor Officer for traffic enforcement

Although the City will incur these costs initially, the proposed Resolution includes a condition requiring the applicant to reimburse the City for all costs associated with closing and securing Branch Street for the event.

RECOMMENDATION:
Adopt a Resolution approving Temporary Use Permit 22-011, authorizing the closure of East and West Branch Streets to accommodate Halloween in the Village.

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BACKGROUND:
Halloween in the Village started informally as an event, but grew in popularity until 2007, when the City required the organizer to formally permit the event and implement measures to protect the large crowds, such as closing West Branch to traffic to enable families to safely cross the street. Changes occurring within the event sponsor and the COVID pandemic resulted in no formal Halloween in the Village event occurring in 2020 and 2021. New event organizers have now applied for a permit to resume the annual Halloween in the Village celebration. The event will provide children a safe daytime environment to trick or treat and to highlight the businesses in the Village through the opportunity for merchants to pass out treats.

ANALYSIS OF ISSUES:
The purpose of the Temporary Use Permit, which authorizes street closures and imposes safety measures and conditions, is to increase pedestrian safety by reducing pedestrian and vehicle interaction related to the crowds of children and parents who congregate and circulate on both sides of the four-block core of the Village during the event. Prior to implementing the street closure, large numbers of participants filled the sidewalks at many points and crossed at uncontrolled intersections with the help of crossing guards. Full street closure and safety measures were successfully implemented over the previous nine (9) events, between 2011 and 2019, with no incidents observed or reported.

The closure of West and East Branch Street from Traffic Way to Mason Street will be implemented through the following measures:
- The placement of "No Parking" signs mounted on delineators 48 hours in advance of the event on West and East Branch Streets;
- No parking for a small section at the corner of Mason Street and Nelson Street (to allow turning movement for commercial trucks);
- Closure of intersections or major driveways onto East and West Branch Street, including Bridge Street, the Car Corral, and Nevada Street;
- Implementation of a detour which routes automobile and truck traffic onto Traffic Way, Nelson Street and Mason Street; and
- Delineating a widened turning lane on East Branch Street at Mason Street for commercial trucks

Staff Advisory Committee (SAC)
The SAC discussed the project at its meeting on August 25, 2022. The primary topic of discussion was the method by which to secure Branch Street from vehicles at Bridge, and Nevada Streets, as well as the driveways throughout the event area. Water barricades will be installed at each of these intersections to prevent motorists from entering the event area. The SAC recommends approval of the application with conditions of approval included in the draft Resolution.

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ALTERNATIVES:
The following alternatives are provided for the Council's consideration:
1. Adopt the Resolution approving Temporary Use Permit 22-011
2. Modify and adopt the Resolution approving Temporary Use Permit 22-011;
3. Do not adopt the Resolution, or
4. Provide other direction to staff.

ADVANTAGES:
Full street closure provides a safer environment for participating children and allows children to safely cross the street at any location, thus helping the event to operate more efficiently.

DISADVANTAGES:
"No Parking" restrictions and the closure of sections of Branch Street will have an impact on traffic congestion and parking. Motorists not familiar with the event 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.

PUBLIC NOTIFICATION AND COMMENTS:
The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

Attachments:

1. Proposed Resolution
2. Event Map

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