



# City of San Gabriel **STAFF REPORT**

DATE: October 17, 2017

TO: Steven A. Preston, City Manager

FROM: Daren Grilley, PE, Public Works Director *DB*

BY: Laura Castillo, Counter Specialist *L.C.*

SUBJECT: **Resolution No. 17-31 for Temporary Street Closure of Mission Drive between Santa Anita and Carmelita Street on October 27, 2017**

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## **BACKGROUND**

The City of San Gabriel will be hosting its fourth annual Fall Fun Festival family-friendly event, which will be led by the Community Services Department. This event will be held in the heart of the Mission District on Mission Drive, from Santa Anita to Carmelita on Friday, October 27, 2017 from 5:00p.m. – 9:00p.m. This event is planned to be similar to last year's event.

## **ANALYSIS**

The California Vehicle Code (CVC) Section 21101(e) states that local authorities may adopt rules and regulations by ordinance or resolution on temporarily closing a portion of any street for celebrations, parades, local special events, and other purposes when necessary for the safety and protection of persons who are to use that portion of the street during the closure.

## **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 17-31 authorizing closure of Mission Drive from Santa Anita to Carmelita from 3:00p.m. to 11:00p.m. on Friday, October 27, 2017.

The Public Works Department, Fire Department and Police Department have reviewed and approved the request. Therefore, staff also recommends that the City Council approve this request, subject to the following conditions:

1. Fire hydrants shall remain unobstructed at all times.
2. There shall be no consumption of alcohol within the public right-of-way.
3. Any extension cords being utilized in an area where foot traffic may be expected shall be protected so as not to be a trip hazard. Manufactured electrical coverings that meet ADA requirements must be used to cover the cords on the ground.
4. There shall be an inspection by the City's Building and Safety personnel of all relevant

- installations in the festival area to ensure public safety.
5. The event area shall be accessible.
  6. All driveway areas, parking lot aisles, streets and sidewalks shall be maintained free and clear of any visual and physical obstructions and shall not impede ingress or egress of pedestrians with the exception of the barricaded areas.
  7. A 20' fire lane shall be maintained within the street.

**ATTACHMENTS**

- A. Resolution No. 17-31

**RESOLUTION NO. 17-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN GABRIEL, CALIFORNIA APPROVING A TEMPORARY  
STREET CLOSURE ON MISSION DRIVE FROM SANTA  
ANITA TO CARMELITA STREET TO CONDUCT THE "FALL  
FUN FESTIVAL"**

**WHEREAS**, the City Council has allocated funding in the Fiscal Year 2017-18 budget for the Fall Fun Festival which will include children's activities, pumpkin patch, carnival games, haunted zone and maze, and cartoon clips at the Mission Playhouse; and

**WHEREAS**, the City Council finds that it is necessary to close Mission Drive from Santa Anita to Carmelita from 3:00 p.m. to 11:00 p.m. for the safety and protection of persons who will attend the Fall Fun Festival.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. Pursuant to the authority granted in Vehicle Code 21102 (e), the City Council hereby temporarily closes Mission Drive from Santa Anita to Carmelita on Friday, October 27, 2017 from 3:00 p.m. to 11:00 p.m.
2. The Director of Public Works is directed to place signs on Mission Drive giving notice of a temporary street closure and the need to remove all vehicles from the street prior to the 3:00 p.m. commencement of the temporary street closure.
3. The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED, AND ADOPTED THIS 17<sup>TH</sup> DAY OF OCTOBER 2017 BY THE CITY  
COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA.**

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Juli Costanzo, Mayor  
City of San Gabriel

Attest:

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Julie Ngyuen  
City Clerk