

## MEMORANDUM

**TO: CITY COUNCIL**

**FROM: TERESA MCCLISH, DIRECTOR OF COMMUNITY DEVELOPMENT**

**BY: MATTHEW DOWNING, ASSOCIATE PLANNER  
SAM ANDERSON, PLANNING INTERN**

**SUBJECT: CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 15-019;  
AUTHORIZING "HALLOWEEN IN THE VILLAGE" ON SATURDAY,  
OCTOBER 31, 2015 AND DIRECTING STAFF TO IMPLEMENT  
RELATED SAFETY MEASURES INCLUDING NO PARKING ZONES,  
STREET CLOSURES AND WARNING DEVICES**

**DATE: OCTOBER 27, 2015**

### **RECOMMENDATION:**

It is recommended the City Council adopt a Resolution approving Temporary Use Permit 15-019, applied for by the Village Improvement Association, to authorize Halloween in the Village and directing staff to implement safety measures, including closure of East and West Branch Streets between Traffic Way and Mason Street, no parking zones, and the detour of automobile traffic on Saturday, October 31, 2015.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

Direct equipment and staffing costs to facilitate the closure of East and West Branch Street between Traffic Way and Mason Street and to establish a detour route is estimated at \$4,735. This is an increase from last year's estimate of \$1,225, resulting from changes in equipment and personnel necessary for street closures, as well as filling of water barricades that are not proposed to be covered by City or Five Cities Fire Authority staff and equipment. Historically, these costs have been absorbed by maintenance and personnel budgets. Alternatively, the Council can direct costs associated with the event to be covered by the General Fund reserve or sales tax fund.

The City typically cosponsors this and other community events by providing labor and equipment. City staff is working on a special events budgetary strategy and potential cost savings measures, such as permanent bollards, which will come back to the Council in the coming months.

This item is related to the City's Economic Development plan, which is identified in the City's Critical Needs Action Plan.

**CITY COUNCIL  
CONSIDERATION OF TEMPORARY USE PERMIT 15-019  
OCTOBER 27, 2015  
PAGE 2**

**BACKGROUND:**

Halloween in the Village consists of a voluntary closure or limiting services of the majority of East and West Branch Street businesses in the Village on October 31<sup>st</sup> to allow merchants an opportunity to pass out candy to children in a safe daytime environment. This loosely organized tradition has occurred for at least 15 years and has been informally promoted through the Village Improvement Association (VIA). Although the event is not advertised outside of the City, attendance has steadily increased with an estimated 2,500 children participating in the last few years. To staff's knowledge, there has never been an injury or incident. This is the fourth year East and West Branch Streets are to be closed for the event, and the first year the closure will occur on a weekend day. No issues related to this closure have been communicated to or identified by staff.

**ANALYSIS OF ISSUES:**

The purpose of the Temporary Use Permit, which authorizes street closures and other 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 last three years with no incidents observed or reported. Three years ago, the applicant proposed increasing the period of street closure and no parking between the hours of 2:00 pm to 6:00 pm due to further increases in the number of participants and time necessary to clear vehicles from the streets.

Staff recommends the closure of West and East Branch Street from Traffic Way to Mason Street, including the placement of "No Parking" signs mounted on delineators 48 hours in advance of the event on West and East Branch Streets; a small section of "No Parking" signs 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, Short Street, the Car Corral, and Nevada Street; and 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.

Due to current drought conditions, staff has investigated alternative methods of safely closing Branch Street. Staff determined that for such a limited event there is an opportunity to utilize various City vehicles to safely close side streets for the event; however, the closure of West and East Branch Street will remain a hard closure utilizing water barricades. This will not only preserve hundreds of gallons of non-potable water, but will also result in reduced costs associated with renting, storing, and filling the significant number of water barricades typically needed, while affording the same amount of safety as provided by water barricades.

**CITY COUNCIL  
CONSIDERATION OF TEMPORARY USE PERMIT 15-019  
OCTOBER 27, 2015  
PAGE 3**

**ALTERNATIVES:**

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

- Adopt the attached Resolution approving Temporary Use Permit 15-019;
- Adopt a Resolution approving Temporary Use Permit 15-019 and direct staff to appropriate funds from the General Fund to cover City costs related to the event;
- Do not adopt a Resolution; or
- Provide 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. This option does improve safety at uncontrolled intersections as compared with the use of private crossing guards and decreases the number of police officers and crossing guards needed.

**DISADVANTAGES:**

- The closure of East and West Branch Streets causes temporary diversion of vehicular traffic.
- SCAT bus routes are minimally impacted.
- The street closure will reduce available parking in the Village Core by approximately 100 on-street spaces, although the parking lots on Le Point Street and existing parking lot on Olohan Alley provide substantial off-street parking opportunities.
- There may be complaints regarding commercial and general vehicular traffic routed through the residential neighborhood on Nelson Street.
- There may be complaints regarding limiting customer access to local businesses.
- Costs associated with the event are incurred by the City.

**ENVIRONMENTAL REVIEW:**

In accordance with the California Environmental Quality Act (CEQA), staff has 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:**

A condition of approval has been developed, which will require the applicant to notify property owners and businesses located within the area of street closures and/or restricted parking.

In addition, the Agenda was posted in front of City Hall on Thursday, October 22, 2015. The Agenda and report were posted on the City's website on Friday, October 23, 2015. No comments were received.

**Attachment**

1. Event map

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING TEMPORARY USE PERMIT CASE NO. 15-019 AUTHORIZING "HALLOWEEN IN THE VILLAGE" ON SATURDAY, OCTOBER 31, 2015 AND DIRECTING STAFF TO IMPLEMENT RELATED SAFETY MEASURES INCLUDING NO PARKING ZONES AND STREET CLOSURES**

**WHEREAS**, the Arroyo Grande Village Improvement Association (VIA), acting as a coordinator for individual merchants, applied for a Temporary Use Permit for the Halloween in the Village event which, amongst other things, helped establish conditions to ensure the safety of the children who will be visiting various Village businesses; and

**WHEREAS**, the implementation of safety measures including no parking zones and street closures will help to facilitate a safe Halloween for all individuals participating in the event and traveling through the Village area; and

**WHEREAS**, the Arroyo Grande Municipal Code (AGMC) provides for the issuance of Temporary Use Permits for events such as "Halloween in the Village", AGMC Section 10.16.050 authorizes the City Council to restrict parking on any street, and California Vehicle Code Section 21101(e) authorizes the closure of streets for parades and local special events.

**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 trick-or-treat event and will not be 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 to accommodate vehicular traffic to be generated by the Event is 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 15-019 authorizing the following actions, with the above

**RESOLUTION NO.**  
**PAGE 2**

findings and subject to the conditions as set forth in Exhibit "A", attached hereto and incorporated herein by this reference:

1. The establishment of a "No Parking" zone on East and West Branch Streets between Traffic Way and Mason Street between the hours of 1:00PM and 6:00PM;
2. "No Parking" at the corner of Mason Street and Nelson Street (to allow turning movement for commercial trucks) between the hours of 2:00PM and 6:00PM;
3. The closure of West and East Branch Street from Traffic Way to Mason Street between the hours of 2:00PM and 6:00PM;
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 of 2:00PM and 6:00PM;
5. The 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 between the hours of 2:00PM and 6:00PM.

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 passed and adopted this 27<sup>th</sup> day of October, 2015.

**RESOLUTION NO.  
PAGE 3**

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**JIM HILL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**KITTY NORTON, DEPUTY CITY CLERK**

**APPROVED AS TO CONTENT:**

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**DIANNE THOMPSON, CITY MANAGER**

**APPROVED AS TO FORM:**

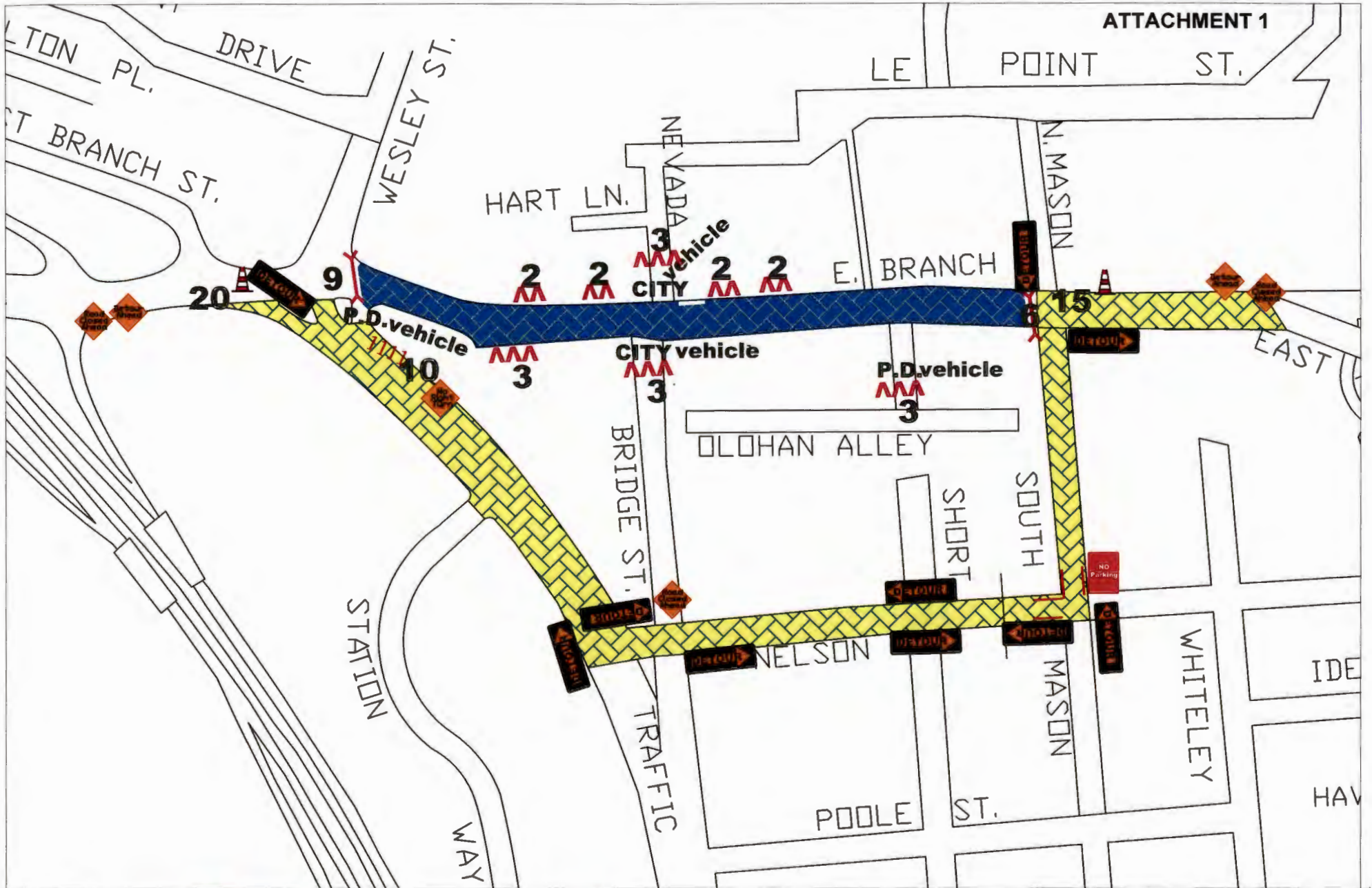
\_\_\_\_\_  
**HEATHER K. WHITHAM, CITY ATTORNEY**











**EXHIBIT "A"  
CONDITIONS OF APPROVAL FOR  
TEMPORARY USE PERMIT NO. 15-019**

This Temporary Use Permit authorizes "Halloween in the Village" and directs staff to implement related safety measures including no parking zones and street closures on Saturday, October 31, 2015.

**GENERAL CONDITIONS:**

1. The applicant shall ascertain and comply with all State, County and City requirements as are applicable to this project.
2. The event shall occur in substantial conformance with the application and plans on file in the Community Development Department including the attached map, attached hereto and incorporated herein by this reference.
3. The applicant shall comply with all of the Conditions of Approval for Temporary Use Permit 15-019.
4. 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.
5. The applicant shall notify all affected businesses and residents of street closures and parking restrictions at least 48 hours prior to the event.
6. The applicant shall clean up all debris associated with the event to the satisfaction of the Public Works Director.
7. Traffic detouring shall be coordinated with the Police Department.
8. The Public Works Department shall be responsible for ordering and directing the setup of all traffic control equipment through a private purveyor..
9. Traffic signals shall be set to blinking to alert motorists about detouring.



<p><b>Detour directional</b> </p> <p><b>Directions sign</b> </p> <p><b>Road Closed</b> </p> <p><b>Detour Ahead</b> </p>	<p> <b>Trick or Treat Route</b></p> <p> <b>Detour Route</b></p>	<p> <b>35 # of Orange cones</b></p> <p> <b>10 # of Delineators</b></p> <p> <b>20 # of "A" frame signs</b></p> <p> <b>15 # of water barricades</b></p>	<p>CITY OF ARROYO GRANDE</p> <p><b>VILLAGE HALLOWEEN BRANCH STREET ROAD CLOSURE PLAN</b></p> <p>REFERENCE NO. _____</p> <p>SHEET: _____</p> <p>OF _____</p>
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