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To: Mayor and City Council  
From: Patricia Seyler, Chief of Police  
Subject: **Run for Reed Schools special event permit request – October 13, 2017**

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**Recommended Motion/Item Description**

Consider request for road closures of Beach Road and Cove Road for a community running event that benefits the Reed School Foundation on Friday, October 13, 2017.

**Background**

In 2016, the Reed School Foundation held the first “Run for Reed Schools” event on October 5<sup>th</sup> at 3:30 PM. The route was a loop course that started and finished at Blackie’s Pasture. Both a one mile and 5K race were held. This year, the Foundation is collaborating with the Tiburon Chamber of Commerce and is proposing a race that starts and finishes in downtown Tiburon. The October 13<sup>th</sup> date is a Friday and the race would replicate a Friday Nights on Main (FNOM) event with music and booths on Main Street after the run is finished.

The 1 Mile Event will have a turnaround point at 30 Peninsula Road. The 5K Event will run on Cove Road to the Old Rail Trail, cross San Rafael Avenue and turn around just north of Gilmartin Drive.

The road closures in Belvedere would include:

- 1) Beach Road between Juanita Lane and Cove Road
- 2) Cove Road and Lagoon Road access

There will be a need for traffic control at Beach Road and Cove Road and at the intersection of San Rafael Avenue at Tiburon Boulevard. The Foundation has agreed to pay for the officers who are assigned to assist with the event. The Foundation expects 750 student runners (children 5-13 years) plus their parents (500-750) for a total of 1250-1500 runners, depending on the weather.

The road closures will begin at approximately 4:30pm with the staggered start of both races beginning at 4:45 PM and 4:55 PM. Traffic at the intersection of San Rafael Avenue will be intermittently interrupted while the runners pass. All roadways in Belvedere should be open by 6:00 PM for a total closure period of 1.5 hours.

There will be no parking allowed on Cove Road. Barricades will be provided by the Reed School Foundation to allow for emergency access during the race. The Reed School Foundation has agreed to do outreach to inform residents of Cove Road prior to the race.

**Fiscal Impact**

The Reed School Foundation will supply volunteers to supplement police presence. The actual cost of police that are committed to the event will be paid by the Foundation.

**Recommendation**

Approve the request for the Special Event.

**Attachments**

- Race maps
- Special event permit application

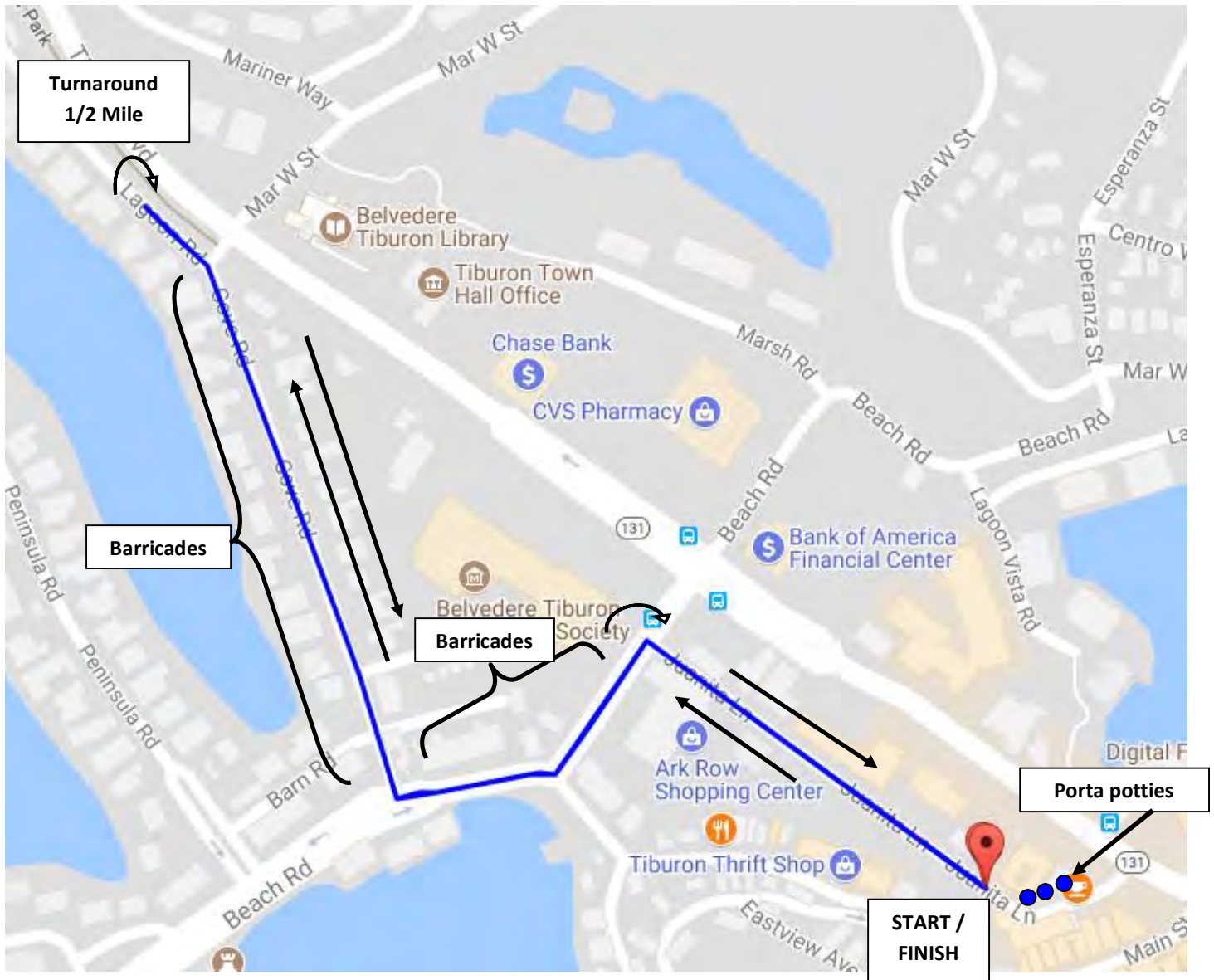
# 5K RACE

- Start / Finish on Juanita Lane at alley intersection from Tiburon Blvd.
- Left onto Beach Road, right onto Cove Road, merge onto Old Rail Trail at intersection of Mar West.
- Turnaround at 1.55 miles on Old Rail Trail at 758 Tiburon Blvd. Return on same route back to Start / Finish.



# 1 MILE RACE

- Same Start as 5k on Juanita Lane at alley intersection from Tiburon Blvd.
- Turn left on Beach Road, right on Cove Road, slight left onto Lagoon Road
- Turnaround at 0.5 miles at 94 Lagoon Road. Return on the same route to Start / Finish.



# 5K & 1 MILE RACES - DETAILS

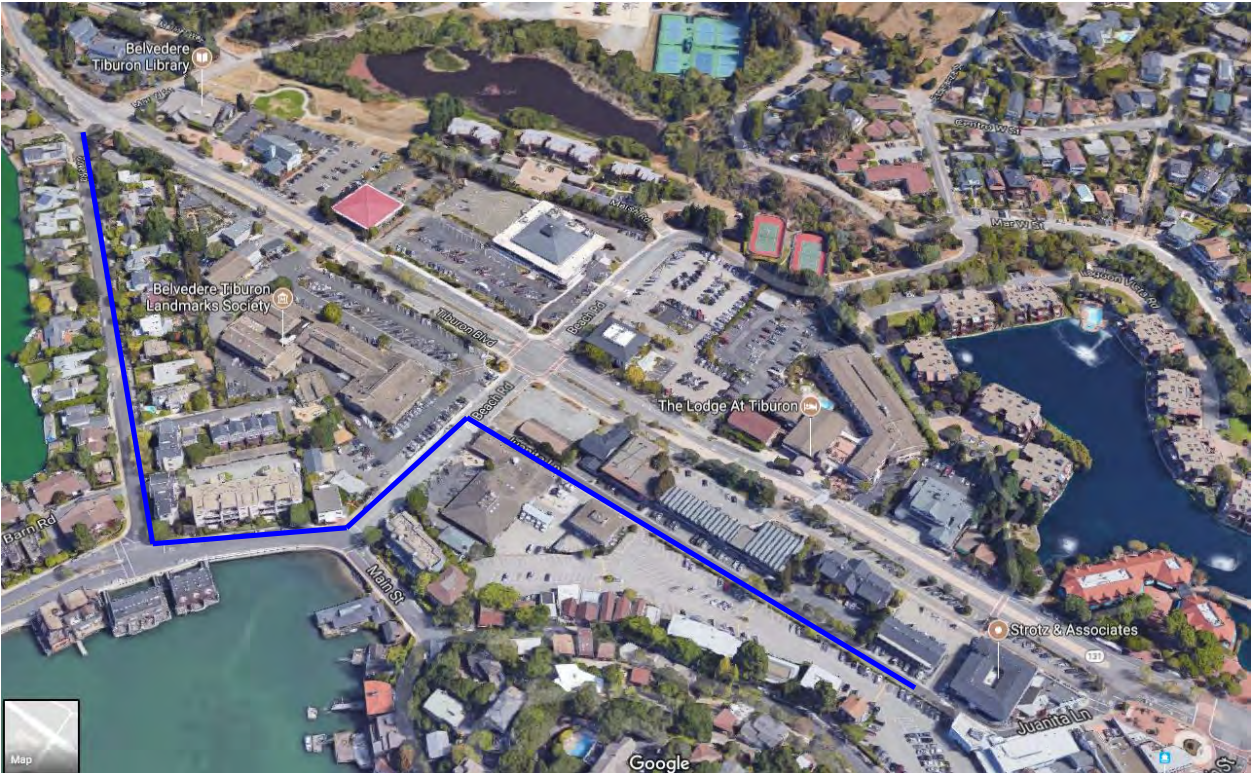
- **Barriers:**
  - **Barricades**
    - Down middle of Beach Road to close off north side of street for races. Allows access out of Ark Row/ Main Street for Emergency vehicles.
    - At major intersections
    - Down Cove Road and at 1 Mile course Turnaround.
  - **Cones**
    - Divide course in half along entire route.
    - At other important sections on course.
- **Police Officers:** stationed at 2 major intersections:
  - 1) Juanita Lane & Beach Road
  - 2) Cove Road & Beach Road
  - 3) San Rafael Avenue & Tiburon Blvd.
- **Volunteers:**
  - At Start / Finish, Turnarounds for both races, and Water Station
  - At major intersections: Beach & Juanita, Beach & Main, Beach & Cove, Cove & Mar West
- **Water Station:** at 1 mile / 2 mile mark on 5k course.
- **Porta potties:** at curve on Juanita Lane behind New Morning Cafe



# Start / Finish area on Juanita Lane

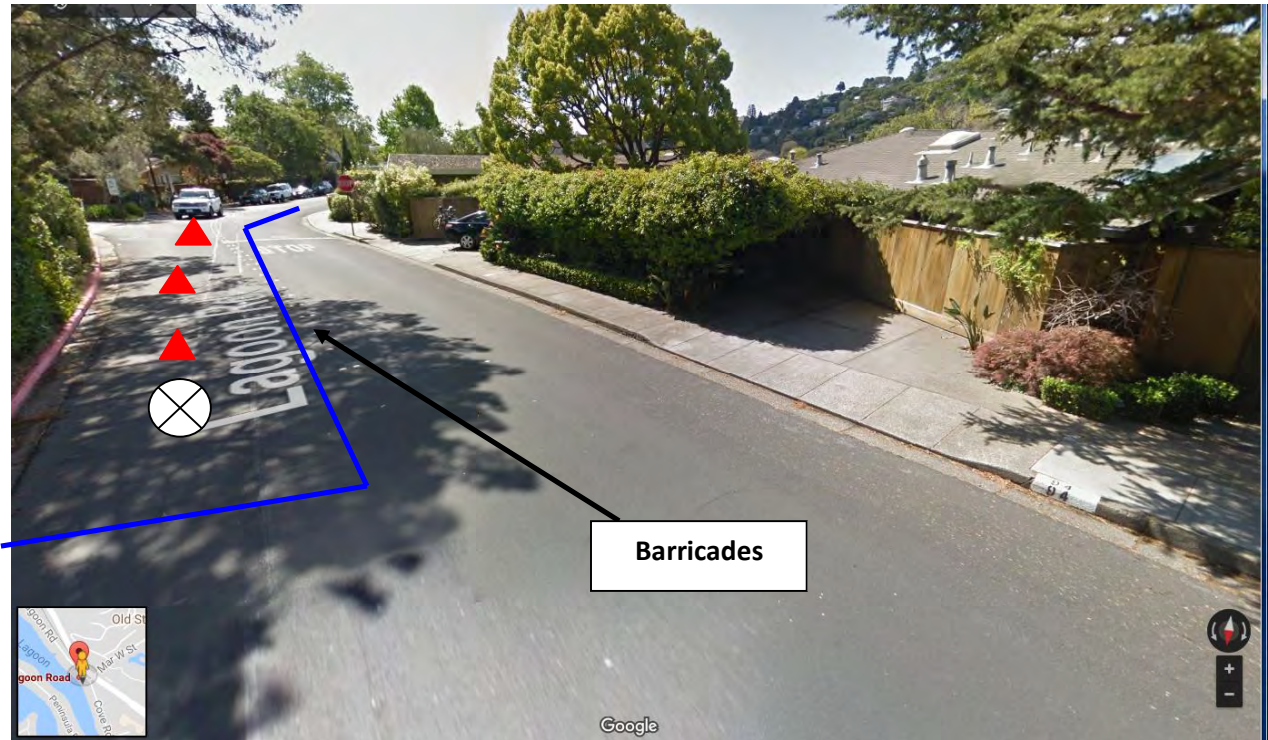


# Course Start / Finish satellite view





# Turnaround for 1 Mile Race at 94 Lagoon Road



# Turnaround for 5K Race on Old Rail Trail at 758 Tiburon Blvd



## City of Belvedere Special Event Permit Application Process

For questions pertaining to the permit process, contact the City of Belvedere at 435-3838.

1) Fax or mail your completed form to:

City of Belvedere - Attention Public Works  
450 San Rafael Avenue  
Belvedere CA 94920  
Fax: (415) 435-0430

- 2) The Public Works Superintendent reviews the permit.
- 3) The Public Works Superintendent issues an encroachment permit, if required.
- 4) It is confirmed that vendors/service providers (if any) have a City of Belvedere Business License.
- 5) The applicant secures special event insurance.  
Note: If insurance is to be purchased through Belvedere Tiburon Recreation, contact Dana Thor 1505 Tiburon Blvd. Suite A, Tiburon (435-4355) OR Proof of acceptable private policy insurance is submitted by the applicant.
- 6) Public Works Superintendent issues Special Event Permit.

(setup) \* Race 4:45-5:45

Date of Event: 10-13-17 Time: Start Noon End 8 pm

Address of Event: Mainstreet plus Race Routes

Type of Event: 1 mile + 5k Race plus mainstreet after event

Name of Individual or Sponsoring Organization: The foundation for Reed Schools

Address: 1199 Tiburon Blvd

City: Tiburon Zip: 94920

Home Phone: \_\_\_\_\_ Work Phone: 415-435-0200

Fax Number: \_\_\_\_\_ E-Mail: rsfoundation@reedschools.org

Number of people anticipated: Minimum 700 Maximum 1,000

Please answer the following questions relating to your event:

Are you representing a non-profit organization? Yes  No

If so, what is the non-profit number? 94-3152375

Is the event open to the public or private? Public \_\_\_\_\_ Private targeted school families

Will admission be charged or fees be collected in advance? Yes  No

Will alcoholic beverages be served? Yes  No

Will alcoholic beverages be sold? Yes  No

Is so, please provide the ABC permit # not yet obtained



Please describe your plan for the following: (Attach separate sheets if necessary)

Equipment (including BBQ's, tables, chairs):

We will be renting tables + chairs as well as bandstand from B154

Parking:

Participants will be encouraged to walk to event if possible and park in surrounding neighborhoods

Street Blockage or Closure:

see attached maps

Clean-up:

Volunteer team will be on hand to clean up after event at 8pm

Recycling (Required by the City of Belvedere):

We will coordinate with MVR's trash + recycling bins on + around Main Street

First Aid:

We will be asking Golden Gate Urgent Care

List Vendors / Service Providers - Name, Address, Phone, and current year Belvedere Business License

Number (required):

1. Honey Bucket 900 Brookside Dr. Richmond, CA 94801
2. Big 4 Rents 70 Galli Drive, Novato, CA 94949
3. MVR'S 112 Front St, San Rafael CA 877-219-2277
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_