



CITY OF ALBANY CITY COUNCIL AGENDA STAFF REPORT

Agenda Date: April 6, 2026
Reviewed by: NA

SUBJECT: Request for Encroachment Permit for a Temporary Street Closure for the Albany Move'n'Groove Event and Request for Waiver of Permit Fee

REPORT BY: Danielle Pitchford, Recreation & Community Services Manager
Sid Schoenfeld, Recreation & Community Services Director

SUMMARY

The action before the City Council is to approve street closure permits and waive fees for the "Move'n'Groove" event.

STAFF RECOMMENDATION

That the Council adopt Resolution No. 2026-15

1. Authorize staff to issue an encroachment permit for a temporary street closure for the Albany Move'n'Groove event on May 31, 2026; and
2. Waive the permit fees for this event.

BACKGROUND

On May 19, 2025, the City Council authorized the allocation of funds from the City's Sugar Sweetened Beverage Tax of \$2,500 to "Move'n'Groove" event proposed by Eugenie Hsu with fiscal sponsor Albany Community Foundation.

Use of the public right-of-way is regulated by Section 14-2 of the Albany Municipal Code. Per the Municipal Code, applications for work or use of the public right-of-way are processed in the form of an encroachment permit, which is subject to the approval of the Community Development Director. According to the City's Master Fee Schedule, City Council approval is required for group permits for special activities occurring in the public right-of-way.

DISCUSSION

"Move'n'Groove" is a one day 5 K walk/run and music event around the Memorial Park and Albany High School block. Portland Avenue (between Key Route and Carmel), Thousand Oaks Boulevard (between Key Route and Carmel), and Carmel Avenue (between Portland and Thousand Oaks) would be closed to accommodate the event. Additionally, Key Route Boulevard (northbound between Portland and Thousand Oaks) would be partially closed for the event.

Periodic street closures are recognized as an effective way to give residents and visitors an opportunity to enjoy a neighborhood in a different way than experienced by driving on the street. During the past several years, the City has been gradually implementing updates to encroachment permit conditions of approval to incorporate best practices from other cities that have similar large events, including safety parameters, trash management, and protection of the public right-of-way.

SUSTAINABILITY CONSIDERATIONS

“Move’n’Groove” has a positive impact on environmental sustainability including promotion of alternative modes of transportation (biking/walking).

CITY COUNCIL STRATEGIC PLAN INITIATIVES

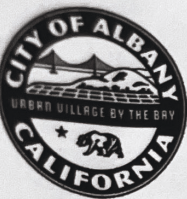
Goal 4: Encourage Community connectivity Through Diversity, Equity & Inclusivity
OBJECTIVES: Enhance programs and services for residents across the full lifespan.

FINANCIAL CONSIDERATIONS

The Sugar Sweetened Beverage Tax revenue is General Fund revenue that the City Council has agreed to appropriate for specific purposes and approved expenditures are incorporated into the City’s annual operating budget. Staff time associated with issuing the encroachment permit is part of normal City staff function and has no significant fiscal impact on the City’s operating budget.

Attachments

1. Resolution No. 2026-15
2. Special Event Application
3. Encroachment Permit
4. Event Map



City of Albany - Special Event Application

Complete and submit the Special Event Application to the Recreation & Community Services Department, 1249 Marin Ave. or recinfo@albanyca.org. Please call (510) 524-9283 for more information.

Once your application is received it will be reviewed by the City. Applicants will be contacted to discuss the next steps in the process.

Event Name:

Move'n'Groove

Date:

May 31, 2026

Event Description:

Please give as much

Detail as possible.

M'n'G is a volunteer conceptualized
and organized 5K footrace ("move") with
live bands stationed along the course to
entertain and motivate participants ("groove")
The event invites ~~more~~ participants of
all ages and fitness levels to exercise in
this community-based friendly competition.

(Fiscal Sponsor)

Organization: Albany Community Address:

Contact Name: Foundation Eugene Her Email: Hsueuge@ Phone: (510) 316 1749

Fundraiser: Y or N ACT yaloo.com

1) Location (s) of event: around perimeter of
ATS & Memorial Park

TO, Portland Canal
N bound Key Route

Staff arrival time: 7:30 AM

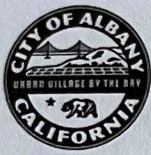
Staff departure time: ~~12:30 PM~~ 1 PM

Event start time: 9:30 AM

Event end time: 12:30 PM

~~Car possibly 2pm~~

Please attach any other information that will assist the City in reviewing the application.

**ALBANY CALIFORNIA****APPLICATION FOR ENCROACHMENT PERMIT**

FOR TEMPORARY STORAGE OR RESERVED PARKING WITHIN PUBLIC RIGHT-OF-WAY

Permit #: EP26-019 Munis # 260133ADDRESS: Block around AHS & Memorial ParkApplicant Name: Eugene HsuContact phone: 510 316-1749 Contact email: hsueuge@yahoo.com

Adjacent Property Owner Name (if applicable) _____

Address: _____

Contact phone: _____ Contact email: _____

DESCRIPTION OF ENCROACHMENT

Parking for:

☐ Moving Truck ☐ Storage Pod ☐ Construction☒ Other: MOVE'N' groove SK & Music FestivalRequested number of spaces: ALL [Each 20' of street frontage is one parking space.]

Pod/Truck is _____ ft. long. Place moving truck/storage pod on street.

Requested date(s) and times:Sun May 31 7AM - 1:30 PM**REQUIRED CONDITIONS**

1. No Parking signs must be posted a minimum of 72 hours in advance.
2. Written permission of adjoining property owners is required to reserve parking in front of neighboring properties.
3. Storage pods or moving trucks may not block traffic in roadway.
4. Special Conditions may be imposed following City review and prior to issuance of this permit.

SPECIAL CONDITIONS:

APPLICANT SIGNATURE: _____

DATE: FEB 10/2026

STAFF USE:

Parking Encroachment: \$262.00 per space per week. [\$37.43 per space per day]

No Parking Signs: \$1.00/sign

Total Fee Due:

Issued By: [Signature] Date: 02/11/2026

Permit valid for date(s) and time listed above.



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SPECIAL PROVISIONS FOR ENCROACHMENT PERMIT IN CITY RIGHT-OF-WAY

ALL FEES SHALL BE PAID AND DEPOSITS MADE PRIOR TO THE ISSUANCE OF THIS PERMIT

DISPLAY OF PERMIT

The permittee shall keep a copy of this permit at the site of the work, or in the cab of a vehicle when movement on a public street is involved. The permit shall be shown to any authorized representative of the Director of Community Development & Environmental Resources or Law Enforcement Officer on demand.

ACCEPTANCE OF PERMIT BY APPLICANT

Acceptance by the applicant of the permit shall be conclusive evidence of the reasonableness of the terms imposed and shall constitute a waiver of any right to legislative determination thereof.

NON-ASSIGNMENT OF PERMIT

Permits shall only be issued only to the person making application and may not be assigned to another person by the permittee. If any permittee assigns his permit to another, the permit will be revoked.

CHANGES IN PERMIT AND WORK

No change may be made in the location, dimensions, character, or duration of the encroachment or use as granted by the permit except upon written authorization of the Director of Community Development & Environmental Resources.

REVOCATION OF PERMIT

This encroachment permit may be revoked at any time at the option of the Director of Community Development & Environmental Resources, whenever:

1. It appears that continuing allowance of the permitted work, whether because of changed conditions or otherwise, interferes with full, adequate or safe public use of the right-of-way involved; or

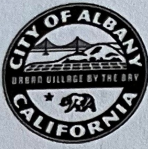
2. The permittee fails to comply with or violates any city ordinance, city standard, safety regulations, or any condition of the issuance of the permit.

Upon revocation of the permit, the permittee shall immediately restore the public right-of-way to a condition as required by the Director of Community Development & Environmental Resources. If the restoration is not completed within the time specified by the Director of Community Development & Environmental Resources, the City may take any and all necessary action so required to restore the right-of-way. Any and all costs incurred by the City will be deducted from any deposits posted by the permittee and, if necessary, recovered by legal action.

PUBLIC ACCESS

Permittee shall maintain public access to all areas in the vicinity of the of work in the public right-of-way and provide necessary temporary accessible sidewalks and bicycle access.

Permittee is responsible for maintaining access to public transit stops. Permittee is required to contact relevant transit agencies (e.g., AC Transit, Golden Gate Transit) in advance of any limitations to their normal operations.



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Permittee shall maintain at all times access to private property, driveways, and businesses. If necessary, provide alternate/temporary access. Permittee shall notify property owners and occupants of all properties subject to service interruption and/or disruption.

Permittee shall take all necessary steps to allow Waste Management of Alameda County access for scheduled pick-up. Contact Waste Management in the event access to property will be restricted.

Please note that street parking is in high demand. Minimize use of street parking and release parking restrictions once work is completed in order to allow access to public street parking.

COMPLETION OF WORK

The permittee must complete the work or use authorized by a permit issued pursuant to this chapter within the time specified in the permit. If at any time the Director of Community Development & Environmental Resources finds that the delay in the prosecution or completion of the work or use authorized is due to lack of diligence on the part of the permittee, the permit may be revoked.

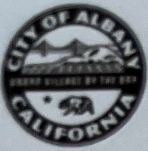
PERMITTEE LIABILITY

The permittee shall agree to hold the City, its officers, and employees harmless from any and all liability, claims, suits, or actions for any and all damages alleged to have been suffered by any person or property by reason of the permittee's installation, operation, maintenance or removal of the encroachment.

BY MY SIGNATURE HEREUNDER, I state that I have read and understood the above conditions and agree to comply therewith. I hereby attest that I am either the owner of the property or duly authorized agent of the applicant.

APPLICANT SIGNATURE:

DATE: Feb 10, 2026



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ENVIRONMENTAL PROTECTION STATEMENT OF RESPONSIBILITY FOR DISCHARGE & DAMAGE

I. PURPOSE

This statement is to provide notice to property owners, contractors, and others of the responsibility for compliance with Albany Municipal Code (AMC) as it relates to protection of public trees and waterways.

Public Trees: Damage to street trees or other trees located on public property is considered damage to public property. Damage to trees includes, but is not limited to cutting any amount of trees roots, ripping or tearing of branches, and peeling, tearing, or scarring of tree bark. Damage may cause death and/or a dangerous condition by destabilizing the tree. Restoring a tree is a priority to the City of Albany.

Waterways: The City's storm water runoff system conveys rain water directly to the San Francisco Bay through a network of surface flows, underground pipes, and creek channels. Materials discharged to a sidewalk, street gutter, storm drain or creek can cause creeks and the Bay to become polluted. Any material other than rain water is considered an illicit discharge under the Federal Clean Water Act. Examples of illicit discharge include: concrete wash water, stucco wash water, paint wash water, chemicals, and runoff from stockpiled materials such as dirt aggregate, soil products, and other construction materials.

II. RESPONSIBILITY FOR DAMAGE TO PUBLIC TREES AND/OR ILICIT DISCHARGE TO WATERWAYS

Public Trees: Pursuant to Albany Municipal Code Section 14-1.2., it is unlawful to cause damage to public property. When a public tree is damaged the cost of the damage and the value of the tree will be calculated by a certified arborist in accordance with International Society of Arboriculture Standards. Because valuable resources such as time, energy and money are invested in trees over many years, the calculated value of a tree can be high. The party damaging the tree is liable for all costs associated with the loss of the tree and the repair or replacement of the tree.

Waterways: Pursuant to Albany Municipal Code Section 15.4, it is unlawful to discharge materials (liquid or solid) to a sidewalk, street, gutter, storm drain or creek. An illicit discharge is defined as "any discharge to the City storm drain system that is not composed entirely of storm water...". The contractor and/or property owner is responsible for all fines and costs associated with the illicit discharge.

III. CERTIFICATION OF COMPLIANCE

I understand that as the applicant I am responsible for any damage to public trees and/or all illicit discharges resulting from this project and that I am responsible for all fees and fines as a result of noncompliance.

APPLICANT SIGNATURE: _____

DATE: _____

Feb 10, 2026



**Move'n'Groove
2026 Course Map**
MOVEngROOVE.org
Updated: 9 Mar 2026



Runners & Walkers bear RIGHT
Skaters & scooters bear LEFT
On the STREET and heading to the FINISH