

Dominican Neighborhood

[HOME](#)
[MISSION](#)
[BACKGROUND](#)
[EVENTS](#)
[COMMITTEE MEMBERS](#)
[MEETINGS](#)
[CONTACT](#)

Documents: [EMP Document](#) | [2000 EMP Update](#) | [2002 EMP Update](#)

Events Management Plan Update 2000

The original Events Management Plan required regular reviews of implementation of the the EMP by the City of San Rafael. The first review of the EMP by the Planning Commission of the City of San Rafael was held on January 25, 2000. Following is the report to the Planning Commission of seven issues identified in the first review.

October 26, 2000

STATUS REPORT TO SAN RAFAEL PLANNING COMMISSION FROM DOMINICAN UNIVERSITY NEIGHBORHOOD ADVISORY COMMITTEE

At the Planning Commission meeting held on January 25, 2000 to review implementation of Dominican's Events Management Plan, the Commission identified seven issues, which they wanted the University and the neighbors to work together in addressing. The specific issues are identified in the summary by Community Development Director Bob Brown contained on page 12 of the minutes of that meeting. The Commission also requested a report on the status of the groups' progress in addressing these issues, for discussion at a future meeting.

The following status report has been prepared by the University's Neighborhood Advisory Committee, which consists of members of Dominican University's Board of Trustees, administration and staff, representatives from the Dominican/Black Canyon neighborhood, and representatives from the City Community Development Department. The Neighborhood Advisory Committee has met monthly since being constituted following the January Planning Commission meeting.

The issues identified at the January 25 meeting are addressed below, in the order in which they are listed in the minutes from that meeting.

Parking

Issue: Parking on residential streets, use of the new Forest Meadows parking lot by students, staff and event attendees, and efforts to encourage increased use of the parking lot.

Actions: Working with the Advisory Committee, the following measures have been taken by Dominican University to address this issue:

- Dominican has produced a new campus parking map identifying the areas where campus related vehicles should not park (indicated as "Resident Parking Only") and encouraging use of the new Forest Meadows parking lot. (See Attachment A - parking map)
- The University has revised the contracts for rental and use of its facilities to include language which requires event organizers to provide parking staff for their events and to publish, distribute or otherwise inform their participants about appropriate parking areas on campus using the above referenced map that Dominican provides. (See Attachment B - rental contract and guidelines)
- Returning students now receive a letter from Dominican administration regarding the importance of refraining from parking on specific neighborhood streets (see attachment C: letter to returning students). Faculty and staff also receive a similar email message. (See Attachment D - Campus parking email)



- A separate information effort is underway within Dominican to improve parking management for University activities in addition to the events addressed in the Events Management Plan. (See Attachment E - Campus plan update)
- The University is now working with the Sisters of St. Dominic so that the University is informed when the Sisters are having events so that the University can anticipate any overlap in use of the available on-street parking supply and implement parking management measures if appropriate.
- After consultation with and approval by the Advisory Committee, the University has agreed to allow Coleman School to use the University's overflow parking lot near Watt Avenue for faculty/administration parking during daylight hours. Because of inadequate parking on the Coleman School property, this should reduce weekday-parking demand on neighborhood streets surrounding Coleman.
- Dominican is participating in ongoing discussions with the residents of neighboring streets (such as Olive and Palm Avenues) and City staff regarding possible implementation of a residential permit-parking program. Dominican proposed to the Advisory Committee that it would install, at its own expense, "Resident Area – No Campus Parking" signs on these residential streets. However, because these are public streets, and there are questions about neighborhood sentiment regarding and enforcement of permit only parking, discussions with neighborhood residents and City staff are continuing. (See Attachment F - minutes of 9/19/00 neighborhood parking meeting)
- Dominican has been utilizing temporary signs to direct people into the new parking lot and also occasionally places a sign (similar to that first utilized by Bay Marin Church) on a barricade located in the middle of Olive at the intersection with Acacia, which reads "Residential Area – No Parking". The University is also currently working with Public Works Department staff regarding the placement of permanent signs within public right-of-ways directing and encouraging campus users to park in the new parking lot.

Results: While the efforts implemented to date have had some success and more vehicles appear to be parking in the new lot this fall, the lot is often not full while many cars park on the residential streets. The consensus of the Advisory Committee is that continued efforts are needed in this area.

Issue: Noise impacts from rental events held on campus.

Actions:

- Dominican's Event Coordinator has begun to more closely scrutinize appropriate entertainment, recommending pre-recorded disc jockey music over live amplified music as a more controllable sound. However, the University does not want to ban outright any types of music except by individual consideration. Musicians and performers that do not cooperate with our sound policies are not permitted back to perform on the campus in any venue. This sound policy is currently enforced with the collection of a sound deposit prior to the event that is refundable upon complying with the policy. (See Attachment B - contract)
- Dominican produced and incorporated the use of a checklist of a client's contracted arrangements with the Events Management Office for the Facility Manager's use to see that clients perform to contract. (See Attachment F - checklist)
- Contract and guidelines have been revised to include provisions for the supervision of children by an adult at all times, and to limit clients' use of Dominican's venues to the specific venue in the contract to discourage the unauthorized use of other campus areas during the event. (See Attachment B - guidelines).

- In response to complaints received regarding sounds outside Angelico Hall generated by guests congregating on the lawn area in front of the Hall near Olive Avenue, the University is installing a no picnicking sign on the front lawn of Angelico to inform guests, clients, and the campus community not to congregate in the area.

Results: While the number of complaints has decreased, the amount of noise heard most notably from wedding receptions in the Shield Room at Caleruega Dining Hall is still bothersome, especially when the doors remain open and particularly to residents on Locust Avenue. Decibel levels of the sound is consistently and continually monitored during the event per the EMP and is technically reduced to an acceptable level stipulated in the EIR, however, the “acceptable” level of sound is subject to individual interpretation. It is important to note that there have been no reported sound issues relating to the new Conlan Recreation Center or the Forest Meadows amphitheater.

As an example of Dominican’s closer scrutiny of entertainment and events for their appropriateness to the venue, a Scottish bagpipe orchestra renting Angelico Concert Hall assembled outside the entrance to Angelico Hall to practice playing in procession. After on-site discussions with the organizers about their need and intent to assemble and parade as part of their concert performance, it was agreed that the performance program would be revised to eliminate the outside procession and that Dominican’s campus was not an appropriate venue for their any future performances.

Event Management/Enforcement

Issue: The ability of and procedure for neighbors to contact the University events enforcement personnel.

Actions:

- Currently, the Events Management Office (EMO) relies on staffing for event coverage as follows:

Compliance Officer: Coordinates sound compliance and measures and monitors amplified sound levels during events and activities. Wears pager and responds to pages and calls from Security to adjust sound levels as necessary if complaints are received. Empowered to stop an event that is out of compliance with Events Management Plan (EMP).

Event Manager: Manages, assists and oversees activities of clients and use of University facilities during events (also called Facilities Manager). Wears pager during event and responds to calls from on and off campus related to the event when no compliance is required. Empowered to stop an event that is out of compliance with EMP.

Traffic Control Officer: Professional law enforcement officer hired to direct traffic on public streets during events of 800 or more guests or cumulative event attendance of over 1000 people. Reviews and approves traffic/parking management plans prior to an event and arranges services accordingly with cooperation by EMO.

Parking Captains and Assistants: Directs vehicles to designated parking areas for events or activities over 200 (voluntarily reduced from 400) people working under direction of the EMO.

Security Officer: Uniformed, full-time staff who foot patrol campus and respond to all emergency or complaint calls to campus 24 hours/day, seven days each week. Wears pager and cellular phone. Both of these numbers are published on the event calendar distributed to the community.

- The process to summons Event Management personnel for an immediate response to inquiry or complaint about an event taking place on campus has been refined as follows:

1. Call the Compliance Officer pager published on the calendar.
2. If no immediate response, call Campus Security

- First, call the Pager Number, and, if no response received
 - Secondly, call the Cellular Phone Number
3. Call or record a message on the Event Compliance Line for follow up from EMO.
4. All calls to Security are logged. Event Managers also keep a detailed log of any calls and activities that occur during the event.

Results: Publishing the Event Manager's pager number on event calendar distributed to community has facilitated direct contact for quicker response to calls and complaints during an event. Campus Security now acts as a back up communications and intervention resource to public. Neighbors have received better response to summonses to Event personnel as noted in an email message from Bill Liskamm regarding picnicking on Angelico front lawn that was disbanded and cleared away as a direct result of his paging the Event Manager on duty. (See attachment G - Liskamm email).

Event Counting

Issue: The methodology used for counting events

Actions:

- Neighbors initially expressed concern regarding impacts of public use of the Recreation Center resulting from an invitation mailed to neighborhood residents to buy a membership to Conlan Recreation Center. These concerns, as well as uncertainty about the activity's compliance with uses allowed in the EMP, prompted the Neighborhood Advisory Committee to create and agree to a formula to acknowledge membership attendance in the event count in order to monitor and track current and future impacts.
- Dominican acknowledged that second service held by Bay Marin Church on selected Sunday evenings would count as a separate event. Consequently, it was agreed that each time facility rental results in a separate additional set of impacts relating to traffic and use of parking supply for attendees' vehicles, an additional event would be counted. (Excepted are occasions where second impacts are caused by drop off and pick up of passengers, i.e. for summer camps.)
- Listing of events is now more comprehensive. College activities of note and/or of a sizeable attendance have been included in the calendar. A preliminary version of the calendar is previewed monthly with the Advisory Committee. Summer camps and summer conferences were added to the event calendar to provide additional details and information about Campus activities.
- The Advisory Committee agreed not to count Marin Shakespeare auditions and rehearsals as individual events.
- The use of the University's tennis courts remaining from a long ago organized neighborhood tennis club was allowed to continue without counting against the University's event inventory. Impacts of this usage are minimal and participants' now use the new Forest Meadows parking lot rather than head-in parking on Grand near Belle.
- The Committee agreed that use of the College's parking lot by neighbors and the Sisters of St. Dominic, when the use will beneficially reduce parking and traffic impacts on neighborhood streets, will be allowed

at the University's discretion and not counted against the College's event capacity. All traffic control measures and provisions of the EMP will apply.

Results: The Advisory Committee has been an effective forum to discuss issues related to event counting and, when issues have arisen, the Committee has been able to reach consensus on how the issue should be addressed.

Advisory Committee

Issue: Membership on the events management committee and possible inclusion of a City representative in an ex-officio capacity.

Actions:

- The scope of discussion by the Advisory Committee was expanded increased to encompass more general issues and concerns and not solely event management, as had previously been the case.
- Two members of the Dominican's Board of Trustees agreed to participate on a regular basis on the Committee and either/or attend and contribute regularly. Other officials, associates and members of the campus community may be invited to attend or address the Advisory Committee regarding areas of special interest or concern as occurred with a visit by the executive director of Bay Marin Church and neighbor Bill Liskamm.
- A member of City Community Development Department is a regular attendee of the Advisory Committee and participates in an ex-officio capacity and as a liaison between the Committee and the City of San Rafael.
- To avoid a repeat of the unfortunate previous tree cutting incident in Forest Meadows, the University now reviews tree removal and major pruning proposed on the campus with the Advisory Committee.
- The University has proposed a broad-based committee to include members of the neighborhood who will participate in an ongoing review and dialog about campus facility planning.

Results: The reconstituted and expanded Dominican Neighborhood Advisory Committee has become an effective forum for joint, proactive discussion of issues and resolution of problems and has significantly improved University/neighborhood relations and communication.

In addition to the above five Events Management Plan related issues identified at the March Planning Commission meeting, two other issues were raised which the Advisory Committee wishes to report on:

Speeding

Issue: Concerns expressed by neighborhood residents regarding travel speeds on residential streets surrounding the campus.

Actions:

- City staff circulated a neighborhood survey to determine whether speed humps were desired in the Palm Avenue area, where the concern about speeding has been centered. 71% of those sent the survey by the City responded and, of those, 42 (89%) supported the installation of speed humps and 5 (11%) were opposed.

- On September 13 the University hosted a meeting on campus between neighborhood residents and City staff where both the installation of speed humps and a new alternative of restricting non-emergency through traffic on Palm (in the area between the dormitories and the first residential property) were discussed. Temporary (rubber mat) speed humps are currently on order by the City for testing on Palm and the appropriate parties will review the new option (see attachment H for minutes of the meeting)

Results: Discussion between City staff and neighborhood residents regarding the most appropriate and effective traffic calming measure(s) are on going. The City staff has been very cooperative in working with the neighbors to explore a variety of options for addressing this issue.

Lighting/Screening of Parking Lot

Issue: Concerns expressed by neighborhood residents regarding views into and lighting levels at the new Forest Meadows parking areas.

Actions: Working with the Advisory Committee as well as individual neighborhood residents, the following measures have been taken by Dominican University to address this issue:

- A large earth berm was constructed by the University near the corner of Watt and Grand (behind the University sign), which was heavily planted with redwoods, including some large specimen size trees. The purpose was to both visually screen the maintenance buildings and the maintenance vehicle parking area and provide additional height for the landscaping at the south end of the Forest Meadows parking lot.
- The previous chain link fence along the Watt frontage of the gravel overflow parking lot has been replaced with a more residential character, six foot high “shadow box” wooden fence located slightly farther onto the University property which also permitted some landscaping on the street side of the fence. The new fence was then extended across the end of the gravel parking lot, toward the maintenance buildings, to obscure views into this parking lot from Grand.
- All of the new metal halide (bright white) light fixtures in the Forest Meadows parking lot have now been replaced with high-pressure sodium (similar to street light) fixtures with the intention of drawing less attention to the new parking lot and having it blend in better with other lighting in the neighborhood.
- All of the other non building mounted bright white light fixtures surrounding the new Recreation Center have also recently been replaced with high-pressure sodium fixtures as have been those mounted in the roof over the entry alcove to the building, which previously brightly lit the entry door area as viewed from Grand between Jewell and Watt.
- The lights, which previously illuminated the gravel overflow parking area near Watt, have been disconnected and the new bollard lights along the driveway to the maintenance facility have been replaced with lower fixtures, which are shielded to only direct the light downward.
- The two lights on the southern most light standard in the Forest Meadows parking lot (which was the most objectionable to some residents) have been put on a manual switch controlled by campus security. These lights are now normally left turned off.

Results: The consensus of the Advisory Committee is that the University has gone to considerable time (and expense) to address this issue. While probably not in strict compliance with industry lighting standards or police desires, the changes have attempted to address the concerns raised by the neighbors and have reduced the glare from the new facilities, while still meeting the University’s need for a safe and secure night time environment in the

area.

Conclusions

All of the issues identified by the Planning Commission at the March meeting have certainly not yet been resolved to the satisfaction of all individuals. However, during the past eight months, Dominican University, neighborhood residents and City staff, working together through the Dominican Neighborhood Advisory Committee, have made significant progress in addressing them and identifying additional options to be pursued. During this process University/neighborhood relations, communication and cooperation have significantly improved and an effective forum for joint, proactive discussion of issues and resolution of problems has been created.

Attachments: *[These attachments are available upon request from Dominican University of California.]*

- A. Copy of campus parking map**
- B. Copy of contract and rental guidelines**
- C. Copy of letter to students**
- D. Copy of email to campus**
- E. Copy of campus plan update campus parking**
- F. Minutes of 9/19 neighborhood permit parking meeting**
- G. Check list for event managers**
- H. Minutes of 9/13 neighborhood speed hump meeting**
- I. Copy of email from neighbor regarding response to call to intervene at event**

Signed by:

Dominican University / Neighborhood Advisory Committee

Jack Nixon, Chair

301 Locust Avenue

Mel Croner, Trustee

Dominican University

Sisi Damner, Trustee

Dominican University

Bill Tuikka, City Planner

Ray Taylor, Neighborhood Representative

126 Palm Avenue

Gary Raggianti, Neighborhood Representative

110 Palm Avenue

Don Dickenson, Neighborhood Representative

327 Jewell Street

Bill Bailey, Vice President of Finance & Administration

SR Community Development Dept.

Dominican University

**Lenore Junker, Director Auxiliaries/
Campus Plan**

Jacques Charton, Director of Facilities

Dominican University

Dominican University

**Dolores Rivera, Events Coordinator /
Advisory Committee Secretary**

Dominican University

[Top of Page](#)

Contact

Dominican University of California
50 Acacia Avenue
San Rafael, CA 94901-2298

Telephone [EMO]: 415-485-3228 [Mon - Fri / 9:00 AM - 5:00 PM]
Security [Mobile]: 415-269-6070
Security [Pager]: 415-458-4772 Fax: 415-458-3737
email: emo@dominican.edu