



CITY COUNCIL Agenda Item #19-101(c)

Date: March 27, 2019

Consent X Discussion _____

SUBJECT: Street Closure Permit Application: Corporate Cup, 5/16/19

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve Application from the Vermont Governor's Council on Physical Fitness and Sports for the rolling closure of State, Elm, Taylor, Winter, Summer, Court and Pearl Streets and Memorial Drive on Thursday, May 16, 2019 from 5:00 PM – 7:00 PM for their Vermont Corporate Cup State Agency Race

STRATEGIC OUTCOME/INITIATIVE: Inclusive, Equitable an Welcome Community

PRIOR ACTION: N/A

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: Requests for street closures requires Council approval.

BACKGROUND INFORMATION: This is an annual event.

SUPPORTING DOCUMENTS: Street Closure Application

INTERESTED PARTIES: Applicant; Business Owners; Residents; Fire; Police and Public Works

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.

1. Event Sponsor

Name: Jeff BOURDEAU	Email: Jeff.Bourdeau@Vermont.gov
Address: [REDACTED]	
Cell Phone: [REDACTED]	Other Phone:

2. Event Details

Name of Event: Vermont Corporate Cup State Agency Race	
General description of the event (1 to 3 sentences): A 5km team running and walking event/race. The purpose of the event is to promote physical fitness within the work place. This is a non-profit races. Proceeds of the event support the Governor's Council on Physical Fitness.	
Date of Event: MAY 16 2019	Start and End Time of Event: 5:00 - 7:00 PM
Street(s) to be Closed - Please attach a sketch of the event layout. STATE Street in front of Capitol at 5:00 PM Race starts at 6pm on the following streets. Memorial → Taylor → Elm → Winter → Summer → Rt 12 → Pearl → Winter → Spring → Elm → Court → Taylor → Bike Path → Bailey → Baldwin → STATE.	
Time Street will close (recommend up to an hour before event): STATE @ 5 PM others will be used at 6 PM	Time Street will reopen (recommend 30 minutes after the event ends): STATE @ 7:00 PM
Number of Staff/Volunteers on site for Event: 200 Volunteers → 20 STATE Hired Sherrifs and Police	
Number of people expected at event: 3,500	Number of vendors and/or entertainers who will participate: Food tent sponsored by event. 1 DJ/announcer
Name of General liability insurance carrier – Please attach proof of insurance. (General liability insurance for Special Events in the downtown area must be obtained by the Event Sponsor.) The Event is Insured. Proof will be provided before race event.	

3. Community Support

<p>Is this a reoccurring event in Montpelier?</p> <p>Yes, 1 time per year</p>	<p>If no, do you have experience elsewhere with such events? Please explain.</p>
<p>How does this event benefit the public (as outlined in the Street Closure Policy)?</p> <p>Benefits local restaurants and bars Benefits Governor's Council on Physical Fitness</p>	

4. Public Safety and Public Health


<p>Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.</p> <p>I have contacted Tom McArdle, The committee has also been in contact with Captain Martel and will continue to meet with him as the Race approaches.</p>
<p>What arrangements have been made for food, water, and toilet facilities (if applicable)?</p> <p>Food, water, drinks and first aid is available to all participants 22 port-o-lets will be located on site, Numerous Trash and recycling containers will also be on site</p>
<p>What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?</p> <p>Numerous Totes will be located on State House lawn. Volunteers will remove all waste on course and State house lawn.</p>
<p>If additional law enforcement officials will be hired for your event, please list:</p> <p>Law Enforcement will be hired for the event, Washington or Orange County Sheriffs Department will be used. County Captain McArdle</p>
<p>Please note any other unique aspects of this event:</p>
<p>Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance? NO</p>

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

MONTPELIER ALIVE	
Reviewed by: <u> Dan Groberg </u> Print Name <u> DS </u> Signature <u> 3/12/19 </u> Date	<input checked="" type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <input type="checkbox"/> Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <u> Thomas McArdle </u> Print Name <u> TMA </u> Signature <u> 3/14/19 </u> Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>traffic control plan as for previous events</i> <input type="checkbox"/> Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: <u> Robert Gowans </u> Print Name <u> RAG </u> Signature <u> 3-12-19 </u> Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Maintain Emergency Vehicle Access</i> <input type="checkbox"/> Reviewed – do not recommend approval

Special Event / Street Closure Permit Application

POLICE	
<p>Reviewed by:</p> <p><u>NEIL MARVEL</u></p> <p>Print Name</p> <p></p> <p>Signature</p> <p><u>3/11/19</u></p> <p>Date</p>	<p><input type="checkbox"/> Reviewed – recommend approval with no conditions</p> <p><input checked="" type="checkbox"/> Reviewed – recommend approval with conditions:</p> <p><i>POLICE TO CONTROL TRAFFIC AT INTERSECTIONS AND WORK W/ ORGANIZATION TO MAKE SURE NOTIFICATIONS AND MESSAGE ABOUT DISRUPTION TO TRAFFIC ARE IN PLACE. SAME AS PREVIOUS YEARS PROCESS.</i></p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>
OTHER	
<p>Reviewed by:</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>	<p><input type="checkbox"/> Reviewed – recommend approval with no conditions</p> <p><input type="checkbox"/> Reviewed – recommend approval with conditions:</p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>

This permit request was reviewed at the _____ City Council meeting.
(MONTH/DAY/YEAR)

This permit request was: APPROVED _____ DENIED _____

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.



Signature

Jeff BOURDEAU

Printed Name

3/10/19

Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.



Signature

Jeff BOURDEAU

Printed Name

3/10/19

Date

Notice Documentation

Name of Event:	
Date of Event:	Start and End Time of Event:
Street(s) to be Closed:	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
Date of City Council Meeting to consider permit request:	
Describe Efforts made to notify residents and businesses along the street to be closed. Notification must include both the date/time of the proposed event and the date/time of the City Council meeting where the street closure will be considered.	