



CITY COUNCIL Agenda Item #19-116(c)

Date: April 10, 2019

Consent X Discussion _____

SUBJECT: Street Closure Permit Application: Spring, Main and State Streets, All Species Day parade, 5/5/19

SUBMITTING DEPARTMENT: City Manager's Office

RECOMMENDED ACTION: Approve application from All Together Now for the All Species Day Parade. The application is for rolling closure from Spring Street to Main Street to the State House via State Street on Sunday, May 5th from 1:30 PM until they arrive at the State House.

STRATEGIC OUTCOME/INITIATIVE: Inclusive, Equitable and Welcome Community; Environmental Stewardship

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", is written over the City Manager's Approval line.

1. Event Sponsor

Name: All Together Now!	Email: alltogethernowvt@gmail.com
Address: [Redacted] E. Mont	05651
Cell Phone: [Redacted]	Other Phone: [Redacted]

Janice Walrafen

2. Event Details

Name of Event: All Species Day	
General description of the event (1 to 3 sentences): parade & puppet pageant. All Species Day Begins in Hubbard park soccer field @ Noon with puppet performances & Dance. old shelter. parade Begins 1:15pm with people of all ages in costume, w/ a drum truck leading. we stop	
Date of Event: Sunday, 5/5/2019	Start and End Time of Event: 12:00 - 4:00 pm
Street(s) to be Closed - Please attach a sketch of the event layout. Spring st is traffic circle, main st, state st to Capitol Building	
Time Street will close (recommend up to an hour before event): 1:15pm close off Spring st	Time Street will reopen (recommend 30 minutes after the event ends): 2:30 @ latest parade arriving at statehouse.
Number of Staff/Volunteers on site for Event: 8-10.	
Number of people expected at event: 600	Number of vendors and/or entertainers who will participate: no vendor, 1 truck w/ food for free.
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.) emailed to W. Fraser, city manager Noyle's Johnson Ins. Co.	

→ on Spring st Bridge is the parade to statehouse lawn for a Birth of Spring pageant @ 2:30-4pm

3. Community Support

Is this a reoccurring event in Montpelier? <i>yes Annually Since 1989</i>	If no, do you have experience elsewhere with such events? Please explain.
How does this event benefit the public (as outlined in the Street Closure Policy)? <i>yes.</i>	

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.
police will be needed as parade moves through the streets.

What arrangements have been made for food, water, and toilet facilities (if applicable)? *I have reserved a port-o-let for Statehouse. park has facilities. - A Food truck will be parked on street offering free food & water.*

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?
organizers's volunteers clean up any refuse left on lawn or pick up if dropped in parade.

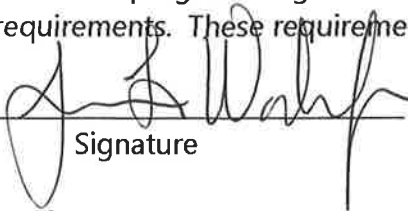
If additional law enforcement officials will be hired for your event, please list:
none

Please note any other unique aspects of this event: *community celebration parade is open to all to join in. Workshops to prepare are offered in April.*

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.*

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.

 Janice Walrafen 03-26-19
Signature Printed Name 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.

 Janice Walrafen 03-26-19
Signature Printed Name Date




Notice Documentation

Name of Event: <u>All species Day parade & Spring pageant</u>	
Date of Event: <u>05-05-2019</u>	Start and End Time of Event: <u>Noon - 4 pm</u>
Street(s) to be Closed: <u>Spring, Main & State st for parade 1:15 - 2:15 pm</u>	
Time Street will close (recommend up to an hour before event): <u>1:15 pm</u>	Time Street will reopen (recommend 30 minutes after the event ends): <u>2:30</u>
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.	

Special Event / Street Closure Permit Application

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
Reviewed by: <i>NEIL MARTEL</i> Print Name  Signature 3/28/19 Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Police TO ASSIST w/ Traffic Control @ Napier Inter Intersection & Caution TO follow AT Rear TO Provide traffic Buffer -</i> <input type="checkbox"/> Reviewed – do not recommend approval
PUBLIC WORKS	
Reviewed by: <i>Tom McArdle</i> Print Name  Signature 3/28/19 Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>traffic control as needed</i> <input type="checkbox"/> Reviewed – do not recommend approval
FIRE DEPARTMENT	
Reviewed by: <i>Robert Gowans</i> Print Name  Signature 3-28-19 Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input checked="" type="checkbox"/> Reviewed – recommend approval with conditions: <i>Maintenance Emergency Vehicle Access</i> <input type="checkbox"/> Reviewed – do not recommend approval

Special Event / Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: <u> Dan Groberg </u> Print Name <u> DS </u> Signature <u> 3/28/19 </u> Date	<input checked="" type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions: <input type="checkbox"/> Reviewed – do not recommend approval
OTHER	
Reviewed by: _____ Print Name _____ Signature _____ Date	<input type="checkbox"/> Reviewed – recommend approval with no conditions <input type="checkbox"/> Reviewed – recommend approval with conditions: <input type="checkbox"/> Reviewed – do not recommend approval

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

This permit request was: APPROVED _____ DENIED _____

All Species Day Parade

Sunday May 5, 2019

1:15-2:30 pm

Parade Entries - We will have truck with drummers leading the parade, followed by a group of dancers. Following the drummers and dancers are 300-500 hundreds of people, of all ages, dressed in costumes, carrying puppets and banners, stilt walking, roller skating, biking, pushing strollers, and walking. We don't have plans for any other vehicles. The Morris dance team will be at the end of the parade.

List of Parade Marshals Duties - Janice Walrafen and Matt Nowakowski are parade marshals. We will have additional parade marshals who will keep the parade participants together and safe. The parade marshals coordinate with the police. There are parade marshals at the front of the parade keeping participants from walking too quickly and overcoming the dancers and drum wagon. If people wish to move faster, they move to the sidewalks. We have a marshal at the end of the parade to keep the end of the parade from lagging behind. If people wish to go slowly they too are asked to walk on the sidewalk. Janice's cell is [REDACTED] Matt Nowakowski is contact for police during the parade: [REDACTED]

River Street Bridge - Each year as we cross the North Branch River, we stop for 10- 15 minutes on River Street Bridge to acknowledge the river with a short song and dance. This year I have submitted a Street Closure Permit application to authorize the parade.

Requests - For the Spring Street bridge we request cones and no parking signs be placed on the parking spaces Saturday evening, May 6, so we can gather on the Bridge Sunday without cars on the Bridge.

We request for the Statehouse Three meters past the walkway to the Statehouse (towards Gov. Aikens Dr) be bagged no parking, to be reserved for the drum vehicle. The camper food truck will park here too.

Thank you.

All Species Day Event Map

Sunday, May 5, 2019

