



**CITY COUNCIL Agenda Item #19-116(f)**

**Date: April 10, 2019**

**Consent X Discussion \_\_\_\_\_**

**SUBJECT:** Street Closure Permit Application: Langdon Street, and rolling closure of others, Capital City Stampede, 6/8/19

**SUBMITTING DEPARTMENT:** City Manager's Office

**RECOMMENDED ACTION:** Approve Street Closure Permit Application from Central Vermont Runners for the closure of Langdon Street and rolling closure of others on Saturday June 8, 2019 from 7-11 AM for their Capital City Stampede.

**RELATED COUNCIL GOAL/PRIOR ACTION:** Inclusive, Equitable and Welcome Community

**EXPENDITURE REQUIRED:** N/A

**SOURCE OF FUNDS:** N/A

**LEGAL REQUIREMENTS:** Requests for street closures require Council approval.

**BACKGROUND INFORMATION:** This is an annual event

**SUPPORTING DOCUMENTS:** Street Closure Application

**INTERESTED PARTIES:** Applicant; Property owners/businesses on Langdon Street; Fire; Police and Public Works

**CITY MANAGER'S APPROVAL:**

A handwritten signature in black ink, appearing to read "W. Hoffman", is written over the text "CITY MANAGER'S APPROVAL:".

**1. Event Sponsor**

Name: Central Vermont Runners (Shannon Salembier)	Email: [REDACTED]
Address: [REDACTED]	
Cell Phone: [REDACTED]	Other Phone:

**2. Event Details**

Name of Event: Capital City Stampede	
General description of the event (1 to 3 sentences): 42nd Annual 10K road race that is part of the Central Vermont Runners race series	
Date of Event: Sat. June 8, 2019	Start and End Time of Event: will end Race start: 9 AM, ~ 10:30 AM
Street(s) to be Closed - <b>Please attach a sketch of the event layout.</b> Langdon Street (7 AM - 11 AM) - All other streets can remain open during race w/ traffic control <i>see attached maps</i>	
Time Street will close (recommend up to an hour before event): 7 AM	Time Street will reopen (recommend 30 minutes after the event ends): 11 AM
Number of Staff/Volunteers on site for Event: ~ 25	
Number of people expected at event: 100	Number of vendors and/or entertainers who will participate: 0
Name of General liability insurance carrier - <b>Please attach proof of insurance.</b> (General liability insurance for Special Events in the downtown area must be obtained by the Event Sponsor.)	

**3. Community Support**

<p>Is this a reoccurring event in Montpelier?</p> <p style="text-align: center;">Yes</p>	<p>If no, do you have experience elsewhere with such events? Please explain.</p>
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How does this event benefit the public (as outlined in the Street Closure Policy)?

This is the 42nd anniversary of a community event that promotes running in Montpelier

**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.

CVR coordinates with the police dept. and sherrif to assist with traffic control to ensure a safe event

What arrangements have been made for food, water, and toilet facilities (if applicable)?

CVR provides food and water, and will rent porta potties for the event

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?

CVR will provide trashcans/recycling bins and remove both from the premises

If additional law enforcement officials will be hired for your event, please list:

Montpelier Police Dept.  
Washington County sherrif

Please note any other unique aspects of this event:

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.

Shannon Sali                      Shannon Salembier                      4/1/2019  
 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.

Shannon Sali                      Shannon Salembier                      4/1/2019  
 Signature                                      Printed Name                                      Date

### Notice Documentation

Name of Event: <u>Capital City Stampede</u>	
Date of Event: <u>Sat. June 8, 2019</u>	Start and End Time of Event: <u>7 AM - 11 AM</u>
Street(s) to be Closed: <u>Langdon Street</u>	
Time Street will close (recommend up to an hour before event): <u>7 AM</u>	Time Street will reopen (recommend 30 minutes after the event ends): <u>11 AM</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.  <u>CVR will notify residents and businesses via Front Porch Forum</u>	

FOR OFFICIAL USE ONLY

The following parties have reviewed and approved:

POLICE	
<p>Reviewed by:</p> <p><u>Neil Marcel</u></p> <p>Print Name</p> <p><u>[Signature]</u></p> <p>Signature</p> <p><u>4/2/19</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>Group to close Langdon St w/ cones/barricades</i>  <i>MPD Police to assist on way out - WCSN if needed</i>  <i>@ Bailey Ave &amp; State St. Adv. Penned's Return &amp; traffic Control</i></p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>
PUBLIC WORKS	
<p>Reviewed by:</p> <p><u>THOMAS M. ARDIE</u></p> <p>Print Name</p> <p><u>[Signature]</u></p> <p>Signature</p> <p>_____</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>As per MPD recommendations - MUTCD compliant devices.</i>  <i>DPW to conduct pre-route inspection to address any trip/fall hazards. - Applicant to verify.</i></p> <p><input type="checkbox"/> Reviewed – do not recommend approval</p>
FIRE DEPARTMENT	
<p>Reviewed by:</p> <p><u>Robert Gowans</u></p> <p>Print Name</p> <p><u>[Signature]</u></p> <p>Signature</p> <p><u>4-2-19</u></p> <p>Date</p>	<p><input checked="" 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>

## Special Event / Street Closure Permit Application

MONTPELIER ALIVE	
Reviewed by: <u>Dan Groberg</u> Print Name <u>Dan Groberg / SG</u> Signature <u>4/3/19</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
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 \_\_\_\_\_

## CAPITAL CITY STAMPEDE 10K COURSE MAP

Starts on Langdon St ~ Turn right on Elm St ~ First left on Court St ~ At end of Court St go straight across State House lawn to Baldwin St ~ At end of Baldwin St turn left on Bailey Ave ~ After crossing bridge, turn right on bike path ~ Continue on bike path until end ~ Continue straight on Junction Rd until turn around (just before the bridge) ~ Return the same way you came!

### Mile Markers

- Mile 1 – On bike path, just before high school track
- Mile 2 – On Junction Rd, just before railroad crossing
- Mile 3 – On Junction Rd, between Bartlett Rd and bridge
- Mile 4 – On Junction Rd, just before railroad crossing
- Mile 5 – On bike path, just before Dept. of Labor parking lot and high school track
- Mile 6 – Midway down Court St



## CAPITAL CITY STAMPEDE 10K START/END OF RACE

Starts on Langdon St ~ Turn right on Elm St ~ First left on Court St ~ At end of Court St go straight across State House lawn to Baldwin St ~ At end of Baldwin St turn left on Bailey Ave ~ After crossing bridge, turn right on bike path

