

Purpose: The City of Montpelier is proud to host events that have public benefit to our community. This policy outlines the process and requirements for requesting a Street Closure or those seeking to hold a parade/march.

Permission to use public streets, sidewalks and parking lots is a privilege which is granted at the sole discretion of the City Council. Providing event opportunities in a safe and manageable manner is a goal of the City Council and of City staff.

Public streets & highways serve a vital role as the primary transportation link for property access, commerce and are a necessity to connect different parts of town and beyond whether people choose to bike, walk or travel in an automobile. Closure of streets for even short time periods can be perceived as an inconvenience for some or an insurmountable barrier to those who may be prevented from freely coming or going to and from their homes or businesses. All needs of the citizens must be considered when a street closure is contemplated. Street closures will only be approved if the City Council determines that the public benefit from the proposed event exceeds the public benefit derived from the transportation use of the road, street or highway,

People who are directly affected by an event or street closure need adequate notice of both the event itself and the public process for considering the closure or event at a City Council meeting.

Definitions:

A special event is defined as a race, parade, festival, open street initiative, or event that utilizes public property in the city (such as a street, parking lot or park), is temporary, and requires approval by City Staff and the City Council. This includes full street closures, full or partial parking lot closures, or use of public facilities in a manner substantially different than their normal public use for an extended period of time.

The Event Sponsor is an individual who has primary responsibility for the Event for which the Street Closure is requested. This individual shall be on-site the day of the event.

Exceptions:

Annual street closures will take place for the first Saturday in May (MayFest), the Governor's Corporate Cup, and the July 3rd festivities. These events will be

administratively approved and the City will provide notice to the public of these planned closures.

Process:

Sponsors of a special event in the downtown shall submit a “Street Closure Permit Application” **no later than 45 calendar days** before an event.

Sponsors of a new special event outside of the downtown shall submit an application **no later than 30 calendar days** prior to the planned event. If the event has been held successfully in the past, event sponsors shall submit an **application no later than 7 days prior to the last scheduled City Council meeting before the event date.**

Application forms will be available on the City’s website (www.montpelier-vt.org), and at the City Manager’s office. Applications for special events shall be submitted to:

Jamie Granfield, City Manager’s Office
39 Main Street
Montpelier, VT 05602
jgranfield@montpelier-vt.org

1. All Permit Applications will be posted publicly on a dedicated city webpage (www.montpelier-vt.org) to notify and inform the public.
2. Permit applications submitted on a timely basis will have no fee. Applications for downtown events submitted late (less than 45 days) will be assessed a \$50 fee if there is still time to properly process them. There will be no late fee for other events. Applications submitted without sufficient time to review and conduct a public hearing will not be accepted. The City Manager shall make the final determination whether an application can be processed.
3. If the street closure request is for State, Main, Langdon, Elm Streets or adjacent parking lots, the City will provide public notification of both the proposed closure and the date the Council will consider this request. The City notice for downtown will be provided to abutters through e-mail to businesses, direct mail to residential addresses, posting on the city website, and social media sites.

4. If any other street closure is requested, the Event Sponsor shall use best efforts to notify abutting property owners, residents, and businesses of both the proposed closure date and the date the Council will consider the request. If the street closing is for other than downtown but the City is a partner or participant, the City will assist with notice by preparing mailings and posting publicly.
5. Event Sponsor notice may include a combination of social media notices, written acknowledgements from neighbors, leafletting or direct mail. In advance of the Council meeting the Event Sponsor will be required to certify how they made reasonable attempts to notify abutting residents, businesses, and property owners. In the event that the Council determines that notice was insufficient the Council shall deny the permit.
6. Permit Applications must be reviewed and approved by the Police Department, Public Works, the Fire Department, City Manager's Office and Montpelier Alive (if event is within the designated downtown). During this review period, the Event Sponsor may be contacted to answer questions or make additional arrangements in the interest of public safety or public convenience.
7. Following the staff review, the request will be placed on a City Council agenda, not later than 9 days in advance of the event, for approval consideration. It is the expectation that the Event Sponsor will be present at this City Council meeting.
8. Approved permits will be emailed to the Event Sponsor and the date of the event will be posted on the City-wide calendar at www.montpelier-vt.org.

Conditions for the Temporary Use of Streets:

1. The Event Sponsor shall post signage on any affected parking meters the night before an approved Street closure, or if no parking meters, signs will be placed on a stake or post of sufficient quantity and placed in suitable locations to provide visual notice.
2. Barricades must be placed on State, Main, or Elm by a member of the Montpelier Police Department or Department of Public Works. Barricades and signs shall be placed on other streets by city personnel or coordinated by city personnel with the event sponsor.
3. Streets that are allowed to be closed in the Downtown include:

- State Street – Main to Elm or Taylor to Bailey Ave (with the exception of July 3rd.)
 - Langdon Street
 - Elm Street – between State and School
 - Main St (State Route 12) for city sponsored parade route only, and not for extended events. Parking Spaces on Main may be closed for events.
4. City Ordinance Article VIII Section 11-800 "Drinking in Public Place" is in effect unless other permits are obtained by Division of Liquor Control
 5. Permit requests must be received by the City Manager's Office in a timely fashion as outlined above.
 6. Events must be open to the public. Portions of an event may be closed off to meet Department of Liquor Control requirements.
 7. No fee may be charged for entrance to an event on a public street, parking lot or property.
 8. Parades will follow pre-designated and approved routes. Parades along non-designated routes will be assessed the full cost to the city for supporting the event.
 9. General liability insurance for Special Events in the downtown must be obtained by the Event Sponsor. Neighborhood events will not require insurance. Insurance requirement for other events will be determined on a case by case basis.
 10. The temporary use of a public street shall not unnecessarily obstruct or bar public access onto the street. Sidewalks shall remain open at all times for pedestrian use unless specifically noted in the Permit Application.
 11. During Special Events, there must be a plan in place to ensure public safety vehicles could have access to the Street in the event of an emergency.
 12. The Event Sponsor shall coordinate public safety needs with Montpelier staff. This includes sharing with them a plan for the physical use of the space to ensure passage of emergency vehicles is possible at all times. Important contacts are as follows:

- Police Chief Anthony Facos – afacos@montpelier-vt.org
- Fire Chief Robert Gowans – rgowans@montpelier-vt.org
- Public Works Director Thomas McArdle – tmcardle@montpelier-vt.org
- City Manager’s Staff Jamie Granfield – jgranfield@montpelier-vt.org
- City Manager William Fraser – wfraser@montpelier-vt.org
- Asst. City Manager Sue Allen – sallen@montpelier-vt.org
- Montpelier Alive Director Dan Groberg – director@montpelialive.org

13. The City of Montpelier may close down an event and cancel a street closure if public safety needs are not met. Additionally, if such a violation occurs, the City may refuse a future Street Closure permit to the Event Sponsor for a period of two years.

14. The City of Montpelier may close down an event in progress and/or cancel a street closure if weather conditions create (or are predicted to create) a public hazard, if an unsafe incident occurs which places attendees of the event at risk or for any other public safety or emergency reason.

15. Some events may require a variance from this City’s noise ordinance. Approval of a street closure permit does not constitute approval of a noise variance. Such a variance may be requested simultaneously but shall be considered separately from the street closure permit.