

# **CITY OF MORGAN HILL**

## **CITY COUNCIL POLICIES AND PROCEDURES**

**CP-18-02**

**SUBJECT: DOWNTOWN STREET CLOSURES**

**EFFECTIVE DATE: February 21, 2018**

**ORIGINATING DEPARTMENT: *COMMUNITY SERVICES DEPARTMENT***

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### **PURPOSE**

Chapter 12.16 of the Morgan Hill Municipal Code, Events on Public Property, outlines requirements for special events and the associated permit process. The primary purpose of this policy is to provide guidance to staff in the issuance of special event permits that close streets in Downtown Morgan Hill.

### **POLICY**

In recognition of the economic and community benefits of facilitating events in the Downtown area, while taking into consideration the residents whom which these events impact, the City Council establishes the following guidelines for use in the issuance of special event permits.

#### **Attendance Levels**

1. Regularly occurring special events established prior to the development of this policy shall be allowed to continue in their currently used locations regardless of attendance levels provided they continue to meet requirements outlined in the Municipal Code and all health and safety requirements outlined in the special event permit process.
2. Proposed closures of Monterey Road through the Downtown will only be considered for events with anticipated attendance of over 1,000 and of major community significance as determined by the City Manager.
3. Proposed full street closures for other streets in Downtown shall only be considered for events with anticipated attendance of 500 or greater. First time events with anticipated attendance under 500, but with future growth planned over the next 5 years may also be permitted.
4. Partial closures of Third Street shall be permitted for uses with anticipated attendance less than 500 and of community significance as determined by the City Manager.

#### Street Closure Traffic Considerations

1. Event permits shall not be issued for events that request full closure of Monterey Road during peak traffic hours, as determined by the City Engineer.
2. Event permits may be issued for events that request a closure of one side of Monterey Road during peak traffic hours, if it is the side of road that is reverse traffic, as determined by the City Engineer.
3. Staff will work with event organizers to develop event plans that take into consideration parking needs of residents and space needs of event organizers.

#### Third Street Specific Considerations

1. Full Third Street closure permits may only be issued for events that need the entire street area for event space, as determined by the City Manager. For events that do not need the entire area, a partial closure may be permitted for a portion of the space, allowing for resident only access via vehicle.
2. For events that meet the criteria for a full closure of Third Street the following will be required of event organizers:
  - a. Provide reserved resident parking spaces in numbers equaling two cars per residence at adjacent public parking.
  - b. Provide accessible access from the designated reserved parking spaces through the event to each residence.
  - c. Provide parking security, by volunteers, signage and/or other means, that will allow only parking by Third Street residents with resident passes issued by the City.
  - d. Third Street residents that need assistance walking from designated parking spaces to their homes must be provided assistance via wheelchair, golf cart or other equitable means for the duration of the closure. To verify assistance a valid note from a doctor must be presented to the City.

#### Notification of Residents and Businesses of Downtown Street Closures

1. The City shall establish and maintain a Downtown event notification email list. Residents and businesses shall be able to opt in to this email list via the City website.
2. Notification of events and street closures shall be sent out via email from the City to residents at the time of event application.
3. Events proposing street closures must submit event applications 30 days in advance of an event or pay to the City a \$500 late submission fee.
4. Event organizers shall deliver hard copy notifications to impacted residents and businesses a minimum of two weeks in advance of the planned event.
5. Each event organizer shall provide an event contact person with an associated cell phone number to residents during the duration of the event.

#### Downtown Event Clean-up

1. Event organizers shall be required to leave the event areas and Downtown parking facilities clean and litter free.
2. An after-event inspection shall be conducted by City staff on the next regular work day or as soon as feasible following each event.
3. Event organizers shall pay a \$500 refundable deposit prior to each event. The deposit shall be withheld if cleanup following the event is not complete to the standards identified in the organizers special event permit.

#### Appeal

Issuance or non-issuance of special events in relation to this policy may be appealed to the City Council by providing written notice to the City Manager.

**This policy shall remain in effect until modified or revoked by the City Council.**

**APPROVED:**

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**STEVE TATE, MAYOR**