

Subject: Road Closing Policy - Closing of Major Thoroughfares for
Community Enrichment Events
Policy No.: 600-0003
Effective Date: 10/22/2012 Revision Approved 4/22/2019

Background: The City of Woodstock Mayor and Council desire to support and promote community enrichment events in order to promote community spirit, bring new people into our City and to promote local businesses. However, they recognize the need to institute parameters, guidelines and restrictions regarding the closing of major thoroughfares within the City Limits due to the extreme limitations it places on traffic flow and accessibility for public safety personnel, residents, businesses and patrons of those businesses.

Definitions:

Major Thoroughfares (within the City Limits of Woodstock, Georgia)

- a) Highway 92 from the eastern City Limits to the western City Limits.
 - b) Interstate 575 from the southern City Limits to the northern City Limits.
 - c) Highway 5/Main Street/Canton Road from the northern City Limits to the southern City Limits.
 - d) Arnold Mill Road/Towne Lake Parkway – from the eastern City Limits to the western City Limits.
 - e) Woodstock Parkway/Ridgewalk Parkway – from Towne Lake Parkway to Highway 5/Main Street.
 - f) Market Street
 - g) Reeves Street
 - h) Rope Mill Road from Main Street intersection to Woodstock Parkway.
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Community Enrichment Events

- a) City sponsored or co-sponsored events. Including but not limited to, July 4th Parade and Festival, the Christmas Jubilee Parade.
- b) Events held in conjunction with City sponsored or co-sponsored events, ie., the July 4th 5K Road Race.
- c) Events sponsored by non-profit organizations that bring awareness to a cause or plight. Proof of non-profit status shall be required.
- d) Events sponsored or co-sponsored by another Governmental Agency.

For-Profit Sponsored Events will not be allowed to close major thoroughfares.

Policy

All Community Enrichment Events must go through the formal Special Event Ordinance's Application Process.

A) All Community Enrichment Special Event Applications requesting to close a major thoroughfare must submit a completed Special Event Application to the City no less than 90 days prior to the proposed event date. (This includes city-sponsored or co-sponsored events.)

B) Council must approve any and all requests for road closures, except for: 1) That portion of East Main Street which is north of Arnold Mill Road and adjacent to The Park at City Center; 2) The parking spaces on Market Street that front the Elm Street Event Green which the City Manager is authorized to close at his discretion. Furthermore, the City Manager is authorized to temporarily close streets in the Downtown area for permitted construction projects so long as the public is notified in advance and an approved traffic plan is in place.

C) Date, time, location of the event, nature of the event and the impact on local businesses and residents will all be deciding factors in Council's decision as to whether or not to grant the road closure.

D) If the event is a parade and if the parade will traverse a state or federal highway the persons or organization must also have a permit from the Georgia Department of Transportation; there must be ~~30~~ 90 days' advance notice for state permits. Application for permits must be submitted to the chief of police before going to state headquarters. (Cross Reference: Special Events Ordinance Sec. 11-9.)

Fees/Services Associated with Road Closings are addressed in the City of Woodstock's Special Event Policy – Chapter 11 of the Woodstock Code of Ordinances.

Public Notification of Road Closures

All Community Enrichment Special Event Applicants must provide a minimum of 60-day notification to the public prior to the closure. Notice can be via email, letter, sent regular mail, distribution of flyers, or via approved signage. The information may also be posted on the City website and City reader boards may be displayed at both ends of the affected street at least 10 business days prior to the event. All written notifications shall include the nature/type of the event, the name and contact information of the event sponsor/chair, date, time and location of the event and specifics regarding road closings (what specific roads will be closed and at what time and for how long and suggested alternate routes.)

Road Closings will only be Allowed as Follows: (Exceptions are City Sponsored/Co-Sponsored Events)

Monday – Friday No road closings permitted at any time.

Saturday 6:00 am to 8:00 am
 2:00 pm to 4:00 pm

Sunday 6:00 am to 8:00 am
 2:00 pm to 5:00 pm

Holiday: July 4th from 7:00 am to 5:00 pm
No other Holidays will be allowed due to increased personnel costs.

No road closings will occur before dawn, at dusk or at dark.