

Event Scheduling and Street Closure Policy

Purpose:

The purpose of this policy shall be to clarify the process and powers of Borough Council, the Borough Mayor, and Management staff of the Borough of Emmaus when determining the dates of certain events as well as street closures within the Borough of Emmaus.

Scope:

This policy shall apply to all elected, appointed, and volunteer officials within the Borough of Emmaus when scheduling events, approving events, and closing certain streets within the Borough of Emmaus.

Policy Statement:

It is the policy of the Borough of Emmaus that the Emmaus Borough Council shall have the full authority to close streets within the Borough of Emmaus for any purpose. This is not intended to conflict with any powers outlined in any Borough of Emmaus ordinance or law of the Commonwealth of Pennsylvania.

It is the policy of the Borough of Emmaus that the Emmaus Borough Council may delegate the authority to close streets within the Borough of Emmaus as per the guidelines below.

It is the policy of the Borough of Emmaus that the Emmaus Borough Council shall have the full authority to approve and deny any and all events on public property and public streets within the Borough of Emmaus.

It is the policy of the Borough of Emmaus that the authority for certain events shall be delegated to the Mayor of the Borough of Emmaus, as detailed below.

It is the policy of the Borough of Emmaus that the Mayor shall have the full authority to make the exclusive decision as to the dates of Trick or Treat Night within the Borough of Emmaus.

It is the policy of the Borough of Emmaus that the Mayor shall have the full authority to determine the dates and accompanying details of any and all parades within the public areas of the Borough of Emmaus.

It is the policy of the Borough of Emmaus that the Mayor may, at his or her sole discretion, delegate any or all of the above authority to any Borough official if he or she so chooses, provided he or she communicates this delegation of authority to Borough Council.

Procedures:

Event Approvals:

Borough Council shall have the sole discretion to approve or deny any event that shall occur on the public property or public streets of the Borough of Emmaus. However, there are certain events that occur year after year. Therefore, Borough Council shall delegate the authority to approve any event that has previously occurred for at least the past two consecutive years to Borough management. The Borough Manager shall properly notify Borough Council of the event approval. Borough management shall work with each appropriate department to coordinate any and all Borough resources, if needed, for the event. This shall also include street closures, unless there are specific changes in requests for street closures, in which case Borough Council shall review the changes.

Street Closures:

Closure of Borough streets is taken very seriously by the Borough of Emmaus. When a street is closed, it is done so to ensure the safety of event attendees, neighbors, and travelers. Therefore, it is important that a consistent process is followed when considering the closure of streets.

Borough Council shall delegate the authority to close streets for events to the General Administration Committee of Council. Closure of streets for events that have occurred for at least the past two consecutive years shall be delegated to Borough management.

When an individual or organization requests any or all of a public street to be closed for any reason, it shall be the responsibility of the organizing party to properly notify all affected individual properties via written correspondence. Upon the tentative approval of a street closure, the organizing party shall properly notify all affected parties. The written correspondence shall be distributed to the affected parties no less than fourteen (14) days prior to the scheduled event. The organizer shall submit a copy of the written correspondence, the date of distribution, and a list of all addresses and / or businesses in which the correspondence was delivered to within ten (10) days of the event. Failure to strictly comply with this policy may result in cancellation or denial of the requested street closure. Borough Management shall properly notify all emergency service responders (police, fire, and ambulance) within fourteen (14) days prior to the event.

The Emmaus Public Works Department shall provide the proper barricades for each street closure prior to the day of the event. The public works department shall post a sign at the end of each street outlining the dates and times in which the street will be closed. This shall be done no less than twenty four (24) hours prior to the event.

Triangle Park Street Closures:

A popular center for events is Triangle Park in downtown Emmaus. This is often the most controversial area to close a street, as historically several downtown businesses have issued concerns about closing the street or restricting parking adjacent to the Triangle. Therefore, it is necessary to develop a consistent policy to ensure the safety of both travelers and attendees, while at the same time considering the concerns of the affected businesses.

Notwithstanding the requirements outlined in the street closure section above, Borough Council has determined that there shall be a threshold of anticipated attendees at an event that shall justify the closure of the street adjacent to Triangle Park. If an event organizer believes that there will be over one hundred (100) attendees at one time within Triangle Park, this number shall serve as a threshold to close the public street. If the street is closed and less than one hundred (100) attendees attend the event, the Borough of Emmaus has the right to re-open the street during the event. This decision may come at the sole discretion from the officer-in-charge of the police department during the event. The officer-in-charge shall notify the organizer of the event prior to re-opening the street.

For any street closure adjacent to Triangle Park, the Borough of Emmaus Public Works Department shall provide, if available, flashing light signals to be placed at each end of the park on South 4th Street for the duration of the event. It shall be the responsibility of the event organizer to coordinate the set-up, removal, and return the flashing lights to Borough officials at the conclusion of the event.

Approved by Council: August 17, 2015

