

**TOWN OF GEORGETOWN  
STREET CLOSURE / USE REGULATIONS**

1. **INTENT:** The intent of these regulations is to allow Georgetown streets to be utilized for the joint benefit of special and on-road events and the Georgetown economy without undue detriment to the Town.
  
2. **APPLICABILITY:** The closure of any Street in the Town of Georgetown, except for safety-related closures by Town or emergency service personnel, or the use of any street for an on-road event (e.g. races, walks/rides, parades, etc.) shall require approval of the Georgetown Town Administrator or, in his/her absence, the Road and Bridge Superintendent.
  
3. **GUIDING PRINCIPLES FOR STREET CLOSURES**

**A. SUPPORT SPECIAL EVENTS:**

Well-managed special events benefit the Town in many ways. Attracting new visitors can benefit the business community. Other types of events, such as those sponsored by the Parks and Recreation Commission and the Tomay Library can provide community enrichment.

For recurring events, poor management of one year's event (whether or not street closures are involved) should trigger consideration, at the least, of stricter controls for the next event. In extreme cases of poor management or non-compliance with conditions of approval on previous Town permits, consideration should be given to denial of permits.

For on-road events that do not include a street closure, there should be strict enforcement of traffic laws so that bicyclists and runners do not unreasonably impede vehicular traffic.

**B. DISCOURAGE STREET CLOSURES:**

Street closures are generally discouraged because they disrupt traffic patterns for both local residents and visitors, and because they can create other specific problems for residents and businesses. Closures should be allowed only after a dedicated search for other alternatives has failed.

C. ALLOW STREET CLOSURES UNDER LIMITED CIRCUMSTANCES:

Some events provide such significant direct benefit to the local community that street closures for them should continue to be tolerated. Examples of these events are the Christmas Market, 4<sup>th</sup> of July, Slacker Races, and Georgetown to Idaho Springs Half Marathon. Another criterion that would support street closures is the presence of a safety threat that cannot be mitigated by other means.

Key here is the concept of good management by the event sponsor/manager, and good management of the Town's permitting processes. Of particular importance are notification to the public, and particularly along the closure location(s), well in advance of the closure, and traffic control (particularly at the roundabout) and detour signage (particularly in the downtown area for the Guanella Pass Scenic Byway).

4. APPLICATION: An application for the closure/event shall be submitted to the Town Administrator, complete with all of the submittals required below, a minimum of 30 days before the date of the closure/event. While save-the-date requests may be submitted to the Town in the year previous to the event, the Town will not accept applications for the event until 120 days preceding the event or the first of the year in which the event will be held.

REQUIRED SUBMITTALS:

Completed application form

Application fee and refundable damage deposit fee, as determined by resolution of the Board of Selectmen from time to time, unless the damage deposit fee is waived by the Town Administrator

Map showing proposed route of event and/or street closures

Timeline for events / closures (rolling closures may be approved on a

case-by-case basis)

Plan for providing sanitation facilities for participants *\*see note below*

Plan for informing property owners/residents along the route of event/closures

Plan for traffic control and compliance with, or waiver of, traffic laws and regulations (stopping at stop signs, staying in proper lane, etc.). Traffic control plans shall include provisions for detour signs as needed, and particularly for Guanella Pass Scenic Byway detours in the downtown area. It is particularly important to insure that the traffic plan for Georgetown is coordinated with the traffic plan for the unincorporated county.

Plan for clean-up along route during and after a closure / event. Applicants must agree to pay the Town to clean-up after the event if the applicant does not provide adequate clean-up. A damage deposit may be required for any applicant who has not complied with its' clean-up plan for a past event(s).

5. USE OF TOWN SERVICES: If the Town Administrator requires that the applicant use Town services to support an event, the applicant must reimburse the Town for the full cost of salaries and benefits for Town employees and for the use of Town equipment.

6. CONSULTATION WITH OTHER PARTIES: The Town Administrator or his/her Town designee shall consult with applicable governmental and private agencies and persons that will be impacted by street events/closures before approving a street event/closure permit.

7. MEET WITH BUSINESS PROMOTION COMMISSION: The applicant or agent must meet with the Georgetown Business Promotion Commission to discuss ways that the applicant might promote Georgetown businesses to event participants.

8. COORDINATION WITH OTHER PERMITS: If additional permits are required for an event (e.g. amplified sounds, park permits, etc.) the applicant must

cooperate to coordinate her/his application for a street event/closure permit with those other permit applications.

9. **APPEAL OF DENIAL:** Denial of a permit by the Town Administrator is appealable to the Board of Selectmen at its next regular meeting following the denial.

10. **CANCELLATION OF PERMIT:** The Town of Georgetown reserves the right to cancel any street closure/event permit if the applicant fails to comply with all permit conditions required by the Town Administrator.

11. **POST EVENT DE-BRIEFING WITH BOARD OF SELECTMEN:** The holders of street event/closure permits must be willing to meet with the Board of Selectmen and interested citizens at a public meeting after the event to review the successes and challenges of that event.

\*Sufficient restroom facilities must be provided for the event and removed from the site/course within 48 hours after the conclusion of the event. Each portable restroom facility should accommodate a maximum of 200 uses and allow participants to cleanse their hands after use. A handwashing station shall be provided in the vicinity of the sanitation facilities, or hand sanitizer must be installed in each facility.

20-100 participants: 4 total facilities

101-200 participants: 6 total facilities

201-300 participants: 8 total facilities

401-800 participants: 12 total facilities

For each additional 100 participants, one additional facility.

The Town Administrator shall have the authority to waive or amend these requirements for good cause.