



Agenda for Special City Council Meeting

City Council Chambers, City Hall
Wednesday, August 31, 2016
5:30 P.M.

Call-in Information

Toll-Free number 1-800-356-8278
Conference Code: 567032

- 1) Call to Order by the Mayor
- 2) 16-245. Review and Approve Agenda
- 3) 16-246. Consideration of the Consent
 - a) Approve street closure request from Down Home Kitchen for the closure of Langdon Street on Saturday, September 17th, between the hours of 1:00 PM and midnight for their 1st Birthday Party. 
- 4) *Adjournment*



CITY COUNCIL Agenda Item #16-246(a)

Date: August 31, 2016

Consent ☐ Discussion ☒ **Time Sensitive ☐**
(outlined below)

SUBJECT: Street Closure Request

SUBMITTING DEPARTMENT: City Manager's Office for Down Home Kitchen

RECOMMENDED ACTION: Review request and feedback received.

Suggested motion: "Approve street closure request for Langdon Street on September 17th between the hours of 1:00 pm and midnight."

RELATED COUNCIL GOAL/PRIOR ACTION:

City Council Goal F: "Maintain a vibrant downtown." The City Council has also reviewed a draft Street Closure Policy. This policy, as it is fine-tuned was used to communicate this street closure request.

EXPENDITURE REQUIRED: N/A

SOURCE OF FUNDS: N/A

LEGAL REQUIREMENTS: N/A

BACKGROUND INFORMATION: The Street Closure Permit Application from Down Home Kitchen is attached. Down Home Kitchen is requesting the closure of Langdon Street from 1:00 pm to midnight on Saturday, September 17th for Down Home Kitchen's 1st Birthday Party.

This application was received the afternoon of August 24th. Per the draft Street Closure Policy, we sent out a direct mailing to all businesses and residents in the core downtown notifying them of this request on August 25th. Any feedback received will be provided to the Council before the meeting.

SUPPORTING DOCUMENTS: See attached permit application.

INTERESTED PARTIES: Residents and business owners in downtown Montpelier.

CITY MANAGER'S APPROVAL:

A handwritten signature in black ink, appearing to read "W. Hoffman", written over a horizontal line.



Special Event – Street Closure NOTICE

The City of Montpelier is considering a new Street Closure Policy. The purpose of that policy states “Permission to use public space is a privilege which is granted at the sole discretion of the City Council. Providing such opportunities in a safe and manageable manner is a goal of the City Council and of City staff.” As part of that policy, City staff will provide notice to downtown businesses and residents. This is the first such notice as we test this policy.

Down Home Kitchen has requested to close Langdon Street on September 17, 2016. The details are as follows:

Event:	Down Home Kitchen’s 1 st Birthday
Date:	Saturday, September 17, 2016
Street Closure Time:	1:00 pm to Midnight
Event Time:	5:00 pm to 9:00 pm
Event Description:	Street party and community BBQ supper to celebrate Down Home Kitchen’s 1 st Birthday. Langdon Street Alive will use half of Langdon Street for interactive community art projects

The full Street Closure Application is available here:

<http://www.montpelier-vt.org/879/Street-Closure-Information>

The City Council will consider this request at a public meeting on Wednesday, August 31st at 5:30 pm in the City Council Chambers at City Hall (39 Main Street.) Feedback can be provided in person or emailed to jbaker@montpelier-vt.org for distribution to the City Council.

Street Closure Permit Application

1. Event Sponsor

Name:	Email:
Down Home Kitchen	mary.alice@downhomevt.com
Address:	
100 Main St, Montpelier VT	
Cell Phone:	Work Phone:
802-917-1728	

2. Event Details

Name of Event:	
Down Home's 1st Birthday	
General description of the event (1 to 3 sentences):	
Street Party / Community BBQ Supper to celebrate Down Home's 1st birthday. Langdon Alive will have 1/2 of Langdon for interactive community arts.	
Date of Event:	Start and End Time of Event:
Sept. 17	5pm - 9pm
Street(s) to be Closed - Please provide a sketch of the event layout:	
Langdon Street. See sketch on back.	
Time Street will close (recommend up to an hour before event):	Time Street will reopen (recommend 30 minutes after the event ends):
6 AM	midnight
Number of Staff/Volunteers on site for Event:	
40	
Number of people expected at event:	Number of vendors and/or entertainers who will participate:
300 +	Langdon Alive + band (2)

3. Community Support

Is this a reoccurring event in Montpelier?	If no, do you have experience elsewhere with such events? Please explain.
Yes - every September	this being the first annual!
How does this event support our community values (as outlined in the Street Closure Policy)?	
The event is OPEN to the community on affordable (\$5pp for full dinner), fun, fall	

street party with food, drinks, dancing and our awesome Down Home staff, plus the Langdon St. Community Arts Project doing fun arts projects.

amended to 1:00pm job

Street Closure Permit Application

4. Public Safety and Public Health

Please describe any discussions or arrangements that the Event Sponsor has made with public safety or public works professionals in Montpelier.

Talked with Mayor Holler &
Jessie Baker

What arrangements have been made for food, water, and toilet facilities (if applicable)?

All food, water and toilets
will be at Down Home.

What arrangements have been made to assure that litter will be cleaned up and disposed of and that trash and recycling containers will be provided?

All Down Home staff will be scheduled
to work and Langdon Arie volunteers will
help with cleanup/ setup.

If additional law enforcement officials will be hired for your event, please list:

None needed.

Please note any other unique aspects of this event:

This event is FREE and open to public
with charge for food/drink. Dancing is FREE!

Will noise levels or hours exceed the city's noise ordinance? If so, will this event require a request for variance from the noise ordinance?

Arts
are
FREE!

5. Accessibility

As this event will take place on public property, I, as the Event Sponsor, attest that this event and all related programming and facilities meet the Americans with Disabilities Act accessibility requirements. These requirements are available at the City's website.

Our bathroom is ADA certified!

Street Closure Permit Application

Mary Alice Proffitt Mary Alice Aug. 24, 2016
Signature Printed Name Date

6. Signature

I, the undersigned, certify that the information provided above is valid and I will abide by any additional provisions note by Officials below. I acknowledge that I have read and understand the Montpelier Street Closure policy and that I am responsible for compliance with all requirements contained in that policy. I also agree to be onsite for the duration of the above mentioned street closure.

Mary Alice Proffitt Mary Alice Proffitt Aug. 24, 2016
Signature Printed Name Date

For Official Use Only

The following parties have reviewed and signed off:

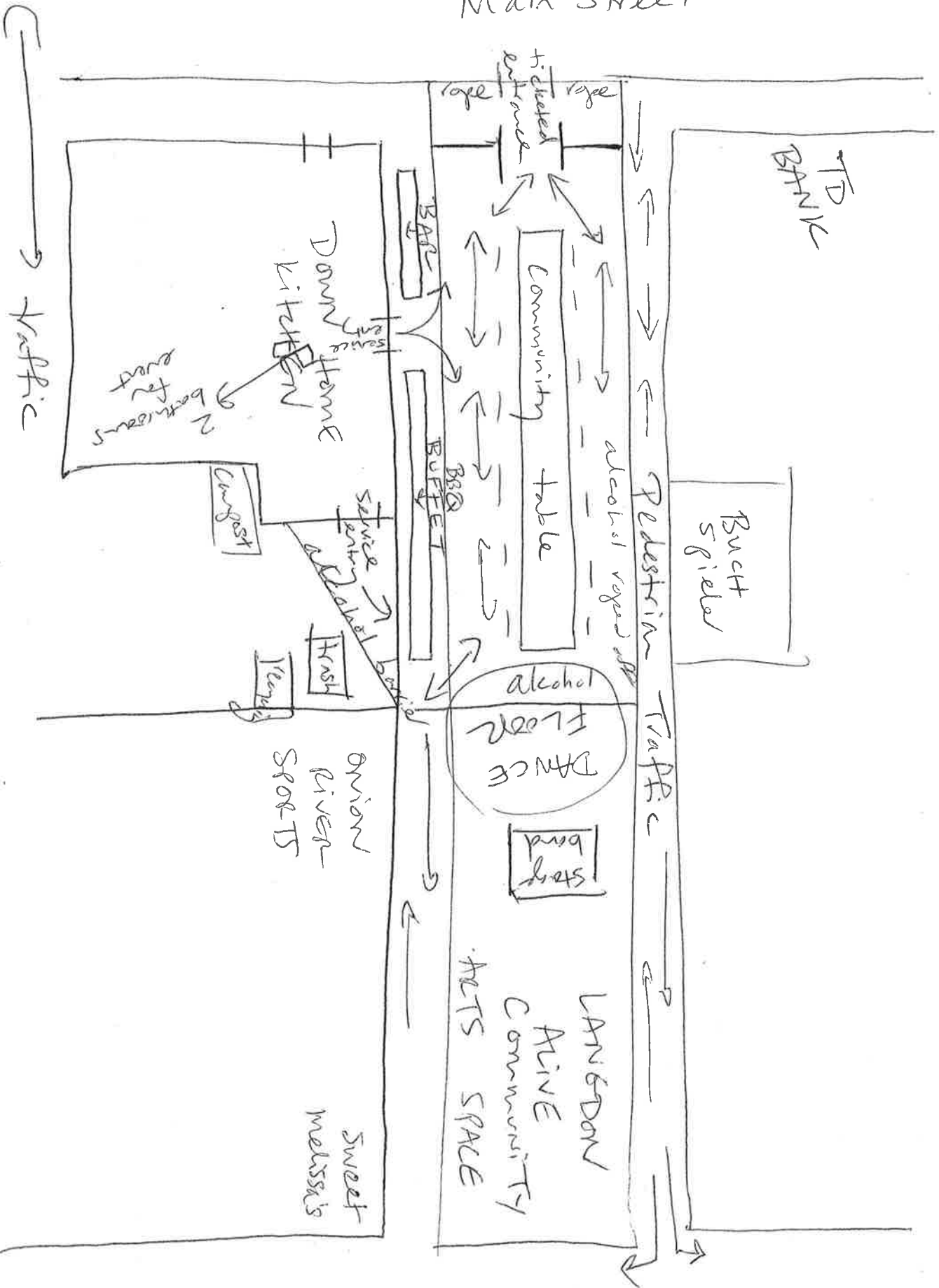
Approved	Department	Signature	Conditions/Comments
☐	Police Department		
☐	Public Works		
☐	Fire Department		
☐	Montpelier Alive		
☐	Other as needed: _____		

This permit request was reviewed at the (month, day, year) _____ City Council meeting. This permit request was:

APPROVE

DENIED

Main Street





OUTSIDE CONSUMPTION PERMIT

Fee \$20.00

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a)

Lucky Penny LLC

d/b/a Down Home Kitchen

Address 100 Main St

Town/City Montpelier

License Number 1487

Email or Fax # maryalice@downhomekitchenvt.com

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)

On Langdon Street adjacent to the restaurant, from the front of the restaurant on Main Street

to the back parking lot.

Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.

Outside Consumption time period (hours) from 5 pm to 9 pm

Permanent Use ☐ (Permanent use will be considered year round use)

Occasional Use ☒

Day(s) Requested September 17

Hours Requested 5 pm - 9 pm

Signature of Licensee

OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK

Please check one: ☐ Approved ☐ Disapproved

Town/City Clerk Signature

Date

Rev. 06/15/16