

City of Reidsville – Release Date August 30, 2016

Planning an event that might need to temporarily close City streets? Here's what you need to know!

If you're planning an event that might require a temporary street closing, the City of Reidsville has changed its procedure.

Now, such requests go before the City's Technical Review Committee. In the past, such decisions went directly to the City Manager for approval. The Technical Review Committee or TRC will make recommendations to the City Manager, who will still approve or deny the closing.

So what are some of the biggest changes in this new procedure?

First, all requests should be in at least 30 calendar days prior to the event instead of the previous 10 business days. Applications are still due in the City Clerk's Office, which will distribute the requests to the TRC. The committee will either meet within five business days to review the applications or look at them electronically. The recommendation then goes to the City Manager for final approval, and the City Clerk's Office notifies the applicant of the decision. If the request is denied, the applicant has two business days to file an appeal, which would then require a special meeting of City Council.

The total process takes up to 19 business days to implement.

Another change deals with scheduling of events. The City Manager has always had the authority to deny an application when there is a conflict in both schedule and location and/or venue with some other previously scheduled event. The wording has been added to include "or when two events overlap in time and feasible City manpower/large equipment is not available". Every effort will continue to be made to direct applicants to City-owned venues, including parks, parking lots, etc., instead of City streets whenever possible.

Another change is the possible levying of fees. The main concern here was overtaxing the City's Police Department, especially when unnecessary additional overtime occurs because event planners do not start their events in a timely fashion. New language in the ordinance states, "If

the event is longer in duration than one hour or requires more than two officers in attendance, the applicant may incur fees associated with his or her event based on overtime costs by City employees. Applicants should also be aware that a delay in start time that causes said street events to go past the time allotted may lead to additional personnel-related costs incurred by the City.”

Timeline

Application Filed	30 days prior to event (No earlier than 180 days)
Application Distributed to TRC	1 Business Day
TRC Meets to Review Application/Make Recommendation	5 Business Days
City Manager Review	2 Business Days
Applicant Notified of Decision	2 Business Days
Period to Appeal Negative Decision	2 Business Days
Special Meeting of Council for Appeal	7 Business Days
	TOTAL PROCESS: Up to 19 Business Days (10 Business Days to Make Decision)