



First Reading: February 19, 2013  
Second Reading: April 2, 2013

## **RESOLUTION NO. 2013-048**

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE EMERGENCY ROAD CLOSURES BY THE  
BUTLER COUNTY SHERIFF'S OFFICE, THE LIBERTY TOWNSHIP FIRE  
CHIEF, AND THE LIBERTY TOWNSHIP SERVICES DIRECTOR AND  
ESTABLISHING PROCEDURES FOR TEMPORARY ROAD CLOSURES  
FOR PARADES AND SPECIAL EVENTS**

**RESOLVED** by the Board of Trustees of Liberty Township, Butler County, Ohio, that

**WHEREAS**, the Liberty Township Board of Trustees recognizes that safety emergencies such as, but not limited to, traffic accidents, water main breaks, law enforcement activity, hazardous material spills, downed trees, downed power lines, and gas leaks occasionally require Township officials to temporarily close Township roadways to automobile and / or pedestrian traffic;

**WHEREAS**, the Board of Trustees further recognizes that in order to protect the health, safety, and welfare of the community by allowing public safety officials to take prompt action in the event of an emergency, authority to close Township roadways in an emergency should be vested in the Butler County Sheriff's Office, the Liberty Township Fire Chief, and the Liberty Township Services Director;

**WHEREAS**, the Board of Trustees recognizes that community events involving pedestrian traffic along roadways, such as, but not limited to, parades, festivals, and races occasionally require the temporary closure of Township roadways to automobile traffic; and

**WHEREAS**, the Board of the Trustees further recognizes that an application process for requesting non-emergency closure of a Township roadway is necessary to allow residents to hold these community events and minimize the inconvenience of all residents;

**THEREFORE BE IT RESOLVED**, that, pursuant to its powers under limited home rule granted in Ohio Revised Code § 504.14, the Board of Township Trustees of Liberty Township, Butler County, Ohio does hereby agree to:

*SECTION 1.* Authorize the Township Fire Chief and the Butler County Sheriff's Office, pursuant to the reasonable exercise of their powers under Ohio Revised Code § 4511.07(A), and authorize the Services Director to close Township roadways in the event of an

emergency which threatens the health, safety, or welfare of the community.

*SECTION 2.* Authorize the Assistant Township Administrator to develop community event application forms, accept completed forms, and grant or deny applications, consistent with the following conditions:

- A. Applications for road closures for a period not exceeding eight (8) hours must be submitted at least thirty (30) calendar days in advance of the first date of road closure and may be granted upon the recommendation of the Liberty Township Fire Chief, Liberty Township, Services Director, and / or the Butler County Sheriff's Office and the approval of the Township Administrator or the Assistant Township Administrator.
- B. Applications for road closures for a period exceeding eight (8) hours but not exceeding 24 hours must be submitted at least forty five (45) calendar days in advance of the first date of road closure and may only be granted with the approval of the Board of Trustees by motion in an open session of the Board.
- C. Applications for road closures for a period exceeding twenty four (24) hours must be submitted at least sixty (60) calendar days in advance of the first date of road closure and may only be granted with the approval of the Board of Trustees by motion in an open session of the Board.
- D. To be considered, applications must contain the following information:
  1. Description of the event, to include a list of the roads to be closed and the corresponding intersections, a legible map of the closure areas and / or event site including placement of volunteers and personnel, proposed times and dates of the closure and reopening, number of people expected to attend, assembly areas, route of parade (if applicable), any request for removal of on-street parking, description and indication of all on-site directional and promotional signage, name and contact information of organizers, and purpose of event;
  2. A parking plan for use of Township, non-Township, public and / or private lots; and
  3. Sanitation plan: the event organizer is responsible for providing and servicing portable restrooms during events

when permanent facilities are not available or deemed not adequate by the Services Director for the estimated attendance.

E. The following factors must be considered before the Township will grant an application involving a road closure:

1. Impact on businesses and residents;
2. Availability of detour routes;
3. Signage and notification must meet the requirements of the Department of Planning and Zoning;
4. Set up of barricades and directional signage approved by the Liberty Township Fire Chief, Services Director, and / or the Butler County Sheriff's Office; and
5. Traffic control and safety and safe access for emergency vehicles and apparatus.

F. The application may be refused or cancelled if:

1. The time, place, size, or conduct of the event including the assembly areas and route of march, if applicable, would unreasonable interfere with the public convenience and safe use of the streets and highways;
2. The event would require the diversion of so great a number of law enforcement officers to properly police the line of movement, assembly area, and areas adjacent thereto so as to deny normal police protection to the Township;
3. The parade route of the march or assembly areas, if applicable, would unreasonable interfere with the movement of police vehicles, firefighting equipment, or ambulance service to the Township;
4. The event would unreasonable interfere with another event for which an application has been issued;
5. The information contained in the application is found to be false, misleading, or incomplete in any material detail; and

6. An emergency such as a fire or storm would prevent the proper conduct of the event.

G. If access to certain residents or businesses is restricted, the event organizer is responsible for preparing, printing, and distributing a notification letter to all affected residents and businesses. Affected business and residents must receive this letter at least thirty (30) days prior to the event. The letter must receive approval from the Assistant Township Administrator prior to being distributed. For a fee, the Township can provide temporary no-parking signs, traffic cones, road barricades, etcetera to secure the road closure. All road closures and lane restrictions will be set up and removed by Township staff.

H. At a subsequent time and with the approval by motion of the Board of Trustees, the Township may assign a fee for processing any application or issuing any permit for a road closure request.

*SECTION 3.* Authorize and direct the Township Administrator to take such actions as may be necessary to carry out the Resolution and to hear any appeals in the event of a denial of an application.

Trustee Kern moved to approve the resolution. Trustee Farrell seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Kern,	yes
Trustee Farrell,	yes
Trustee Maticic,	yes

First Reading: Tuesday, February 19, 2013

Adopted: Tuesday, April 2, 2013

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Christine Maticic, President

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David E. Kern, Vice President

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Tom Farrell, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 2<sup>nd</sup> day of April, 2013.

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Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

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Scott D. Phillips, Law Director

