

## **LOWER MACUNGIE TOWNSHIP BLOCK PARTY POLICY**

**WHEREAS**, Lower Macungie Township receives requests every year from people desiring to close down a portion of a Township road in order to hold a party, gathering, festival, or celebration for themselves and their neighbors (“Block Party”); and

**WHEREAS**, the Board of Commissioners of Lower Macungie Township desires to set forth a uniform mechanism through which to review and approve such requests; and

**WHEREAS**, the Board of Commissioners desires to put in place certain requirements for people holding Block Parties to meet in order to ensure the safety of the Block Party attendees and other members of the public.

**NOW, THEREFORE**, be it of the Board of Commissioners enacts and adopts by Resolution, the following rules and regulations concerning the approval of requests for and the operations of Block Parties within the Township.

### **1. Location**

Block Parties shall only be held upon streets classified as local streets by the Official Road Classification Map of the Township. Where possible, Block Parties shall be held on a dead end or cul-de-sac streets.

### **2. Neighborhood Approval**

The person(s) or entity(ies) applying for a Block Party Permit (“Organizers”) must submit along with their request, a Neighborhood Notice and Agreement Form, copies of which will be provided by the Township. This Form must list the time and specific location of the proposed Block Party and show on a map where the Block Party would be located and what street access would be affected by this Block Party. This completed Form must then be signed by at least 75% of the owners/lessors/occupants of the properties whose access will be affected by the holding of the proposed Block Party.

### **3. Setup**

The Township shall provide Township-owned cones and barricades at no cost to the Organizers to be used to block off the street where the Block Party shall take place. The Organizers shall be responsible for picking up and returning these cones and barricades to the Township building. The Organizers shall provide the Township with a deposit for the safe and undamaged return of these items. The amount of this deposit shall be set by separate Resolution by the Board of Commissioners. These cones and barricades shall be set up by the Organizers

between 15 to 60 minutes prior to the start of the Block Party; shall remain in place during the duration of the Block Party; and shall be removed by the Organizers within 1 hour after the Block Party has been concluded. These cones and barricades shall be returned to the Township within 72 hours of the conclusion of the Block Party.

**4. Detours**

When necessary, the Township Manager and Public Works Director shall establish proper detours around the street being used by the Block Party. The Township shall provide the signage for these detours at no cost to the Organizers. The Organizers shall be responsible for picking up and returning this signage to the Township building. The Organizers shall provide the Township with a deposit for the safe and undamaged return of these signs. The amount of this deposit shall be set by separate Resolution by the Board of Commissioners. The Organizers shall place these detour signs in the locations designated by the Township at least 1 hour prior to the start of the Block Party and shall remove them no later than 1 hour after the Block Party is over. The signage must be returned to the Township within 72 hours of the conclusion of the Block Party.

**5. Conduct of Block Party**

Block parties shall commence no earlier than 9 a.m. and must conclude no later than 10 p.m., if the following day is a weekday and shall commence no earlier than 10 a.m. and must conclude no later than 12 midnight if the following day is Saturday, Sunday, or a Federal holiday. In no case shall any street be blocked off for more than 12 consecutive hours. Any Block Party that disturbs the public peace or causes other problems may have its permit revoked and future permits denied at the discretion of the Township. Moreover, no damage is allowed to be done to the streets or any improvements constructed within the right-of-way. Neither permanent fixtures nor items requiring more than 2 adults to move may be placed within the street during a Block Party.

**6. In Case of Emergencies**

Emergency vehicles shall be permitted to access the area in which a Block Party is taking place. The Organizers must be prepared to remove all items necessary to provide such access within 5 minutes of the emergency vehicle approaching the area of the Block Party. The Organizers may not place any item within the street that would require more than 5 minutes and/or mechanical means to remove. The Township shall notify the Lehigh County Communications Center regarding the time and location of the Block Party so that the Communication Center can, where possible, direct emergency responders around the Block Party.

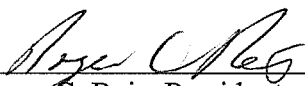
**7. Administrative Provisions**

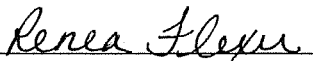
- a. The decision whether or not to approve any Block Party application remains within the complete discretion of the Township. The Township is under no obligation to approve any Block Party application. The fact that an applicant for such approval meets all of the above-listed requirements or is willing to comply with such requirements does not in any way provide such applicant with the right to receive the requested approval. Residents are free to discuss issues concerning an application with individual Township Commissioners or with the entire Board during public comment at a Board of Commissioners meeting.
- b. The above procedures are merely guidelines, and this Policy does not establish any rights or obligations in regards to any of the parties involved in this process.
- c. The Board of Commissioners retains the right to amend, supersede, or abolish any or all of the provisions contained within this Policy at any time.

**DULY RESOLVED**, this 18<sup>th</sup> day of February, 2010, by the Board of Commissioners of Lower Macungie Township in lawful session duly assembled.

**LOWER MACUNGIE TOWNSHIP  
BOARD OF COMMISSIONERS**

Attest:

  
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Roger C. Reis, President

  
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Renea Flexer, Township Secretary

