FAIRFIELD TOWNSHIP
RESOLUTION NO. 26-96

RESOLUTION ADOPTING A TOWNSHIP TEMPORARY STREET CLOSURE PERMIT POLICY FOR FAIRFIELD TOWNSHIP

WHEREAS: The Township has received a request from a business to have a block party on a cul-de-sac in an area zoned for retail uses and the township currently does not have a policy in place to address this request; and

WHEREAS: The Fairfield Township Board of Trustees believes it is necessary to develop a policy for the township that addresses these types of requests, imposes review criteria to consider the request, and requires safety elements for the applicant to provide; and

WHEREAS: The Board desires to adopt a new policy as set forth in the attached Policy designated as Exhibit A and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board of Trustees hereby authorizes the adoption of a Township Temporary Street Closure Permit policy for Fairfield Township, attached hereto as Exhibit A.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 27, 2026

Board of Trustees	**Vote of Trustees**
Michael Berding:	Yes
Shannon Hartkemeyer:	Yes
Joe McAbee:	Yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 27th day of October, 2026.

ATTEST:

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Katherine Barbiere, Township Law Director

FAIRFIELD TOWNSHIP

Great History. Bright Future.

TEMPORARY STREET CLOSURE PERMIT POLICY

I. Purpose

The purpose of this policy is to establish a consistent process for requesting the temporary closure of a public street or portion of a public street for community events, neighborhood gatherings, business promotions, special events, charitable activities, and other public or private events while protecting public safety, maintaining emergency access, and minimizing impacts to residents, businesses, and the traveling public.

II. Eligible Events

Examples include:

- Neighborhood block parties
- Cul-de-sac gatherings
- National Night Out
- Business grand openings
- Chamber of Commerce events
- Community festivals
- Farmers markets
- Charity walks or runs
- Holiday celebrations
- Car shows
- Outdoor business events
- Township-sponsored events

Approval is discretionary and subject to public safety considerations.

III. Street Classifications

Temporary street closure permits may be considered only for local Township streets, including:

- Residential streets
- Residential cul-de-sacs
- Local commercial streets owned and maintained by Fairfield Township
- Streets within commercial developments where the Township has jurisdiction
- Temporary street closures will not be approved under this policy for:
- Collector streets
- Arterial streets
- County roads
- State highways
- Private streets not dedicated for public use (unless specifically authorized by the property owner and not requiring Township approval)

IV. Neighbor Notification and Approval

A. Notification

The applicant shall provide written notice of the proposed street closure to all residents, businesses, and property owners directly affected by the proposed closure. Notification shall be provided no fewer than fourteen (14) calendar days prior to the event unless otherwise approved by the Township Administrator.

The notification shall include, at a minimum:

- Name of the event;
- Date and hours of the proposed street closure;
- Location and limits of the closure;
- Applicants contact information; and
- Information regarding how questions or concerns may be directed to the Township.

Proof of notification shall be submitted with the permit application in a form acceptable to the Township.

B. Neighbor Approval

The Township Administrator may require written acknowledgment or approval from affected residents, businesses, or property owners when the proposed street closure is expected to materially impact property access, parking, deliveries, business operations, or the reasonable use and enjoyment of adjacent properties.

The Township Administrator may also require modifications to the proposed event, traffic control plan, or closure limits to minimize impacts to adjacent properties as a condition of permit approval.

Failure to obtain any required acknowledgments or approvals may be grounds for denial of the permit.

IV. Application Requirements

Applicants shall submit:

- Completed application
- Site map showing:
    - Closure limits
    - Barricade locations
    - Detour routes (if applicable)
    - Emergency access
- Event description
- Estimated attendance
- Event schedule
- Traffic control plan (when required)
- Proof of insurance (if required)
- Written permission from affected property owners when applicable

Applications should be submitted:

- **Neighborhood events:** at least **14 days** prior
- **Commercial or large public events:** at least **30 days** prior

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V. Review Criteria

Applications will be reviewed by:

- Township Administration
- Public Works
- Fire Department

- Police Department
- Other agencies as necessary

Review shall consider:

- Emergency vehicle access
- Traffic impacts
- Public safety
- Parking availability
- Access to surrounding businesses
- Event size
- Noise impacts
- Previous compliance history
- Construction conflicts
- Weather-related concerns

VI. Commercial Area Requirements

When events occur in commercial areas, applicants may also be required to:

- Notify affected businesses.
- Maintain pedestrian access to businesses.
- Maintain ADA-compliant access.
- Provide certified traffic control personnel if required.
- Maintain customer parking where feasible.
- Provide additional insurance coverage.
- Pay costs associated with traffic control, police details, or Township personnel when required.

VII. Traffic Control

Depending on the event, the Township may require:

- Type III barricades
- MUTCD-compliant signage
- Detour signs
- Cones

- Certified flaggers
- Police traffic control
- Temporary no-parking zones

All traffic control devices shall comply with the **Manual on Uniform Traffic Control Devices (MUTCD).**

VIII. Insurance

The Township may require liability insurance based on the nature of the event.

Insurance may be required for:

- Large attendance
- Commercial events
- Vendors
- Alcohol
- Live entertainment
- Inflatable attractions
- Road races
- Food trucks

The Township may require additional insured status.

IX. Fees

The Township may establish fees for:

- Permit processing
- Barricade rental
- Delivery of barricades
- Police services
- Public Works labor
- Cleanup
- Damage repair

Township-sponsored events may be exempt.

X. Permit Conditions

The permit holder shall:

- Comply with all permit conditions.
- Maintain emergency access at all times.
- Keep fire hydrants unobstructed.
- Remove all litter and debris.
- Restore the roadway to its original condition.
- Remove barricades immediately following the event.
- Follow all applicable Township ordinances.

XI. Revocation

The Township may suspend or revoke a permit if:

- Public safety is compromised.
- Permit conditions are violated.
- Severe weather creates unsafe conditions.
- Emergency response requires reopening the roadway.
- False information was provided on the application.

Fairfield Township

Temporary Street Closure Permit Policy - DRAFT

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