


January 28, 2014

To: Scott Stiles, Interim City Manager  
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Subject: Streetcar Special Events Coordination Guidelines

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As part of the construction of the Cincinnati Streetcar, the streetcar project team has been working with the Police Special Events Unit (SEU) to resolve and minimize conflicts between special events planned in the CBD and Over-the-Rhine and streetcar construction activities and maintain the highest possible level of safety.

While the group has been able to successfully mitigate these conflicts for events planned through the remainder of 2013, we have identified a need for direction on how special event permit requests for events in and around the streetcar route should be handled for 2014 and beyond.

Our current coordination effort presents an opportunity to establish guidelines and expectations for special events both throughout the remainder of the construction phase as well as after streetcar operations have begun. We have therefore drafted a set of guidelines to provide direction to SEU as to how events should be planned around the streetcar.

The guidelines reflect a desire to minimize disruptions or shutdowns to streetcar service by requiring events to plan in such a way so as to not cross or touch the streetcar route. We expect that some events may require special circumstances and will work with those events to develop an appropriate plan.

A copy of the proposed guidelines is attached. Upon your approval, SEU will utilize these guidelines for future event planning and permitting.



Approved

## Streetcar Special Events Permitting Guidelines

### **I. Purpose:**

The Cincinnati Streetcar Project will construct a modern streetcar system connecting downtown Cincinnati to Findlay Market and the Over-the-Rhine (OTR) Historic District. The Phase 1 line consists of an approximately 3.6 track-mile alignment that runs between downtown Cincinnati and the site of the Maintenance and Operations Facility (MOF) located in the Over-the-Rhine neighborhood at the southwest corner of Race and Henry Streets. As the location of the streetcar route is also the location of a number of runs, parades, festivals, and other special events in the Central Business District (CBD) and OTR, it is envisioned that conflicts between the current locations and plans for such events will conflict with streetcar construction and ultimately, operations.

The purpose of these guidelines is to establish guidelines governing the planning and approval of future special events so as to minimize impact to the cost and schedule for construction of the streetcar system, minimize the impact of streetcar operations on these events, prevent or minimize disruptions to streetcar service, and above all, maintain the highest possible level of safety in and around the streetcar route and special event area(s).

### **II. Streetcar Alignment Description**

Beginning at a special driver relief stop at the MOF, the track alignment will travel in one direction as follows:

- South on Race Street to Central Parkway
- East on Central Parkway to Walnut Street
- South on Walnut Street to 2<sup>nd</sup> Street
- East on 2<sup>nd</sup> Street to Main Street
- North along Main Street from 2<sup>nd</sup> Street to 12<sup>th</sup> Street
- West on 12<sup>th</sup> Street to Elm Street
- North on Elm Street to Henry Street
- East on Henry Street to Race Street

The track will be built at-grade and the streetcars will operate in mixed traffic. The streetcar will operate in shared lanes with automobiles, buses, bicycles, and other vehicles. No dedicated right-of-way for streetcar travel is included in the first phase alignment. The only exclusive sections of track will be located in the MOF yard.

The following provides a more detailed summary of where the track will be placed and the traffic signalization:

- Race/Henry – Race/Findlay: right through lane
- Race/Findlay – Race/Elder: right curb lane
- Race/Elder: track crosses two lanes from right curb lane to left through lane at Elder; signal is utilized to give streetcar a head start
- Race/Elder – Race/Central Parkway: left through lane

- Central Parkway/Race – Central Parkway/Vine: left curb lane
- Central Parkway/Vine – Central Parkway/Walnut: left turn lane (to make large right hand turn south to Walnut); signal is utilized to give streetcar a head start
- Walnut/Central Parkway – Walnut/Fifth: right through lane
- Walnut/Fifth – Walnut/Third: right curb lane then shift to right through lane at mid-block using existing signal
- Walnut/Third – Walnut/2<sup>nd</sup>: right curb lane to make large left-hand turn; existing signal is used to give streetcar a head start
- 2<sup>nd</sup>/Walnut – 2<sup>nd</sup>/Main: right curb lane
- 2<sup>nd</sup>/Main – Main/Fifth: right curb lane
- Main/Fifth – Main/Sixth: right curb lane shifting two lanes to left through lane; existing mid-block signal is utilized to give streetcar a head start
- Main/Sixth – Main/Twelfth: left through lane
- Main/Twelfth – Twelfth/Elm: right through lane (there is only one through lane)
- Elm/Twelfth – Elm/Henry: right through lane
- Elm/Henry – Henry/Race: left through lane (street closed to non-delivery traffic)

### **III. Disruption to Streetcar Service**

No special event will be permitted to halt, close, delay, or otherwise disrupt or infringe upon streetcar service or construction. Therefore, all special events will be required to be staged and held in areas that do not cross or overlap the streetcar tracks or overhead power system. Except as otherwise noted, blocking of the streetcar route or other activities which may require the disconnection of power to the streetcar's overhead power system will not be permitted. Events shall take care to avoid any conflict with the streetcar system as part of their planning. Events shall coordinate as necessary with Cincinnati Police Special Events Unit and the streetcar operator to ensure that all necessary safety procedures and/or streetcar track access requirements are observed.

### **IV. Special Events Requiring Short Term Impacts**

A number of events held in and around the CBD and OTR involve a short time period during which streets are closed, or vehicular access is restricted. These impacts typically last for a number of hours, no longer than a day, and are typically restricted to runs and parades. It is recognized that during the streetcar construction period, such events may have already been permitted which overlap in part with the streetcar alignment and construction activity by the City's contractors or utility companies. For these events, metal plates, traffic control devices, signage, and other construction-related items may be part of the event route and events and participants shall use caution when traversing these areas.

#### **a. Runs & Marathons**

No run or marathon shall be permitted which does not comply with Section III of this policy. The Cincinnati Police Department Special Events Unit (SEU) shall assist events in developing routes for such events which do not halt, close, delay, or otherwise disrupt or infringe upon streetcar service or construction.

#### **b. Parades**

No parade shall be permitted which does not comply with Section III of this policy. The Cincinnati Police Department Special Events Unit (SEU) shall assist events in developing routes for such events which do not halt, close, delay, or otherwise disrupt or infringe upon streetcar service or construction.

**V. Special Events Requiring Longer Term Impacts**

Certain special events, such as street festivals, may require closures or impacts for a longer time frame lasting more than several hours, a weekend, or even several days. For these events, the long term impact on streetcar construction and operations is more severe, and pedestrian activity and attendance is often higher than for a run or parade. Therefore, these events must avoid such impacts by staging and holding events in areas that do not overlap or cross the streetcar system.

Streets on which the streetcar travels shall not be closed for any special event.