



MEMORANDUM

To: Mayor and Members of the City Council

From: Reginald Goodson, City Manager

Date: November 5, 2025

Re: Consideration – Street Closing Request for the Elizabeth City – Pasquotank County Parks & Recreation Department Christmas Parade event

BACKGROUND:

As of July 31, 2015, North Carolina Department of Transportation (NCDOT) established guidelines concerning authorization to close a state roadway to conduct a special event. The policy recognizes that counties and municipalities have the statutory authority to hold events that they sponsor or are responsible for, and thereby, can adopt a local ordinance declaring the purpose, date and duration for the closing of a local roadway or a state roadway within the local jurisdiction. This type of ordinance does not require a public hearing due to its temporary nature. Advance notice and a copy of the adopted ordinance must be provided to the Division office.

ANALYSIS:

On October 3, 2025, the City Manager's Office received internal communication from Parks & Recreation Director Stacy Williams applying for a City of Elizabeth City Special Event Permit (SEP). Included in the application for SEP is additional request for street closing of local and state-controlled roadways. The department requests to close the following streets, or portions thereof, beginning 1:00 p.m. until 9:00 p.m. on Saturday, December 6, 2025:

- Corsair Circle from Hull Drive to Ehringhaus Street
- Catalina Avenue from Corsair Circle to Brooks Avenue
- Albemarle Street from Westover Street to Brooks Avenue
- Westover Street from Ehringhaus Street to Catalina Avenue.

The following streets are requested for closure beginning at 4:00 p.m. until 9:00 p.m. on Saturday, December 6, 2025:

- Ehringhaus Street from Selden Street to Water Street

- Road Street from Speed Street to Main Street
- Main Street from Road Street to Water Street
- Water Street from Elizabeth Street to Riverside Avenue / Shepard Street

All roadways and public spaces are planned to be cleaned of festival litter and reopened by 11:00 p.m. Saturday, December 6, 2025.

NCDOT Closures Include:

- Left-Turn Lane of the Camden Bridge Beginning at 4:00 p.m.
- Water Street from the Camden Bridge (Elizabeth Street) to the Southern Avenue Intersection
- Ehringhaus Street from the Corsair Circle Intersection to the Water Street Intersection

Staff sent the requisite advance notice to NCDOT on October 3, 2025, and they issued no objection to the route as proposed. City personnel and regional agencies will be coordinating emergency response, alternative vehicular traffic routes, and safe pedestrian activity for the duration of the event.

STAFF RECOMMENDATION:

By motion, adopt the ordinance declaring street closings for the 2025 Elizabeth City – Pasquotank County Department of Parks & Recreation Christmas Parade event.



ORDINANCE #2025-11-02
AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE ANNUAL
NATIONAL NIGHT OUT EVENT

WHEREAS, the City Council of Elizabeth City acknowledges a long tradition of providing an annual Christmas Holiday parade for the pleasure of its citizens; and

WHEREAS, the City Council of Elizabeth City acknowledges its citizens realize a financial and public safety benefit from holding the annual Christmas Holiday Parade event; and

WHEREAS, the City Council of Elizabeth City acknowledges the parade event requires approximately three hours to install signing and traffic control, structures and equipment, and also requires approximately two (2) hours for removing same, and litter;

NOW THEREFORE BE IT ORDAINED, by the City Council of Elizabeth City pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

- | | |
|---------------------------|--|
| Date: | Saturday, December 6, 2025 |
| Time Duration: | 4:00 p.m. until 9:00 p.m. |
| Route Description: | Begin on Westover, Right on Ehringhaus Street, Left onto Road Street, Right onto Main Street, Right onto Water Street and passed Waterfront Park |
| Closure Time(s): | Beginning at 1:00 p.m., the following will close: <ul style="list-style-type: none">• Corsair Circle from Hull Drive to Ehringhaus Street• Catalina Avenue from Corsair Circle to Brooks Avenue• Albemarle Street from Westover Street to Brooks Avenue• Westover Street from Ehringhaus Street to Catalina Avenue. |

Beginning at 4:00 p.m., the following will close

- Ehringhaus Street from Selden Street to Water Street
- Road Street from Speed Street to Main Street
- Main Street from Road Street to Water Street
- Water Street from Elizabeth Street to Riverside Avenue / Shepard Street

This will serve as the planned route for the parade.

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the event site.

SECTION I. EFFECTIVE DATE: This Ordinance shall take effect immediately upon adoption.

SECTION II. SEVERABILITY CLAUSE. If any section, or part of provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the City Council of the City of Elizabeth City in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

READ, CONSIDERED, AND ADOPTED at a regular meeting of the City Council of the City of Elizabeth City, North Carolina, during which a quorum was present, held on the 10th day of November 2025.

E. Kirk Rivers,
Mayor

Attest:

April Onley, NCCMC
City Clerk

Street Closing Application



NCDOT approval is required for State roadway street closings. Contact the NCDOT Highway Division 1 Division Engineer at (252) 482-8722 for more information.

City Manager's Office
P. O. Box 347
Elizabeth City, NC 27907-0347
Phone: 252-337-6864

Date of Application: October 3 2015

(Application must be submitted 60 days prior to requested date)

Requester Name: _____

Business/Organization Name: ELCC Parks & Recreation

Address: 200 F Ward Street
EC

Phone: _____

to close: (See attached) from _____ Street to _____ Street

_____ Street for the purpose of _____

on 12/6/25 (date) for the period
4 (a.m./p.m.) until 8 (a.m./p.m.)

In the closed are will there be:

- Food trucks Yes/No No
- Inflatables Yes
- Stage Yes/No No
- Seating area Yes/No No
- Alcohol Yes/No No
- 5k run/walk Yes/No No

If you answered yes to any of the questions above please complete a special events application

List any other activities in closed area not listed above:

Parade

**ECPC Parks and Recreation
Holiday Parade
Street Closings**

**Saturday, December 6, 2025
"Holiday Magic"**

Closure: 1pm-8pm

- Corsair Circle from Hull to Ehringhaus Street
- Catalina Avenue from Corsair Circle to Brooks Avenue
- Albemarle Street from Westover Street to Brooks Avenue
- Westover Street from Ehringhaus Street to Catalina Avenue

Closure: 4pm-8pm

- Ehringhaus Street from Selden Street to Water Street
- Road Street from Speed Street to Main Street
- Main Street from Road Street To Water Street
- Water Street from Elizabeth Street to Riverside Avenue/Shepard Street

****Additional barricades requested at:***

- Intersection of Elizabeth and Water
- Poindexter and Colonial

Residents/businesses must consent to this street closing request and so indicate by signing their name and address below: (please indicate any vacant properties)

Name: _____
Business: _____
Address: _____
Elizabeth City, NC 27909
Phone: _____
Email: _____

Name: _____
Business: _____
Address: _____
Elizabeth City, NC 27909
Phone: _____
Email: _____

Name: _____
Business: _____
Address: _____
Elizabeth City, NC 27909
Phone: _____
Email: _____

Name: _____
Business: _____
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Elizabeth City, NC 27909
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Name: _____
Business: _____
Address: _____
Elizabeth City, NC 27909
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Email: _____

Name: _____
Business: _____
Address: _____
Elizabeth City, NC 27909
Phone: _____
Email: _____

For Office Use:
Copy to Police Dept. _____
Copy to Public Utilities _____
Copy to Fire Dept. _____

City Manager

Date



Stacy Williams <swilliams@elizabethcitync.gov>

2025 Parade Street Closure Request

Davidson, Jason G <jdavidson@ncdot.gov>
To: Stacy Williams <swilliams@elizabethcitync.gov>

Fri, Oct 3, 2025 at 10:50 AM

Stacy,

Please consider this email approval to proceed with the parade. We hope you have a safe and successful event.

Thank you,

Jason G. Davidson - Division Traffic Engineer

Division One - Traffic Services

North Carolina Department of Transportation

113 Airport Drive, Suite 100

Edenton, N.C. 27932

252 482 1857 office

252 482 8722 fax

jdavidson@ncdot.gov



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Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

From: Stacy Williams <swilliams@elizabethcitync.gov>
Sent: Friday, October 3, 2025 9:24 AM
To: Davidson, Jason G <jdavidson@ncdot.gov>
Subject: [External] 2025 Parade Street Closure Request

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[Quoted text hidden]

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North Carolina Department of Transportation
Special Event Request Form
Effective 7/31/15, Revised 5/16/23

This request form is required for non-governmental entities for all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with General Statute §20-169. This form must be submitted with a formal request to the appropriate Division Engineer(s) at least sixty (60) days prior to the scheduled beginning of the event. See a listing of the Highway Divisions and their contact information at the following URL:

<https://www.ncdot.gov/divisions/highways/Pages/contact.aspx>

Section A: Event Information

Name of Event: Holiday Magic
Type of Event: Holiday Parade
County/Countries: Pasquotank County
City/Cities: Elizabeth City
Event Date(s): Saturday, December 6th, 2025
Event Time(s): 5:30pm

Primary Sponsoring Organization: ECPC Parks and Recreation

Anticipated number of participants (estimate): 500

Anticipated number of spectators (estimate): 900

Approximate distance in miles: 5

Requested Action(s): Road Closure* Lane Closure* Shoulder Closure*
(Check all that apply) Repurposing a State Highway System facility for something other than its intended use

*For closures, anticipated time road/lane/shoulder will actually close: 4pm and re-open: 8:30pm

Section B: Contact Information

Director/Organizer Name: Stacy Williams Email: swilliams@elizabethcitync.gov

Mailing Address: 200 E Ward Street

Telephone 1: 252-339-9073 Telephone 2: _____ Fax: _____

Responsible Local Government: City of Elizabeth City

Local Government Contact: _____ Email: _____

Telephone 1: _____ Telephone 2: _____ Fax: _____

Responsible Law Enforcement Agency: Elizabeth City Police Department

Law Enforcement Contact: Darrell Felton Email: dfelton@elizabethcitync.gov

Telephone 1: 252-384-3655 Telephone 2: 252-621-7108 Fax: _____

Section C: Support Material (check list)

The following support documentation must be attached to this request before it will be considered (as applicable following discussions with the local Highway Division(s))...

- 1. Detailed location(s) of event including maps indicating proposed route(s) used by the event. Any changes to the proposed routes shall be submitted as soon as the change is made.
- 2. Detailed description of the event and how it will affect the route(s) used by the event.
- 3. Written acknowledgement and approval by all local governments whose jurisdiction the event is being held in.
- 4. Written acknowledgement and approval by local law enforcement and/or the State Highway Patrol.
- 5. Type, description, and location of any proposed temporary lane closures/interference, road closures/interference, traffic control and signing with appropriate maps, sketches, detour routes, and written acknowledgement from the agency providing the temporary closures/interference, traffic control, and/or signing accepting responsibility for such.
- 6. Description of notification to residents along the route as a safety and informational service.
- 7. Waiver modification or insurance (select one)
 - a. Addition of the State of North Carolina and the North Carolina Department of Transportation into participant release waivers (see Appendix A for example). A copy of a blank waiver shall be provided.
 - OR -
 - b. Certificate of liability insurance as follows:
 - General Liability, Each Occurrence: minimum amount of \$1,000,000
 - Description field: name and type of the event (as indicated in Section A, above)
 - Description field: the State of North Carolina and the North Carolina Department of Transportation named as additional insured parties (this is at the discretion of the individual insurance company)
 - Note – Additional liability insurance may be requested at the discretion of the Department

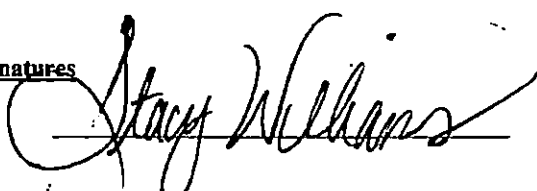
Section D: Terms and Conditions

The following applies to all approved events...

- 1. Requestor shall be responsible for proper closure of the lanes/roads according to the Manual on Uniform Traffic Control Devices (MUTCD).
- 2. Requestor shall be responsible for providing all necessary traffic control using the appropriate law enforcement agency/agencies or individuals trained in traffic control as set forth in General Statute §20-114.1.
- 3. Requestor shall be responsible for notification of all emergency services and other responders of any impending closures and/or interference.
- 4. Event shall be supported by, or endorsed by, the local governing body/bodies.
- 5. If the event is a bicycle race, requestor shall be responsible for following rules and statutes specific to bicycle racing as provided for in General Statute §20-171.2.
- 6. Requestor shall ensure that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section E: Signatures

Requestor Signature: _____



Date: _____



**2025 HOLIDAY PARADE
"HOLIDAY MAGIC"
Saturday, December 6th, 2025**

Parade Route:

Begin on Westover, Right on Ehringhaus Street, Left onto Road Street, Right on to Main Street, Right on Water Street, passing Waterfront Park

NCDOT Closure Request:

Request permission for the City of Elizabeth City Public Utilities Department to cone off the left turn lane of the Camden Bridge beginning at 4pm. Request closure of Water Street from the Camden Bridge (Elizabeth Street) intersection to Southern Avenue Intersection. Barricade would be placed, if closure approved, at the intersection of Elizabeth and Water to prevent right turns off of Elizabeth Street onto Water.

Request permission to close Ehringhaus Street from the Corsair Circle intersection to the intersection of Ehringhaus and Water Street from 4pm-8pm. Elizabeth City Police Department, Public Utilities, Parks and Recreation, and other City entities will perform the closures.