



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Reginald Goodson, City Manager  
Stacy Williams, Director of Parks and Recreation

**Date:** February 18, 2026

**Re:** Consideration – Street Closing Request Involving State Roadways within Municipal Corporate Limits

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***BACKGROUND:***

As of July 31, 2015, North Carolina Department of Transportation (NCDOT) established guidelines concerning authorization to close a State roadway so as 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. Advance notice and a copy of the adopted ordinance must be provided to the Division office.

***ANALYSIS:***

In March, the City Manager's Office received internal communication from Parks and Recreation applying for a City of Elizabeth City Special Event Permit (SEP). Included in the application for SEP is an additional request for street closing of local and State-controlled roadways. The Department requests to close the following streets, or portions thereof, beginning 2:00 p.m. until 11:00 p.m. on Friday, July 3, 2026:

- East Ehringhaus Street from the South McMorrine Street intersection, eastward to the South Water Street right-of-way
- South Water Street/Southern Avenue intersection at Riverside Avenue intersection, including access from the Charles Creek Bridge
- North Water and South Water Street from the East Main Street intersection, south to Riverside Avenue/Shephard Street intersection

- West intersection of East Church Street and South Water Street (by The Senior Center building)
- West intersection of East Fearing Street and South Water Street (by The Senior Center building)

All roadways and public spaces are planned to be cleaned of festival liter and reopened by 12:00 a.m. Saturday, July 4, 2026.

Staff has sent the requisite advance notice to NCDOT and has obtained their approval. 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 attached ordinance (#2025-02-06) declaring street closings for the 2026 Independence Day Celebration event.



**ORDINANCE #2026-02-06**

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE ANNUAL INDEPENDENCE DAY CELEBRATION**

**WHEREAS**, the City Council of Elizabeth City acknowledges a long tradition of providing an annual Independence Day Celebration for the pleasure of its citizens; and

**WHEREAS**, the City Council of Elizabeth City acknowledges its citizens realize a financial benefit from holding the annual Independence Day Celebration event; and

**WHEREAS**, the City Council of Elizabeth City acknowledges the festival event requires approximately two hours to install signing and traffic control, amusement and entertainment structures and equipment, food and other retail vendors, and other attractions, 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:** Friday, July 3, 2026
- Time Duration:** 2:00 p.m. until 12:00 a.m.
- Route Description:** East Ehringhaus Street from the South McMorrine Street intersection, eastward to the South Water Street (SR 34/1164) right-of-way
- South Water Street/Southern Avenue (SR 34/1164) intersection at Riverside Avenue intersection, including access from the Charles Creek Bridge
- North Water and South Water Street (SR 34/1164) from the E Main Street intersection, south to Riverside Avenue/Shephard Street intersection
- 700 block of East Main Street from the Water Street (SR 34/1164) intersection, eastbound to Moth Boat Park/Pasquotank River
- West intersection of East Church Street and South Water Street (by The Senior Center building)
- West intersection of East Fearing Street and South Water

Street (by The Senior Center building)

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

**SECTION I. EFFECTIVE DATE:** This Ordinance, as revised herein 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 23<sup>rd</sup> day of February 2026.

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E. Kirk Rivers  
Mayor

*Attest:*

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April D. Onley, NCCMC  
City Clerk

**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: Family, Fun, Fireworks  
Type of Event: Community Firework Celebration  
County/Countries: Pasquotank  
City/Cities: Elizabeth City  
Event Date(s): July 3, 2026  
Event Time(s): 4pm-10pm

Primary Sponsoring Organization: Elizabeth City Pasquotank County Parks and Recreation

Anticipated number of participants (estimate): 200

Anticipated number of spectators (estimate): 5000

Approximate distance in miles: 3

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: 2pm and re-open: 11pm

**Section B: Contact Information**

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

Mailing Address: 200 E Ward Street Elizabeth City NC 27909

Telephone 1: 252-339-9073 Telephone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Responsible Local Government: City of Elizabeth City

Local Government Contact: Stacy Williams Email: swilliams@elizabethcitync.gov

Telephone 1: 252-339-9073 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: 252-335-4321 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

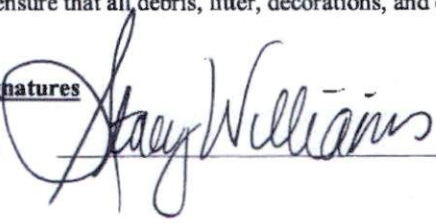
**Section D: Terms and Conditions**

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: \_\_\_\_\_

2/9/26



Stacy Williams <[swilliams@elizabethcitync.gov](mailto:swilliams@elizabethcitync.gov)>

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## Road Closure

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Davidson, Jason G <[jdavidson@ncdot.gov](mailto:jdavidson@ncdot.gov)>  
To: Stacy Williams <[swilliams@elizabethcitync.gov](mailto:swilliams@elizabethcitync.gov)>

Mon, Feb 9, 2026 at 2:29 PM

Everything looks great. Consider this event approved. 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](mailto:jdavidson@ncdot.gov)



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**From:** Stacy Williams <[swilliams@elizabethcitync.gov](mailto:swilliams@elizabethcitync.gov)>  
**Sent:** Monday, February 9, 2026 1:34 PM  
**To:** Davidson, Jason G <[jdavidson@ncdot.gov](mailto:jdavidson@ncdot.gov)>  
**Subject:** [External] Road Closure

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## Road Closure

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

Mon, Feb 9, 2026 at 1:33 PM

I am requesting the closing of Water Street from the intersection of Main Street to the intersection of Southern Avenue for our annual Family, Fun, Fireworks event to be held on July 3rd, 2026. As in the past, the City will be responsible for all closures.

Stacy Williams, CPRE  
Director of Parks and Recreation  
ECPC Parks and Recreation  
T (252)335-1424/ C (252) 339-9073



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 2026 DOT Closure.pdf  
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