

**HIGHLANDS COUNTY  
COUNTY COMMISSION AGENDA ITEM**

**DATE OF ACTION REQUEST:** December 4, 2012

**SUBJECT/TITLE:** Consideration of a Resolution Adopting an Application for Temporary Closing/Special Use of a County Road Permit with no additional fiscal impact

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**STATEMENT OF ISSUE**

On May 15, 2012, the Board reviewed an agenda item to approve procedures and policies for requesting the temporary closing/special use of a County road and a Resolution amending the fee schedule for the Highlands County Engineer. The Board requested that staff hold additional meetings with municipalities regarding this issue. After meeting with the municipalities, staff is no longer recommending a fee. Staff has revised the proposed application and it is attached for your review and approval.

The Resolution and the proposed application have been reviewed and approved by the Board Attorney.

**RECOMMENDED ACTION**

Move to approve and execute the Resolution adopting the Application for Temporary Closing/Special Use of a County Road Permit as presented.

**FISCAL IMPACT**

There is no additional fiscal impact to the County.

  
\_\_\_\_\_  
Ramon D. Gavarrete, P.E., County Engineer

  
\_\_\_\_\_  
County Administration

Enclosures: Application for Temporary Closing/Special Use of a County Road Permit  
Resolution

For information, please contact:

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Elius F. Nortelus, P.E., Assistant County Engineer, ext. 6877  
Melony Hughes, Engineering Services Aide, ext. 6877

**RESOLUTION NO. 12-13\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF HIGHLANDS COUNTY, FLORIDA, ADOPTING PROCEDURES FOR APPLICATION OF A TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT, PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Board of County Commissioners were regularly assembled on the 4<sup>th</sup> day of December, 2012; and

**WHEREAS**, the Board of County Commissioners permits temporary closing/special use of County roads; and

**WHEREAS**, the Board of County Commissioners permits staff review and decision on requests for temporary closing/special use of County roads; and

**WHEREAS**, the Board of County Commissioners desires to require a permit for temporary closing/special use of a County road.

**WHEREAS**, the Board of County Commissioners desires to establish procedures for obtaining a temporary closing/special use of a County road permit.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Highlands County, Florida, that:

**SECTION 1. Adoption.** The Board of County Commissioners hereby adopts the procedures attached to this Resolution.

**SECTION 2. Severability.** The sections, subsections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph, subsection or section of this Resolution shall be declared invalid, unconstitutional or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such invalidity, unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, subsections, and sections of the Resolution.

**SECTION 3. Conflict.** Any Resolution or part thereof in conflict with this Resolution or any part hereof is hereby repealed to the extent of the conflict.

**SECTION 4. Effective Date.** This Resolution shall take effect immediately upon adoption.

**DONE AND ADOPTED**, this 4<sup>th</sup> day of December, 2012.

BOARD OF COUNTY COMMISSIONERS  
OF HIGHLANDS COUNTY, FLORIDA

(SEAL)

By: \_\_\_\_\_

Chair

ATTEST: \_\_\_\_\_

Robert W. Germaine, Clerk

## APPLICATION FOR TEMPORARY CLOSING/SPECIAL USE OF COUNTY ROAD PERMIT

### Procedures

Prior to temporary closure or special use of a County road for a community and/or special event, the County Engineer or his designee must determine whether a temporary closing of the road is necessary. The special use and/or temporary closing of County roads for the purpose of community and/or special events, not related to construction, reconstruction, maintenance or emergency purposes, may be accomplished as follows:

#### STEP 1

The following items must be submitted to the County Engineer requesting a Temporary Closing/Special Use of County Road. All items are required before an application may be deemed complete.

1. Application (Request for Temporary Closing/Special Use of County Road (Form Attached).
  - (a) Must be submitted at least twenty-five (25) calendar days prior to the event or as required by the Special Event Permit.
  - (b) A completed State of Florida Department of Transportation Application for Temporary Closing/Special Use of State Road Application, along with supporting documents shall be acceptable.
2. Location map with the specific road(s) to be closed highlighted and any detours outlined indicating the temporary detours to be utilized by the public; showing the placement of appropriate signs; stationing of any officers or flagmen; and locations of barricades and cones necessary to detour the traffic in a safe and efficient manner.
3. A request form for traffic control devices from the Traffic Operations Department, if applicable. The applicant shall
  - (a) Schedule a day and time to pick up the traffic control devices needed for the closure from our Traffic Operations Department, located at 4330 George Boulevard, Sebring, FL, Monday through Thursday, between the hours of 8:00 AM to 4:00 PM.
  - (b) Place the traffic control devices in the appropriate locations at the time indicated on the approved application.
  - (c) Return the traffic control devices to the Traffic Operations Department on the next business day after the event is held.
  - (d) Special handling charges may apply; an estimate shall be provided to the applicant in advance.

#### STEP 2

1. Prior to authorizing the temporary closing/special use of County roads, the County Engineer or his designee shall review the proposed detour route to ensure that traffic volume will be handled and routed safely and efficiently.
2. The County will route the application to the Local Law Enforcement Agency having primary jurisdiction for their review. The Local Law Enforcement Agency shall have five (5) business days to review and submit any comments to the County Engineer's office.
3. The County will route the application to the appropriate governmental entity, if applicable. The governmental entity shall have five (5) business days to review and submit any comments to the County Engineer's office.

#### STEP 3

The County will return a copy of the application indicating approval or disapproval to the submitting applicant.

#### STEP 4

Upon approval of the Request for Temporary Closing/Special Use of County Road, the County shall notify all of the appropriate Agencies and County Departments of the upcoming temporary road closure. The approved application will be sent out by fax, or other approved method, with confirmation of such kept with the approved application in the Highlands County Engineering Department.