

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.a

Title:

Recommendation to Approve Street and Parking Lot Closures and Amplification for the 2019 Scarecrow Festival

Presenter:

Police Chief Keegan

Meeting: Government Services Committee

Date: July 22, 2019

**Proposed Cost:**

Police: \$20,892.40

Fire &amp; EMA: \$2,379.50

PW: \$11,698.84

**Total: \$34,970.74**

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

The 2019 Scarecrow Festival will be held on October 11-13, 2019. With the merge of the St. Charles Convention Bureau with the Downtown Partnership, the St. Charles Business Alliance will now sponsor and oversee this festival in coordination with Ravenswood Event Services.

Attached are the requested day/dates for parking lot and street closures. In addition, the Park District is requesting temporary “no parking by police order” signage to be installed from Thursday thru Sunday along the following routes:

- Second Avenue between Park Avenue and North Avenue;
- Second Avenue between North Avenue and Iroquois Avenue;
- North Avenue between Second Avenue and Fifth Avenue.

Event coordinators are also requesting permission to use directional signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is operationally necessary.

**Attachments** *(please list):*

\* Property Layout Maps for Scarecrow Festival \* Street Closure Request

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve street and parking lot closures and amplification for the 2019 Scarecrow Festival.



## Map Guide

**Load Closure.** Closed 5  
ay, Oct. 10 to 11 p.m.  
t. 13.\*

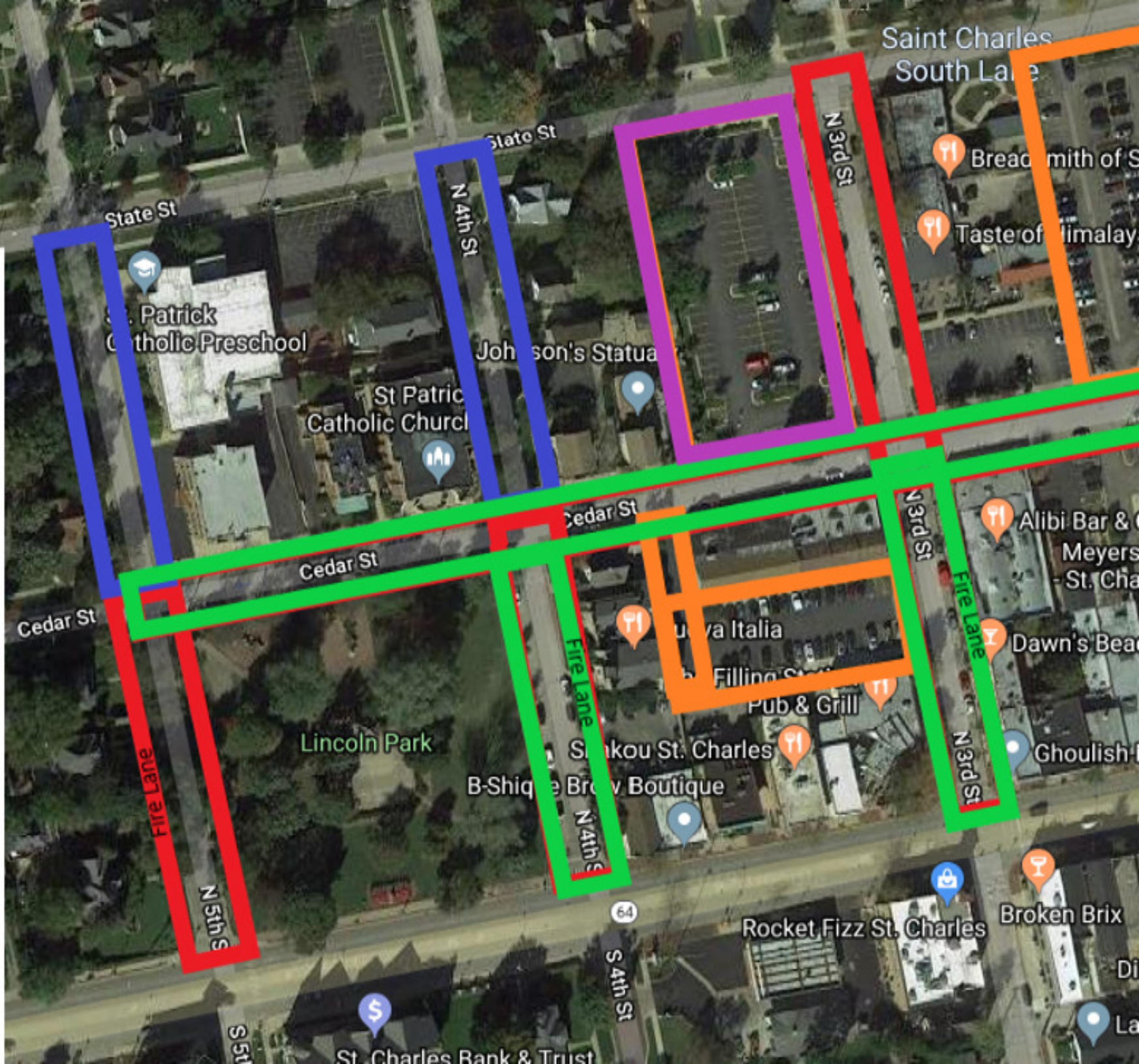
**Map Parking Closure.** 6  
Oct. 11 to 6 p.m.  
t. 13.

**g Lot Closure.** Closed 6  
Oct. 9 to 10 p.m.  
t. 13.

**g Lot Closure.** Closed 6  
Oct. 9 to 12 p.m.  
t. 14.

**Emergency Vehicle and  
Vehicle access** 9 p.m. to 9  
at.\*

of the street will be  
a fire lane during  
ers (Fri-Sat 9 a.m. to 9  
unday 9 a.m. to 6 p.m.).  
and Delivery Vehicles  
oved access from 9 p.m.  
om Main to Cedar and  
th St.



**Street Closings, Parking Lot & Designated Handicapped Parking Requests  
St. Charles Scarecrow Fest  
October 11-13, 2019 (including set-up October 9 & 10, 2019)**

**Parking Lot Closing Requests:**

***East of Fox River***

1. Municipal Lot (City Lot J) adjacent to Municipal Building, – Saturday and Sunday – for handicapped & volunteer parking only.
2. Municipal Lot (City Lot A) checkerboard lot at the corner of Main & Riverside – Saturday and Sunday – for handicapped parking only.

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**

***West of Fox River***

1. Closure: North Third St. between Main & State Streets from Thurs 5am to Sun 11pm East side will be maintained as a fire lane during festival hours Fri-Sat 9am to 9pm, Sun 9am-6pm. (police, fire & delivery vehicles to be allowed access each night between 9pm-9am from Main to Cedar).
2. Closure: North Fourth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. East side will be maintained as a fire lane during festival hours Fri-Sat 9am to 9pm, Sun 9am-6pm. (police, fire & delivery vehicles to be allowed access each night between 9pm-9am from Main to Cedar).
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. West side will be maintained as a fire lane and access for residents only.
4. Closure: Cedar St. between 2nd & 5<sup>th</sup> St. Thu 5am- Sun 11pm. One side of the street will be maintained as a fire lane during festival hours Fri-Sat 9am to 9pm, Sun 9am-6pm. (police, fire & delivery vehicles to be allowed access each night between 9pm-9am from 2nd & 5<sup>th</sup>).
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
6. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday).
7. There will be No Parking Signs posted on North Fifth Street and North Fourth Street from Main St to Cedar St, North Third Street from Main St to State St and Cedar St between 2<sup>nd</sup> and 5<sup>th</sup> St.

**Parking Lot Closing Requests:**

***West of Fox River***

1. River Plaza Parking/City Lot “G” (west side of N. Second Street [Route 31] between Cedar and State Streets on Wed 6am to Sunday 10pm for Windy City Carnival.
2. Old VFW/City Lot “O” Wednesday at 6am to Monday at 12pm.
3. Old St. Charles Court/City Lot “L” Wednesday at 6am to Sun at 11pm.

**Additional Requests:**

1. All parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking (with festival permit only). **Wednesday** 6am to Sunday 10pm.



2. Cedar Street at 3<sup>rd</sup> street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.
3. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
4. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
5. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.

**Scarecrow Festival 2019: October 11-13 (open to public dates)**

Lincoln Park & VFW tent set up (south side of park & gazebo) Wednesday and Thursday, October 10 & 11: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick.

**Event Days**

Friday and Saturday October 11 and 12: 10am-6pm; (Lincoln Park to remain open until 9pm)  
Sunday, October 13: 10am – 5pm.

**Shuttles** (School buses)

Will run Friday, Saturday and Sunday from the carnival to the craft show in Pottawatomie Park.

**PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:**

- Lincoln Park
- 5<sup>th</sup> Street from Cedar to Main
- 4<sup>th</sup> Street from Cedar to Main
- 3<sup>rd</sup> Street from Cedar to Main
- Old VFW lot
- Rt. 31 & Cedar Parking lot (for Carnival)
- Old St. Charles Parking Lot (Filling Station)
- Municipal lot
- Municipal Courtyard - checkerboard lot (Sat only)
- Commercial Riverwalk from Main Street to Pottawotamie Park