

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.b

Title:

Recommendation for Approval of Street and Parking Lot Closures and Amplification for the 2018 Scarecrow Festival

Presenter:

Police Chief Keegan

Meeting: Government Services Committee

Date: July 23, 2018

Proposed Cost:

Police: \$19,839.80

Fire & EMA: \$2,331.50

PW: \$11,284.08

Total: \$33,455.38

Budgeted Amount: \$

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

This special event application was submitted on June 28, 2018. The special event committee met on July 12th to discuss the event with members of the St. Charles Convention & Visitors Bureau and Ravenswood Events.

The 2018 Scarecrow Festival will be held on October 5-7, 2018. The event continues to be sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being handled through 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):

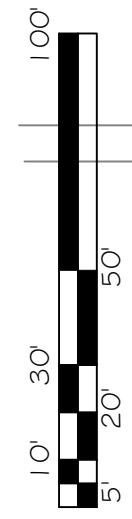
* Property Layout Maps for Scarecrow Festival (3) * Street Closure Request

Recommendation/Suggested Action (briefly explain):

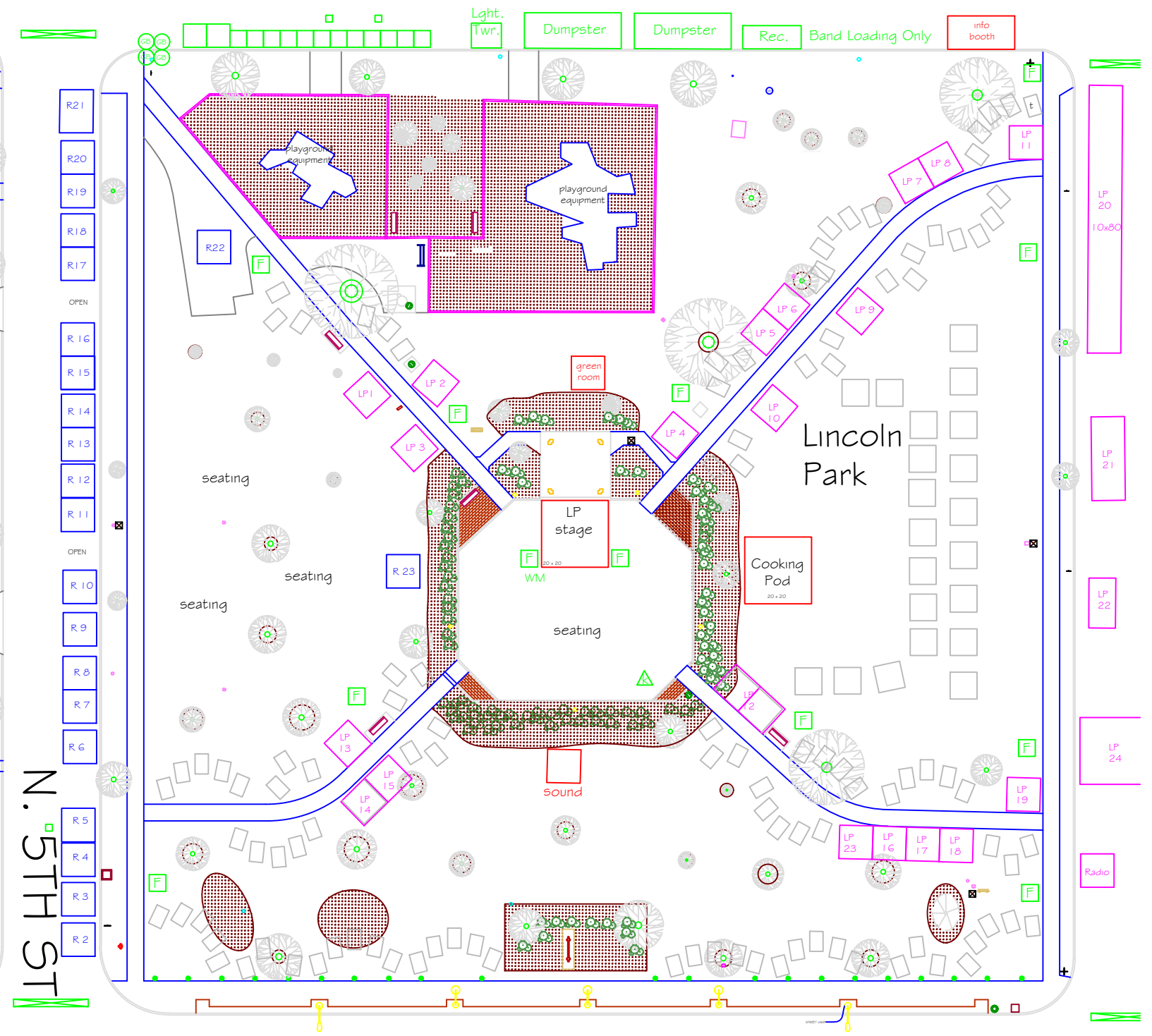
Recommendation to approve street and parking lot closures and amplification for the 2018 Scarecrow Festival.

CEDAR ST

- R2 - (r)*
 - R3 - (r)*
 - R4 - (r)*
 - R5 - (r)*
 - R6 - (r)*
 - R7 - (r)*
 - R8 - (r)*
 - R9 - (r)*
 - R10 - (r)*
 - R11 - (r)*
 - R12 - (r)*
 - R13 - (r)*
 - R14 - (r)*
 - R15 - (r)*
 - R16 - (r)*
 - R17 - (r)*
 - R18 - (r)*
 - R19 - (r)*
 - R20 - (r)*
 - R21 - (r)*
 - R22 - (r)*
 - R23 - (r)*
- LP1 - (s)*
 - LP2 - (s)
 - LP3 - (s)
 - LP4 - (s)
 - LP5 - (s)
 - LP6 - (s)
 - LP7 - (s)
 - LP8 - (s)
 - LP9 - (s)
 - LP10 - (s)
 - LP11 - (s)
 - LP12 - (s)
 - LP13 - (s)
 - LP14 - (s)
 - LP15 - (s)
 - LP16 - (s)
 - LP17 - (s)
 - LP18 - (s)
 - LP19 - (s)
 - LP20 - (s)
 - LP21 - (s)
 - LP22 - (s)
 - LP23 - (s)
 - LP24 - (s)



Zone A: Lincoln Park



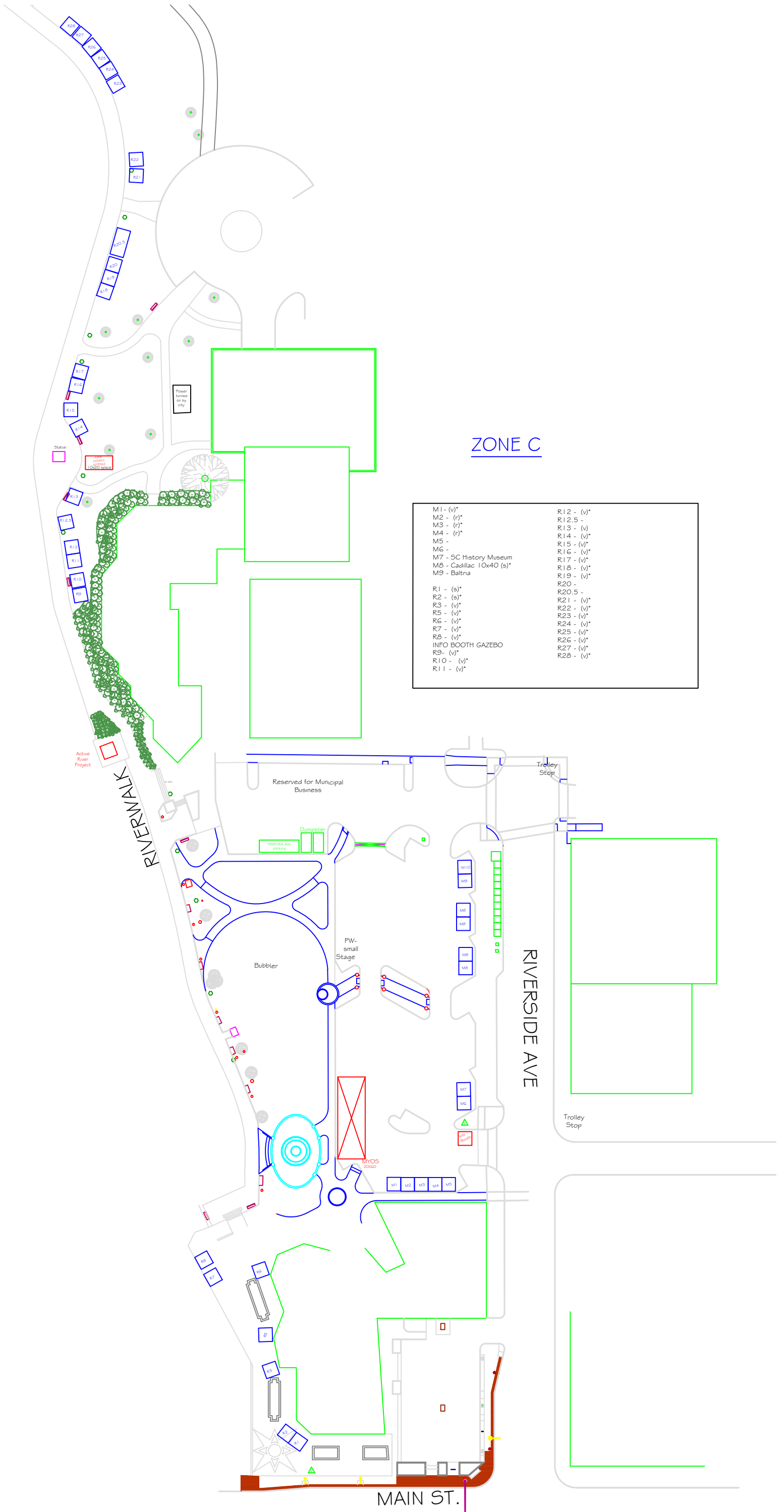
N. 5TH ST

N. 4TH ST

Address: 450 W. Main St. St Charles, IL 60174

W. MAIN ST (RT 64)

CRAFT FAIR



ZONE C

- | | |
|--------------------------|------------|
| M1 - (v)* | R12 - (v)* |
| M2 - (r)* | R12.5 - |
| M3 - (r)* | R13 - (v) |
| M4 - (r)* | R14 - (v)* |
| M5 - | R15 - (v)* |
| M6 - | R16 - (v)* |
| M7 - SC History Museum | R17 - (v)* |
| M8 - Cadillac 10x40 (s)* | R18 - (v)* |
| M9 - Baltna | R19 - (v)* |
| | R20 - |
| R1 - (s)* | R20.5 - |
| R2 - (s)* | R21 - (v)* |
| R3 - (v)* | R22 - (v)* |
| R5 - (v)* | R23 - (v)* |
| R6 - (v)* | R24 - (v)* |
| R7 - (v)* | R25 - (v)* |
| R8 - (v)* | R26 - (v)* |
| INFO BOOTH GAZEBO | R27 - (v)* |
| R9 - (v)* | R28 - (v)* |
| R10 - (v)* | |
| R11 - (v)* | |

Zone B Old VFW Lot

- V1 - (s)*
- V2 - (s)*
- V3 - (s)*
- V4 - (s)*
- V5 - (s)*
- V6 - (v)*
- V7 - (v)*
- V8 - (v)*
- V9 - (v)*
- V10 - (r)*
- V11 - (v)*
- V12 - (v)*
- V13 - (v)*
- V14 - (v)*
- V15 - (s)*
- V16 - (v)*
- V17 - (v)*
- V18 - (v)*
- V19 - (v)*
- V20 - (r)*
- V21 - (r)*
- V22 - (r)*
- V23 - SC Gymnastics Tumble Area-Sat(v)*
- V23 - Mejer Food Truck (r) - Friday*
- V24 - (v)*
- V25 - (v)*
- V26 - Family Affair (r)*

Carnival

Zombie Hotel 10x65'

Mini Jet 30'

Motor Cycles 30'

Maze Raiders 20x65'

TRAIN 25' x 55'

VFW Lot

60' space SC Gymnastics (Sat/sun) Mejer Truck (Fr)

M.G.R 30'

Speed way 25' x 55'

- T26
- T25
- T24
- T23
- T22
- T21
- T20
- T19
- T18
- T17
- T16
- T15
- T14
- T13
- T12
- T11

PHOTO AREA (Tractor/2 cutouts)

CEDAR ST

- F1 - (s)*
- F2 - (s)*
- F3 - (s)*
- F4 - (v)*
- F5 - (v)*
- F6 - (v)*
- F7 - (v)*
- F8 - (v)*
- F9 - (v)*
- F10 - (v)*
- F11 - (s)*
- F12 - (s)*
- F13 - (v)*
- F14 - (v)*
- F20 - (v)*
- F21 - (v)*
- F22 - (s)*
- F23 - (v)*
- F24 - (s)*

Filling Station Lot

F11	F11	F10	F9	F8	F7	F6	F5	F4	F3	F2	F1
F11	F11	F12	F13	F14	F20	F21	F22	F23	F24	F1	F1

- T1 - (v)*
- T2 - (r)*
- T3 - (v)*
- T4 - (v)*
- T5 - (r)*
- T6 - (s)*
- T7 - (r)*
- T8 - (s)*
- T9 - (s)*
- T10 - (s)*
- T11-T30 - (2)*

N. 3rd ST

N

crow

Updated: 4/16/18

HC Parking...

IMV05 20x50

Band

WM

**Street Closings, Parking Lot & Designated Handicapped Parking Requests St.
Charles Scarecrow Fest
October 5-7, 2018 (including set-up October 3 & 4, 2018)**

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

East of Fox River

1. Handicapped Parking: Riverside Avenue on-street parking west side designated Handicap Parking only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Riverside Pizza & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Wednesday).
3. The row of parking spaces (10) at 10 State Avenue in front of Door #1 designated as “MUNICIPAL RELATED Business Parking Only” from Fri at 6am through Sun at 6pm.
4. No Parking on 2nd Ave between State Ave and Cedar Ave (Trolley Route and stops)
5. No Parking on Cedar Ave between Riverside and 2nd Ave (Trolley Route and stops)
6. No Parking on State Ave between Riverside and 2nd Ave (Trolley Route and Stops)

Parking Lot Closing Requests:

East of Fox River

1. Municipal Lot adjacent to Municipal Building, Wednesday 6am to Sun at 11pm. (Dumpster to be removed Monday before 10am).
2. Municipal Lot – checkerboard lot at the corner of Main & Riverside – open Friday for municipal business and open 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 (police, fire & delivery vehicles to be allowed access each night between 6pm-6am). East side will be maintained as a fire lane.
2. Closure: North Fourth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. East side will be maintained as a fire lane.
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. West side will be maintained as a fire lane.
4. Closure: Cedar St. between 4th & 5th Streets Thursday 5am – Sunday 11pm. (Soft closure Thursday-Sunday).
5. Closure: Cedar Street between 2nd & 4th Streets Thursday 5 am to Sunday at 11pm. (Soft closure Thursday-Sunday).
6. 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.)
7. 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).
8. No parking on Cedar Street from 2nd St to 5th St. Thursday 5am – Sunday 11pm.

Parking Lot Closing Requests:

West of Fox River

1. River Plaza Parking lot “G” (west side of N. Second Street [Route 31] between Cedar and State Streets) on Wednesday 6am to Sunday 10pm for Windy City Carnival.
2. Old VFW lot Wednesday at 6am to Monday at noon.
3. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Wednesday at 6am to Sunday 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. Municipal Lot (northwest end, south side of lot, per map). Temporary NO parking in first few parking spots – to accommodate dumpsters.
3. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
4. Permission to use walkway/courtyard to the south and west of the Municipal Center for children’s activities and select vendors.
5. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
6. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.

Scarecrow Festival 2018: October 5-7 (open to public dates)

Lincoln Park & VFW tent set up (south side of park & gazebo) Wednesday and Thursday, October 4 & 5: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick’s Church.

Event Days

Friday and Saturday October 5 and 6: 10am-6pm (Lincoln Park to remain open until 9pm; carnival open until 10pm); Sunday, October 7: 10am – 5pm.

Trolleys

Two trolleys will run Friday, Saturday, and Sunday.

Shuttles (School buses)

Will run Friday, Saturday, and Sunday. West of the river: from Charlestowne Mall Shopping Center to Riverside Avenue. East of the river: from Haines and Thompson Middle Schools to St. Patrick’s Church.

PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:

- Lincoln Park
- 5th Street from Cedar to Main
- 4th Street from Cedar to Main
- 3rd 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 & Sun for handicapped parking only)
- Commercial Riverwalk from Main Street to Pottawatomie Park