

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item Number: \*5a

Title:

Recommendation to Approve Parking Lot and Street Closures from Friday, October 7 through Monday, October 10, 2022, for the Annual Scarecrow Weekend

Presenter:

Police Chief Keegan

Meeting: Government Operations Committee

Date: August 1, 2022

Proposed Cost:

**PD – \$20,572.11****PW- \$7,306.42****FD (EMA) - \$832.30****TOTAL: \$28,710.83**

Budgeted Amount: \$

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

The Special Event committee has reviewed the application from the St. Charles Business Alliance regarding the annual Scarecrow Weekend requested to be held Friday, October 7 through Sunday, October 9, 2022 throughout various downtown locations.

Please refer to the attached map and road closure document for all of the requested parking lot and road closures. The referenced closures include set-up day on Thursday, October 6, 2022.

The organizers have requested that Riverside Ave. be closed between E. Main St. and Illinois Ave. from noon on Thursday, October 6 – noon on Monday, October 10, 2022.

Three parking spaces will be closed off on East Main St. in front of the Arcada on Saturday and Sunday from 3 pm - midnight to allow for loading and unloading for two weddings.

The St. Charles Breakfast Club Rotary has requested two parking spaces be closed to accommodate their tent in the northwest portion of parking lot “E” next to Forever Yogurt.

**PLEASE NOTE: this special event is being recommended for approval with the caveat that all approvals are contingent upon any governmental sanctions regarding public gatherings, social distancing, etc., pertaining to COVID-19.**

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

Maps &amp; Road / Parking Lot Closure Listing

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

Recommendation for approval of parking lot and street closures outlined in the attached listing from Friday, October 7 through Monday, October 10, 2022 for the annual Scarecrow Weekend.

**Street Closings, Parking Lot & Designated Handicapped Parking Requests  
St. Charles Scarecrow Weekend  
October 7-9, 2022 (including set-up October 6, 2022)**

**Parking Lot Closing Requests:**

***East of Fox River***

1. ADA Parking, Municipal Lot (City Lot J): 4 parking spaces on Southeast Row of parking spaces, and 5 parking spaces on South side of lot (30 minute parking area) next to building. See map for details. Fri 6am-Sun 5pm
2. Vendor Parking: 3 parking spaces on Southwest side of lot, with no parking sign. Cones only on remaining 5 parking spaces. Fri 6am-Sun 5pm

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

***West of Fox River***

1. Closure: Cedar St. between 4<sup>th</sup> & 5<sup>th</sup> St. Thu 6am- Sun 7pm. One side of the street will be maintained as a fire lane during festival hours Fri 12pm to 6pm, Sat 10am to 6pm, Sun 10am to 5pm (delivery vehicles to be allowed access each night between 6pm-10am from 4<sup>th</sup> to 5<sup>th</sup>).
2. Closure: 4<sup>th</sup> St. between Main St. and Cedar St. Thu 8am- Sun 6pm during set up event hours.
3. ADA Parking: North 5<sup>th</sup> St. between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 5pm. (Signs need to be posted on Thursday.)
4. ADA Parking: North 4<sup>th</sup> St. between Cedar and State Streets west side only from Friday at 6am to Sunday at 5pm. (Signs need to be posted on Thursday).

***East of Fox River***

1. Closure: South Riverside from Main to Illinois Thurs 12pm to Mon 12pm
  - a. All barricades and cones (i.e. in turn lanes) to be set up and removed by Police

**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 event permission only). Thursday 6am to Sunday 8pm.
2. Permission to use walkway/courtyard to the direct west of the Municipal Center for select vendor.
3. Cone off 3 parking spaces in front of Arcada Saturday from 3pm-midnight and Sunday from 3pm-midnight for loading and unloading for two weddings.

**Set Up**

Lincoln Park tent set up Thursday, October 6: 8am-5pm. As always, due consideration will be a priority for students of St. Patrick.

Scarecrow set up Thursday, October 6: 12pm-8pm in 3 locations: Lincoln Park, 1<sup>st</sup> Street, and Riverside Ave.

**Event Days**

Friday, October 7, 12pm-6pm; Saturday, October 8, 10am-6pm; and Sunday, October 9, 10am-5pm

**PROPERTY BEING REQUESTED FOR SPONSOR/BOOTH/ACTIVITY AREAS:**

- Lincoln Park (Family Zone)
- Commercial Riverwalk and Green Space from Main Street to Pottawatomie Park (1 Sponsor Tent as noted on Map)
- Riverside Ave. from Main St. to Illinois Ave. (Activity Zone)

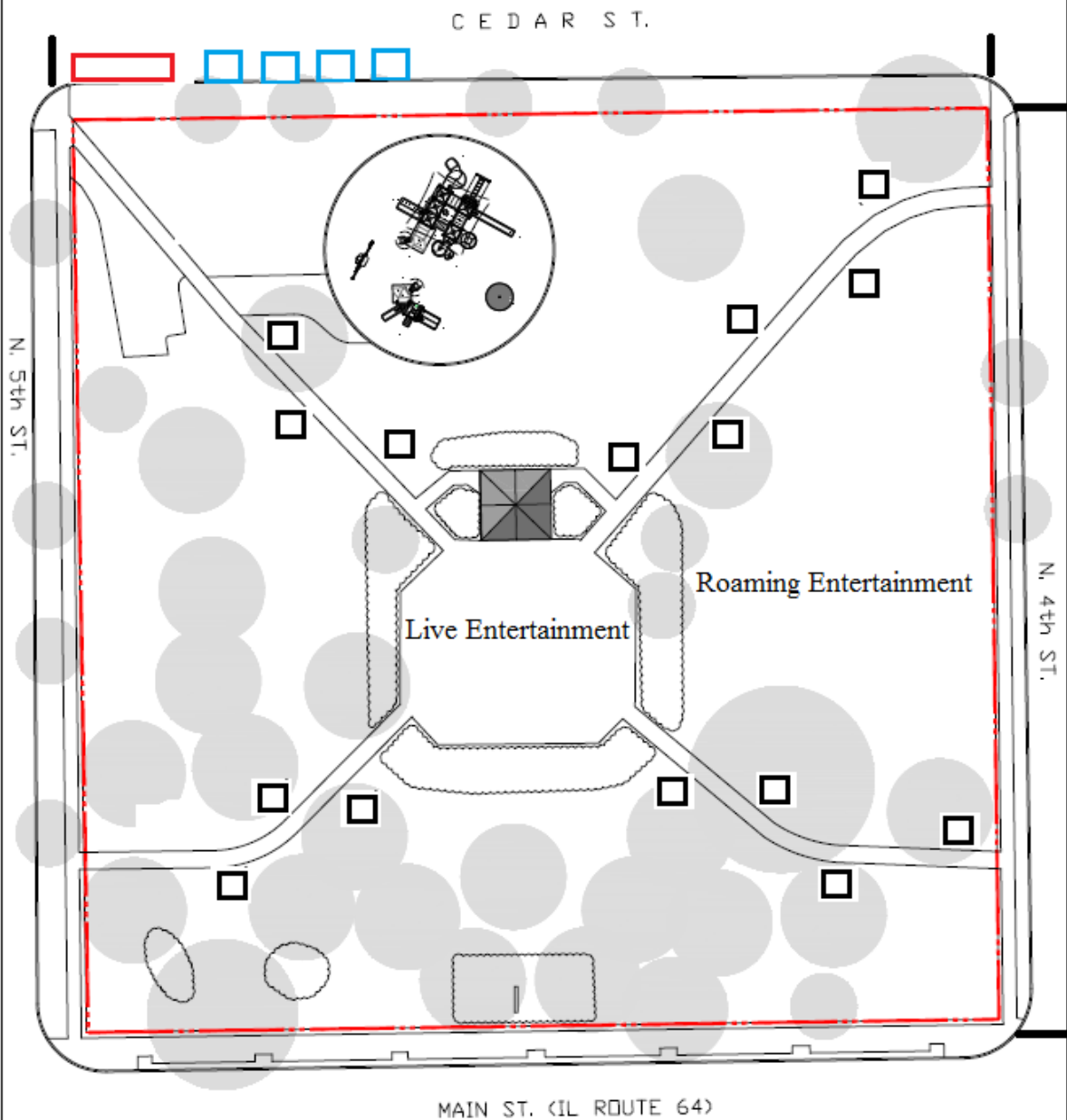
Municipal Building  
Scarecrow Weekend 2022






- ADA Parking: 4 parking spaces on Southeast Row of parking spaces, and 5 parking spaces on South side of lot (30 minute parking area) next to building. Fri 6am-Sun 5pm
- Vendor Parking: 3 parking spaces on Southwest side of lot, with no parking sign. Cones only on remaining 5 parking spaces. Fri 6am-Sun 5pm
- Info Tent: Front corner of Municipal Building (10x10)
- Vendor Booth: Grassy area as noted above

Lincoln Park  
Scarecrow Weekend 2022

# Lincoln Park



	1- 10ft. dumpster
	15- 10x10 tents
	4- Porta Potties

Family Zone w/Family Friendly Activities, Entertainment, Sponsor Booths, and Scarecrows  
Road Closures (Thurs 6am-Sun 7pm, during event hours):  
-4th St. between Cedar and Main  
-Cedar St. between 4th and 5th  
Please note- not on map, ADA Parking on 4th and 5th  
\*Electric will need to be activated (Details TBD)

## South Riverside Avenue - Scarecrow Fest 2022

### Scarecrow Fest Activity Zone



Street Closure: Riverside Ave. from Main St. to Illinois Ave., Thurs 10/6, 12pm through Mon 10/10, 12pm  
In addition, cone off (3) parking spaces in front of Arcada, Thurs 10/6, 12pm through Mon 10/10, 12pm

- Group of Scarecrows for Scarecrow Contest
- Photo Op Area
- Sponsor Tents (10x10)
- Scarecrow In a Box Tent (10x10)
- Touch a Truck (Parking Lot)
- Additional Photo Ops, Pumpkin Carver, and Roaming Entertainment