 CITY OF ST. CHARLES ILLINOIS • 1834	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5*a.
	Title:	Recommendation for Approval of Parking Lot and Street Closures for the Annual Scarecrow Weekend	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: August 7, 2023	
Proposed Cost per parade: PD – \$20,207.04 (includes EMA) PW- \$7,306.42 TOTAL: \$27,513.46		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain): <p>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 6 through Sunday, October 8, 2023 throughout various downtown locations.</p> <p>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 5, 2023.</p> <p>The organizers have requested that Riverside Ave., from Main St. to Illinois Ave., be closed between E. Main St. and Illinois Ave. from 6am on Thursday, October 5 – noon on Monday, October 9, 2023.</p>			
Attachments (please list): Maps & 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 6 through Monday, October 9, 2023 for the annual Scarecrow Weekend.			

**Street Closings, Parking Lot & ADA Parking Requests
St. Charles Scarecrow Weekend
October 6-8, 2023 (including set-up October 5, 2023)**

*Corresponding Maps are attached

Parking Lot Closing Requests:

East of Fox River

1. Municipal Lot – Parking Lot at the corner of Main & Riverside. Thurs 6am-Mon 12pm for Info Tent, Community Group Food Tents, Seating
2. ADA Parking, Municipal Back Lot (City Lot J): 7 parking spaces on Southeast Row of parking spaces. See map for details. Fri 6am-Sun 5pm.
3. Load In Parking, Municipal Back Lot (City Lot J): 3 parking spaces on Southwest Row of parking spaces. See map for details. Cones only. Fri 6am- Sun 5pm.

Street Closing Requests:

East of Fox River (Riverside Ave. and Municipal Building)

1. Closure: South Riverside from Main to Illinois Thurs 6am to Mon 12pm
 - a. All barricades and cones (i.e. in turn lanes) to be set up and removed by Police

West of Fox River (Lincoln Park Area- Including ADA Parking Request)

1. Closure: Cedar St. between 4th & 5th St. Thu 6am- Sun 6pm during set up and event hours. (Event Staff will pull barricades)
2. Closure: 4th St. between Main St. and Cedar St. Thu 6am- Sun 6pm during set up and event hours. (Event Staff will pull barricades)
3. Closure: 5th St. between Main St. and Cedar St. Thu 6am- Sun 6pm during set up and event hours. (Event Staff will pull barricades)
4. ADA Parking: North 5th 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.)
5. ADA Parking: North 4th St. between Cedar and State Streets west side only from Friday at 6am to Sunday at 5pm. (Signs need to be posted on Thursday).

Additional Requests:

1. Parking spaces on the southwest side of Cedar Street between Fourth and Fifth Streets to place dumpsters and restrooms, Thurs (drop off) through Mon 12pm

Set Up

Lincoln Park tent set up Thursday, October 5: 8am-5pm. As always, due consideration will be a priority for students of St. Patrick. Drop off of Dumpster and Restrooms during same time frame.

Set up on **Riverside Ave.**, including Riverside Ave. Tents/Dumpster and Info Tent/Restrooms in **Star Lot**, Thursday, October 5: 8am-5pm.

Scarecrow Contest set up Thursday, October 5: 8am-8pm in 3 locations: Lincoln Park, Riverside Ave., and 1st Street sidewalks (if construction allows).

Municipal Building



Parking Lot Closure: Municipal Building Parking Lot requested to be closed Thursday, October 5, 6:00a.m., through Monday, October 9, 12:00 p.m.

Power will be needed (already discussed with Paul Hopkins)

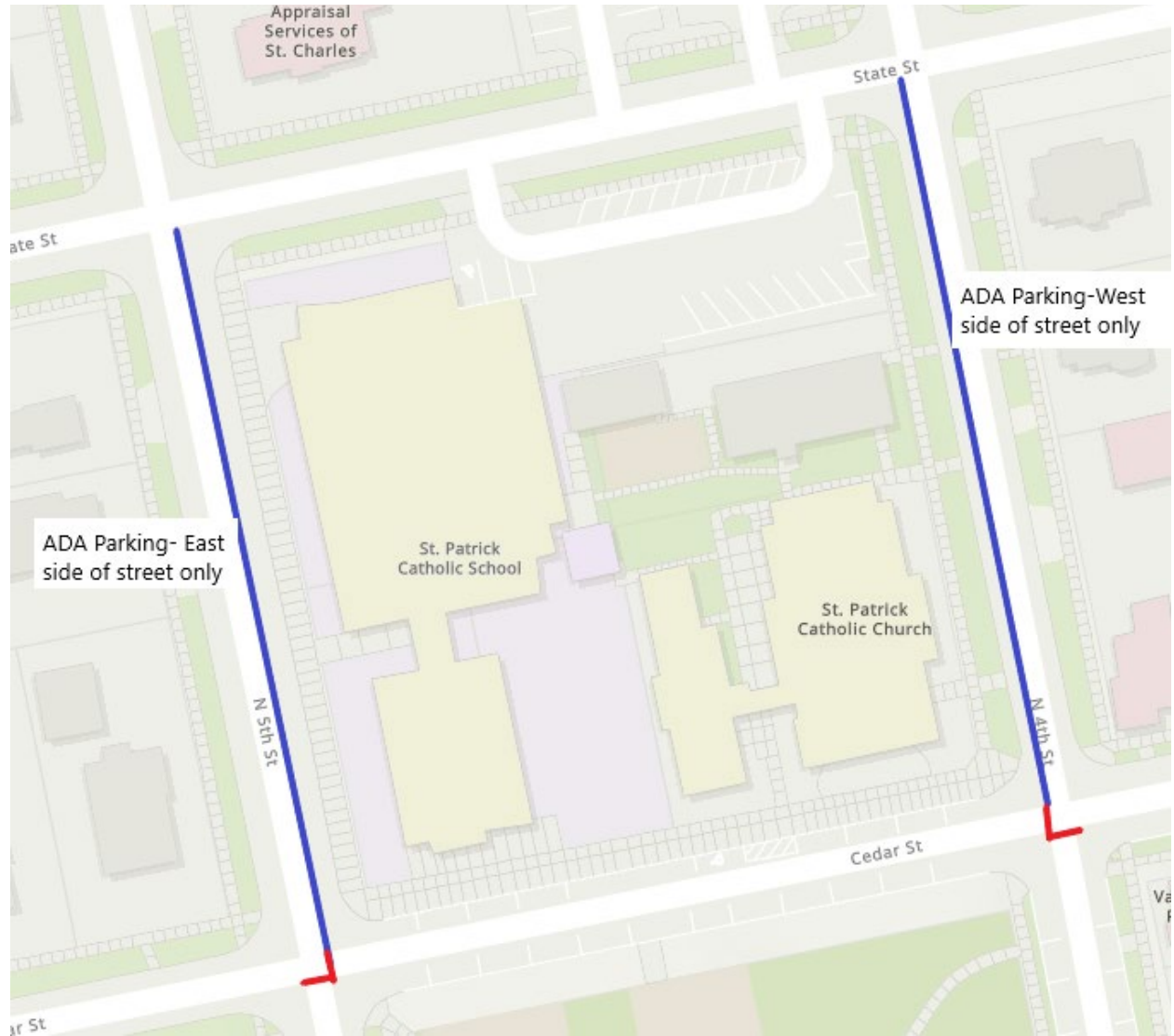
This area will have the following: Info Tent/Voting, St. Charles Breakfast Rotary Food Tent, Kiwanis of St. Charles Food Tent and Children's Activity, Seating (Picnic Tables provided by Park District)

Portable Restrooms on the East side of the Municipal Building – will be ADA Accessible

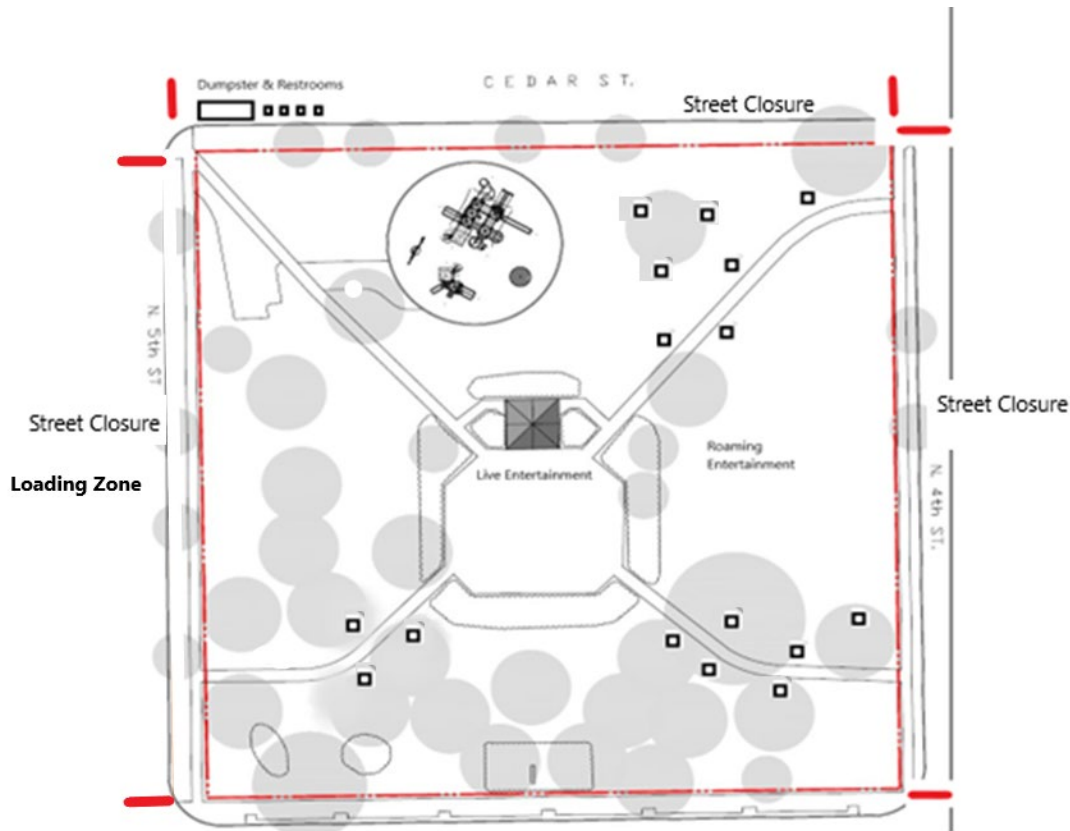
Municipal Building Back Lot- request for the following parking spaces:

- ADA Parking: 7 parking spaces on Southeast Row of parking, Fri 6am-Sun 5pm
- Load In: 3 parking spaces on Southeast Row of parking, with Cones, Fri 6am-Sun 5pm

Lincoln Park ADA Parking



Lincoln Park – Family Zone



Street Closures:

- Cedar St. between 4th & 5th St. Thu 6am- Sun 6pm.
- 4th St. between Main St. and Cedar St. Thu 6am- Sun 6pm during set up/event hours only. Event staff will open street after set up/event hours and close 7am Friday, Saturday, Sunday.
- 5th St. between Main St. and Cedar St. Thu 6am- Sun 6pm during set up/event hours only. Event staff will open street after set up/event hours and close 7am Friday, Saturday, Sunday. This will be a loading/unloading zone throughout the event. Cones will be utilized.

ADA Parking (See map on next page):

- North 5th St. between Cedar and State Streets east side only handicapped parking: Fri 6am to Sun at 5pm. (Signs to be posted on Thursday.)
- North 4th St. between Cedar and State Streets west side only from Friday at 6am to Sunday at 5pm. (Signs to be posted on Thursday).

Family Zone will have the following:

- Sponsor Booths w/Activities (12-15) – 10x10 & Info Tent – 10x10
- Stage and Roaming Entertainment
- 20 Yard Dumpster & (4) Restrooms – To be delivered Thursday/Event Boxes to be distributed around park

Activity Zone – Riverside Ave.



Street Closures: Riverside Ave. from Main St. to Illinois Ave., Thurs 10/5, 6am to Mon 10/9, 12pm

Walnut Ave. from Riverside Ave. to Arcada Alley Entrance, Thurs 10/5 6am to Mon 10/9, 12pm (Loading Zone)

Power installation will be necessary, as noted above

Activity Zone will have the following:

- Scarecrow Contest Scarecrows
- Sponsor Tents (10x10)
- Scarecrow To-Go Tent (10x10)
- Pumpkin Carver Tent (10x10)
- Family Oriented DJ
- Windy Acres Booth with Fall Treats, Food, Decorations
- Activity Area: Bubble Stations, Magician, Face Painter, Pumpkin Painting
- Photo Area/Straw Sculptures