



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Street and Parking Lot Closures and Amplification for the 2013 Scarecrow Festival
Presenter:	Chief Lamkin

*Please check appropriate box:*

	Government Operations	X	Government Services 07.22.13
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	Police: \$12,359.10 Fire & EMA: \$2,364.00 PW: \$11,792.28 <b>Total: \$26,515.38</b>	Budgeted:	YES	X	NO	
-----------------	---	-----------	-----	---	----	--

If NO, please explain how item will be funded:

**Executive Summary:**

The 2013 Scarecrow Festival will be held on October 11-13, 2013. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with coordination handled through Ravenswood Event Services. Both have made application through the special events process and met with the City's Special Events Committee.

Attached are the requested day/dates for parking lot and street closures. With Cedar Street being closed, special arrangements have been agreed upon to retain access to Johnson's Statuary by way of 4<sup>th</sup> Street.

In addition, they are 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 (4)  
Street Closure Requests

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

Recommendation to approve street and parking lot closures and the use of amplification equipment for the 2013 Scarecrow Festival.

<i>For office use only:</i>	<i>Agenda Item Number: 5.b</i>
-----------------------------	--------------------------------

**Street Closings, Parking Lot & Designated Handicapped Parking Requests**  
***St. Charles Scarecrow Fest***  
**October 11-13, 2013 (including set-up October 9 & 10, 2013)**

**Updated: 6/24/2013**

**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 6 a.m. to 6 p.m.
2. Parking: Riverside Avenue on-street parking east side (two spaces) along 16 N. Riverside Avenue designated Handicap Parking: Friday 6 a.m. to Sunday 6 p.m.  
(Signs need to be posted on Thursday).
3. The two 30 minute parking spaces in front of Police Department designated as "POLICE RELATED Business Parking Only" from Friday at 6 a.m. through Sunday at 6 p.m.
4. No Parking on 2<sup>nd</sup> Ave between State Ave and Cedar Ave (Trolley Route and stops)
5. No Parking on Cedar Ave between Riverside Ave and 2<sup>nd</sup> Ave (Trolley Route and stops)
6. No Parking on State Ave between Riverside Ave and 2<sup>nd</sup> Ave (Trolley Route and Stops)

**Parking Lot Closing Requests:**  
***East of Fox River***

1. Municipal Lot (South portion of lot) adjacent to Municipal Building, Thursday 8 a.m. to Sunday at 10 p.m.

**Street Closing, Temporary One-Way, Handicapped Parking Requests:**  
***West of Fox River***

1. **SOFT Closure:** North Third St. between Main & State Streets from Thursday 6 a.m. to Sunday 10 p.m.(To be opened each night at 9 p.m.)
2. **Closure:** North Fourth St. between Main & Cedar Streets from Thursday 6 a.m. to Sunday 10 p.m. East side will be maintained as a fire lane.
3. **Closure:** North Fifth St. between Main & Cedar Streets from Thursday 6 a.m. to Sunday 10 p.m. West side will be maintained as a fire lane.
4. **Closure:** Cedar St. between 2<sup>nd</sup> St and 4<sup>th</sup> St Friday 6 a.m. to Sunday at 10 p.m.  
(**SOFT** close – through traffic only.)  
\*Johnson's Statuary will have access to their Cedar Street driveway.
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Friday at 6 a.m. to Sunday at 6 p.m. (Signs need to be posted on Thursday.)
6. **Handicapped Parking:** North Fourth Street between Cedar and State Streets west side only from Friday at 6 a.m. to Sunday at 6 p.m. (Signs need to be posted on Thursday.)
7. **Handicapped Parking:** East side of 3<sup>rd</sup> St. between Cedar St. and Rt. 64 Friday 6 a.m. to Sunday 10 p.m.
8. 6<sup>th</sup> Street at State Street... temporary NO parking on N 6<sup>th</sup> Street east side near State Street to allow radius turn for trolley.

## **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 6 a.m. to Sunday 10 p.m. for Windy City Carnival.
2. VFW lot Wednesday at 8 a.m. to Monday at 12 p.m.
3. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Thursday at 5 a.m. to Sunday at 10 p.m.

### **Additional Requests:**

1. Grass area east side of 1<sup>st</sup> Street between Rt. 64 and Illinois for festival activities.
2. Diagonal parking spaces on east side of 1<sup>st</sup> Street between Illinois and Main Streets.
3. Parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking with permit. Thursday 6 a.m. to Sunday 10 p.m.
4. Permission to place toilets on grassy area at Municipal Center at northeast corner.
5. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
6. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
7. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
8. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.

### **Scarecrow Festival 2013: October 11-13 (open to public dates)**

Lincoln Park tent set up (south side of park & gazebo) Wednesday and Thursday, October 9 & 10: 9 a.m.-10 p.m. As always, due consideration will be a priority for students of St. Patrick. Set up and Community night: Thursday, October 10: 9 a.m.-10 p.m.

### **Event Days**

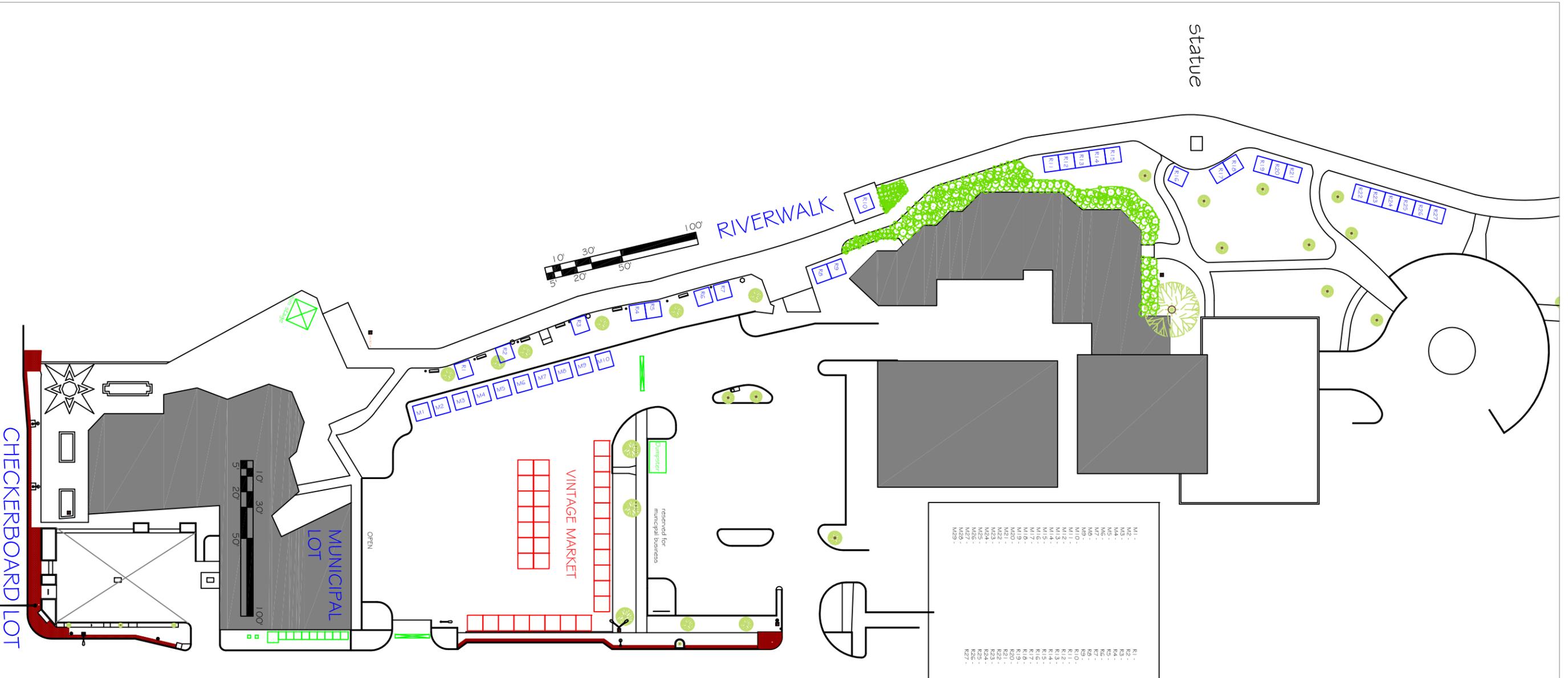
Friday and Saturday, October 11 and 12: 9 a.m.-9 p.m.; Sunday, October 13: 9 a.m. – 6 p.m.

### **Trolleys**

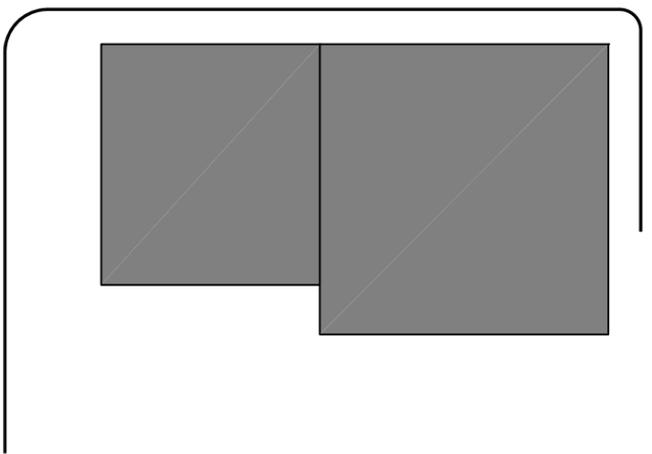
Two trolleys will run Friday, Saturday, and Sunday.

### **Shuttles (School buses)**

Will run Friday, Saturday and Sunday. West of the river from Charlestowne Mall Shopping Center to First Street. East of the river from Haines and Thompson Middle Schools to St. Patrick's Church.



vintage market 30-40  
 restaurants  
 merchants  
 info booth  
 sponsors  
 Harris Bank (tent/photo booth) <



EET

St. Charles Scarecrow Fest 2013

draft:6/18/13

NTS

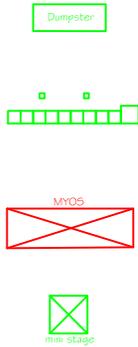
MAIN STREET

- petco?
  - windy city acres
  - kiddie carnival rides
  - vendors (14)
  - local restaurant corner
  - seating
  - Food trailers?
  - Radio disney
  - sponsor tents
  - mini stage
- what is allowed where?

- K1 -
- K2 -
- K3 -
- K4 -
- K5 -
- K6 -
- K7 -
- K8 -
- K9 -
- K10 -
- K11 -
- K12 -

FIRST STREET

also need to place-



requested space for toilets & food trucks

ILLINOIS STREET



# St. Charles Scarecrow Fest 2013

draft:6/18/13

NTS

restaurants  
 sponsors  
 scarecrows  
 benches  
 info booth

-AAA (3) 10x10 in a row  
 (next to their scarecrow - category?)

-Home Imp Net (BR corner)

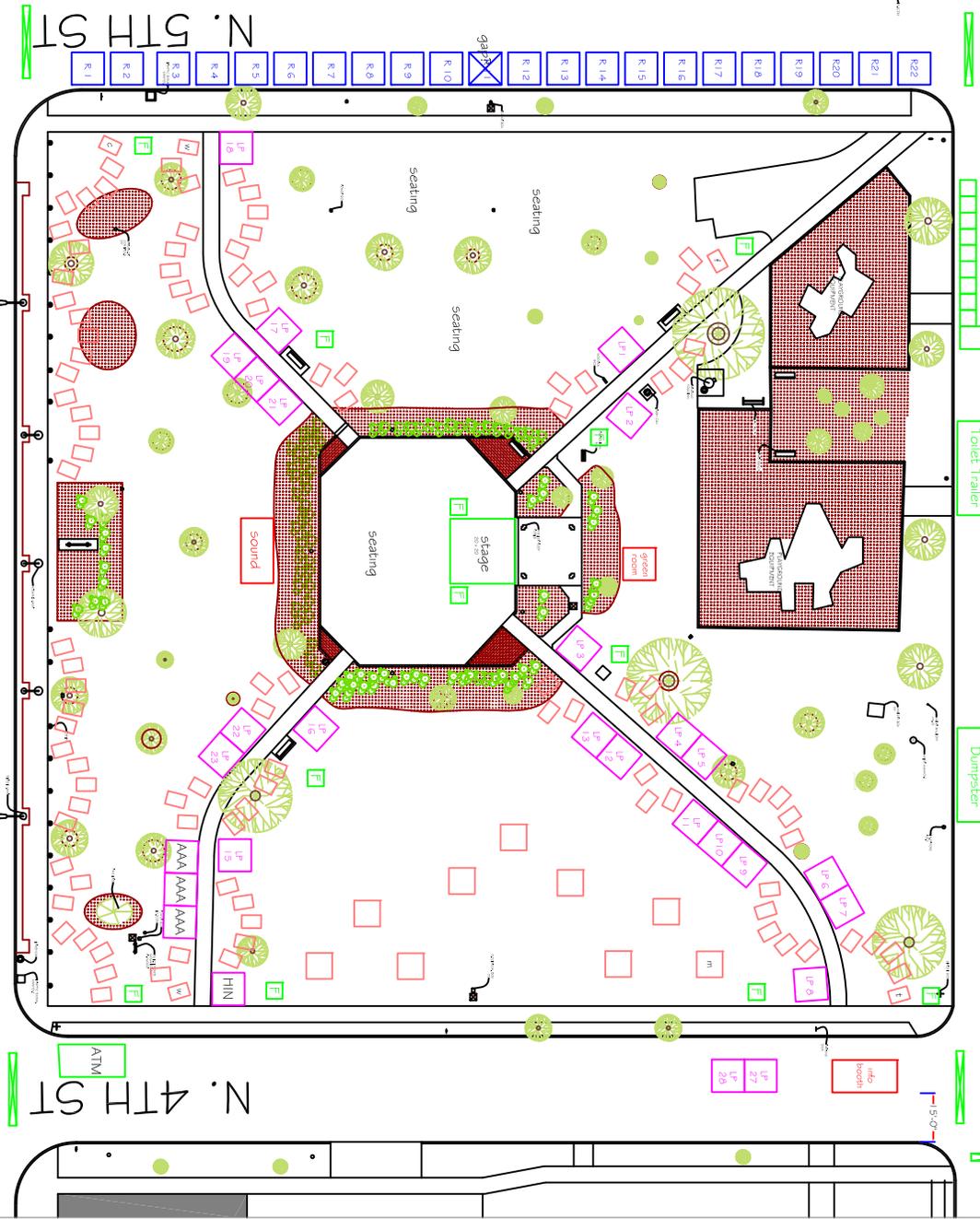
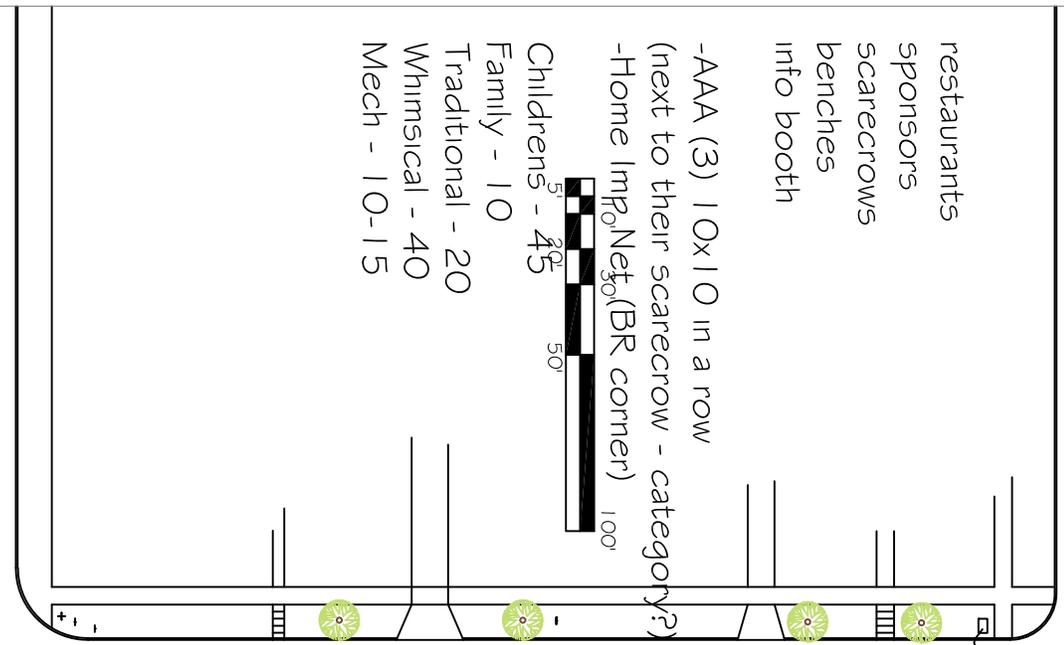
Childrens - 45

Family - 10

Traditional - 20

Whimsical - 40

Mech - 10-15



CEDAR ST

LINCOLN PARK

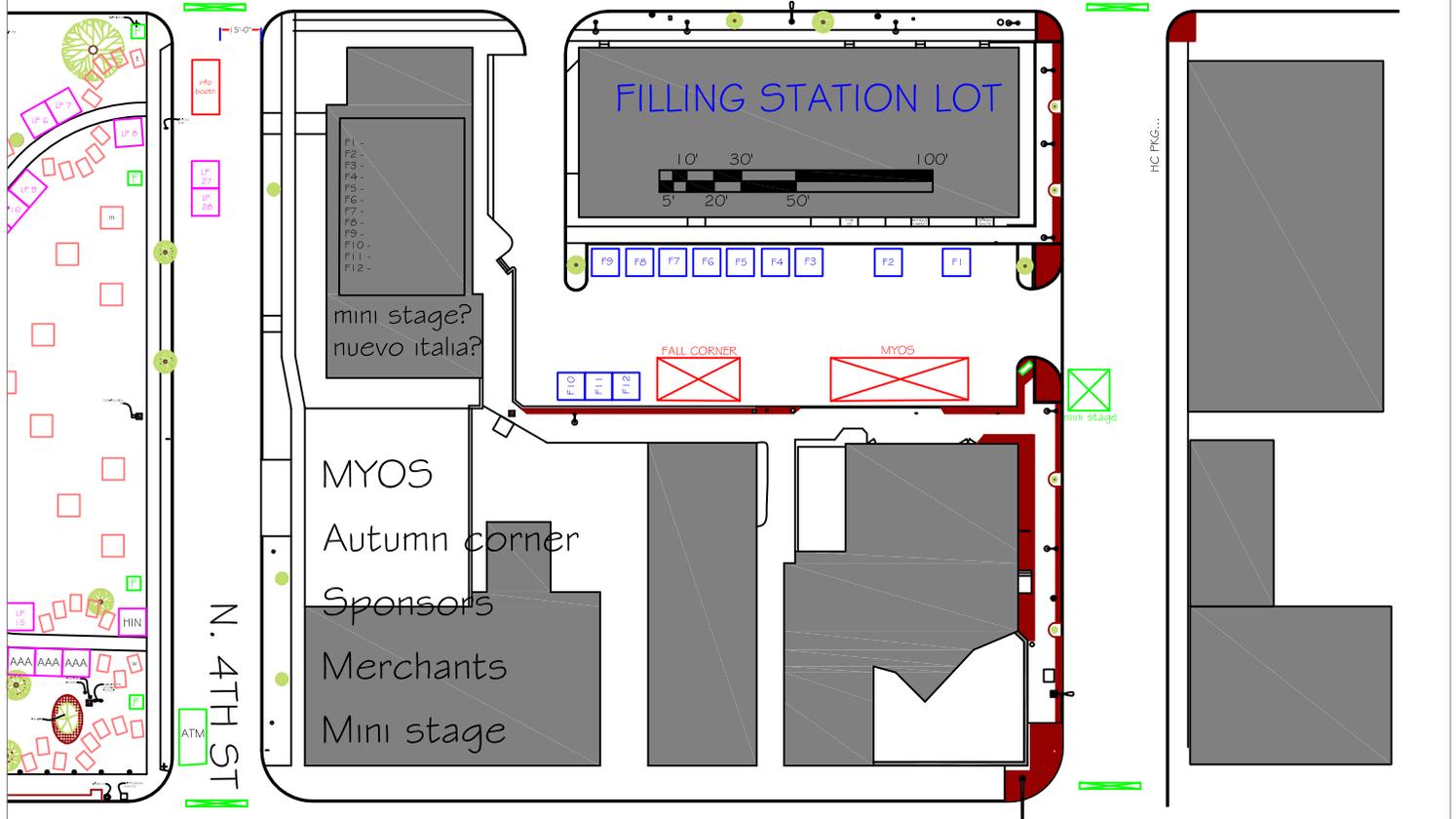
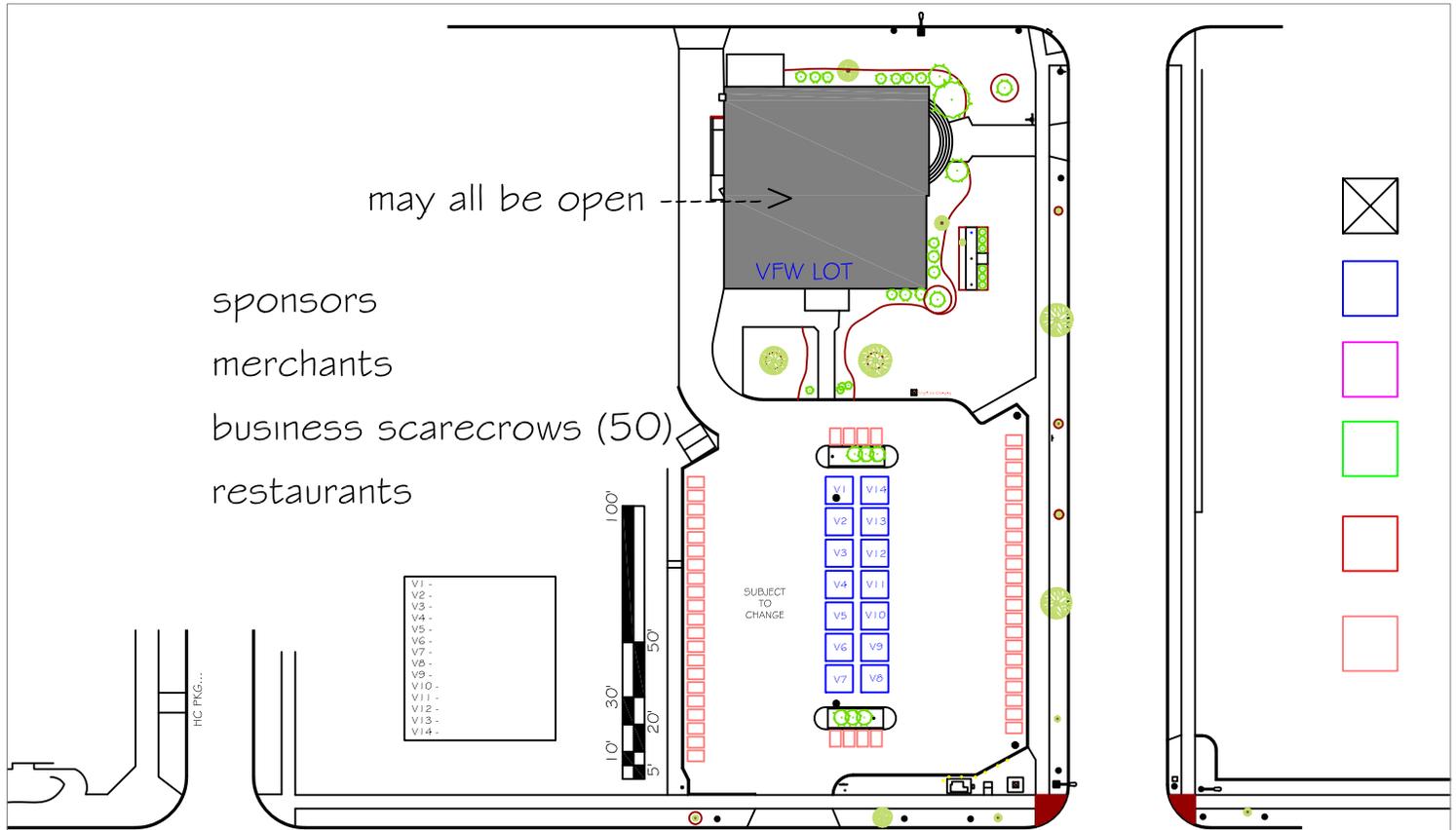
N. 4TH ST

ATM

# St. Charles Scarecrow Fest 2013

draft:6/18/13

NTS



# St. Charles Scarecrow Fest 2013