



## AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommendation to Allow Sidewalk Access and the Use of Municipal Parking Lot H to The Hotel Baker during the Holiday Homecoming Parade

**Presenter:** Chief Lamkin

*Please check appropriate box:*

X	Government Operations (11/4/13)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$380.28	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded: The Hotel Baker will be responsible for this portion of Police extra duty costs.

**Executive Summary:**

The Police Department received a request from the Hotel Baker for the closure of the sidewalks in front of the hotel to allow for guests of the hotel to pass through the parade crowd and safely enter. The Hotel Baker is also requesting the closure of municipal parking lot “H” for their sole use that evening to guarantee parking for their guests.

The Police Department came up with two options:

**Option 1:** Close only half the width of the sidewalk and allow parade viewers to congregate on the other half. In other words, close the north half of the sidewalk in front of Vertical Drop and the hotel to create a lane behind the parade viewers to allow access from the Rt. 31 corner to the front door of The Hotel Baker.

**Option 2:** Close the entire sidewalk from the corner of Rt. 31 to the front door of the hotel. Use of the sidewalk would be allowed; however, stopping, standing, or sitting to view the parade would be prohibited.

Both options would require two extra duty Police officers and would be in addition to any other extra duty personnel for the day of the Holiday Homecoming parade. These fees will need to be covered by The Hotel Baker.

In addition, The Hotel Baker has requested the closure of Municipal Lot “H” located in the 200 block of N. 2<sup>nd</sup> St. That could be managed with signs and barricades provided by Public Works.

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

Photo of sidewalks to be closed; Photo of parking lot to be closed; E-mail request from Rowena Felix Salas – Hotel Baker

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

Police Department recommends “option 2” from above as the safest alternative to The Hotel Baker’s request and approval for the closure of Municipal Lot “H” for the hotel’s use for the evening.

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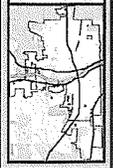
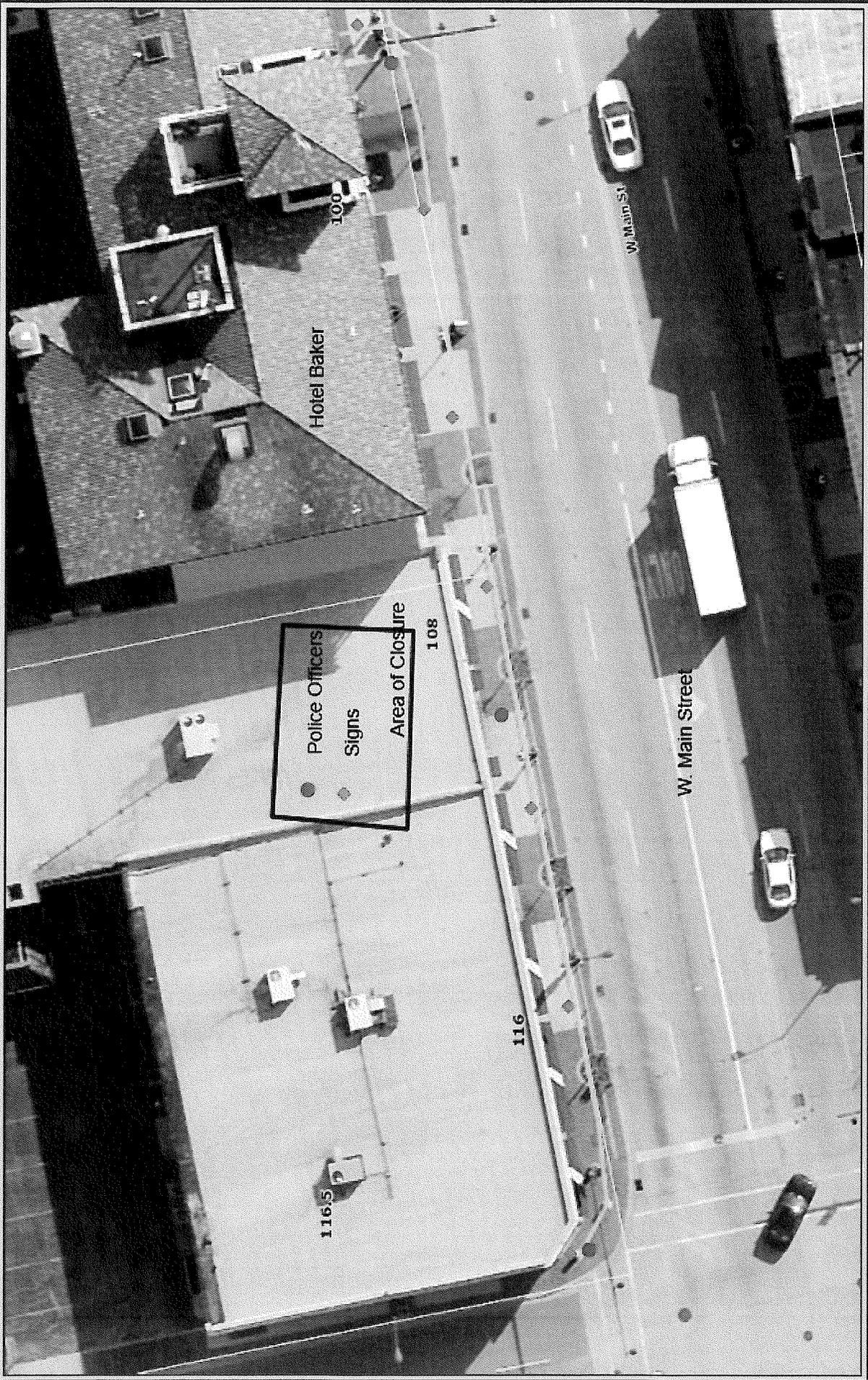
*Agenda Item Number:* 6a



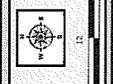
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**Precision GIS**

RAYMOND ROGINA Mayor  
 MARK KOENEN City Administrator



2009 Source:  
 Aerial Imagery: Illinois  
 Sanborn Fire Insurance  
 Digital County, Illinois  
 Geographic System: Illinois State Plane East  
 North American Datum 1983  
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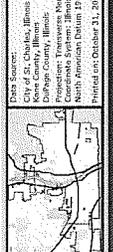
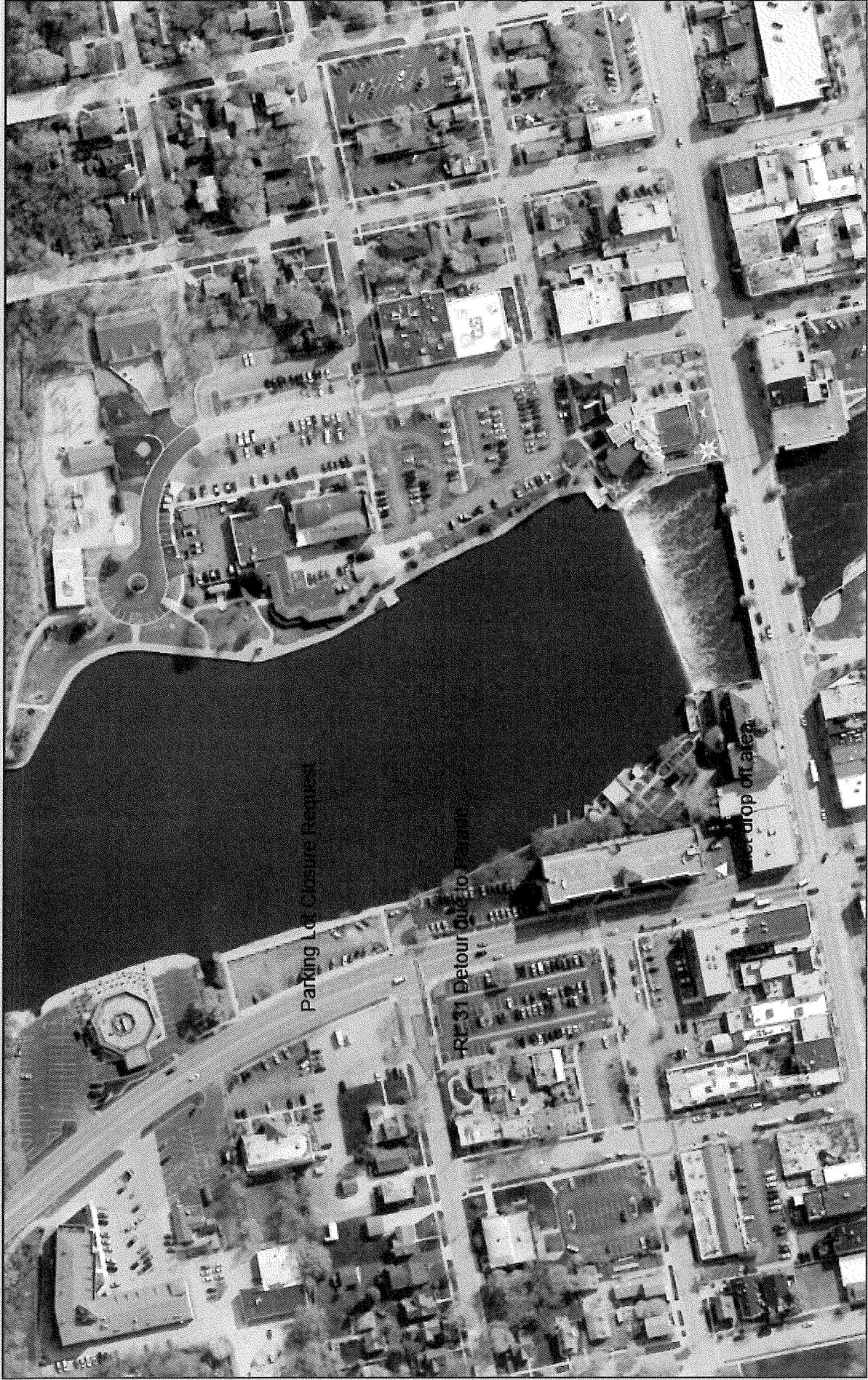
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**Precision GIS**

RAYMOND ROGINA Mayor

MARK KOENEN City Administrator



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From: Rowena Salas <rsalas@hotelbaker.com>  
To: Mahan Erik <emahan@stcharlesil.gov>  
Cc: Lamkin Jim <jlamkin@stcharlesil.gov>, Borsellino Janice <jborsellino@hotelbaker.com>  
Date: 10/29/2013 09:57 PM  
Subject: Hotel Baker - November 30th

Dear Officer Mahan,

I hope this finds you well.

As it is not possible to make provisions at this late date to allow changes in parade start or use of a lane, etc. - would we be able (with your assistance) to minimize the number of individuals watching the parade on the sidewalk by the Vertical Drop and Hotel Baker side in order for the 200+ guests to pass through the sidewalk without fighting through the crowd?

I will have valet service available in the back of Hotel Baker but need to have the north public parking lot near Salerno's available for the 130-140 cars we need to park that night. Though that lot is not enough to handle the cars, I will have another lot across the street to park the remainder cars.

Please confirm if we are able to secure that lot, as we do during Scarecrow Festival and other community events.

Your assistance is greatly appreciated. Thank you!

Respectfully,  
Rowena Felix Salas  
Hotel Baker  
St. Charles, Illinois  
[www.HotelBaker.com](http://www.HotelBaker.com)  
[www.roxcitygrill.com](http://www.roxcitygrill.com)

"Sometimes, I guess there just aren't enough rocks." ~Forrest Gump