



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommend a Motion 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:*

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	City Council (11/18/13)
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$380.28	Budgeted:	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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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> Street. That could be managed with signs and barricades provided by Public Works. **This was approved at the Government Operations meeting on November 4<sup>th</sup>.**

Police Department recommends "option 2" from above as the safest alternative; however, "option 1" as included will provide a safe option with viewing still allowed. Extra duty costs are at the expense of the Hotel Baker.

**Attachments:** (please list)

Memo attached with photos as follow-up from the November 4<sup>th</sup> Government Operations Meeting.

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

Recommend a motion to allow sidewalk access and the use of Municipal Parking Lot H to The Hotel Baker during the Holiday Homecoming Parade.

*For office use only:*

*Agenda Item Number:* IIA4



# Memo

Date: November 13, 2013  
To: Chief Lamkin  
From: Commander Mahan  
CC: Deputy Chief Huffman  
Re: Hotel Baker & Holiday Homecoming Parade

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On 110613 I met at the Hotel Baker with Lynne Schwartz, John Hughes, Scott Piner, Janice Borsellino, and Rowena Salas. We looked again at the area in question.

The group agreed that the area of the sidewalk directly in front of the Hotel Baker and Rox City Grill is of sufficient width that it will likely not be a problem. It should be wide enough to accommodate parade viewing and leave ample room for passage in and out of the Hotel.

One area of concern is the sidewalk in front of the former Vertical Drop storefront. That area is approximately 120' in length and is approximately 8' at its widest points. Some type of barrier could be placed in order to keep a lane of approximately 3' along the north edge of the sidewalk. This would help to ensure passage to and from the Hotel entrance and still allow a parade viewing space, which would be 4' wide and span the entire 120' length. Mrs. Salas advised that she would be able to obtain stanchions with retractable belts in order to facilitate that separation.

A second area of concern is the northeast corner of 2<sup>nd</sup> Street and W. Main Street. This area will likely be congested with parade viewers, some who might be wishing to seek shelter under the projecting overhang at the entrance to the former Vertical drop store.

As outlined in my earlier memo, a detail of two Officers would be required to keep the two areas of concern open for passage to and from the Hotel. I have also recommended to Mrs. Salas that she have staff available to assist those guests that might have difficulty traversing this area after the street lights have been turned off for the parade.

I have provided pictures of the sidewalk and areas of concern.

EM

Enclosures: sidewalk photo, ne corner photo

# 100 Block of W. Main Street



Northeast Corner W. Main St./N. 2<sup>nd</sup> St.

