



**ST. CHARLES**  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

<b>Title:</b>	Recommendation for Approval of Street and Parking Lot Closures and Amplification for the 2014 Scarecrow Festival
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<b>Presenter:</b>	Interim Chief Huffman
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*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 (7/7/14)
<input type="checkbox"/> Public Hearing	

<b>Estimated Cost:</b>	Police: \$12,372.80 Fire & EMA: \$2,476.00 PW: \$12,421.22 <b>Total: \$27,270.02</b>	<b>Budgeted:</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> X	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

This special event application was submitted on May 2, 2014.

The 2014 Scarecrow Festival will be held on October 10-12, 2014. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being 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 parking on Cedar Street being restricted, special arrangements have been agreed on to retain access to Johnson's Statuary by way of 4<sup>th</sup> Street. In addition, a soft closure (thru traffic only) will take place on Cedar St. between 2<sup>nd</sup> and 4<sup>th</sup> Streets from Friday at 6 a.m. – Sunday at 10 p.m.

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 for approval of street and parking lot closures and amplification for the 2014 Scarecrow Festival.

*For office use only:*

*Agenda Item Number: IIB1*

Updated: 4/4/2014

6/24/14

**Street Closings, Parking Lot & Designated Handicapped Parking Requests  
St. Charles Scarecrow Fest  
October 10-12, 2014 (including set-up October 8 & 9, 2014)**

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

***East of Fox River***

1. Handicapped Parking: First Avenue on-street Parking west side designated Handicap Parking Only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Armand's & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Thursday).
3. The two 30 minute parking spaces at 10 State Avenue in front of Door #1 designated as "POLICE RELATED Business Parking Only" from Fri at 6am through Sun at 6pm.
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 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave (Trolley Route and stops)
6. No Parking on State Ave between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave (Trolley Route and Stops)

**Parking Lot Closing Requests:**

***East of Fox River***

1. Municipal Lot (locations tbd) adjacent to Municipal Building, Thursday 5am to Sun at 11pm. (Dumpster to be removed Monday before 10am).
2. Municipal Lot – checkerboard lot at the corner of Main & Riverside

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

***West of Fox River***

1. Closure: North Third St. between Main & State Streets from Thurs 5am to Sun 11pm (police, fire & delivery vehicles to be allowed access each night between 8pm-6am). East or West side will be maintained as a fire lane.
2. Closure: North Fourth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. East side will be maintained as a fire lane.
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 5am to Sun 11pm. West side will be maintained as a fire lane.
4. *Soft* Closure: Cedar St. between 2<sup>nd</sup> St and 4<sup>th</sup> St ~~Thu 5am to Sun at 11pm~~ *Fri @ 6am - Sun @ 10pm*
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
6. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday).
7. Handicapped Parking: East side of 3<sup>rd</sup> St. between Cedar St. and Rt. 64 Fri 6am to Sun 10pm.
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.
9. Cedar Street at 3<sup>rd</sup> street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.

**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 Wed 6am to Sunday 10pm for Windy City Carnival.
2. Old VFW lot Wednesday at 6am to Monday at 12pm.
3. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Thursday at 6am to Sun at 11pm.

**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 permit. Thursday 6am to Sunday 10pm.
2. Cedar Street at 3<sup>rd</sup> street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.
3. Permission to use grassy areas in new Municipal lot
4. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
5. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
6. Permission to place tents on Fourth Street between Main and Cedar Streets, west side.
7. Permission to place tents on Fifth Street between Main and Cedar Streets, east side – flush against the park.
8. Permission to place activity on 3<sup>rd</sup> street between Main & Cedar – to be picked up/removed each evening.

**Scarecrow Festival 2014: October 10-12 (open to public dates)**

Lincoln Park tent set up (south side of park & gazebo) Wednesday and Thursday, October 8 & 9: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick. Set up and Community night: Thursday, October 9: 9am-10pm.

**Event Days**

Friday and Saturday October 10 and 11: 10am-6pm; (Lincoln Park to remain open until 9pm)  
Sunday, October 12: 10am – 5pm.

**Trolleys**

Two trolleys will run Friday, Saturday, and Sunday

**Shuttles (School buses)**

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

Updated: 4/4/2014

**PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:**

- Lincoln Park
- 5<sup>th</sup> Street from Cedar to Main
- 4<sup>th</sup> Street from Cedar to Main
- 3<sup>rd</sup> Street from Cedar to Main
- Cedar from 2<sup>nd</sup> to 4<sup>th</sup> Street
- Old VFW lot
- Rt. 31 & Cedar Parking lot (for Carnival)
- Old St. Charles Parking Lot (Filling Station)
- Municipal lot (sections to be discussed)
- Municipal Courtyard (checkerboard lot)
- Commercial Riverwalk from Main Street to Pottawotamie Park