



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Street and Parking Lot Closures and Amplification for the 2015 Scarecrow Festival
Presenter:	Chief Keegan

Please check appropriate box:

Government Operations	<input checked="" type="checkbox"/>	Government Services 7.27.15
Planning & Development	<input type="checkbox"/>	City Council
Public Hearing	<input type="checkbox"/>	

Estimated Cost:	Police: \$12,711.00 Fire & EMA: \$2,632.00 PW: \$14,120.75 Total: \$29,463.75	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
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If NO, please explain how item will be funded:

Event coordinator is responsible for 100% reimbursement of all City services utilized during the Scarecrow Festival.

Executive Summary:

This special event application was submitted on June 23, 2015.

The 2015 Scarecrow Festival will be held on October 9-11, 2015. The event continues to be 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. In addition, the Park District is requesting temporary “no parking by police order” signage to be installed from Thursday thru Sunday along the following routes:

- Second Avenue between Park Avenue and North Avenue;
- Second Avenue between North Avenue and Iroquois Avenue;
- North Avenue between Second Avenue and Fifth Avenue.

Event coordinators are also 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 (3)
Street Closure Requests

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve street and parking lot closures and amplification for the 2015 Scarecrow Festival.

For office use only:

Agenda Item Number: 5.b

CRAFT FAIR



ZONE C

M1 -	R1 -
M2 -	R2 -
M3 -	R3 -
M4 -	R4 -
M5 -	R5 -
M6 -	R6 -
M7 -	R7 -
M8 -	R8 -
M9 -	R9 -
M10 -	R10 - xxx
M11 -	R11 - xxx
M12 -	R12 - INFO BOOTH
M13 -	R13 -
M14 -	R14 -
M15 -	R15 -
M16 -	R16 -
M17 -	R17 -
M18 -	R18 -
M19 -	R19 -
M20 -	R20 -
M21 -	R21 -
M22 -	

RIVER

statue

possibly room for gazebo AND one tent

RIVERWALK



PETTING ZOO 20X40

COKE VEH 15X15

COKE VEH 15X15

SAMPLE 20X40

COKE MUSEUM 15X60

TICKETS 10X10

SAMPLE 20X20

GENERAL STORE 20X20

SAMPLE 20X20

silver benches

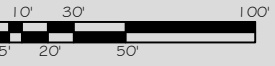
stage

tech/dr

MUNICIPAL LOT

SODA TOUR SEMI

location TBD



Gymnastics? saturday only

CHECKERBOARD LOT



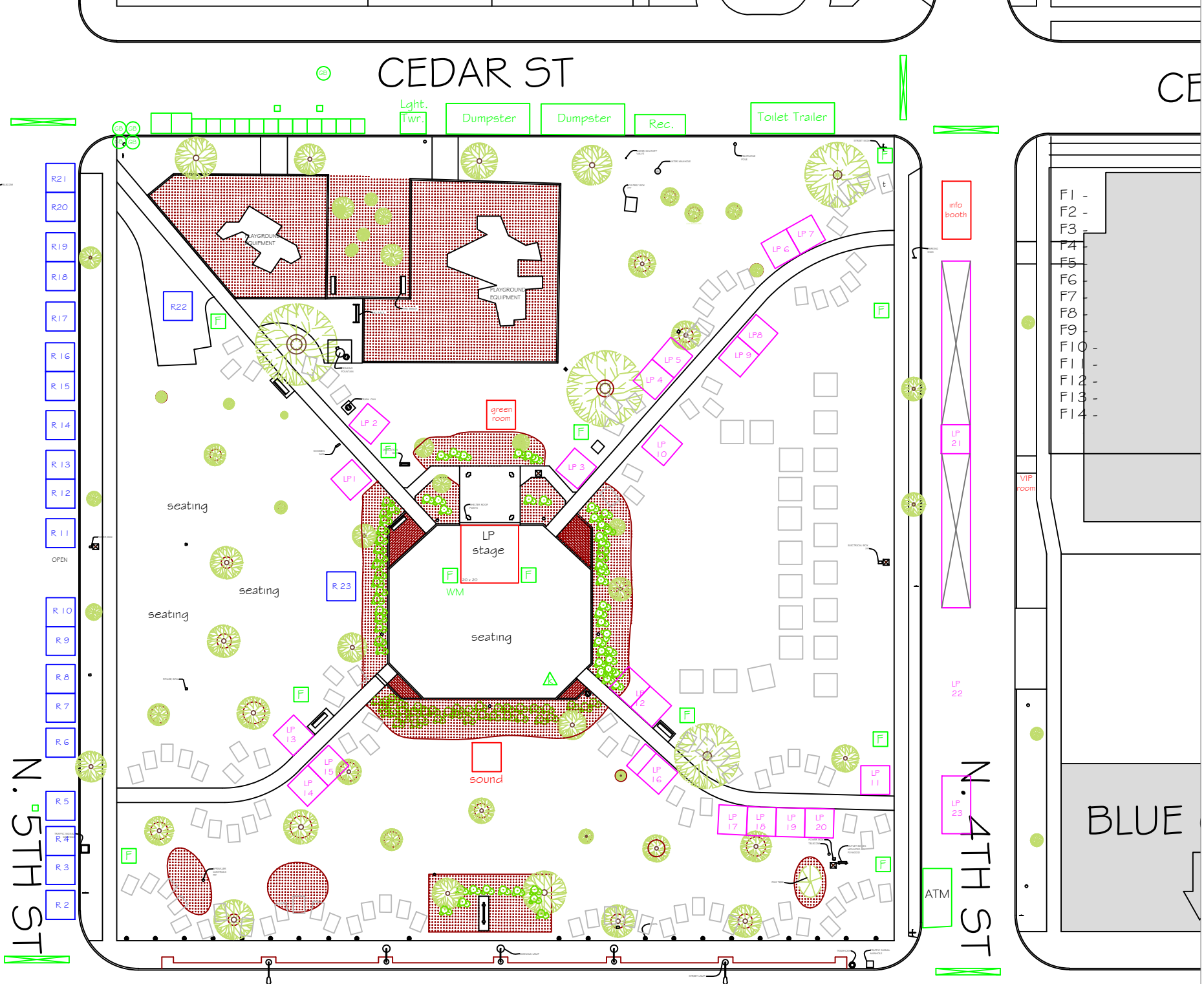
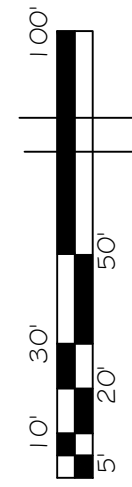
St. Charles Scarecrow Fest 2015

NTS

draft: 6/23/15

- | | |
|----------|--------|
| R1 - xxx | LP1 - |
| R2 - | LP2 - |
| R3 - | LP3 - |
| R4 - | LP4 - |
| R5 - | LP5 - |
| R6 - | LP6 - |
| R7 - | LP7 - |
| R8 - | LP8 - |
| R9 - | LP9 - |
| R10 - | LP10 - |
| R11 - | LP11 - |
| R12 - | LP12 - |
| R13 - | LP13 - |
| R14 - | LP14 - |
| R15 - | LP15 - |
| R16 - | LP16 - |
| R17 - | LP17 - |
| R18 - | LP18 - |
| R19 - | LP19 - |
| R20 - | LP20 - |
| R21 - | LP21 - |
| R22 - | LP22 - |
| R23 - | LP23 - |

ZONE A



St. Charles Scarecrow Fest 2015

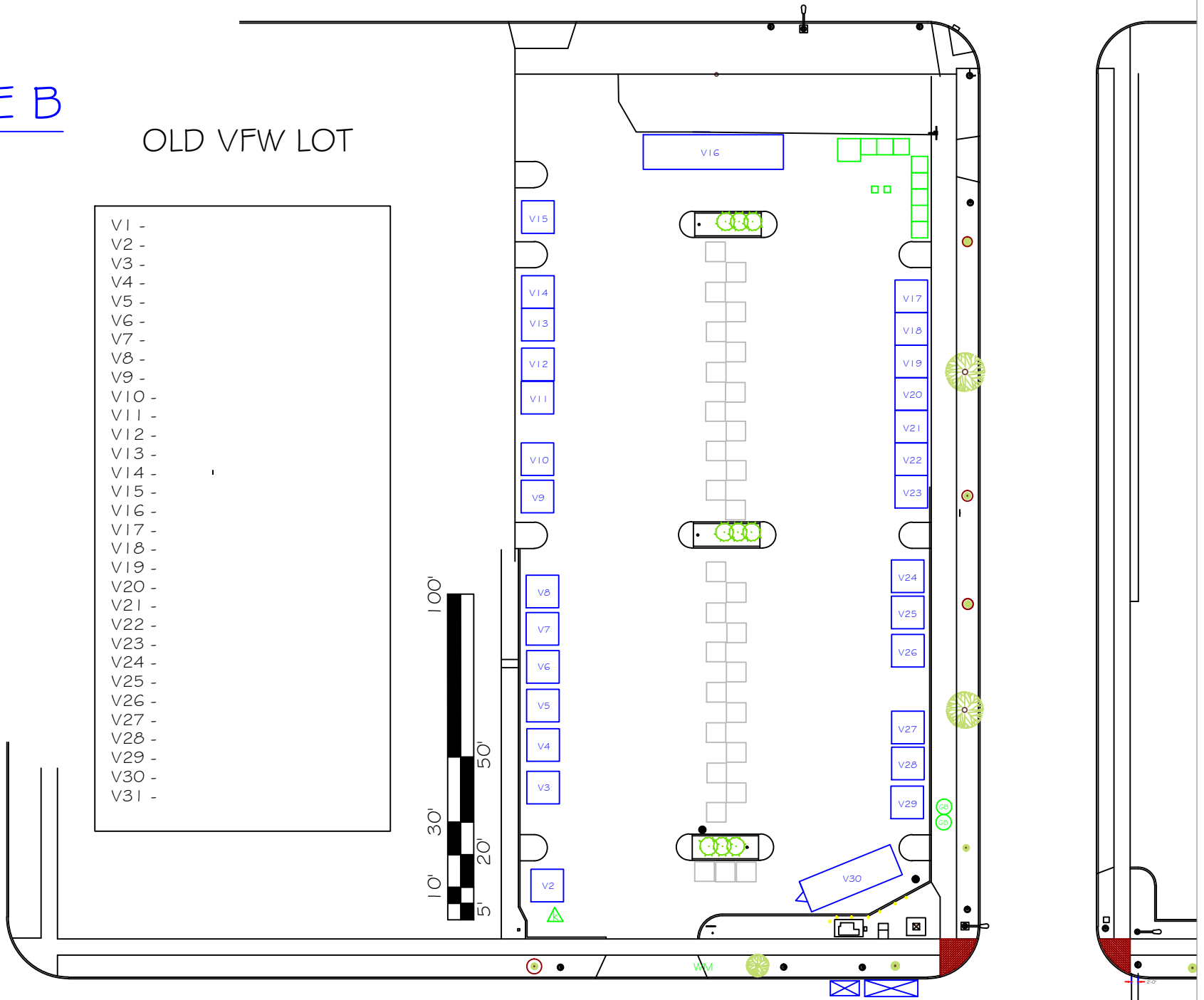
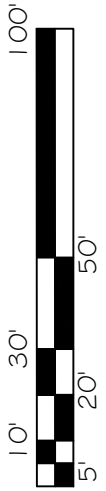
draft: 6/23/15

NTS

ZONE B

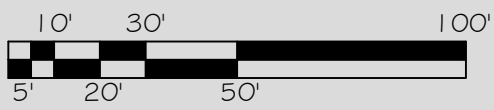
OLD VFW LOT

- V1 -
- V2 -
- V3 -
- V4 -
- V5 -
- V6 -
- V7 -
- V8 -
- V9 -
- V10 -
- V11 -
- V12 -
- V13 -
- V14 -
- V15 -
- V16 -
- V17 -
- V18 -
- V19 -
- V20 -
- V21 -
- V22 -
- V23 -
- V24 -
- V25 -
- V26 -
- V27 -
- V28 -
- V29 -
- V30 -
- V31 -



CEDAR

FILLING STATION LOT



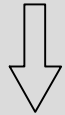
- F1 -
- F2 -
- F3 -
- F4 -
- F5 -
- F6 -
- F7 -
- F8 -
- F9 -
- F10 -
- F11 -
- F12 -
- F13 -
- F14 -

- F9 F8 F9 F8 F7 F6 F5 F4 F3 F2 F1
- F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20

- T1
- T2
- T3
- T4
- T5
- T6
- T7

Activity??

BLUE GOOSE



- T1
- T2
- T3
- T4
- T5
- T6
- T7
- T8
- T9
- T10
- T11
- T12
- T13
- T14
- T15

MY05
15X100

N. 4TH ST

ATM

info booth

LP 21

LP 22

LP 23

**Street Closings, Parking Lot & Designated Handicapped Parking Requests
St. Charles Scarecrow Fest
October 9-11, 2015 (including set-up October 7 & 8, 2015)**

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 6am to 6pm.
2. Parking: Riverside 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 2nd Ave between State Ave and Cedar Ave (Trolley Route and stops)
5. No Parking on Cedar Ave between Riverside and 2nd Ave (Trolley Route and stops)
6. No Parking on State Ave between Riverside and 2nd Ave (Trolley Route and Stops)

Parking Lot Closing Requests:

East of Fox River

1. Municipal Lot adjacent to Municipal Building, Wednesday 6am to Sun at 11pm. (Dumpster to be removed Monday before 10am).
2. Municipal Lot – checkerboard lot at the corner of Main & Riverside – Saturday only

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

West of Fox River

1. Closure: North Third St. between Main & State Streets from Thursday 5am to Sunday 11pm (police, fire & delivery vehicles to be allowed access each night between 6pm-6am). East side will be maintained as a fire lane.
2. Closure: North Fourth St. between Main & Cedar Streets from Thursday 5am to Sunday 11pm. East side will be maintained as a fire lane.
3. Closure: North Fifth St. between Main & Cedar Streets from Thursday 5am to Sunday 11pm. West side will be maintained as a fire lane.
4. Closure: Cedar St. between 4th & 5th St Thursday 5am to Sunday at 11pm. (Soft closure thu, fri, sun. Hard closure on Saturday).
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Friday 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 3rd St. between Cedar St. and Rt. 64 Fri 6am to Sun 10pm.
8. 6th Street at State Street... temporary NO parking on N 6th Street east side near State Street to allow radius turn for trolley.
9. Cedar Street at 3rd 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, Wednesday 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 festival permit only). **Wednesday** 6am to Sunday 10pm.
2. Cedar Street at 3rd Street, north side. Temporary NO parking in first three parking spots from corner to VFW lot entrance – for food storage trucks.
3. Municipal Lot (north west end, per map). Temporary NO parking in first few parking spots – to accommodate dumpster and petting zoo vehicle.
4. Permission to use grassy areas in new Municipal lot (in cooperation with public works)
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.
9. Permission to place activities on Cedar Street, between 4th and 5th. Activity will change daily, so street will be clear overnight.

Scarecrow Festival 2015: October 9-11 (open to public dates)

Lincoln Park & VFW tent set up (south side of park & gazebo) Wednesday and Thursday, October 7 & 8: 8am-10pm. As always, due consideration will be a priority for students of St. Patrick.

Event Days

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

PROPERTY BEING REQUESTED FOR VENDING/SPONSOR AREAS:

- Lincoln Park
- 5th Street from Cedar to Main
- 4th Street from Cedar to Main
- 3rd Street from Cedar to Main
- Cedar from 4th to 5th Street (sat only)
- Old VFW lot
- Rt. 31 & Cedar Parking lot (for Carnival)
- Old St. Charles Parking Lot (Filling Station)
- Municipal lot
- Municipal Courtyard - checkerboard lot (sat only)
- Commercial Riverwalk from Main Street to Pottawotamie Park