

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: College Hill District Requests: Hill-O-Ween
Date: September 30, 2014



Attached is a letter from Annette Zapolis of Cool Beanz Coffeehouse on behalf of the businesses in the College Hill District requesting to decorate the area for their College Hill-O-Ween Festival scheduled for Saturday, October 25, 2014 from 5:00 pm to 7:00 pm. In the event that there is inclement weather, they are requesting a rain date of Sunday, October 26th.

The College Hill District is requesting to decorate the street posts and trees with decorative corn stalks. The businesses would like to hang these decorations upon approval of the event. They are also requesting permission to place signage in the grassy areas along the street to advertise the event.

In addition, the businesses of the College Hill District are requesting six (6) trash receptacles from the Public Works Department to be placed along 30th Street and 14th Avenue at the businesses, which include; Handy True Value, Sports Depot, Sunshine's Dance Studio, Happy Joe's Pizza, Kavanaugh's Tavern and Cool Beanz.

Also attached is a street closing request to close 30th Street between 12th Avenue and 14th Avenue from 4:30 pm to 7:30 pm along with two maps explaining the detour. The signatures from the neighbors and businesses that may be affected by this street closing is attached. The closed areas of 30th Street will be used for classic carnival style children's games.

The College Hill District's final request is for utilization of funds in an amount not to exceed \$600.00 from the College Hill District fund for the purchase of signs, street post decorations and prizes for the carnival games. The certificate of insurance is forthcoming.

RECOMMENDATION:

It is recommended that Council approve the requests for decorating the street posts and trees, placing signage in the City's right of way, the street closure, rain date, utilizing funds from the College Hill District Fund in an amount not to exceed \$600.00 and authorize staff to place trash receptacles in front of the six businesses, subject to contacting the Police Department for traffic control, providing the proper insurance, removing the decorations by November 30th and removing the signage at the conclusion of the event.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

To Members of the Rock Island City Council:

The businesses of College Hill District would like to decorate the area for the upcoming College Hill-O-Ween festival. The event will take place on October 25th 2014 from 5-7pm with a rain date for Sunday the 26th from 5-7pm. The decorations would include decorative corn stalks on street posts and trees. In addition we would like to place small cardboard and vinyl printed signs, similar to political signs in the grass along the street, advertising the event.

The decorations would stay up for the month of October, and taken down November 30th. The signs would be removed immediately after the festival weekend. The decorations will be maintained by the College Hill Organization through the month and be secured with staples, string or wire, depending on the material each post is made of.

We would like to request 6 trash receptacles from Public Works to be placed along 30th st and along 14th avenue for the event. The receptacles should be placed around the businesses:

Handy True Value	Happy Joes Pizza
Sports Depot	Kavanaghs Tavern
Sunshine's Dance Studio	Cool Beanz

We would like permission from the City Council to close 30th street, similarly to the Retro Rally Event from 4:30pm - 7:30pm. The detour would be the same route as we had used for Retro Rally. We would use the blocked street for classic carnival style children's games.

We would like the council's permission to use the allotted funds for the CHD, not to exceed \$600, for the purchase of the campaign style signs for advertising, street pole decorations, and prizes for the carnival games.

CHDO has worked hard for the past five years to develop all four aspects of the main street approach; economic restructuring, organization, design and promotion. As we continue to plan and work in the other three committees, promotion helps to improve the community's perspective of CHD and provide communication with our patrons. Our promotional events help form a unified identity and help spread our brand. Utilizing the logo in our promotions, we are able to build a brand that shows we are not only present in the community, but actively involved. We are looking forward to another successful year of hosting this event.

Thank you for your consideration and your help in making College Hill in Rock Island a vibrant part of our community.

Annette Zapolis
College Hill District Organization, Secretary

CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

CONTACT NAME <i>Annette Zepold</i>	ADDRESS <i>1325 30th St</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO.				

ALTERNATE NAME	ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.				

Street area to be blocked off: (attach map if possible) 30th St/Ave
 between 14 St/Ave and 12th St/Ave

Day(s)	Date(s)	Start Time	End Time
<i>Oct 25</i>		<i>4:30 pm</i>	<i>7:30 pm</i>

TYPE OF EVENT – PURPOSE (Block party, etc.) College-Hill-o-ween

Will AMPLIFIED sound be used? YES X NO _____

If YES – a Sound Amplification Permit is required. Applications are available from the City Clerk. Fee for Sound Amplification Permit is \$25.00 per day. Sound Amplification after 6:00 pm and on Sundays requires approval by the City Council.

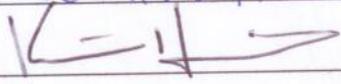
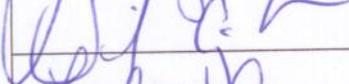
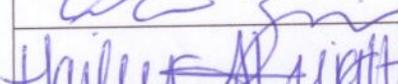
Will FOOD be sold? YES _____ NO X

If YES – the City Health Inspector will be notified by the City Clerk and will contact you.

STREET CLOSING NEIGHBORHOOD APPROVAL PETITION

We, the undersigned, approve of the requested street closing for 30 ^{ST/AVE}
 between 14 ^{ST/AVE} and 12 ^{ST/AVE}
 from 4:30 pm to 7:30 pm on Oct 25 2014
Start Time End Time Day (s) / Date (s)

We understand that a Halloween Walk is to be held on the aforementioned date. We have also been notified of any Sound Amplification in conjunction with this event.

NAME	ADDRESS	APPROVE STREET CLOSING	APPROVE SOUND AMPLIFICATION
Jennifer Horvath	1326 30 th St	yes	yes
	1316 - 30 th St.	yes	yes
Mary do Howard	1232 30 th St	yes	yes
John Jay Smith	1228 30 th St	yes	yes
	2965 13 th Ave	yes	yes
	1301 - 30 th	yes	yes
	1309 30 th	yes	yes
	1311 - 30 th	yes	yes
	1325 - 30 th St	yes	yes
Hailey Wright	3009 14 th Ave	yes	yes
Tim (EDERSON)	2963-14 th Ave	yes	yes
Robert John	1310 - 30 th	yes	yes
Amanda Rolin	1303 - 30 th	yes	yes

If event is open to the public, a Certificate of Insurance naming the City of Rock Island as additional insured is required.

SIGNATURES of persons affected by the street closing MUST be submitted on attached petition indicating their approval or disapproval of the street closing. (If using Sound Amplification, neighbors' approval must also be obtained and can be provided on same form.)

This request requires City Council approval and must be received by the City Clerk at least two weeks before the City Council Meeting prior to your event. The City Council meets each Monday of the month excluding the last Monday of each month and holidays. In July and August, the City Council meets on the second and fourth Mondays of the month.

If approved, barricades will be delivered the Friday prior to your weekend event. If event is during the week, barricades will be delivered one working day prior to the event date. You will be responsible for setting up and taking down the barricades, and returning them to the corners where they were delivered so they may be picked up on the Monday following the weekend event/day following week day event.


Signature of Applicant

Date of Application

DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE

APPROVALS

Public Works	Police	City Council	Insurance
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City Clerk Approval Date

License Number

License Printed Date

License Delivery Date

Return completed application and additional documents to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010

Hill-O-Ween

Detour Route

12th Ave

Saw Horse Barricades

Local Traffic Only

Local Traffic Only

Local Traffic Only

Tent

Retro Car Parking

Car Parking

Saw Horse Barricades

Road Closed

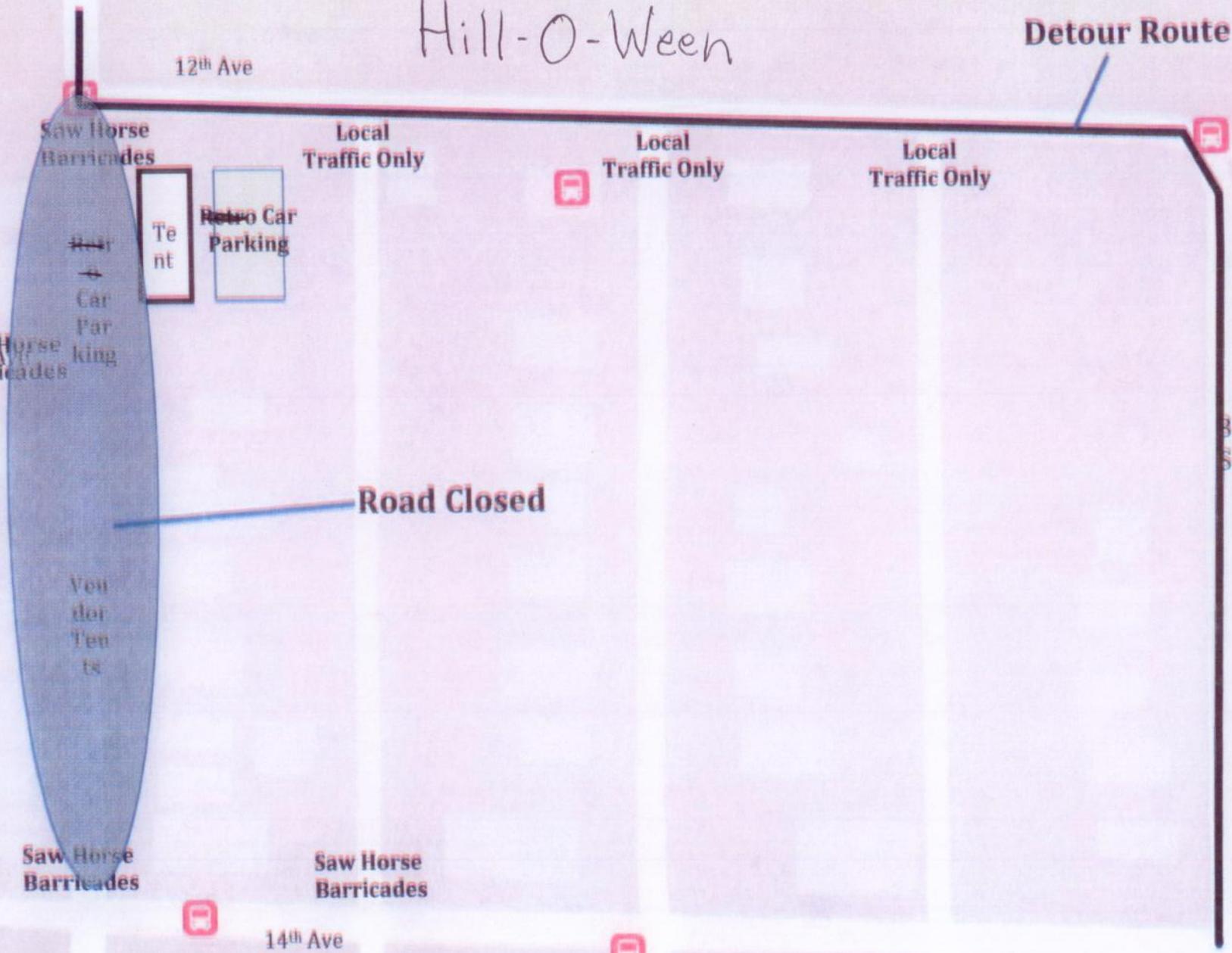
Vendor Tent

Saw Horse Barricades

Saw Horse Barricades

14th Ave

32nd St



12th Ave

Saw Horse
Barricades

Local
Traffic Only

Local
Traffic Only

Local
Traffic Only

Saw Horse
Barricades

32nd St

Saw Horse
Barricades

Saw Horse
Barricades

14th Ave