

**Memorandum
Office of the City Clerk**



To: Thomas Thomas, City Manager
Subject: College Hill District – Retro Rally Event Requests
Date: April 13, 2015

Attached is a letter from Annette Zopolis of Cool Beanz Coffeehouse on behalf of the College Hill District Organization requesting permission for their 3rd annual Retro Rally event to be held on Saturday, May 30, 2015 from 1:00 pm to 6:00 pm. In the event that there is inclement weather, they are requesting a rain date of Sunday, May 31st for the event and street closures.

Also attached is a request to close 30th Street between 12th Avenue and 14th Avenue from 11:00 am to 7:00 pm along with two maps explaining the placement of signs, barricades and detours. The signatures from the neighbors and businesses that may be affected by this street closing is attached. The College Hill District Organization will have arts and craft vendors, outdoor entertainment, a pinup contest and a retro vehicle show. The closed areas of 30th Street will have retro vehicles parked from 1:00 pm to 6:00 pm. It is noted that walkway access will be available for pedestrians (sidewalks will remain open). The businesses of the College Hill District are also requesting that the Public Works Department place a few temporary trash receptacles at the locations included on the maps. In addition, the College Hill District Association will be erecting a 40 foot tent in the Augustana College parking lot on 12th Avenue and 30th Street. It is noted that Augustana has granted permission for the College Hill District to use the parking lot.

The College Hill District Organization is requesting permission to hang decorations (black and white checkered flags) and banners from signs and street posts throughout the College Hill District area to advertise the event. They would like to hang the decorations within 14 days prior to the event. The College Hill District Organization's final request is for utilization of funds in an amount not to exceed \$1,500.00 from the College Hill District Fund for signs and decorations for advertising the event. In addition, a portion of the funds will be utilized for four porta-potties for the public. The certificate of insurance is forthcoming.

RECOMMENDATION:

It is recommended that Council approve the event with the rain date and the requests for the street closing at 30th Street between 12th Avenue and 14th Avenue, hanging decorations and banners on the signs and street posts, authorize staff to place a few trash receptacles at the locations as stated on the map, and utilizing funds from the College Hill District Fund in an amount not to exceed \$1,500.00, subject to College Hill District contacting the Police Department for traffic control if necessary, contacting the Fire Marshal for life safety inspection of the tent and removing the decorations, banners and signage by June 2nd.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

Rock Island City Council Members,

College Hill Organization is requesting approval from the city of Rock Island for our Retro Rally event, to happen Saturday May 30st 2015 from 1pm- 6pm (with a rain date for May 31st). College Hill is organizing arts and crafts vendors, outdoor entertainment, a pinup contest, and a retro vehicle show. All of our 2014 event were run successfully and smoothly, and we look forward to continuing these traditions in College Hill.

The organization is requesting permission from the city to close 30th street from 12th ave. to 14th ave from 12am- 7pm on Saturday May 30st. In the case of inclement weather, the organization will choose to hold the event Sunday May 31st during the same hours. We ask that, in the case of bad weather on the 30th, the organization may be granted permission to close the street May 31st instead.

We are requesting public works to drop off saw horses at 30th street at 14th, 13th, and 12th avenues, and at the east ally running parallel to 30th st. We would request a "local traffic only sign at the east ally entrance on 12th ave, and detour signs at 30th and 12th and 32st and 12th. The detour would route traffic east on 12th street, south on 32nd st, and back to 14th avenue. This route is already used each day for metro link buses, and mostly runs through an Augustana parking lot. The same detour route was used for Retro Rally 2014 and College Hill-O-Ween 2014. The traffic moved quickly and easily though this detour route. The Rock Island Fire Marshal and Police representative, Officer Landi, have approved the route again.

The closed blocks of 30th street will have retro vehicles parked from 1-6pm. The right of way (sidewalks) will be left open for walking traffic, as well as an isle of at least 10 feet will be open for walking in the street.

Please see attached map for street closing requests and signed permission petitions from affected neighbors and businesses.

In previous years we have requested temporary trash receptacles up and down the street, but the need for as many of these has lessened due to the attractive and permanent trash receptacles installed by the City in Fall 2014. We thank you for support in purchasing and installing those receptacles. We now ask for a only few additional temporary receptacles placed in the high traffic areas as seen on the attached map.

CHDO would like permission to hang decorations (black and white checkered flags) and banners advertising the event from signs and posts throughout College Hill, including at the main intersection. These will be hung and taken down within 14 days of the event. The CHDO Promotions Committee and volunteers will maintain the decorations.

CHDO will be erecting a tent in the Augustana College parking lot on 12th ave and 30th Street. Augustana has granted College Hill permission to use this lot, as well as neighboring lots for parking. Augustana and South Park Presbyterian have given CHDO permission to use their lots for additional parking. We will be directing traffic to the additional parking with the event signs purchased two years ago.

CHDO would like request to use the previously allotted CHD funds, not to exceed \$1500. This money would be spent on campaign style signs, banners, decorations, and print advertising to promote the event.

Lastly, we would like to use these funds for four Porta-potties for community use.

Individual businesses will be paying for live music and other entertainment at their locations. The organization will be paying for outdoor entertainment, the tents and event insurance, and look forward to partnering with the city to make this another great event! Thank you for your help and consideration.

Annette Zapolis

OK
D.P.

CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

CONTACT NAME	ADDRESS	CITY	STATE	ZIP CODE
Annette Zepolis	1325-30th St.	R.I	IL	61201
TELEPHONE NO.				
312-512-2010	708-4732006			

ALTERNATE NAME	ADDRESS	CITY	STATE	ZIP CODE
Karolyn Williams	1230 30th St	R.I	IL.	61201
TELEPHONE NO.				
	309-235-0963			

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

Day(s)	Date(s)	Start Time	End Time
1 day	May 30, 2015	11 AM	7 PM

TYPE OF EVENT - PURPOSE (Block party, etc.) College Hill Retro Rally

Will AMPLIFIED sound be used? YES 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

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

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

4-10-15
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

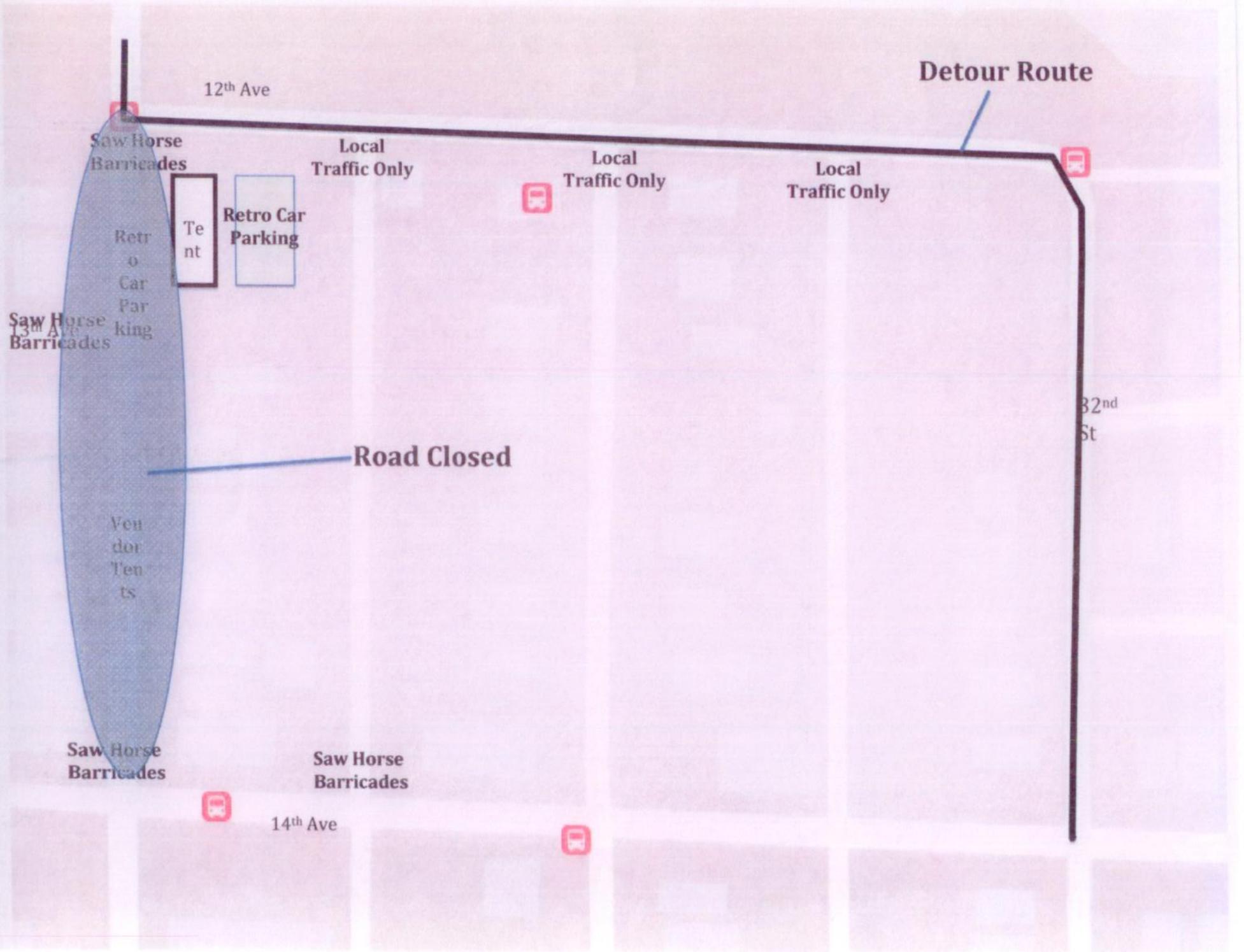
Return completed application and additional documents to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010

STREET CLOSING NEIGHBORHOOD APPROVAL PETITION

We, the undersigned, approve of the requested street closing for 30th ~~ST/AVE~~
 between 14th ~~ST/AVE~~ and 13th ~~ST/AVE~~
 from 12 PM to 7 PM on May 30 - 2015
Start Time End Time Day (s) / Date (s)

We understand that a Retro Rally 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
Tony & Virginia South Park Church	1501 - 307 H	✓	✓
Fred & Ethel	1320 30 th St	✓	✓
LIM'S CORNER	2963-14 th AVE	✓	✓
The Vaporosity Shop	3009 14 th Ave	✓	✓
Radicle Effect	1340 31 st St Rd	✓	✓
Dan-Jac Antiques	3115 14 th Ave. R.T	✓	✓
Bob Fisher	1315 30 th St	✓	✓
Dunhimes Prof Arts	1303 30 th street	✓	✓
(Robert) Johnson	1310-30 st.	✓	✓
K. H.	1316-30 th ST.	✓	✓
G.V. Staff		✓	✓
Esther of Grace	1230 - 30 th ST	✓	✓
Lyndgren Okropache	2965 13 th Ave	✓	✓
Annette Zepols	1325 30 th ST	✓	✓
Chelsea Lannen	3009 1/2	✓	✓
Callahan McDaniel	1323 1/2 30 th ST	✓	✓



12th Ave

Detour Route

Saw Horse Barricades

Local Traffic Only

Local Traffic Only

Local Traffic Only

Retro Car Parking

Tent

Retro Car Parking

Saw Horse Barricades

Road Closed

Vendor Tents

32nd St

Saw Horse Barricades

Saw Horse Barricades

14th Ave

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