

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: College Hill District Requests: Hill-O-Ween
Date: August 28, 2015



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 31, 2015 from 2:00 pm to 5:00 pm.

The College Hill District is requesting to decorate the street posts and trees. The businesses would like to hang these decorations for the month of October. They are also requesting permission to place signage in the grassy areas along the street to advertise the event.

Also attached is a street closing request to close 30th Street between 12th Avenue and 14th Avenue from 1:00 pm to 5:30 pm along with two maps explaining the detour. In addition, the signatures are attached from the neighbors and businesses that may be affected by this street closing. 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 \$500.00 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 and utilizing funds from the College Hill District Fund in an amount not to exceed \$500.00, subject to providing the proper insurance, removing the decorations by November 4th 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 31st 2015 from 2-5pm. 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 4th. 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 permission from the City Council to close 30th street, similarly to the Retro Rally Event from 1pm - 5:30pm. The detour would be the same route as we had used for Retro Rally and previous Halloween Walks. 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 \$500, 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 six 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



ROCK ISLAND
ILLINOIS

CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

CONTACT NAME <i>Annette Zupolis</i>	ADDRESS <i>1325 30th St</i>	CITY <i>Rock Island</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>708 473 2006</i>				

ALTERNATE NAME	ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NO.				

Street area to be blocked off: (attach map if possible) 30 th St/Ave
 between 13th St/Ave and 14 St/Ave

Day(s) <i>October 31st</i>	Date(s)	Start Time <i>1 PM</i>	End Time <i>5:30 pm</i>
--	---------	---------------------------	----------------------------

TYPE OF EVENT – PURPOSE (Block party, etc.) College Hill Halloween Walk

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 35 ST/AVE
 between 12 ST/AVE and 14 ST/AVE
 from 1 pm to 5:30 pm on October 31st
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.

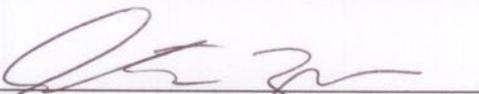
NAME	ADDRESS	APPROVE STREET CLOSING	APPROVE SOUND AMPLIFICATION
Annette Zepolis	1325 30 th St	yes	yes
Patti Attobelli	3009 14 th Ave	yes	yes
Rich Nunez	1340 31 st street	yes	yes
J. J. J.	1320 30 th St.	yes	yes
J. J. J.	2963-14 th Ave	yes	yes
Gregory V. Anderson	1322-30 th St.	Yes	Yes
K-P.I. →	1316-30 th St	YES	YES
Steve Calken	1312 30 th St	Yes	Yes
Robert J. Jackson	1310-30 th St	yes	yes
Kathy Williams	1230 30 th St	Yes	Yes
Jaybul	1228 30 th St	yes	yes
Tim Kavenaugh	1228 30 th	yes	yes
Denise Woolison	1303 30 th	yes	yes
John Miller	1301 30 th St.	yes	yes
Hilltop Home Shop.	1309 30 th St	yes	yes
Joseph Carrater	1311-30 St	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

8-20-15
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 <i>Forthcoming</i>
--------------	--------	--------------	---------------------------------

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

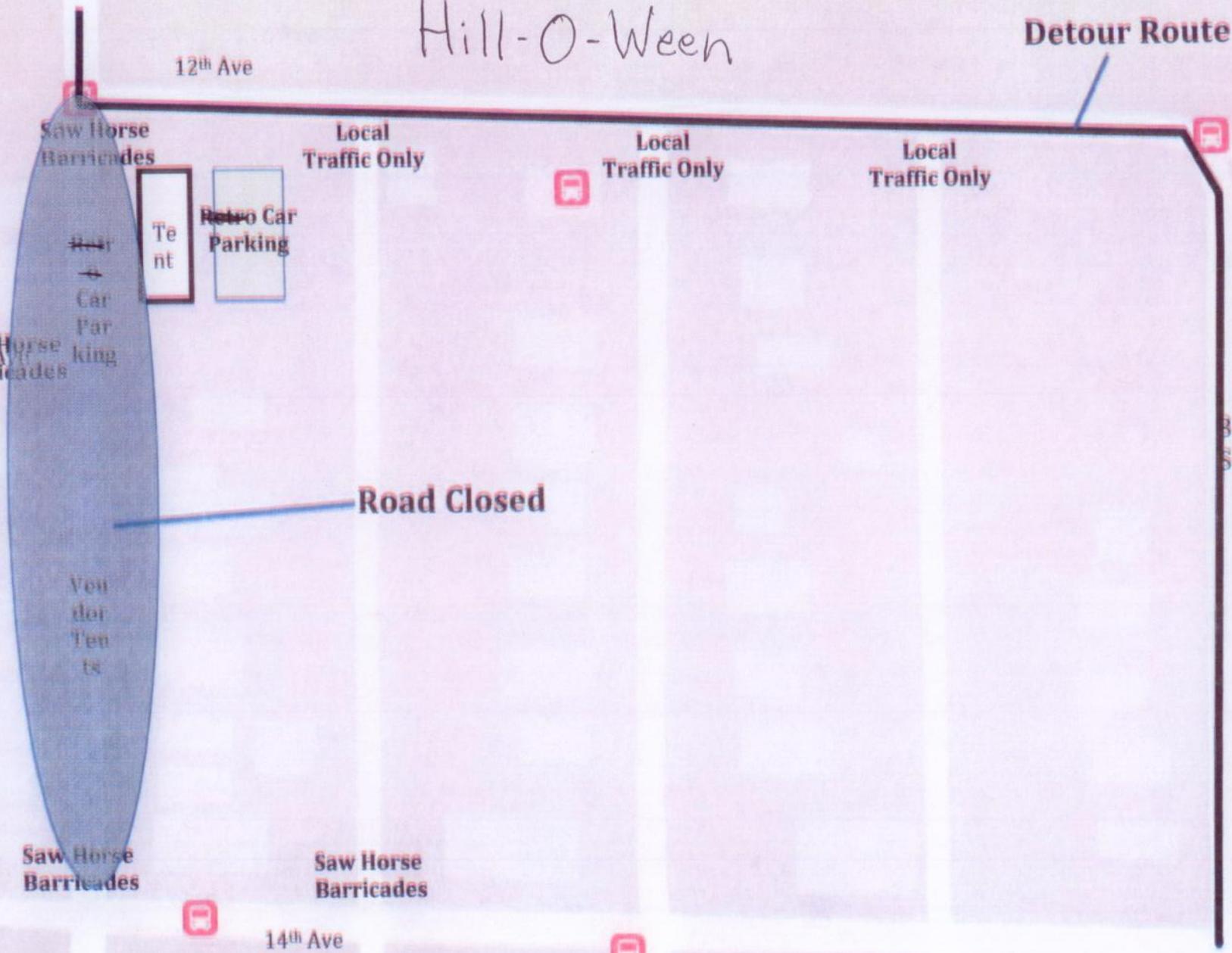
Vendor Tent

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