

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**7/7/2015**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Temporary Use Permit 2015 Fine Arts Festival	Stan Popovich, AICP Planning Manager

**SYNOPSIS**

A resolution has been prepared authorizing the Village to enter into an agreement with the Downtown Downers Grove Management Corporation (Downtown Management) to host the Fine Arts Festival on Saturday September 12 and Sunday September 13, 2015 from 10:00 a.m. to 5:00 p.m.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011-2018 include *Exceptional Municipal Services*.

**FISCAL IMPACT**

The Village will provide Public Works staff to close and re-open streets prior to and after the event. Community Development staff will complete tent inspections. Per Council policy the Village does not bill Downtown Management for service costs. The amount of services provided is determined by the Village through the temporary use permit process. Staff estimates the cost of services is \$4,000. The FY15 budget does not include funding for this expense.

**RECOMMENDATION**

Approval of the agreement on the July 14, 2015 consent agenda.

**BACKGROUND**

Downtown Management has requested approval of an agreement to host a Fine Arts Festival on September 12 and 13, 2015. Downtown Management will operate this event, which is a change from previous years, when the organization used a third-party operator to stage and manage the event. The Fine Arts Festival will be held on Main Street between Curtiss Street and Grove Street from 10:00 a.m. to 5:00 p.m. each day. Curtiss Street will remain open during the event.

The event will include more than 40 artists along Main Street. To accommodate the proposed closure of Main Street between Curtiss Street and Grove Street, the Village will take responsibility of the street closures and re-opening. The Village will begin the road closures and detours at 7:00 p.m. on Friday, September 11 and will reopen Main Street no later than 11:00 p.m. on Sunday, September 13, 2015.

Per the agreement, Downtown Management is solely responsible for the administration and operation of the Fine Arts Festival. As noted above, the Village will be responsible for closing the surrounding streets and

setting up the appropriate detour routes around the event. Per the Village Council policy Downtown Management is not billed for Village incurred costs.

In addition to the proposed Fine Arts Festival, there are two other Downtown events occurring that weekend. The YMCA Downtown Market has previously been approved for operation in Lot B from 7:00 a.m. to 12:30 p.m. on Saturday September 12. District 58 Education Foundation has requested approval for Oktoberfest on Saturday September 12, 2015 from 11:00 a.m. to 12:00 a.m. Oktoberfest is proposed to be held on Burlington Avenue between Mochel Drive and Main Street.

Due to the potential challenges of three events in the downtown, staff facilitated a group discussion with all event operators. The Village identified concerns and discussed potential solutions with the event operators to the different challenges. The parties agreed to work together managing these challenges. The attached spreadsheet notes the challenges, solutions and responsibilities.

The Oktoberfest application and the Fine Arts Festival application were reviewed by the Community Events Commission on June 11, 2015. The commission also reviewed the spreadsheet and discussed the challenges with all three event operators. The Commission determined that the challenges can be overcome with all parties meeting their responsibilities. The Commission voted 5-0 to forward a positive recommendation for both Oktoberfest and the Fine Arts Festival applications to the Village Council for approval.

## **ATTACHMENTS**

Resolution

Agreement with Exhibits

Event Timelines

Logistics Spreadsheet

Traffic Management Maps

**RESOLUTION NO. \_\_\_\_****A RESOLUTION AUTHORIZING A LICENSE AGREEMENT FOR THE  
TEMPORARY USE OF PUBLIC PROPERTY BETWEEN THE VILLAGE OF DOWNERS  
GROVE AND THE DOWNTOWN DOWNERS GROVE MANAGEMENT CORP.  
FOR THE 2015 FINE ARTS FESTIVAL**

WHEREAS, application has been made to conduct a special event known as the Downtown Downers Grove Management Corp. 2015 Fine Arts Festival; and

WHEREAS, a portion of this special event will be conducted on public property (Main Street from Curtiss to Grove), pursuant to the terms of the attached agreement for the temporary use of public property and subject to conditions and restrictions as imposed by the Village Council.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Downers Grove as follows:

SECTION 1. That the license agreement between the Village of Downers Grove and the Downtown Downers Grove Management Corp. 2015 Fine Arts Festival be and is hereby approved.

SECTION 2. That the Village Manager and staff are authorized to execute the license agreement and to take such actions as may be necessary to carry out the terms thereof.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

**LICENSE AGREEMENT FOR  
TEMPORARY USE OF PUBLIC PROPERTY  
FOR THE 2015 FINE ARTS FESTIVAL**

THIS LICENSE AGREEMENT, made and entered into this 30<sup>th</sup> day of June, 2015, by and between the Village of Downers Grove (the "Licensor") and the Downtown Downers Grove Management Corp. (the "Licensee"),

**WITNESSETH:**

**WHEREAS**, Licensee has made application to the Village to conduct a Temporary Use as permitted under Chapter 4 of the Downers Grove Municipal Code; and,

**WHEREAS**, the Downtown Downers Grove Management Corp. shall sponsor, organize, and conduct the 2015 Fine Arts Festival beginning 7:00 PM, Friday, September 11, 2015 through 11:00 PM, Sunday, September 13, 2015 for event set-up, operations and clean-up.

**WHEREAS**, Licensor has reviewed said application and has agreed to authorize the Temporary Use subject to the provisions of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants, conditions and agreements herein set forth, and other good and valuable consideration, the parties hereto agree as follows:

1. The provisions of the preamble are hereby incorporated into and made a part of this Agreement.
2. The following documents are hereby incorporated into and made a part of this Agreement:
  - a. Exhibit A – Temporary Use License Application/Event Proposal
  - b. Exhibit B – Site Plan/Operation Plan/Severe Weather Plan/Emergency Plan
  - c. Exhibit C – Certificate of Insurance
3. Licensor hereby grants unto Licensee a revocable Temporary Use license subject to the following restrictions:
  - 3.1. The Temporary Use shall comply with the Site Plan and Operation Plan.
  - 3.2. The Temporary Use shall comply with the provisions of the Downers Grove Municipal Code, including but not limited to, Chapter 4, or such successor provision as now or hereafter amended related to Temporary Use.
  - 3.3. The Temporary Use shall be established and operated in a safe and reasonable manner with due regard for the health and safety of persons and property. In no event shall the Temporary Use obstruct vehicular or pedestrian traffic in an unsafe or unreasonable manner.
  - 3.4. The Temporary Use Event shall be established and operated in a clean, well maintained and sanitary manner. In particular, but without limitation, the licensee shall promptly and properly collect and dispose of all litter, trash and other waste materials associated with the Temporary Use, including materials in the adjacent public right of way originating

from the Temporary Use. The Village shall have the right to remove or cause the removal of any debris, and otherwise maintain the public property of the Temporary Use, in the event the Licensee fails to promptly and properly clean and maintain such area. In such event, the Licensee shall promptly reimburse the Village in taking such action.

- 3.5. Prior to the beginning of the event, Licensee shall be required to schedule an inspection with Community Development and Fire Prevention. In addition, at the expiration of the agreement, the Licensee may be required to schedule a re-inspection with Community Development. The cash bond or irrevocable Letter of Credit shall be retained until a re-inspection is completed upon the public property to ensure that there has been no damage to it as a result of the use thereof.
- 3.6. To the fullest extent permitted by law, the Licensee shall defend, indemnify and hold harmless the Village, and its officers, boards, commissions, elected and appointed officials, agents and employees, for any and all claims from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. In addition, all third party vendors participating in the Temporary Use shall be required to completely release and hold harmless the Village of Downers Grove, its officers, agents and employees from any loss, claim, occurrence or liability whatsoever which may be incurred or arise out of this Agreement of the Temporary Use. Such third party vendors shall provide written releases to the Village not less than one week prior to the event.
- 3.7. INSURANCE REQUIREMENTS. Prior to the execution of this agreement, Licensee shall procure, and maintain throughout the duration of this agreement, such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise in any way out of any actions by Licensee, Licensee's employees, Licensee's independent contractors, and by anyone whose acts Licensee may be liable, stemming from this Agreement. Costs for such insurance will be borne by the Licensee. The insurance policies required by this Agreement must equal or exceed, both in type and in amount that which is outlined below, that which is specified in the Contract Documents, or that which is required by law, whichever is greater.

Commercial General Liability	\$1,000,000/\$2,000,000 per occurrence/aggregate
Workers Compensation Employers Liability	Statutorily required amount
Automobile Liability	\$300,000
Umbrella Liability	\$2,000,000

- 3.7.1 Coverage Requirements. In addition to requiring the coverage types and amounts listed above, this Agreement shall confer an obligation on the Licensee to acquire General Liability Insurance to include specific coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis." Excess/Umbrella Liability Insurance, acquired in accordance with the specifications outlined above, shall include coverage for the premises, operations underground, collapse, explosion, products and any applicable event.

- 3.7.2 Additional Insured. In all insurance required under this Agreement, those obligations explicitly listed and implied, the Licensee shall name as Additional Insureds, **the Village of Downers Grove, and its officers, boards, commissions, elected and appointed officials, agents, employees, and volunteers**. Licensee must provide the Village with completed copies of any such endorsements as required by this article prior to any undertaking in accordance with this Agreement. The name of the organization endorsed as Additional Insured for all endorsements shall read "Village of Downers Grove."
- 3.7.3 Coverage Adequacy. Licensee shall maintain in effect all insurance coverages required by this Agreement at their sole expense and with insurance carriers licensed to do business in the State of Illinois, and having a current A.M. Best rating of no less than A-VIII.
- 3.7.4 Waiver of Subrogation. Licensee hereby grants to Village a waiver of any right to subrogation which any insurer of said Licensee may acquire against the Village by virtue of the payment of any loss under such insurance. Licensee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Licensee has received a waiver of subrogation endorsement from the insurer.
- 3.7.5 Coverage Term. Insurance coverage must be in force for the complete term of this Agreement. If insurance expires during the term of the contract, a new certificate must be received by the Village at least ten (10) days prior to the expiration of this insurance. Any new insurance must meet the terms of the original contract.
- 3.7.6 Cancellation. Licensee must notify the Village within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. In the event Licensee fails to keep in effect at all times the specified insurance coverage, the Village may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- 3.7.7 Special Risks or Circumstances. The Village reserves the right to modify these requirements at any time, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- 3.8. The Licensee shall not be permitted to sell or serve alcoholic liquor at the Temporary Use.
- 3.9. This Agreement shall not be transferable or assignable and shall not confer any property rights in the underlying right-of-way.
- 3.10. This Agreement shall be subject to the absolute and primary right of the Village to protect the public health, safety and welfare. The Village Manager may, in the Manager's sole discretion, order changes to the conduct of the Temporary Use, including but not limited to the immediate cessation of business, and removal of any or all equipment and facilities from the public right of way. In addition, the Village Manager may suspend or revoke any license issued under this Agreement in the event it is determined that the Licensee has failed or refused to truthfully complete the application, or if the Licensee has failed or refused to comply with the regulations of the Municipal Code, this Agreement or with other applicable law.

- 3.1.1. Licensee shall be subject to all rules, restrictions and directions established by the Village Manager related to the Temporary Use.
4. Licensee shall comply with, and be subject to, the following special conditions:
    - 4.1. The parking ban and closure of Main Street from Curtiss to Grove shall begin at 7:00 pm on Friday, September 11, 2015. The Village shall cause the streets to be closed by barricades.
    - 4.2. Licensee shall notify all affected businesses of the parking ban and street closure in writing no less than fourteen (14) days prior to the event. The notification letter shall be prepared in a manner acceptable to the Village. Notification shall be coordinated with the Oktoberfest notification. Licensee shall submit the notification letter to the Village for review and approval no later than August 3, 2015.
      - i. Immediately prior to and during the parking ban the Licensee shall verbally notify all affected business and customers in a manner acceptable to the Village.
    - 4.3. Artists and vendors participating in the event shall be permitted to set up a minimum of thirty (30) minutes after the street closure is completed and the street is cleared of vehicles by the Village.
    - 4.4. Licensee shall provide a staging area for the artists and vendors participating in the event. Artists and vendors shall be informed of the staging area prior to the event and shall be directed to the staging area until the completion of the street closure.
    - 4.5. All notifications and information provided to the artists and vendors participating in the event shall be consistent with the terms and conditions of the License Agreement. Upon the request of the Village, Licensee shall submit copies of the information and notification materials.
    - 4.6. A fire lane a minimum of fifteen (15) feet wide shall be provided and maintained on the east side of Main Street.
    - 4.7. Street markings for participant booths shall be completed no later than September 11, 2015. Licensee shall notify the Village of the requested date of the street markings at least seven (7) days prior. All street markings must be made with spray chalk. The Village shall provide the Licensee with spray chalk for street markings.
    - 4.8. Licensee shall provide on-site janitorial service for the general clean up of the event site and removal of garbage from the receptacles on Main Street.
    - 4.9. Licensee shall provide overnight security for the event and booths. The security company shall meet with the Village appointed police department representative no later than August 28, 2015 to review, discuss and modify, if necessary, the security plan.
    - 4.10. Licensee shall provide generators and electrical connections in compliance with applicable Village Codes and Ordinances. All such cables shall be maintained to not cause trip hazards.

- 4.11. Licensee shall provide portable toilet units in a manner acceptable to the Village.
  - 4.12. Licensee shall provide a 12-yard dumpster for the event. The dumpster should be located between Charles Place and 933 Curtiss or in an alternative location approved by the Village.
  - 4.13. Licensee shall submit a severe weather plan no later than August 21, 2015. The plan shall be prepared in a manner acceptable to the Village and shall include contact information and schedule for the person or persons in charge of the event with authority to close the event and cause an evacuation if needed. The severe weather plan shall be a consolidated plan with the Oktoberfest and Farmer's Market.
  - 4.14. No later than August 28, 2015, Licensee shall provide any Certificate(s) of Insurance as required by Section 3.7 of this Agreement, naming the Village of Downers Grove as an additional insured.
  - 4.15. DuPage County Health Department licensing shall be obtained if needed for service/preparation of food and drink outside.
  - 4.16. Approval letters from any private property owner where their property will be utilized for the event.
  - 4.17. All J.U.L.I.E. locates must be called in one (1) week prior to the event. Placements of all stakes, post, grounding rods, etc. require locates.
  - 4.18. All streets and sidewalks must be cleaned at the conclusion of the festival.
5. Licensor will provide the following services for the event:
- 5.1. Public Works Department: The following services will be provided for this event:
    - i. Four staff members will barricade, conduct and oversee the street closures, place signs for the detour routes, place no parking signs and re-open the streets. Staff will also provide daily inspections of the signage.
    - ii. Village staff will oversee cleanup activities on Sunday.
    - iii. Village staff will program and set up two digital message boards for traffic control.
    - iv. The Village will provide two water meters for the event. Staff will install the meters prior to the event and remove them at the conclusion of the Art Festival.
  - 5.2. The Fire Department will inspect the tents and event set-up.
  - 5.3. Community Development will inspect generators and electrical set-up.
  - 5.4. Emergency Management Coordinator will be overseeing the event for approximately two hours per day.
  - 5.5. Village staff will provide and set up pre-event signage with "No Parking after 7:00 PM" to be placed on Main Street one (1) day prior to road closure.



- 6. Any vendor additions to this contract must be submitted no later than fourteen (14) days prior to the event.
- 7. In the event that attendance exceeds capacity of the event or the event is operated in a manner not consistent with the public health, safety and welfare, the Licensor reserves the right to either close, cancel or modify the event at its sole discretion.
- 8. Failure to meet all conditions will cause the revocation of the license and therefore the event.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date herein above written.

**LICENSEE:**  
**Downtown Management Corp.**

**LICENSOR:**  
**Village of Downers Grove**

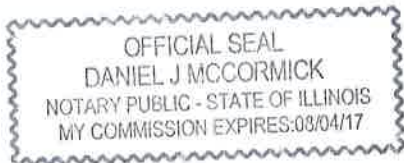
By: Linda Klenz  
Title: Exec. Director

By: \_\_\_\_\_  
Village Manager

Attest: [Signature]

Attest: \_\_\_\_\_  
Village Clerk

I:\m\agr.15\FineArtsFest-final



Revised

**Village of Downers Grove  
2015 Application for Temporary Use/Parade/Open Air Meeting Permit**

Please submit this application and any additional materials to:  
Community Development Department  
801 Burlington Avenue, Downers Grove, IL 60515  
Ph: (630) 434-5515 FAX: 630-434-6873

Please print clearly in ink or type

**PART A: APPLICANT INFORMATION**

Name of Applicant: Downers Grove Downtown Management  
Address: 933 A. Curtiss Street  
City: Downers Grove State: IL Zip: 60515 Phone: 630-725-0991  
Email: LKunze@downtowndg.org  
Doing Business As (Name): same

Is this business/organization a registered not-for-profit?  Yes  No  
*If yes, please provide a copy of your NFP status.*

Name of Business Manager/Event Contact : Linda Kunze  
Address: 933 A Curtiss Street  
City: Downers Grove State: IL Zip: 60515 Phone: \_\_\_\_\_  
Email: LKunze@downtowndg.org

**PART B: EVENT INFORMATION**

Name of Event: 39<sup>th</sup> Annual Fine Arts Fest  
Event Location: Main Street between Curtiss + Maple  
Description/Purpose of Event: Downtown business sales almost double on this weekend. DG is recognized to have a high caliber art Fest. This Fest brings patrons to DG from the Chicago land area. Family event  
Date(s) Requested (month and day): Saturday 9/12 - Sunday 9-13.  
Time of Event and/or Hours of Operation (Include for each day requested):  
Sat. 10-5                      Sat up Friday 6 - Midnight  
Sun 10-5                      Saturday 6 - 10 a.m.

## Type of Event:

(Check one and continue with all questions in Parts B and D, unless otherwise noted.)

- Carnival *Also complete Part C*
 Circus *Also complete Part C*  
 Live theatrical or musical performance on public right of way *Also complete Part C*  
 Temporary sale of merchandise
  Outdoor café  
 Road race: run/walk/or bike ride
  Parade  
 Festival/fair
  Block party  
 Public assembly/demonstration  
 Other (please specify)

## Check All Equipment That Will Be In Use:

- Tent(s): State the number and size of each that will be in use:

Approximately

Must submit Certificate of Flame Resistance for each.

- Temporary sign/banner  
*Only one sign per street frontage is allowed. Signs are limited to 32 square feet in size. Sign Ordinance (28.1501.05).*

Text to be printed on the temporary sign

Two temporary sign banners @ TRAIN Station

- Temporary seating Benches if available  
 Tables/Chairs:  
 Number proposed outdoors \_\_\_\_\_;  
 Total number of tables/chairs provided indoors \_\_\_\_\_  
 Type of Restroom:  Portable  Located inside existing facility  
**Public restrooms must be provided.**  
 Temporary stage or other structure  
 Amplifiers/sound system  
 Electrical hook-up (Applicant is responsible for contacting JULIE to mark approved area.)  
 Outdoor water use

## Other Activities That Will Take Place: (Check all that apply.)

- Sale and/or consumption of alcohol  
*Requires Special Event Liquor License. Contact Liquor Liaison at (630) 434-5542 at least 60 days in advance.*  
 Sale, cooking, and/or consumption of food  
*Contact DuPage County Health Department at (630) 682-7400 for requirements ASAP.*  
 Raffle  
*Contact Village Clerk at (630)434-5535 at least 14 days in advance.*  
 Fireworks  
*Contact Fire Prevention Bureau at (630) 434-5983 at least 30 days in advance.*

Does the applicant or business own the property where the event will take place? Village Street  
 Yes  No If "NO", please include a letter from the landlord granting use of the property.

How many participants/attendants are expected?  
Two days

Does the event require use of public property? Yes  No

Are street closures requested? Yes  No   
If yes, what streets?

Main Street between Maple & CURT  
Justification for street closure

If use of public property/street closures are requested, a certificate of insurance from the applicant is required. The insurance shall be in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate covering bodily injury, including death and property damage. The certificate shall include the following language naming the Village as an additional insured: "The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insureds." The amount of insurance coverage may be greater than indicated above depending on the size of the event.

If use of public property/street closures are requested, a neighborhood notification letter is required. The notification letter must be sent out to affected residents at least two weeks prior to the event. The letter that needs to be sent out is shown below. Text in red and underlined is to be completed by the applicant. Please attach your completed neighborhood notification letter to your application for review by staff.

<p><b>Event Name</b>  <b>5K Fun Run &amp; Walk</b>  <b>Day, Date, and Time</b></p>
<p>Dear Area Resident,</p> <p>On <u>Day, Date, organization's name</u> will be hosting a fun run/walk through your neighborhood. A map identifying the race route is on the back of this notice. The following is an anticipated schedule of the days events:</p> <p>___ a.m. – Race begins (road closures will begin approximately ½ hour before the start of the race)          ___ a.m. – Anticipated completion of all race activities on public streets          (must be within 3 hours of road closures for 5K races and 4 hours of road closures for 10K races)</p> <p>The race will be taking place on a non-secured route. We request that if you need to leave your home or business during the event that you respect the participants by leaving adequate space between your vehicle and the participants. If you wish to cross the route, police officers or volunteers will be at certain intersections to assist you. If participants are approaching any intersection, there may be a slight delay in your crossing.</p> <p>We understand this may be an inconvenience for you and appreciate your understanding. Our organization is a 501(c)3 not-for-profit that is raising money for _____. If you would like more information about this event or have any questions regarding this event, please contact <u>first and last name</u> at <u>cell phone number</u> or via email at <u>email.address.com</u>. <u>First and last name (if different than previous sentence, include phone number)</u> will be managing the day's activities and will be on-site during the race.</p> <p>Thank you for your understanding,</p> <p>{Signature}</p> <p>_____          President / Race Organizer</p>

For road races (runs, walks or bike rides), volunteers must be provided in accordance with the approved race routes. Please check the requested race route and be aware of the number of volunteers that are required to be placed along the race route as identified in the route maps. The failure to provide volunteers as required could lead to denial of permits in the future.

- South 5K Route #1 – 20 volunteers required
- South 5K Route #2 – 13 volunteers required
- South 5K Route #3 – 17 volunteers required
- South 10K Route – 17 volunteers required
- North 5K Route #1 – 17 volunteers required
- North 5K Route #2 – 19 volunteers required
- North 5K Route #3 – 19 volunteers required
- North 5K Route #4 – 12 volunteers required

Explain your plan for clean up and disposal of waste at the site, during and after the event?

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Will the location of the event displace any parking spaces? Yes  No  If yes, how many spaces?

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Is the event a fundraiser? Yes  No  If yes, name the beneficiary.

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***Prior to the issuance of a temporary use permit for a road race, the applicant shall pay the required race fee to cover the cost of Village services used in association with the event including, but not limited to, Police, Fire and Public Works. For all other temporary events, the applicant will be invoiced for the cost of any Village services used in association with the event including, but not limited, to Police, Fire and Public Works.***

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**PART C: AMUSEMENTS (Carnivals, Circuses, Performances on Public Rights-of-Way)**

Name (i.e. John Smith) of Amusement Operator:

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Address:

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City:

State:

Zip:

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Date of Birth:

Driver's License #:

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List Any Branch Locations:

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Doing Business As: \_\_\_\_\_

Date Business Was Incorporated: \_\_\_\_\_

List the name of officers, directors, or stockholders owning more than 20% of the stock or any corporation, partnership or limited liability corporation associated with this business. Include their address and date of birth. (Attach a separate sheet if necessary.)

*See Attached*

List any and all managers who will be on-site, as well as their date of birth and contact information.

LINDA KUWZE	Cell #'s 630-621-5546
ERIN Venezia	630-915-2042

List the name(s) of any applicant, owner, director, stockholder, officer, manager, or any employee having contact with the public who has been convicted of any of the following: (Include date of conviction.)

- (a) Any offense involving sexual misconduct with children or other sex offenses as defined in Article 11 of the Criminal Code of 1961 as amended.
- (b) A felony based upon conduct or involvement in such business OR activity related to similar business or activity, within the past ten years; or
- (c) Any felony unrelated to conduct or involvement in such business or activity or related or similar business or activity, but which felony involved the use of a deadly weapon, traffic in narcotic drugs, or violence against another person, including rape, within the last five years; or
- (d) A misdemeanor or licensing ordinance violation, based upon conduct or involvement in such business activity or related or similar business or activity, within the past two years.

**Amusement Ride Operators shall comply with the Carnival and Amusement Rides Safety Act (430 ILCS 85/1 et seq. as amended from time to time).**

Applicant affirmatively states that he/she: has  has not  made application for other similar permits or licenses at other locations.

If so, state the location: \_\_\_\_\_

Indicate disposition of application: \_\_\_\_\_

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**PART D: CONCEALED CARRY:**

Concealed carry firearms are prohibited from public gatherings and special events that are:

- conducted on public property;
- are open to the public; and
- require a temporary use permit.

If your event qualifies, the Village will provide each applicant with one laminated sign that is shown below. The 4" x 6" sign shall be posted and be visible at all entrances to the event. In the case of a road race or other gathering with multiple entry points, the sign shall be posted at the information / registration table. With all road races, the Village will post additional signage at the start and finish lines of the race. For other events, additional signage may be required on a case by case basis.

Applicant affirmatively states that he/she will ensure that the required sign is posted at the event's information / registration table.

*Janet Kunge*  
Signature

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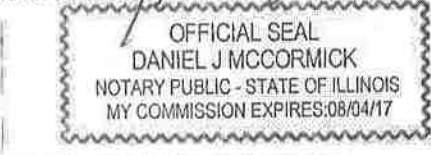
**PART E: APPLICANT'S STATEMENT OF AGREEMENT:**

I hereby affirm that the above information is true and correct in describing the intent of this application. Everything that I have stated on this application is correct to the best of my knowledge. **Failure to comply with the application and disclosure requirements shall constitute grounds to deny the permit.**

I have read the provisions of this application and agree to abide by the ordinances, rules and regulations of the Village. I understand that issue of the permit is contingent upon compliance of all conditions and requirements. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Village of Downers Grove.

LINDA KUNZE	6/5/15
Print Name	Date

<i>Linda Kunze</i>	<i>[Signature]</i>
Signature of Applicant	Signature of Notary



**HOLD HARMLESS/INDEMNIFICATION AGREEMENT:**

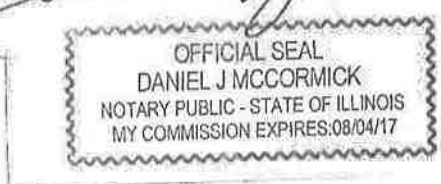
Linda Kunze (Name) has requested permission to conduct a Temporary Use in the Village of Downers Grove. For consideration of such permission and permit, DG Downers Grove (Name of Organization) (Applicant)

hereby fully releases and discharges the Village of Downers Grove, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss which may arise or which may allege to have arisen out of, or in connection with the event.

Linda Kunze (Applicant and Organization) DG Downers Grove further agrees to indemnify and hold harmless and defend the Village of Downers Grove, its officers, agents, and employees from any and all claims resulting from injuries, including death, damages or losses, including, but not limited to the general public, which may arise or which may be alleged to have arisen out of, or in connection with this event.

LINDA KUNZE	6/5/15
Print Name	Date

<i>Linda Kunze</i>	<i>[Signature]</i>
Signature of Applicant	Signature of Notary





[This area for office use only.]

**Required Documents:**

- Application
- Plat of Survey
- Site Plan
- Written Operating Plan
- Concealed Carry Plan

**If applicable:**

- Not for profit status (501 (c) 3 or equivalent)
- Letter from landlord
- Certificate(s) of Flame Resistance
- Temporary Sign application
- Raffle License application
- Liquor License application
- License Agreement
- Certificate(s) of Insurance
- Encroachment License
- Neighborhood Notification Letter
- Review of Sub-Contractor agreements

**Fees to be collected:**

- Temporary Use \_\_\_\_\_
- Late Fee \_\_\_\_\_
- Amusement \_\_\_\_\_
- Temporary Sign \_\_\_\_\_
- Tent \_\_\_\_\_
- Encroachment Fee \_\_\_\_\_
- Live Theatrical/Musical Performance on Public Right-of-Way \_\_\_\_\_
- Use of Public Property \_\_\_\_\_

**Fees to be invoiced:**

- Police Services \_\_\_\_\_
- Fire Services \_\_\_\_\_
- Public Works Services \_\_\_\_\_
- Village Manager's Office \_\_\_\_\_

**Other:**

Security Deposit to be retained: \_\_\_\_\_

**Total Fees Due:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

FROM : DG DOWNTOWN MANAGEMENT C

FAX NO. : 6307250993

Oct. 04 2000 09:02AM PZ

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 29 2000

DOWNTOWN DOWNERS GROVE INC  
C/O LINDA KUNZE  
1015 CORTISS  
DOWNERS GROVE, IL 60515

Employer Identification Number:  
36-4288709

DLN:  
17053111005020

Contact Person:  
TYRONE THOMAS

Contact Telephone Number:  
(877) 829-5500

ID# 95046

Internal Revenue Code  
Section 501(c)(6)

Accounting Period Ending:  
April 30

Form 990 Required:

Yes  
~~Addendum Applies:~~  
No

501(c)(6)

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in the section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment, or other Federal taxes, please address them to this office.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth

Letter 940 (DO/CG)

: DG DOWNTOWN MANAGEMENT CORP

FAX NO. : 6307250993

Oct. 04 2000 09:06AM P3

-2-

:OVE

DOWNTOWN DOWNERS GROVE INC

month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.....

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

Letter 948 (DO/CG)

Key:  
 Each box is 10x10  
 the spaces between the boxes are  
 10 feet. Except from Curtiss to  
 Info would be approx. 5 feet. And  
 between the last vendor tent and  
 Grove 2 feet.

This map is based off a street  
 length measure of ~437 feet

Curtiss

37' Wide

10'

Info

Kids

17'

Live Entertainment

47' Wide

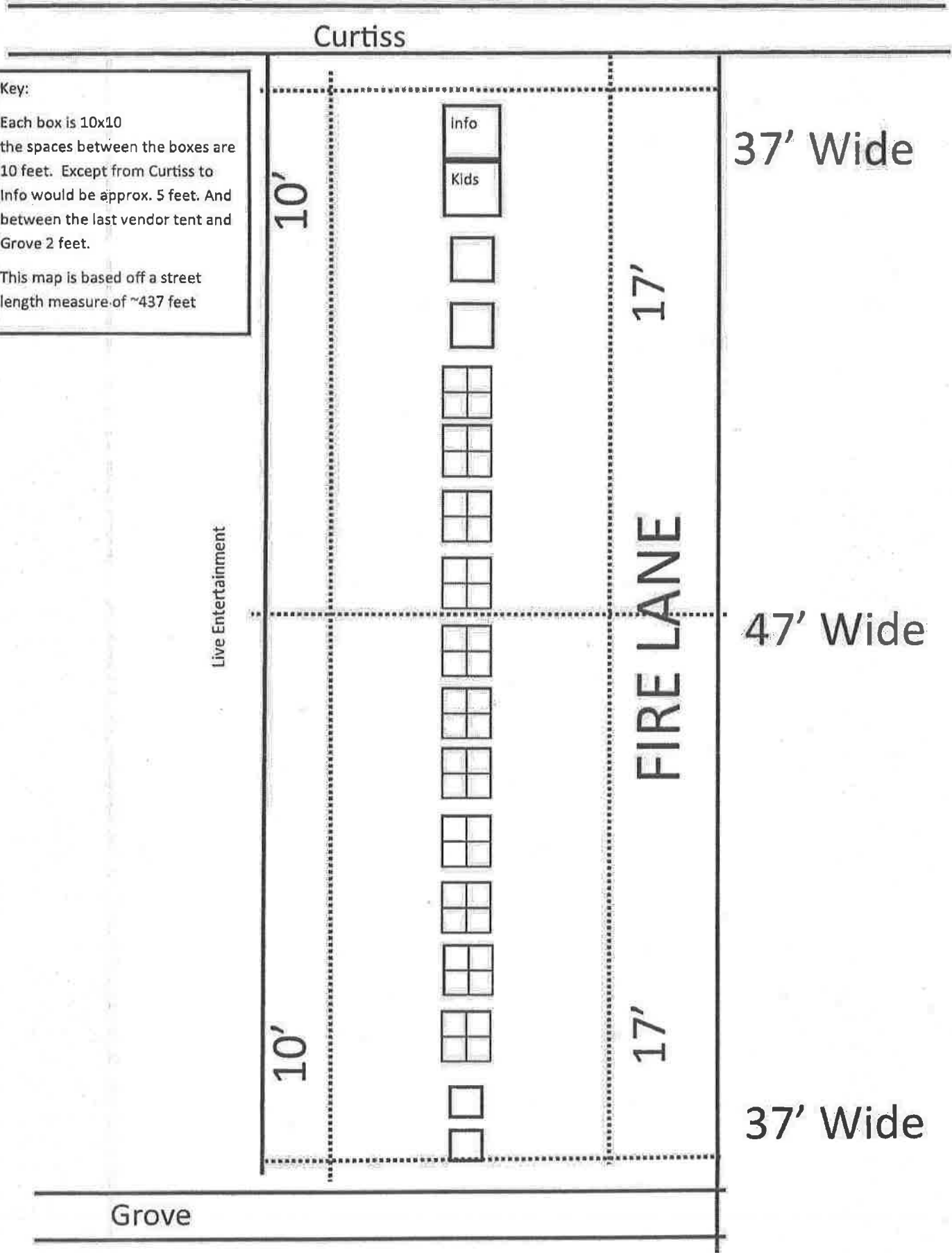
FIRE LANE

10'

17'

37' Wide

Grove



**Linda Kunze**

---

**From:** Erin Venezia <evenezia@downtowndg.org>  
**Sent:** Friday, June 05, 2015 10:34 AM  
**To:** Linda Kunze  
**Subject:** Map  
**Attachments:** map layout 1.pdf

Linda,

Please take a look at the attached proposed layout. On Google Earth I measured the following approximately:

Length between Curtiss and Grove: 437 Feet  
Width for the majority of the street: 47 Feet  
Width at the Narrow point at Curtiss and Main: 37 Feet  
Length at of the Narrow point at Curtiss and Main: 75 Feet  
Width at Narrow point at Grove and Main: 40 Feet  
Length of the Narrow point and Grove and Main: 40 Feet

If all measurements are correct, the attached would permit 48 vendors. If we needed more we could have less gaps between the vendors. I am not sure what spacing was left between vendors previously as we don't have that detail from Amdur.

Thank You,

Erin Venezia  
Marketing Director  
DG Downtown Management Corp.  
630-725-0991  
[www.downtowndg.org](http://www.downtowndg.org)

## 2015- 2016 Board of Directors

Graham Mosey, Chairman, World Group Travel, 4925 Curtiss St. DG

Michael Busse, Vice Chairman, Community Bank of Downers Grove, 1111 Warren Ave. DG

Marilyn Weiher, Secretary, Three Lights Development, 935 Curtiss St. DG

Phil Stromberg, Bell & Stromberg Insurance, Finance Chairman, 1011 Curtiss St. DG

Robert Kelley, University of Aesthetics, 1043 Curtiss St. DG

Sally Conness, Avec Panache, Chairman Marketing Committee, 1010 Curtiss St. DG

Mario Olivi, The Olive Tap, 5143 Mochel Dr. DG

Jill Card, Jeans and a Cute Top, 5116 Main St. DG

Michael J. Phillipp, Legal Council, 4915 Main St. DG

### Ex-Officios

Michael Cassa, President, Economic Development Corporation

Laura Crawford, Executive Director, Chamber of Commerce

Commissioner William Waldack, Village of Downers Grove

David Fieldman, Village Manager, Village of Downers Grove

Mike Baker, Deputy Village Manager, Village of Downers Grove

Naneil R. Newlon, P.E., Director of Public Works, Village of Downers Grove

### **Staff**

Linda Kunze, Executive Director, 933A Curtiss St. DG

Erin Venezia, Marketing Director, 933A Curtiss St. DG

**EMERGENCY ACTION PLAN**  
**DOWNTOWN DOWNERS GROVE FINE ARTS FESTIVAL, OKTOBERFEST**  
**AND THE DOWNTOWN MARKET**  
**September 11, 12 & 13, 2015**

**WEATHER POLICY AND PROCEDURES:**

Events will take place rain or shine. Downtown Management (DMC) will be the primary contact and keep informed of current and future weather conditions. Guests, vendors and staff, Lemon Tree representatives and YMCA representatives will be notified promptly of impending bad weather.

When threatening conditions occur, the first priority is to relocate participants indoors to Lemon Tree Grocer and their underground parking, any open businesses and/or to Downers Grove Public Library by communicating with staff, local businesses, artists, performers, vendors and/or making an announcement to participants during the event.

**Announcement:** Due to inclement weather, today's scheduled activities will be temporarily postponed and/or cancelled. Please seek shelter at the Downers Grove Public Library, Lemon Tree Grocer and their underground parking, Bank Financial and lower level and/or any open businesses. The Downers Grove Public Library is located at 1050 Curtiss Street. For your safety, please take shelter immediately. If you stay on the streets, it will be at your own risk.

**If severe weather is predicted for the day of the event, we will follow these steps:**

- Check weather up to 3 hours prior to the start of the event.
- Stay in contact with artists, and performers, vendors and the three organizations on possibility of postponing, and/or cancelling the events.
- If severe weather will end by event start time and conditions are safe, proceed with events.
- If severe weather will continue through the start of the event, postpone event if possible and relocate artists, vendors, and visitors to the sights noted above to wait.
- Make announcement as to when to expect an update.
- Downtown Management will post a sign at the information booth at Curtiss and Main and at Lemon Tree & the YMCA to notify citizens of postponed or cancelled events and available safe locations.

The Downers Grove Public Library is open between 9 am – 5pm on Saturday and 1:00 pm – 5:00pm on Sunday, Kristina's Café opens at 7:00 am on Saturday & Sunday and Peet's Coffee is

open between 6:00 am – 10:00p.m. on Saturday and on Sunday between 6:30 – 9:00 pm. They have been contacted and will be the designated waiting areas.

**If severe weather begins during the event:**

- Delay the event in 30 minute increments if weather pattern is going to pass.
- Stay in contact with artists, staff, performers and Lemon Tree Grocer and the YMCA.
- Make announcement to participants of cancellations or delays.

**Safe Locations**

- Downers Grove Public Library
- Downtown First Floor Businesses
- Lemon Tree Grocer and Parking Below
- Bank Financial First Floor & Lower Area
- Peet's Coffee

**LIGHTNING:**

The Downers Grove Park District has a lightning prediction system called Thor-Guard. Locations are located at 23 locations including Fishel Park.

**Location of the Units**

**Sensor Locations:**

Lyman Woods	Golf Course
Lincoln Center	McCollum

**Warning Horn:**

Lyman Woods	Golf Course	McCollum	Doerhoefer
Washington	O'Brien	Mar-Duke Farms	Whitlock
Constitution	Ebersold	Gilbert	Fishel
Powers	63 <sup>rd</sup> & Brookbank	Hummer	Memorial
Patriots	Randall	Concord Square	

Thor Guard will activate when there is immediate lightning threat in the area. One 8-second blast indicates lightning is imminent. When this occurs you must:

- Halt event activities immediately.
- Make an announcement to participants to seek shelter immediately, and whether the event will be cancelled for the remainder of the day.

The unit will deactivate when the immediate threat has passed. Two short blasts indicate danger has been reduced and it is all clear. After the threat has passed and the sirens no longer heard you may resume outdoor activity.



**TORNADO PROCEDURE:**

**Tornado Watch** is a forecast of the possibility of one or more tornadoes in a large area.

**Tornado Warning** means that a tornado has been detected and may be approaching.

- In the event of a tornado watch, DMC will discuss with Lemon Tree & the YMCA staff and make an announcement that we are under a tornado watch.
- In the event of a tornado warning, the event will be cancelled. DMC, Lemon Tree & the YMCA staff will make the announcement to participants to seek shelter immediately. If anyone stays on the streets it will be at their own risk.

In the event that a **TORNADO IS SIGHTED** or the **CIVIL DEFENSE SIREN IS ACTIVATED**, the following plan goes into action:

1. **ALL** activities shall come to a halt.
2. **ANNOUNCE** that we are under a tornado warning and the event has been cancelled for the remainder of the day and to please seek immediate shelter.
3. **ASSIST** in the evacuation to the following shelters: nearby businesses, Downers Grove Public Library, Lemon Tree Grocer and underground parking garage and the Main Street Train Station. If there is no time to move that far, ask them to lay in a ditch or low depression/cover their head.
4. **AFTER** weather passes, DMC and Lemon Tree Grocer & YMCA will assess all areas for injured people and damage and follow appropriate protocol described for particular situations.

**MEDICAL EMERGENCY:**

Protocol for Staff:

- Identify exact location and identify condition, to extent possible.
- Call 630-968-2131 - direct number to Downers Grove 911.
- Radio staff to inform them of situation, as for assistance as needed
- Stay with the person until medical assistance arrives.
- Obtain the person's name, age, known medical conditions and medications taken.
- Keep spectators/crowd back at a safe distance
- Complete an incident report.

**FIRE:**

Protocol for Staff:

- Identify exact location.
- Call 630-968-2131 - direct number to Downers Grove 911.
- Obtain additional support, as requested, from other staff to secure the area.

**EXTREME HEAT:**

- Bring extra ice packs for first aid use.
- Make frequent announcements to stay hydrated.
- Provide artists and staff/volunteers, vendors with bottled water.
- Provide water cooler for community at the information booth.
- Observe crowd for any signs of heat related illness.
- Call 630-968-2131 - direct number to Downers Grove 911 for any heat related emergencies.
- When the heat index is above 110, the event may be cancelled. The recommendation will be made two hours prior to the start of the event and DMC will be notified to alert Lemon Tree Grocer and the YMCA.

**MISSING CHILD:**

- Get a description of the child. (i.e. – name, hair color, what they are wearing, etc.)
- Have DMC, Lemon Tree Grocer & YMCA assist parent with finding child.
- Search restrooms, playground, around pavilion, and crowd.
- Interrupt event and make announcement, "Looking for \_\_\_\_\_, Would you please come to the front of the stage to meet \_\_\_\_\_."
- If child is not found within, 10 minutes. Call 630-968-2131- direct number to Downers Grove 911 to report missing child.
- Complete an incident report.

**LOST CHILD:**

- The staff member who discovers the apparent missing child will alert the rest of staff, and bring the child to the information booth.
- Get a description of the child. Ask child if they can describe parent/guardian. (i.e. – name, hair color, what they are wearing, etc.)
- Have staff search for parent. Search restrooms, playground, around pavilion, and crowd.
- Interrupt event and make announcement, "Looking for \_\_\_\_\_, Would you please come to the front of the stage to meet \_\_\_\_\_."
- Keep child calm by asking them questions. (i.e. – what is your favorite color? Do you have any pets?, etc.)
- Ask if the child remembers where they were sitting in the park. Search area for guardian.
- Complete an incident report.

**Important Contacts – Cell phone numbers:**

Linda Kunze, Executive Director, DMC (Fine Arts Festival) ..... 630-621-5546  
 Erin Venezia, Marketing Director, DMC (Fine Arts Festival) .....630-915-2042  
 Shaun Black, owner, Lemon Tree Grocer (Oktoberfest) .....773-454-6834  
 Liz O'Toole, Education Foundation (Oktoberfest) ..... 630-379-2181

Heath Newland (YMCA) .....773-401-8807  
 Mario Olivi (YMCA) ..... 630-561-1859  
 Kathy Bosco (YMCA) .....630-287-0021  
 Non-Emergency Police .....630-434-5600  
 Weather .....630-976-1212  
 Mary Pratt (Emergency Management Coordinator (VofDG) .....630-918-7233

### **Daily Hours of each event**

#### Fine Arts Festival:

Friday – Volunteers to close streets – 6:00 pm – 9:00 Artist set up until finished.

Saturday – Artist set up 6:00 am – 9:30 am.

Art Show begins at 10:00 am and ends at 5:00 pm.

Sunday – Check set-up 9:00 am

Art Show begins at 10:00 am and ends at 5:00 pm.

Artists begin breaking down 5:00 pm until 11:00 pm. (unless finished before).

#### Oktoberfest

Friday Night – Street Closes at 2:00am.

Saturday – 5:00 am – vendors and set-up begins.

Oktoberfest begins at 11:00 am until 12:00am.

#### YMCA Downtown Market

Saturday – Set Up – 5:00 am – 7:00am.

Market hours – 7:00am – 12:30pm.

Tear Down – 12:30pm – 2:00pm.



Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			

**Approval Schedule**

ArtFest and Oktoberfest - CEC and Council at the same time. The YMCA is already approved	N	N	N		June 11 - Community Events Commission July 7 & 14 - Village Council review	
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**Notifications (Pre-event)**

To DG businesses, residents and patrons	N	N	N	YMCA, DTM, and D58 websites shall have the same materials posted.	Collective coordination between D58, DTM and YMCA of notification to all business and residents in the downtown.	DTM sends out email blast to all residents and businesses in Downtown for their events. YMCA primary marketing is the banner. YMCA will take care of their own vendor notifications.
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**Street Closure at 9:00 pm Friday Night - Art Fest ( event team ok with 7pm closure)**

Volunteers 4:45 pm - 9:00pm	Y	N	N	DTM to have volunteers on the street. YMCA to notify their vendors about alternate route to the market	DTM to notice DT Business and property owners. Vendor route map developed and completed	Art Fest vendors can start unloading and setting up after street closure is complete.
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**Art Fest**

Final Street Layout for vendors	N	N	N			DTM Completed
15' Fire Lane indication on map	N	N	N			DTM Completed

**Street Closure at 2:00am - Oktoberfest**

YMCA vendor notification regarding route for set-up	Y	N	N	develop a map for notification		D58 Completed - map developed for hand out to YMCA vendors
No parking on Burlington - difficult movements - keep traffic flow moving	N	N	N	All OK with plan on Burlington	DTM, YMCA, D58 all understand Village reasoning (safety, traffic flow, confusion w/ alternate striping) behind Burlington parking restrictions. YMCA expressed concerns about closure but they will deal with it.	YMCA have late arriving vendors who park on Burlington and carry goods over the berm. These vendors will have to be notified in advance and will have to adjust for this day.

**5:30am Set up for YMCA vendors**

Small vendor access to market via closed Oktoberfest area	N	N	N		D58 to allow YMCA vendors access to Lot B through the east half of the Oktoberfest area. The YMCA vendors are to be set-up by 6:45am per their contract. The fence around Oktoberfest can not be installed in this area until after 6:45.	
New route for YMCA vendors	N	N	N	YMCA prefers vendors come south on Main, east on Curtiss and North on Mochel. Those coming south on Washington will be met by a volunteer at Washington and Burlington and re-directed to the event. Traffic from the SW will be encouraged to exit onto Ogden Avenue and come S on Main Street.	YMCA to have volunteer at Burlington and Washington to direct vendors. Village to place signs for YMCA vendors at Mochel and Burlington and at the Parking garage street entrance. D58 volunteers to pass out materials to YMCA vendors at last August and 1st September market showing them the revised access routes.	Map completed
YMCA vendor parking west of Main Street	N	N	N			YMCA vendors park in Forest North Lot and Village Hall. DTM vendors park at 5100 Forest or Village Hall. D58 doesn't have vendors parking just dropping off stuff. D58 volunteers park in the garage.

Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			
<b>Set-up Oktoberfest and Art Fest while Market operating 7 - 10am</b>						
Vendor access to Oktoberfest and Art Fest	N	N	N		D58 to develop a consolidated map identifying all vendor parking areas for the three events.	Map Completed. D58 vendors - 3 big trucks that are in/out in 45 minutes. Six D58 volunteers on site during this time.
Conflicts between pedestrians and vehicles (safety concern)	N	N	N		D58 will have volunteers ensuring no conflict between vendor vehicles and pedestrians going to the market	
Vendors moving cars to park	N	N	N		DTM vendors to have parking placard in window which allows access to the closed area. This will be monitored at both entrances to the event. DTM vendors come in, drop off, set-up and leave.	6am Artfest set up for those not setting up Friday night Oktoberfest Fence set up at 6am
DG inspections of tents, bounce houses and barricade set-up	N	N	N			DG will schedule inspections in typical fashion.
Relocate Octoberfest Ticket booth	Y	N	N		D58 agreed to move booth south of the train Station bld	

**Oktoberfest / Art Fest / Market all operating (11am - 12:30pm)**

Traffic Management and circulation	N	N	N			no concerns expressed
Parking locations and coordination of event parking	N	N	N	DTM, YMCA & D58 to develop a map for all visitors. Maps will be available at the YMCA market the 1st September weekend. This map should also be posted on each organizations website.	D58 developed map	
Pedestrian - vehicle conflicts during events	N	N	N	Moving of ticket booth should assist in safe crossing		

**Oktoberfest / Art Fest operating -Market is tearing down (12:30pm - 2:00pm)**

Market vendors access Lot B	N	N	N		YMCA Vendors will follow route to the market. They can breakdown at 12:45, most will be out by 1:30.	
Traffic management and circulation	N	N	N			no concerns expressed
Who is opening of Lot B for participants while YMCA vendors vacate	N	N	N		YMCA volunteers at entry to Lot B. Once the majority are out and all are broken down, Lot B will be opened to the public.	

**Oktoberfest / Art Fest Operating and Market closed (2:00pm - 5:00pm)**

Music conflicts	N	N	N			DTM to have classical music in pocket park between Emmett's and the Wine Shop. D58 to have polka music until 6 and classic rock after 6. No concerns expressed
Traffic management and circulation	N	N	N			no concerns expressed

**Vendor parking - where is everyone parking? are there conflicts?**

YMCA	N	N	N	DTM, YMCA, & D58 to work together on a common vendor parking, customer parking map		Y Vendors park in Forest North lot and at Village Hall
Art Fest	N	N	N			DTM vendors typically park at 5100 Forest Avenue and at Village Hall.
Oktoberfest	N	N	N			Vendors don't park, they just drop off stuff and leave. Volunteers park in deck or at library.

Issue / Concern	Is this an issue to your organization?			Potential Solutions	Who Does What By When	Other Comments
	YMCA	DTM	D58			

**Impact on Downtown Businesses**

Deliveries to businesses (accessibility)	N	Y	N	Notify businesses regarding deliveries	DTM to notify businesses.	Giordano's and Millie & Louisa's have deliveries on weekends, believe they can use the alley behind their buildings for the day.
Limited parking for patrons and staff	N	N	N	Develop a coordinated map of event parking areas for all three events.	D58 to develop map.	Map completed

**Life Safety**

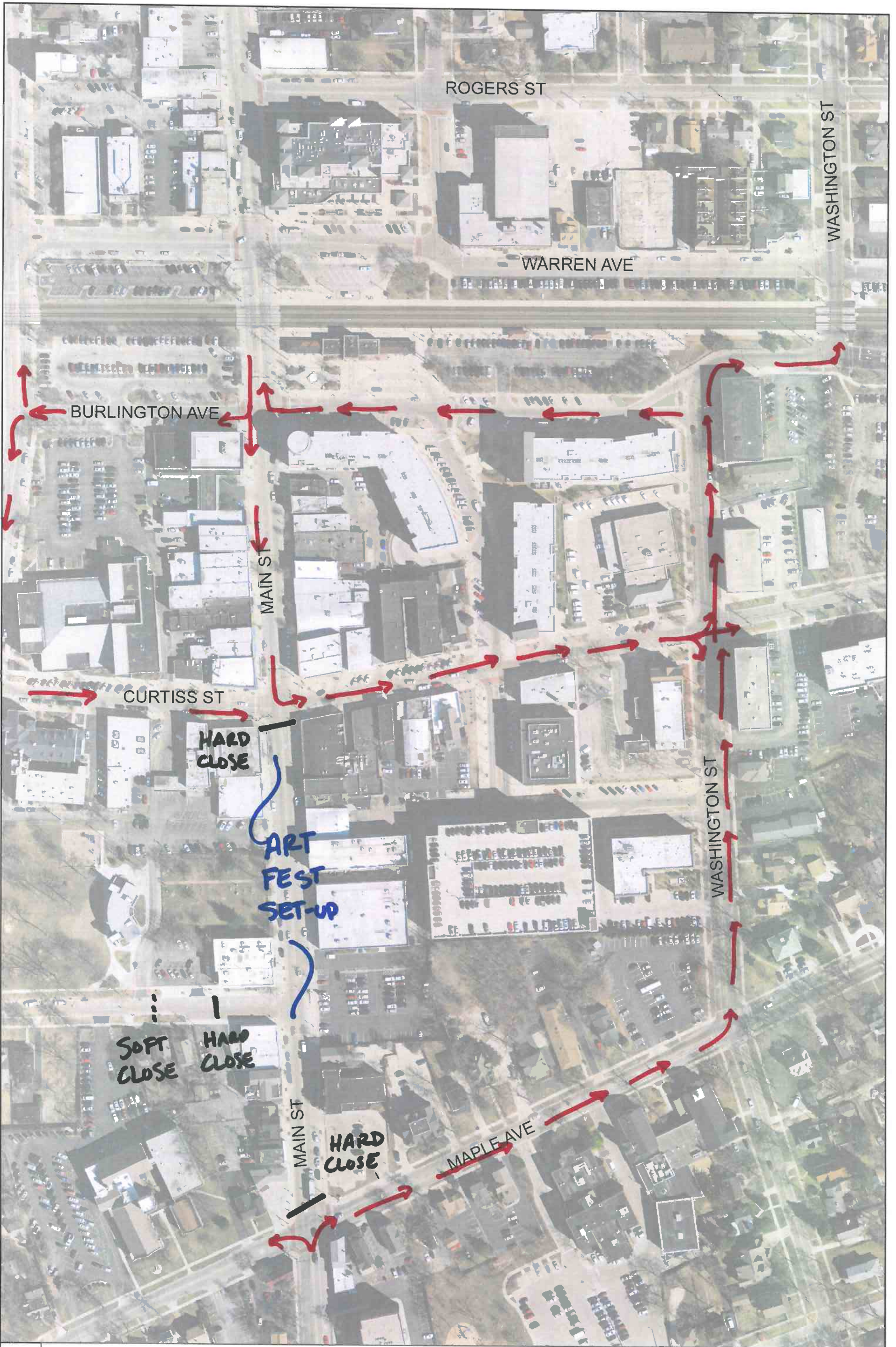
Ability to respond to an emergency	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Plan completed
Coordinated Severe weather/evacuation/emergency plan	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Plan completed. Library is open from 9a - 5p on Saturday. D58 have access to Lemon Tree and parking garage of Acadia buildings 2 and 3. Believe the train station is closed at noon. Lincoln Center may be open for emergencies as well.
Communication plan if something happens at one event, how to notify other event coordinators	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Need point of contact for each event with cellphone numbers. If something were to happen at one event, other coordinators should be contacted immediately so they can begin evacuations of their own event and send customers to a shelter. Village PD will send patrol zone vehicle in case events need to be shut down based on weather.
Unified Command	N	N	N	DTM, D58 and YMCA to develop a consolidated emergency management and shelter plan.		Completed

**Detour Routes**

Coordinated signs	N	N	N	Place coordinated signs around downtown for vendor and event parking.	Village to place coordinated signs around downtown.	Main and Maple parking lot open for customers.
Coordinated parking signage	N	N	N	Place coordinated signs around downtown for vendor and event parking.	Village to place coordinated signs around downtown.	Detour for Main Street southbound traffic will still include a soft close on Main to encourage drivers to detour on Franklin to Forest.

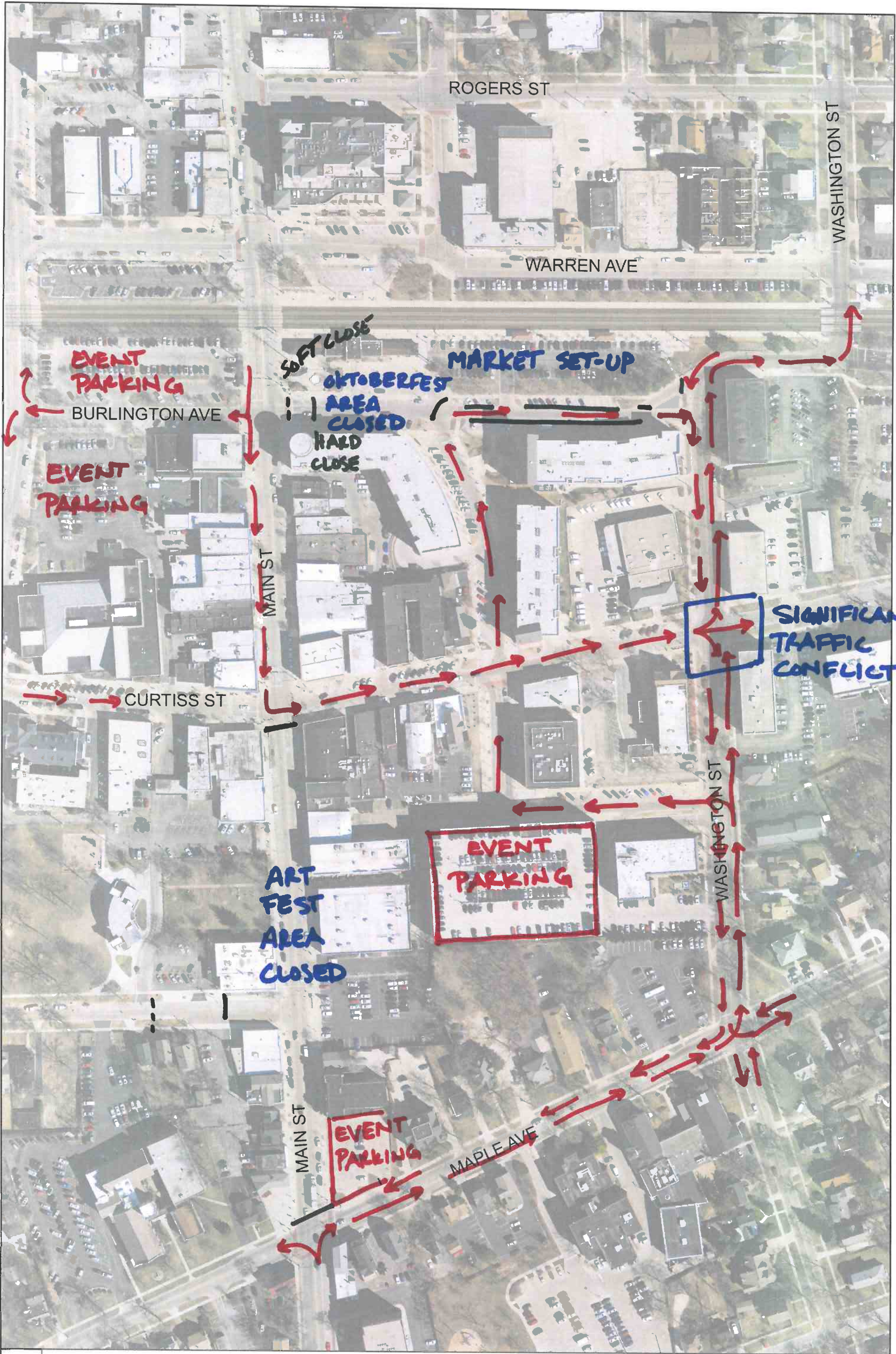
**Other Concerns**

Metra platform construction	N	N	N			platform construction work completed
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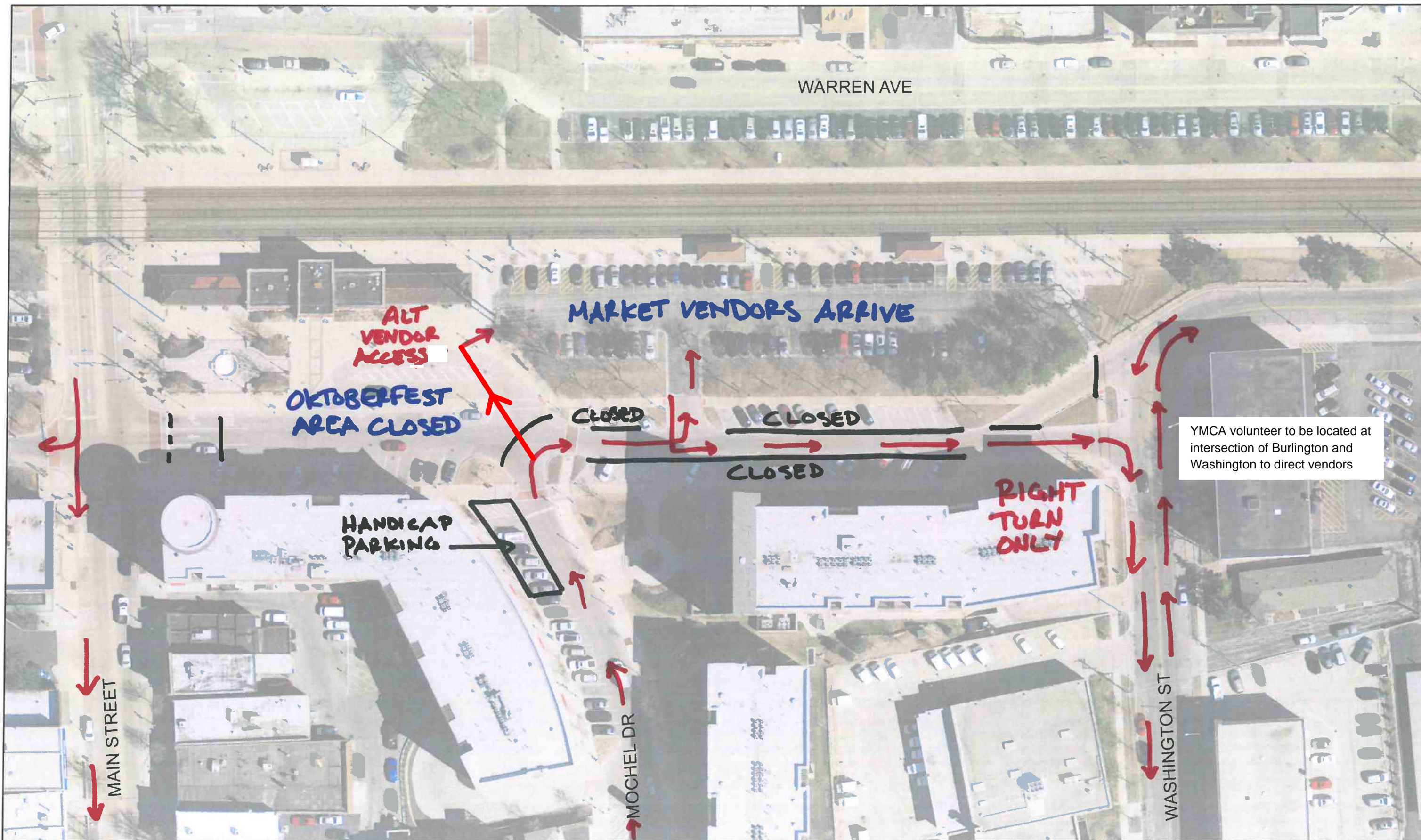


FRIDAY AT 10:00 P.M





SATURDAY AT 5:00 A.M.



WARREN AVE

MARKET VENDORS ARRIVE

ALT VENDOR ACCESS

OKTOBERFEST AREA CLOSED

CLOSED

CLOSED

CLOSED

YMCA volunteer to be located at intersection of Burlington and Washington to direct vendors

RIGHT TURN ONLY

HANDICAP PARKING

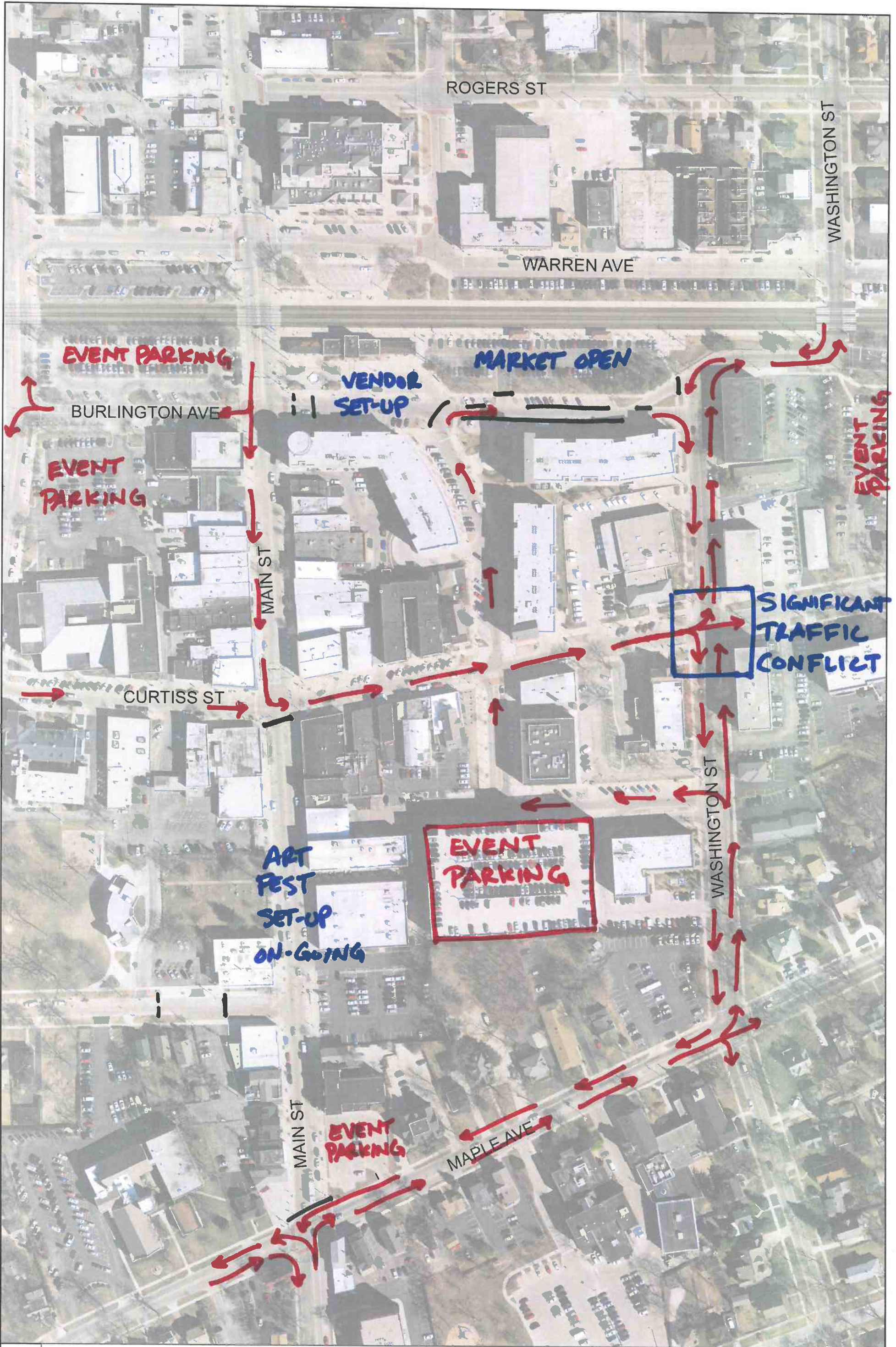
MAIN STREET

MOCHEL DR

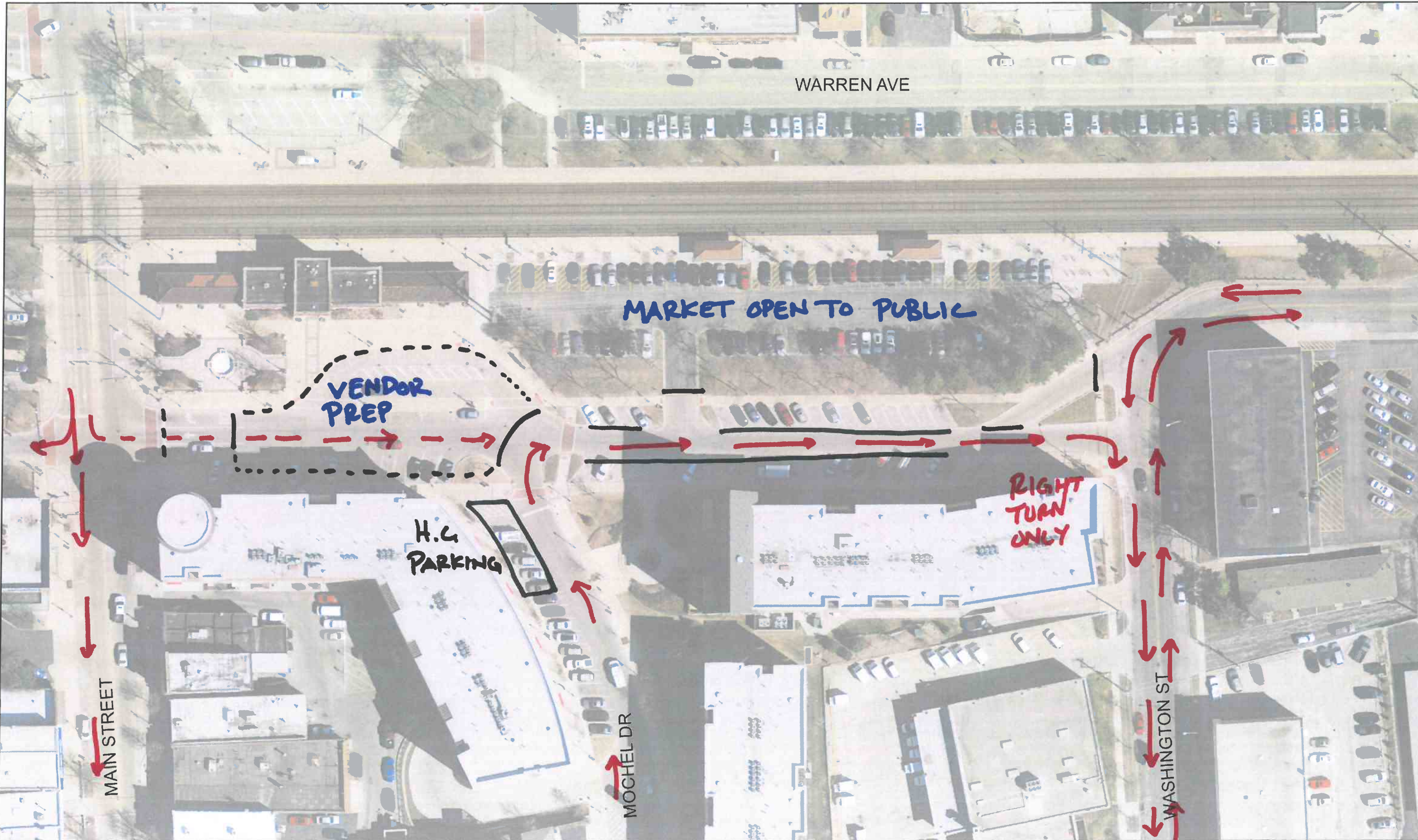
WASHINGTON ST



SATURDAY 5:00 A.M



SATURDAY 8:00 AM



WARREN AVE

MARKET OPEN TO PUBLIC

VENDOR PREP

H.G. PARKING

RIGHT TURN ONLY

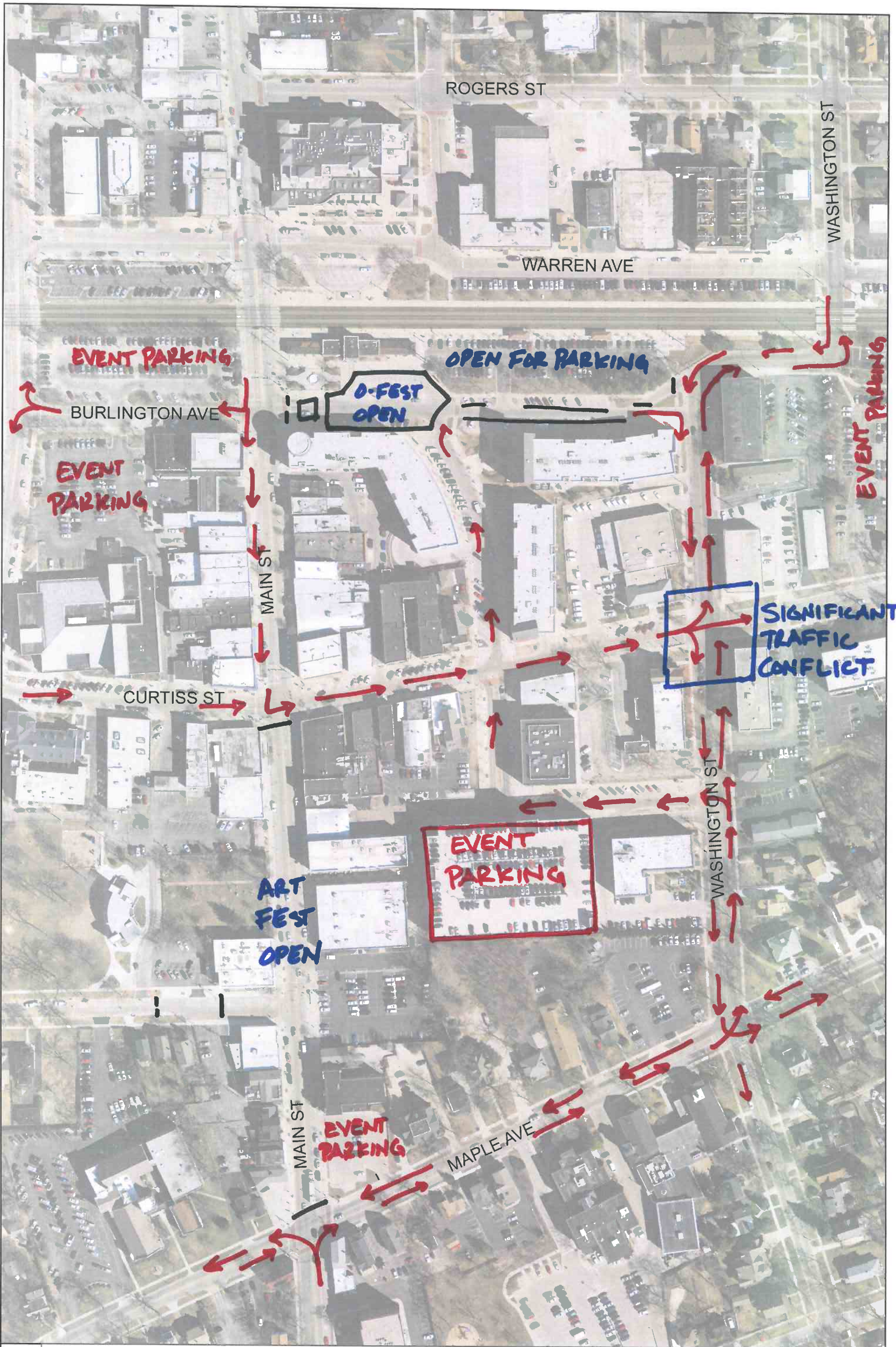
MAIN STREET

MOCHEL DR

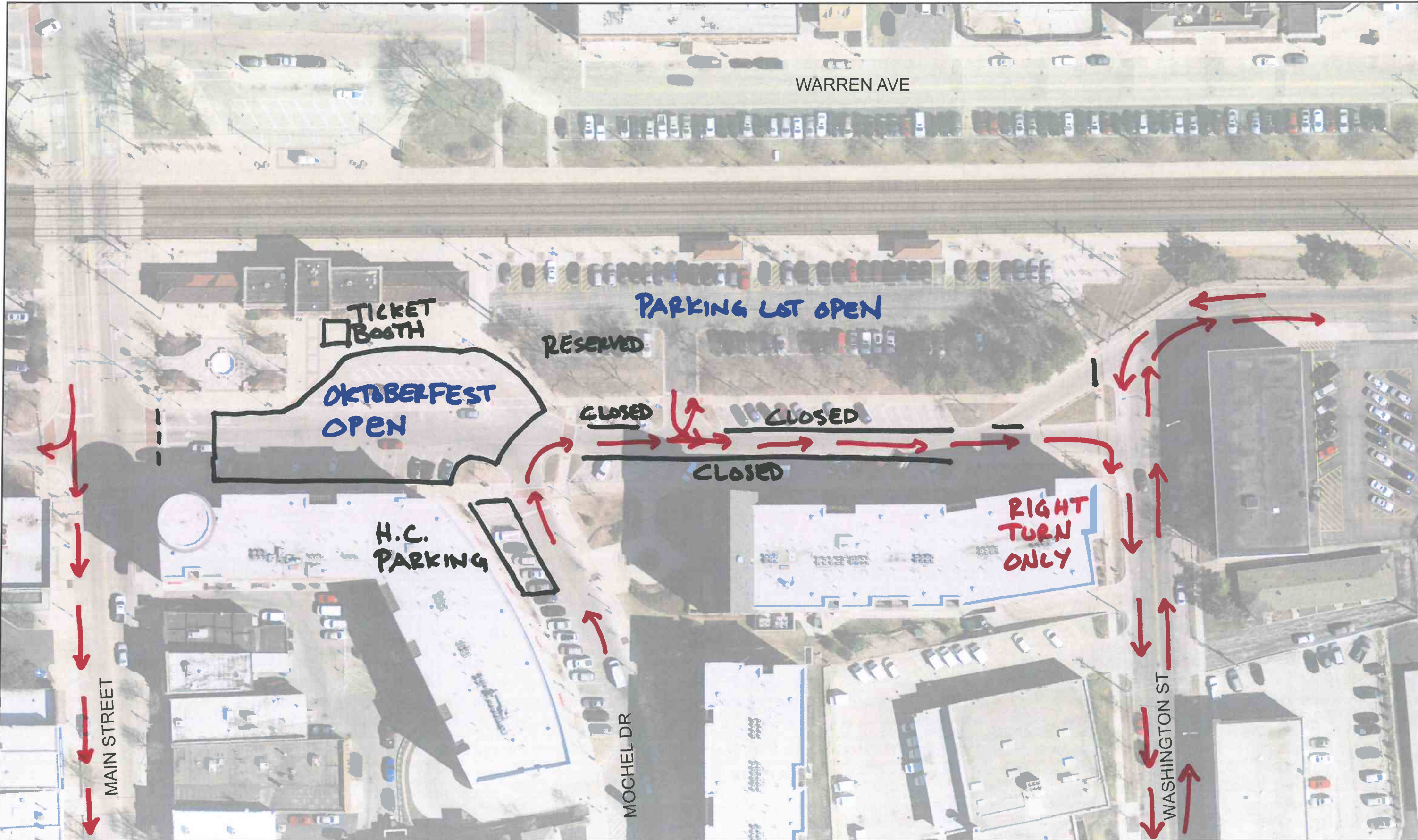
WASHINGTON ST



SATURDAY 9:00 AM



**SATURDAY 2:00P.M**



SATURDAY 2:00 PM