

**Memorandum
Office of the City Clerk**

To: Todd Thompson, City Manager
Subject: Street Closing Request – Project Now
Date: October 3, 2022



Attached is an application from Mary McNeil with Project Now, requesting to close off 19th Street between 4th and 5th Avenues on Wednesday, October 12, 2022 from 9:00 a.m. to 3:00 p.m. for a mobile food pantry distribution.

Food will not be sold. Sound Amplification will not be used. The one applicable neighbor has approved the street closing.

A certificate of insurance is pending.

RECOMMENDATION:

It is recommended that Council approve the application for street closing.

Submitted by: Josh Adams, Deputy City Clerk

Approved by: Todd Thompson, City Manager



CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

CONTACT NAME <i>Mary McNeil</i>	ADDRESS <i>418-19th Street</i>	CITY <i>Rock Island</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>309-236-7317</i>				

ALTERNATE NAME <i>Project NOW</i>	ADDRESS <i>418-19th Street</i>	CITY <i>Rock Island</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO.				

Street area to be blocked off: (attach map if possible) 19th Street St/Ave
 between 4th Avenue St/Ave and 5th Avenue St/Ave

Day(s) <i>wednesday</i>	Date(s) <i>10/12/22</i>	Start Time <i>9:00am</i>	End Time <i>3:00pm</i>
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TYPE OF EVENT - PURPOSE (Block party, etc.) Mobile Food Pantry Distribution

Will AMPLIFIED sound be used? YES _____ NO X

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.

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.

Mary McNeil
Signature of Applicant

9/30/22
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

