



David Torgler, Administrator/Clerk

COMMUNICATION FORM

FROM: David Torgler, Town Administrator/Clerk
DATE: October 18, 2022
ITEM: Consideration of a Revocable Permit request to use a section of Sharp Street, adjacent to the Main Street Park, 101 E. Main Street, for Oaktobberfest activities.
ATTACHED: Revocable Permit Agreement Between Town of Oak Creek and Claire Scanlon

BOARD ACTION: [X] ACTION ITEM
[ ] DIRECTION REQUESTED
[ ] INFORMATION

REQUEST OR ISSUE: Claire Scanlon has requested that the Town Board close Sharp Street, between Main Street and the alley immediately east of Main Street, to hold Oaktobberfest activities on Saturday, October 22, 2022. The Town allows for the use of Town property via revocable permits.

RECOMMENDED ACTION: To approve a Revocable Permit issued to Claire Scanlon,

BACKGROUND INFORMATION: Claire Scanlon, owner of Mica Landscapes, Revocable Permit permittee using a portion of the Main Street Park, and an organizer of Oaktobberfest and others have requested the closure of Sharp Street, as described above, for Oaktobberfest. Sandy Moon Minick, another Oaktobberfest event organizer wrote to me saying 'We have a variety of fun contests planned including pumpkin carving and a maze for the kids! as well as other activities. As word is getting out, people are getting excited for it! I'm aware that we are late in asking or applying, for the use of the block of Sharp Ave. to the alley behind the garden center where the farmers market was held. We are approaching you to find out if there is a possibility to be granted permission for the use of this block from the hours of 11am to 5pm. (this includes time for breakdown and cleanup) on the day of October 22nd 2022. We are gathering volunteers, donations, trash cans, and other things to ensure the event is safe, clean and fun. Please respond with an email about the possibility of the town's generous donation of the use of this block.' Sandy later added '...the proceeds will be going to the Humane Society and a Children's Activity Group.'

FISCAL IMPACTS: None known.

LEGAL ISSUES: Event liability which is addressed as a requirement of the organizers to provide evidence of coverage, and indemnification of the Town, its officers and staff, prior to the issuance of a revocable permit. Ms. Scanlon is aware of this requirement and indicated she is working on it.

CONFLICTS OR ISSUES: The Oaktobberfest organizers believe that interest in this event will be bigger than the Main Street Park can contain and are being proactive in their permit application to address spillover for the event into Sharp Street. Access to surrounding properties for public safety, resident and business purposes is provided by the use of alternative right-of-ways. The Public Works, Police and Fire Departments have been advised that this event will be taking place and the 100 block of east Sharp Street may be closed.

SUMMARY AND ALTERNATIVES: See above.