David Torgler, Administrator/Clerk

COMMUNICATION FORM

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FROM: David Torgler, Town Administrator/Clerk
DATE: October 6, 2023
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 Oaktoberfest activities.
ATTACHED: Revocable Permit Agreement Between Town of Oak Creek and Claire Scanlon

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BOARD ACTION: _X__ ACTION ITEM
____ DIRECTION REQUESTED
____ INFORMATION

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REQUEST OR ISSUE: Claire Scanlon has requested that the Town Board close Sharp Street, between Main Street and the alley immediately north of Main Street, to hold Oaktoberfest activities on Saturday, October 21, 2023. 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 Gardenscapes, Revocable Permit permittee using a portion of the Main Street Park, and an organizer of Oaktoberfest and others have requested the closure of Sharp Street, as described above, for Oaktoberfest. On September 26, 2023 Ms. Scanlon emailed me stating that she is planning on doing another Oaktoberfest event, requesting that the Town Board allow her to close a section of N. Sharp Street, based on the 2022 event, focusing more on a spooky/fall festival for the kids and skipping out on any of the more adult traditions. Ms. Scanlon said in her email that this will be a fundraising event with proceeds heading to the Town's youth programs, though proceeds from the pet parade will go to the humane society.

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 Oaktoberfest 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 N. Sharp Street may be closed.

SUMMARY AND ALTERNATIVES: See above.