

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



**Agenda Item:** Special Event Permit for the Roscoe Makers Mercantile

**Date:** 3/26/2025

**Meeting:** Village Board 4/1/2025

**Prepared by:** Janel

**Department:** Permits

### Overview/Background Information

This new event will be held at the new Multi Use Parking Lot, Linkt Jewelry, and the Liberty Lot. Katie Thompson, the owner of Linkt, is coordinating the event and has already secured 20+ vendors, with an expectation of up to 30. The event will be held on June 21, 2025 from 10am-4pm.

Vendors will be located on the Linkt property and in the Liberty Lot, while food trucks and music will create a vibrant atmosphere in the Multi Use Parking Lot. Vendor setup is planned between 7:30 AM and 9:30 AM, with designated time slots provided to minimize traffic congestion. Additionally, Katie has requested access to the lot at 10586 Pearl Street (behind the PD) for vendor parking, along with a few picnic tables, garbage cans, and handwashing stations.

Each vendor will have a designated 10x10 space and is responsible for providing their own canopies, tables, chairs, and tent weights. Electricity will not be available for vendors.

### Key Issues

Parking & Pedestrian Crossings- No parking signs will be installed on the north side of Bridge Street between Pearl and Franklin, as well as on Presley on both sides of the PD parking lot entrance and in various locations along Main Street. This will improve visibility for pedestrians. Additionally, sign boards will be placed to alert drivers with the message "Event Ahead, Watch for Pedestrians."

### Fiscal Note/Budget Impact

No additional officers will be hired back for this event. Public Works will allocate time for setting up the sign boards and no-parking signs, as well as for delivering the tables and handwashing stations.

### Prior Legislative Actions

### Action Required/Recommendation

Approve the Event known as Roscoe Makers Mercantile

### Attachments

Special Event Application