

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM COMMUNITY CHOICE CREDIT UNION

BACKGROUND:

Community Choice Credit Union, located at 212 E. Lincoln Way, operates food truck space across the alley from the credit union, called The Parc. The credit union is hosting "The Parc Spring Kickoff" May 20-21. The event is open to the public, and involves several food trucks and local vendors, along with yard games and music played by a DJ.

Although the event takes place entirely on private property, the event organizers are requesting the closure of the City-owned alley between the credit union and the Parc, from E. Lincoln Way to a point approximately 150 feet south. This alley is too narrow to accommodate substantial traffic, and it is necessary to keep it clear for the two days of the event to facilitate ingress and egress of the food trucks at the event.

The credit union and The Parc are the only two properties that will be directly adjacent this closure. The properties located along the alley to the south of the closure will have access to the alley from SE 2nd Street.

Organizers expect approximately 250 attendees. Organizers have provided staff with an Emergency Safety Plan. A Noise Permit has also been requested from the Police Department. Staff has also been informed that no alcohol will be permitted at this event.

ALTERNATIVES:

1. Approve the request from The Parc to close the north 150 feet of the alley between Community Choice Credit Union and The Parc on May 20 and May 21, as indicated above.
2. Do not approve the request.

CITY MANAGER'S RECOMMENDED ACTION:

This requested closure will facilitate an event on private property that is open to the public. The alley closure will only directly impact the requester; other properties in the vicinity will maintain their alley access from the south.

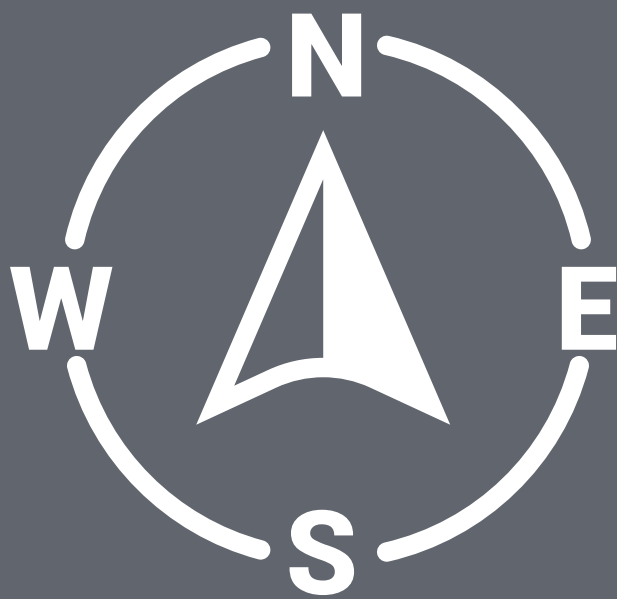
Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

E Lincoln Way

Summer Ave

Blocking 150' to the north

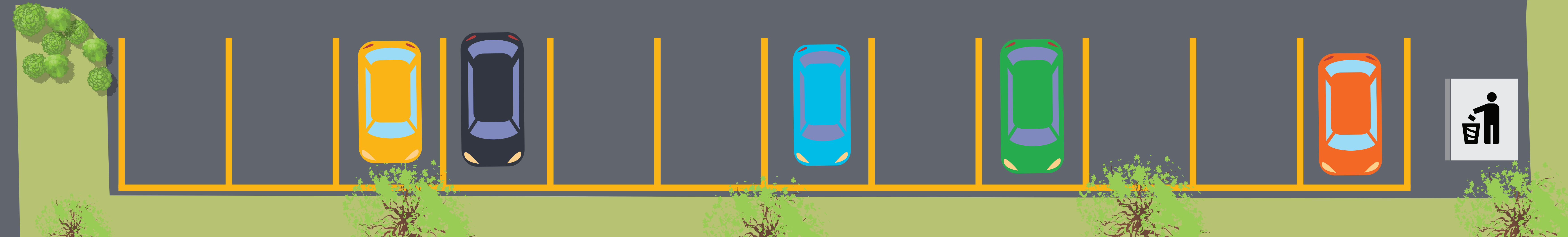
Community Choice



THE PARC

at Community Choice

A FOOD LOT



Hall, Renee

From: Zaid Gustafson <zaid.gustafson@comchoicecu.org>
Sent: Tuesday, May 3, 2022 9:36 AM
To: Hall, Renee
Subject: May 21st Alley Closure for Parc Spring Kickoff

[External Email]

Hello Renee,

Could we get the north side of the alley to the east of The Parc (202 E Lincoln Way) barricaded with just one barricade?
We can leave the south side open for the residential driveways are accessible.

Thank you,

Zaid Gustafson

Business Development Specialist/The Parc Manager

P: 515-334-8523

C: 712-330-0961

E: zaid.gustafson@comchoicecu.org

W: unbankwithzaidgustafson.com



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For Office Use Only

SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name The Parc Spring Kickoff

Location/Address 202 E Lincoln Way (private property)

Region (Select one or more)

- Ames Main Street (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 232-2310
 Campustown Action Association: (515) 232-2310
 ISU - Events Authorization Committee: (515) 294-1437

director@amesdowntown.org
 sarahd@ameschamber.com
 eventauthorization@iastate.edu

TIMELINE

Setup Date 5/20/2022 Time 8:00 am M T W R F Sa Su

Event Starts Date 5/21/2022 Time 8:00 am M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

A gathering of food trucks and local vendors at the Food Truck Parc. It is for the public to come hangout, eat, and play yard games. There will be signups giveaways and prizes. There will be music played by a DJ while local residents

Event Ends Date 5/21/2022 Time 8:00 pm M T W R F Sa Su

Teardown Complete Date 5/22/2022 Time 1:00 pm M T W R F Sa Su

Event Category

- Athletic/Recreation
- Exhibits/Misc.
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Other (please explain)

Rain Date Rain Location

Yes No Is this an annual event? If yes, how many years?

Documents Received
Date: 4.20.22

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees

Special Events Meeting
 Date _____
 Time _____
 Room _____

- Documents Sent:
- Alcohol License
 - ABD
 - Fireworks Permit
 - Road Race Permit
 - TOP
 - Vending Permit
 - Other Noise Permit

- Departments Included
- City Manager: Brian Phillips and Tasheik Kerr
 - CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
 - Electric: Mark Imhoff
 - Fire: Jason Ziph or Rich Higgins
 - Parks & Rec: Craig Kaufman or Joshua Thompson
 - Public Works: Brad Becker or Dave Cole
 - Police: Tom Shelton or Mike Arkovich
 - Water: Heidi Petersen
 - Risk Management: Bill Walton

CAA: Sarah Dvorsky
 AMS: Sarah Dvorsky
 ISU: Events
 Authorization Committee

City Council Meeting
 Date 5.10.22
 Added to Agenda with CAF
 Approved N
 Reminder Date _____

CONTACTS

Sponsor/Applicant Name

Address

City State Zip Code

Daytime Phone Cell Phone

E-mail

Alternate Contact Name

Daytime Phone Cell Phone

E-mail

ATTENDANCE

Anticipated Daily Attendance

Yes No

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)? If yes, please list:

ORGANIZATION STATUS/PROCEEDS

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:

Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising %

Percentage of net proceeds going towards for-profit entity %

SECURITY

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization

Address

City State Zip Phone

Email

Hall, Renee

From: Pregitzer, Damion
Sent: Tuesday, May 3, 2022 9:13 AM
To: Hall, Renee
Subject: Re: Alley way

Hi Renee!

It should be fine to block the alley for the event. As long as they keep the alley open south of their parking lot. The properties to the south need access, which they can get from SE 2nd Street.

Thanks!

Damion Pregitzer, P.E. PTOE
Traffic Engineer
Public Works
City Hall, 515 Clark Ave. | Ames, IA 50010



515.239.5160 main
515.239.5404 fax
damion.pregitzer@cityofames.org
Mailing: 515 Clark Ave. | Ames, IA 50010

www.CityofAmes.org

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From: Hall, Renee <renee.hall@cityofames.org>
Sent: Monday, May 2, 2022 3:06 PM
To: Pregitzer, Damion <Damion.Pregitzer@cityofames.org>
Subject: Alley way

Damion,

We had Community Choice Credit Union (CCCU) reach out to us for a kick off event they are having at the Food Truck Parc the weekend of May 20-22. They are requesting the alleyway between their building and the food truck parc be closed off during that time to prevent anyone from driving down it. CCCU said the alley is rarely used and they want to be able to keep cars from parking in the alley as that is used to get the food trucks into the park. I originally discussed with Brad Becker, and we discussed a TOP.