



**CITY OF MONROVIA
MONROVIA OLD TOWN ADVISORY BOARD
AGENDA REPORT**



DEPARTMENT: Public Services

MEETING DATE: September 11, 2018

PREPARED BY: Rebecca Sandoval,
Recreation Superintendent

AGENDA LOCATION: AR-1

TITLE: Street Closure Request for the 2018 Old Town Trick-or-Treat & Halloween Bash

BACKGROUND: The City has offered a Halloween event in collaboration with the Old Town merchants for over 13 years. The event takes place in Library Park and Old Town and consists of a costume contest, activity booths, and trick-or-treating in Old Town. The event is scheduled each year, on October 31, from 3:00 p.m. - 6:00 p.m.

ANALYSIS: As in year's past, our goal has been to increase the benefit for participating businesses and share with visitors all that Old Town Monrovia has to offer. Merchants are encouraged to offer special sales, unique menu items, or offer business information during the event. Businesses, who would like to participate, will be provided with candy to hand out to trick-or-treaters as well as a window sign to display leading up to the event. In addition, participating businesses will be included on the Old Town event map as a trick-or-treat stop. Businesses will also be encouraged to provide additional candy and giveaways as well as hand out coupons and / or promotional items. City Staff will have four candy stations throughout Old Town where candy and event information can be distributed.

Streets will be closed using barricades and will be monitored by Police Department personnel to ensure participant safety. Staff is requesting street closures in Old Town from 2:00 p.m. - 7:00 p.m. in the following areas:

- Myrtle Avenue from Palm Avenue to Walnut Avenue
- 100 Block of West Palm Avenue
- 100 Block of West Lime (The mid-block parking lot will remain open for merchants and patrons.)

The streets outlined below will be closed at Myrtle and will not be accessible to through traffic. However, parking will be made available and signage will be placed along Primrose and Ivy at each street intersection that reads "Road Closed Ahead."

- 100 Block of East and West Walnut Avenue
- 100 Block of East and West Olive Avenue
- 100 Block of East and West Colorado Boulevard
- 100 Block of East and West Lemon Avenue

AR-1

OPTIONS: Staff has provided the following options for consideration:

1. Recommend approval of the street closures for the 2018 Old Town Trick-or-Treat & Halloween Bash.
2. Do not recommend approval of the street closures and request more information from Staff.

STAFF RECOMMENDATION: Staff recommends the board approve Option No. 1, Recommend approval of the street closures for the 2018 Old Town Trick-or-Treat & Halloween Bash.

ACTION: If Board concurs, the appropriate action is a motion to recommend approval of the street closures for the 2018 Old Town Trick-or-Treat & Halloween Bash.