



Cover Memorandum/Staff Report

File #: 18-0938 CRA

Agenda Date: 10/20/2021

Item #: 7E.

TO: CRA Board of Commissioners
FROM: Heather Hinkle, Project Coordinator
THROUGH: Renee Jadusingh, Esq., FRA-RA, CRA Executive Director
DATE: October 20, 2021

TEMPORARY USE AGREEMENT - COMMUNITY OUTREACH PROJECT, INC. - 606 W. ATLANTIC AVENUE

Recommended Action:

Approve the Temporary Use Agreement between the CRA and Community Outreach Project, Inc. for the use of the CRA-owned properties located at 606 W. Atlantic Avenue for parking.

Community Outreach Project, Inc., has submitted a request to utilize the CRA-owned parking lot at 606 W. Atlantic Avenue to support the Christmas Festival and Toy Drive at Libby West Plaza on Saturday, December 4, 2021 from 10:00 a.m. - 3:00 p.m.

This year's celebration will include toy give a ways and vendors. Public hours for the celebration are 10:00 a.m.- 3:00 p.m.

To allow the utilization of the CRA-owned properties and parcels for event operations, activities and overflow parking for the Community Outreach Project, Inc. special event, a Temporary Use Agreement is required. The attached agreement includes provisions concerning the containment of any trash or debris, repairs and maintenance of the premises, length of term, indemnification and insurance. If approved, Community Outreach Project, Inc. will submit a Special Events permit application to the City for approval.

Attachment(s): Exhibit A - Location Map; Exhibit B - Community Outreach Project, Inc. Letter Dated 8/19/21; Exhibit C - Temporary Use Agreement

CRA Attorney Review:

The CRA Attorney reviewed the Temporary Use Agreement to form and determined it to be accepted.

Finance Review:

N/A

Funding Source/Financial Impact:

N/A

Timing of Request:

N/A