



CITY COUNCIL AGENDA ITEM

To: Mayor Graham and City Council

From: Ted Shekell, Planning Director
Walter Denton, City Administrator

Date: August 4, 2008

Subject: Special Event Permit – O'Fallon Homecoming (MOTION)

List of committees that have reviewed: The Community Development Committee reviewed this application at its July 28, 2008 meeting and unanimously recommended it for approval.

Background:

- The applicant is requesting approval of a special event permit for the “O'Fallon Homecoming” event that will be held from August 8th to August 10th.
- Location: O'Fallon Community Park
- Event includes food vendors, amusement rides, liquor sales, entertainment, and a raffle.
- Applications to sell liquor and to hold a raffle have been submitted.
- Proposed Hours of Operation:
 - Friday 5:00pm to 10:30pm
 - Saturday 11:00am to 10:30pm
 - Sunday 11:00am to 8:00pm
 - Rides will close at 10:00pm on Friday and Saturday
- Proposed Liquor Sales:
 - Friday 5:00pm to 10:15pm
 - Saturday 11:00am to 10:15pm
 - Sunday 11:00am to 7:45pm
- Parking will be in existing lots near the Community Park and on-street
- In addition to restroom facilities at the park, 10 portable restrooms will be provided
- Applicant has requested Police, Parks, and Street Department assistance. There will be some financial impact to the City as a result of its assistance in helping set up and disassemble the various parts of the event, as well as providing security. It is estimated that expenses will be similar to previous years.
- A parade permit has been applied for Saturday, August 11th. The Children's Parade will take place from 1:00pm to 2:00pm (assembly begins at 12:00pm) and the Evening/General Parade will take place from 6:00pm to 7:00pm (assembly begins at 5:00pm). The Children's Parade will start at the Old City Hall and travel south on Lincoln to the park via Third Street. The Evening/General Parade heads west from Lincoln & Vine, turns at Oak, then travels east on 1st street, and finally heads south on Lincoln to the park via Third Street.
- Event is consistent with previous years' requests.

Legal Considerations, if any: None

Budget Impact: Event will require Police and Parks assistance. There will be some financial impact because of the requested help to set up and disassemble the various parts of the event as well as providing security.

Staff Review: The Police and Fire Departments did not have any issues with the application. Public Works requests that any Streets Department assistance be coordinated through Mark. The Parks Department is agreeable to the event closing at 10:30pm Friday and Saturday and at 8pm on Sunday.

Staff recommends approval of the Special Event Permit with the following conditions:

1. Hours of operation will be those proposed in this memo, which are agreeable to both the applicant and the Parks Department.
2. Applicant must coordinate street closures, barricades, etc. with Mark Downs.