



## CITY COUNCIL AGENDA ITEM

**To:** Mayor Graham and City Council

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

**Date:** May 18, 2009

**Subject:** Special Event Permit – Salute to Scott AFB Family Picnic (MOTION)

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**List of committees that have reviewed:** The Community Development Committee reviewed this application at the May 11, 2009 meeting and recommended approval with a vote of 4-0.

### **Background:**

- The O'Fallon Chamber of Commerce and the City of O'Fallon are requesting approval of a special event permit for free food and entertainment for everyone that serves the Scott Air Force Base.
- The event will occur from 10:45am to 3:00pm on June 13<sup>th</sup>.
- There will be a business expo under the large pavilion as well as tents set up around the pavilion.
- The event will feature the arch helicopter, working dog demonstration, bouncing houses, rock climbing wall, and free food and soda/water for all in attendance.
- Approximately 4,000 to 5,000 are expected to be in attendance.
- The street in front of the Cavins Center will need to be blocked off.
- Representatives from the Police & Fire Departments will be in attendance.
- Yard-sale type signs will be posted on residential property and near the Chamber of Commerce building one week before the event and two banners may be placed at Gateway Financial at Highway 50 and Lincoln.
- Existing parking and toilet facilities will be used at Community Park.
- Event is consistent with previous years' events.
- Applicant has coordinated with Parks, Police, Fire & EMS.

**Legal Considerations, if any:** None

**Budget Impact:** None

**Staff Review:** The Parks Department recommended approval, but noted that there will be limited staff available for setup and trash pickup on the day of the event. The Police, Fire and Public Works Departments had no issues with the event. Staff recommends approval of the Special Event Permit.