



## CITY COUNCIL AGENDA ITEM

**To:** Mayor Graham and City Council

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

**Date:** June 15, 2009

**Subject:** Special Event Permit – “C2G-The Invitation” (MOTION)

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**List of committees that have reviewed:** The Community Development Committee reviewed this application at its June 8, 2009 meeting. Discussion was held regarding the site plan, specifically, the location of the concert stage and podium on Ball Field #1 (Blazier Field). Subsequent to the meeting, P & Z staff contacted the Parks Department to cite the Committee’s concerns. The Parks Department has been in contact with New Life in Christ Church and reiterated that the stage and podium would not be allowed in Blazier Field, but would be permissible on Ball Field #2. A quorum of the Committee was not established; therefore, a formal recommendation was not made, but the committee was supportive of the event conditioned upon meeting the requirements of the Parks Department.

### **Background:**

- The applicant, New Life in Christ Church, is requesting approval of a special event permit for the “C2G-The Invitation” event to be held on Saturday, July 11<sup>th</sup> and Sunday, July 12<sup>th</sup> in Community Park. The event will run from 9:00 am to 6:00 p.m. each day.
- The event will feature activities for adults, teens and youth including food, a concert, games, kiddy rides, poetry, dance, etc.
- Applicant expects approximately 800-1,000 participants each day.
- Applicant will be promoting event via yard sale-type signs in congregants’ yards, and elsewhere in O’Fallon where permitted by the City’s Sign Ordinance, for a period of 5 days prior to the event.
- The event will provide adequate cooling and medical attention stations, dumpster, and additional toilets on site to supplement park provisions.
- Event has been coordinated through the Parks Department. The Parks Department had several comments which are addressed in the conditions below.
- No Police, Fire and EMS assistance is requested.
- Contingency plan for rain is to change the event to the multipurpose building on the church property.
- Insurance has been provided.

**Legal Considerations, if any:** None

**Budget Impact:** None

**Staff Review:** Staff recommends approval of the Special Event Permit, pending favorable comments from the Police and Fire Departments, with the following conditions:

1. Coordinate with the Parks Department a maintenance plan for trash dumpster and portable restrooms.
2. Revise the site map to indicate the following:
  - The stage and podium will be on Field #2 and not on Field #1 (Blazier Field)
  - The Katy Cavins Center and the parking spots are to be located on 5<sup>th</sup> Street and not Hilgard.
  - Locate trash receptacles and the additional dumpster on the site map.