



AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, February 22, 2016

6:00 PM

**Public Safety Building
285 North Seven Hills Road**

I) Roll Call

II) Approval of Minutes – February 8, 2016

III) Items Requiring Council Action – Monday, March 7, 2016

- A. SEPA - IALOH Annual Convention (Motion)
- B. SEPA – St. Nicholas Church - NickFest (Motion)
- C. SEPA - Walmart Garden Center (Motion)
- D. CR Holland, Planned Use (1st Reading)

IV) Other Business

- A. FY 2017 Planning and Zoning Budget – Presentation of FY 2017 Department Budget

NEXT MEETING: March 14, 2016 – 7:00 P.M. – Public Safety Building

General Citizen Comments: The City of O'Fallon welcomes comments from our citizens. The Illinois Open Meetings Act provides an opportunity for citizens to speak at all committee and Board meetings. However, 5 ILCS 120/1 mandates that NO action shall be taken on matters not listed on the agenda. Please submit your name to the chairman and limit your comments so that anyone present has the opportunity to speak.



MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
6:00 PM Monday, February 8, 2016

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held at the Public Safety Building, 285 N. Seven Hills Road, O'Fallon, Illinois.

CALL TO ORDER: 6:00 PM

- I) Roll Call – Committee members:** Jerry Albrecht, Gene McCoskey, Ray Holden, Harlan Gerrish, Jerry Mouser and David Cozad. *Other Elected Officials Present:* Herb Roach, , Kevin Hagarty, Robert Kueker, Mike Bennett and Ned Drolet. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jim Cavins, Grant Litteken and Justin Randall. *Visitors:* Vern Malare, Charlie Pitts, Allan Ivie, Bob Dunn and Tom.
- II) Approval of Minutes from Previous Meeting –** All ayes. Motion carried.
- III) Items Requiring Council Action**
- A. Reliance Bank Sublease Agreement (Resolution) – Ted Shekell provided an overview of the issue regarding Reliance Bank placing a temporary bank office on the Regency Conference Center parking lot. Shekell indicated the bank has to be out of their existing facility at the end of March and the expectation is the Tim Horton's / Reliance Bank building will be operational at the end of June. Shekell provided the committee with the terms of the agreement and indicated the agreement still required the approval of the Conference Center operator. The committee discussed the sublease agreement and recommended approval of the resolution with a vote of 6-0.
 - B. SEPA – Ace Hardware Temporary Greenhouse (Motion) – Justin Randall brief explanation on special event for Ace Hardware and indicated it was consistent with previous approvals. No concerns were raised. The committee discussed the special event permit and recommended approval of the special event with a vote of 6-0, with the recommended staff conditions.
 - C. SEPA – Make-A-Wish Foundation (Motion) – Justin Randall provided a brief overview of the special event permit for the Chicken & Beer Dance to be held at the Regency Conference Center on March 7th. The committee discussed the special event permit and recommended approval of the special event with a vote of 6-0, with the recommended staff conditions.
 - D. Skyline Community Church – Planned Use (2nd Reading) – Justin Randall indicated there were no changes proposed from 1st Reading for Skyline Community.

IV) Other Business - NONE

MEETING ADJOURNED: 6:25 PM

NEXT MEETING: February 22, 2016 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner

DRAFT MINUTES
O’FALLON PLANNING COMMISSION
February 9, 2016

Chairman Larry Sewell called the meeting to order at 6:00 p.m. in the City Council Chambers and led the Pledge of Allegiance.

ATTENDANCE: Debbie Arell-Martinez, present; Jeffrey Baskett, present; Patricia Cavins, present; Al Keeler, absent; Rebecca Pickett, present; Joe Rogers, present; Ray Rohr, present; Larry Sewell, present. A quorum was declared present by Sewell.

MINUTES: Rogers noted the motion to adjourn the meeting of January 12, 2016, was incorrect as Baskett was excused from the meeting. Transcriptionist will review voting record and make the correction. Motion was made by Rohr and seconded by Cavins to approve the minutes of January 12, 2016, as amended. All Ayes. Motion carried.

Sewell welcomed everyone and explained the role of the Planning Commission. The Planning Commission members introduced themselves. Also present were Community Development Director Ted Shekell and Senior City Planner Justin Randall.

UNFINISHED BUSINESS: None.

PUBLIC HEARINGS:

(P2016-01) - Zoning Amendment Subject to the Planned Development Ordinance from “SR-2” Single Family Residence Dwelling District to “O-1(P)” Planned Office District for the offices of a real estate firm, building contractor/construction firm with indoor storage and a separate residential home. Property is located at 718 West Highway 50. The applicant is Ron Bright, RGB Surveying for CR Holland Construction

Public hearing was opened at 6:03 p.m. Randall showed maps of the subject and surrounding properties, their zoning, and the Future Land Use Map of the area. Randall presented an overview of the development and detailed:

- Site plan
 - Existing structures and proposed uses
 - Larger house to be remodeled for use of office space
 - Smaller house to be used as a rental house
 - Large pole barn for their company’s equipment, tool and material storage
 - Present private septic sewer service and when connection to City’s sewer system will be required
 - Existing and proposed landscaping
 - Sidewalk along Hwy 50 not necessary at this time for this interim land use
- Proposed development plan conforms to:
 - Comprehensive Plan
 - Zoning Code, except as modified with the requested variances

Shekell explained how this area has, and will continue to transition from residential to office/commercial over the years, and stated this particular development (having previously been a residence) will be almost imperceptible as a business from how it presently looks.

Sewell asked if we have defined interim. Shekell explained it may be difficult to define a length of time because it will be dictated by the market. As some of the available vacant land in area is developed, these particular lots will become more likely to redevelop.

Public comments were opened at 6:14 p.m.

Chad Holland and Ryan Holland of CR Holland Real Estate, and Petitioner Ron Bright were sworn in.

Shekell asked if CR Holland had any comments regarding the property immediately to the east, next to Scott Credit Union property, and if they had a long-term plan for the property. Chad Holland responded that while they are still looking at acquiring the property, they are primarily focusing on the property under review. The cost of the adjoining property and the work necessary to the building is cost prohibitive at this time. He envisioned the properties would likely be torn down and a larger development would be in place.

Chad Holland explained there would be no outdoor storage, landscaping has been started, a fence will be placed out back, minor improvements to the front, up to 32 square feet of monument signage, and a little parking will be added.

Pickett asked about the parking lot lighting requirement. Randall reported their hours of operation typically will not need the additional lighting. Bright and Chad Holland testified there is presently automatic security lighting on site.

Randall affirmed notification was properly made and there have been no statements made against the project.

Public comments were closed at 6:19 p.m.

Staff Recommendation:

Randall read over the Staff Recommendation as follows:

Staff recommends approval of the project as proposed, for a real estate office, rental property and storage for the real estate/construction company, with the follow conditions:

1. A variance to the sidewalk requirement along Highway 50.
2. A variance to allow the landscaping plan to be constructed as shown on the site plan.
3. The use of storage associated with the Planned Use application shall be limited to the owner's property maintenance business and must remain within pole barn. No outside storage is permitted.
4. The Planned Use approval permits a single-family residential unit and permits the office building to revert back to a single-family residential unit in the future.

5. If new construction of a building is proposed in the future, the site will be required to receive a new planned use approval and include improvements, such as tying onto the City's sewer infrastructure, provide the necessary sidewalks and all other development related improvements as defined by the Development Manual and Zoning Code.

Motion was made by Baskett and seconded by Rohr to approve the Staff's Recommendation as written.

ROLL CALL: Arell-Martinez, aye; Baskett, aye; Cavins, aye; Pickett, aye; Rogers, aye; Rohr, aye; Sewell, aye. All Ayes. Motion to approve with conditions passed.

The project moves to Community Development on February 22, 2016, at 6 p.m. The public hearing was closed at 6:21 p.m.

REPORTS OF STANDING AND SPECIAL COMMITTEES: None.

REPORTS AND COMMUNICATION:

Randall announced that there are no petitions awaiting public hearing for neither February 23rd nor March 8th, so those meetings have been cancelled.

There was general discussion about various commercial developments and the Old City Hall Request for Proposals

ADJOURNMENT:

Motion was made by Rohr and seconded by Pickett to adjourn. All ayes. Motion carried. The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Vicki Evans, Transcriptionist

Minutes approved by Planning Commission



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior Planner
THRU: Ted Shekell, Community Development Director
DATE: February 22, 2016
SUBJECT: Special Event Permit: IALOH Annual Convention (MOTION)

Project Summary

- Applicant: James Pulley – International Association Legion of Honor (Shriners)
- Special Event Permit for a tent in the parking lot of the Hilton Garden Inn
- Located at 360 Regency Park on the east end of the Hilton Garden Inn
- The tent will be up from April 5, 2016 – April 11, 2016, at a maximum size of 30' x 30'.
- Tent will be used roughly from 8AM to 11PM for additional space for members of the conference to gather.
- The permit and conference is being requested for the first time.

A site plan was provided by the applicant that shows the location of the tent and will occupy approximately 5 parking spaces.

Recommendation: The Fire and Police Departments had no issues with the request. Staff recommends approval of the Special Event Permit with the following conditions:

1. The tent shall be anchored properly, and an inspection shall be scheduled with the City when the tent is installed.

PD _____
FD _____



COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

Attach proof of not-for-profit status with application
2/8/16
OR
 Provide \$50.00 application fee with application

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: IALOH Annual Convention

Location of Event: Hilton Garden Inn, 360 Regency Park Drive, O'Fallon

Name of Event Organization: International Assn. Legions of Honor (Shriners)

Name of person in charge of event (applicant) and mailing address: James Pulley
4594 Deer Run Drive, Osage Beach, MO 65065

Phone: 618-604-9650 E-Mail: collinsvillefan@charter.net

Secondary Contact Person: Deb Pulley

Phone: 618-401-5806 E-Mail: collinsvillefan@charter.net

Beginning Date / Times: 5 Apr 2016, 12 P.M. Ending Date / Times: 11 Apr 2016, 12 P.M.

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED

NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED

NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, **City of O'Fallon**, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED

NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000. PAID NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): NA
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: _____

NA

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

NONE REQUESTED

Street Department, IDOT (for street closings, signalization, and detour routes)

Parks Department

Police Department

Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

11. American Disability Compliance

ATTACHED

NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

Signature of Applicant/ person in charge of event

Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES (X) NO

Justin D. R. Hill

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

- hours of operation
- activities provided
- signage
 - dimensions,
 - quantity,
 - location, etc...
- traffic/parking plan
- contingency plans for rain
- plans for toilet facilities
- security plan
- expected attendance
- Any additional helpful information

Narrative:

Requesting a tent to be placed in the parking lot adjacent to the Hilton Garden Inn to provide overflow community space during our convention which is being held at the hotel and convention center.

hours of operation - available during entire event - in use roughly 8 AM through 11 PM April 6 through April 9, 2016

activities provided - space for conversational groups and card games

signage - na

traffic/parking plan - na

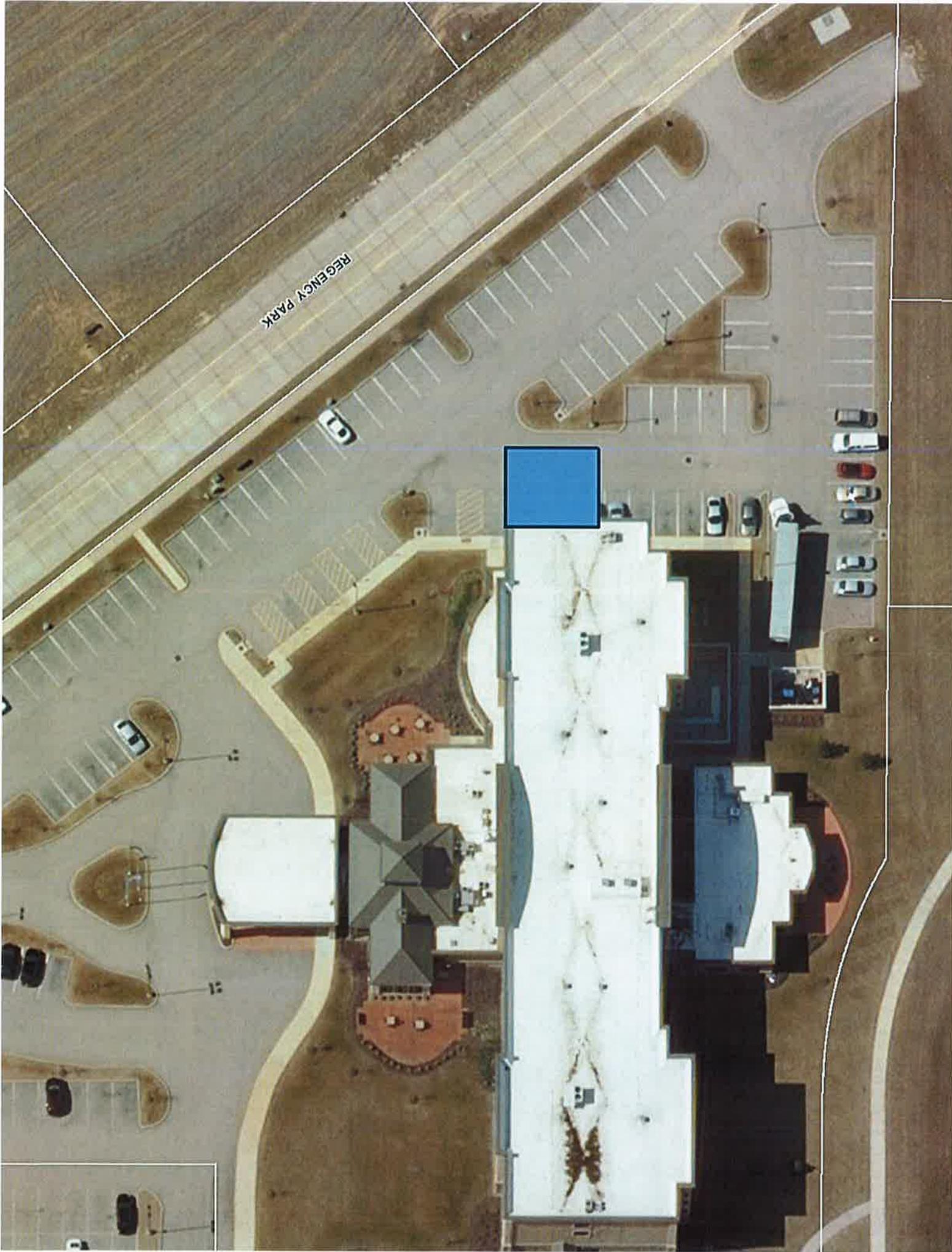
contingency plans for rain - na

plans for toilet facilities - na

security plan - na

expected attendance - convention attendance is expected to be around 250 to 300

The International Association Legions of Honor is part of Shriners International. It is composed of veterans and active duty military from the US, Canada, Puerto Rico and other countries.





MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: February 22, 2016
SUBJECT: Special Event Permit – St. Nicholas Church “NickFest” (MOTION)

Project Summary

Applicant: Ann Daniels, St. Nicholas Roman Catholic Church
Event: St. Nicholas NickFest Festival
Date/Time: Friday, May 20th 12:00 PM to 10:00 PM & Saturday, May 21st from 9:00 AM to 10:00 PM
Location: St. Nicholas Roman Catholic Church, 625 St. Nicholas Drive

Event Details:

- Friday
 - Rides and children's games from 12:00 PM – 10:00 PM
 - Bingo in the gymnasium from 5:00 PM – 8:00 PM
 - Live music 7:00 PM – 10:00 PM
 - Cake wheel 5:00 PM – 10:00 PM
 - Food and beverages served from 12:00 PM – 10:00 PM

- Saturday
 - 5K Run starts and ends at St. Nicholas Church beginning at 9:00 AM (route attached)
 - Rides and children's games from 12:00 PM – 10:00 PM
 - Bingo in the gymnasium from 5:00 PM – 8:00 PM
 - Live music 6:00 PM – 10:00 PM
 - Cake wheel 5:00 PM – 10:00 PM
 - Food and beverages served from 12:00 PM – 10:00 PM

- Anticipated attendance is 1,000 on Friday and 3,000 on throughout the day on Saturday
- Outdoor music will be in the beer & wine tent. The setup of the stage is to direct sound away from the nearest residences.
- Parking will be in the filed the church owns on Wesley and on-street
- Toilet facilities will be provided at the church and portable toilets

Signage Request:

- 18" x 24" yard signs
- 4' x 4' banner mounted on stakes at the corner of Wesley Drive and St. Nicholas Drive 4 weeks prior to the festival
- 18' x 24" yard signs for parking, entrances and exits around the block of the church campus (Friday and Saturday of the event)

Community Development Department
255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F: 618.624.4534

City Assistance Request:

- 4 uniformed police officers on Friday and Saturday between 7:00 PM – 11:00 PM per the Memo of Understanding between the Parish and the O'Fallon Police Department.
- EMS parked on the grounds when not in use at different times throughout the event.

Notes:

- This is the second event of this nature requested by St. Nicholas Church and consistent with last year's approval.

Staff Recommendation

The City Clerk, Public Works, Police and Fire Departments have reviewed the special event permit and have recommended approval of the event. Staff recommends approval of the Special Event Permit with the following conditions:

1. Church will need to notify the property owners surrounding the campus of the event.
2. The event is subject to the Memorandum of Understanding between the City of O'Fallon and the St. Nicholas Parish.

PD _____
FD _____
PW FYI
CityLink _____

RECEIVED FEB 11 2016

cc



COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

Attach proof of not-for-profit status with application
OR
 Provide \$50.00 application fee with application



APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: St. Nicholas NickFest Festival
Location of Event: 625 St. Nicholas Drive \$5K
Name of Event Organization: St. Nicholas Roman Catholic Church
Name of person in charge of event (applicant) and mailing address: Ann Daniels
914 Shadow Ridge Crossing, O'Fallon, IL 62269
Phone: 618-632-1797 Church office E-Mail: AnnDaniels@stnicholasofallon.org
618-978-6299 Ann's Cell
Secondary Contact Person: Amy Ballance
Phone: 618-334-4009 E-Mail: Amy.ballance@hshs.org
Beginning Date / Times: May 20, 2016 Ending Date / Times: May 21, 2016 10:00 pm
12:00 pm

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED

NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED

NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, **City of O'Fallon**, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED

NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000. PAID NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): See Attached
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: N/A

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

- NONE REQUESTED * * MOU Attached
- Street Department, IDOT (for street closings, signalization, and detour routes)
- Parks Department Police Department Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

- PERMIT REQUIRED (please attach copy)
- NOT APPLICABLE

11. American Disability Compliance

- ATTACHED
- NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

Mark M. Daniels
Signature of Applicant/ person in charge of event

2/11/16
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES (X) NO Justin R. Hall
ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL _____ (DATE)

Narrative:

St. Nicholas Catholic Church is hosting our 2nd annual NickFest Festival on Friday, May 20, 2016 and Saturday, May 21, 2016. The following is a plan of events.

FRIDAY EVENTS: Festival will begin 12:00 PM until 10:00 PM
Rides provided by Tinsley Amusements 12:00 PM until 10:00 PM
Children's games from 12:00 PM until 10:00 PM
Food served from 12:00 PM until 10:00 PM
Bingo in the gymnasium from 5:00 pm – 8:00 pm
Live music and dancing from 7:00 PM until 10:00 PM
Cake Wheel from 5:00 PM until 10:00 PM
Refreshments including beer, wine, Lime-a-Rita variety cans, soft drinks, water served from 12:00 PM until 10:00 PM

5K RUN : Saturday, May 21, 2016 at 9:00 am beginning and ending at St. Nicholas Church, the run will be on O'Fallon streets (route listed below)

The route will start at Shadow Ridge Crossing at the entrance to St Nicholas Church. Runners will head north on Shadow Ridge Crossing, then turn right on Wildwood Lane. We will have a person directing runners onto Wildwood Lane, and at the intersections noted below. Runners will follow Wildwood Lane until they turn left on N Seven Hills and immediately left again onto E Deer Creek Rd. They will run west on E Deer Creek Rd until they turn left onto N Smiley St. Runners will follow Smiley south, turn right onto Reiss, left onto Belpre, turn left onto E Wesley, and left on Shadow Ridge Crossing to complete the course at Shadow Ridge Crossing and the entrance to St Nicholas Church.

We will have at least one route monitor at each of these intersections:

Shadow Ridge and St Nicholas Dr

Shadow Ridge and Somerset Lane

Shadow Ridge and Wildwood

Wildwood and Seven Hills

Seven Hills and E Deer Creek

Deer Creek and Cedar Ridge

E Deer Creek and Smiley

Smiley and Joshua Drive

Smiley and Reiss Rd

Reiss Rd and Belpre

Belpre and E. Wesley

Smiley and E Wesley

E Wesley and Shadow Ridge

18-20 people will be posted to direct runners. We will also have a manned water break station on E Deer Creek.

SATURDAY EVENTS: After the 5K run is completed, the picnic will open at 12:00 PM

Rides provided by Tinsley Amusements 12:00 PM until 10:00 PM

Children's games from 12:00 PM until 10:00 PM

Food served from 12:00 PM until 10:00 PM

Bingo in the gymnasium from 5:00 pm – 8:00 pm

Live music and dancing from 6:00 PM until 10:00 PM

Cake Wheel from 5:00 PM until 10:00 PM

Refreshments including beer, wine, Lime-a-Rita variety cans, soft drinks, water served from 12:00 PM until 10:00 PM

PARKING: We plan to have handicapped only parking available on our black top lot, entering from St. Nicholas Drive in the West entrance lane only. This handicapped parking only designation will be from 12:00 PM – 10:00 PM Friday and 12:00 PM – 10:00 PM Saturday. This area is noted on the attached site plan.

ATTENDANCE: We anticipate approximately 1000 people throughout the day and evening on Friday and 3000 people throughout the day and evening Saturday.

POLICE/EMS: Nick Fest will have O'Fallon Police officers, as well as volunteer parishioners monitoring festival attendees and activity during the following times. On Friday, May 20th, and Saturday, May 21st—four uniformed officers (and one supervisor) on site from 7:00PM to 11:00PM; four volunteer parishioners from noon to 10:00PM. No security presence planned outside of these hours. Volunteer parishioners will walk designated areas of the festival grounds and monitor for security/safety issues. Response checklists will be used to address a variety of situations. Hand-held radios will be used as a means to facilitate communications. We have included as an attachment the O'Fallon Police Department's Memorandum of Understanding.

There will be an ambulance with EMS parked on the grounds when not in use at different times throughout the event.

TOILET FACILITIES: The restrooms in the church Activity Center will be used for the festival both days/evenings including the 5K run. Additional portable toilets and hand washing stations will be available on the festival grounds for both Friday and Saturday.

SIGNAGE PRIOR TO EVENT: We will be utilizing 18" x 24" yard signs to promote the event with the festival logo, location and date.

We will also place a 4' x 4' banner mounted on stakes at each corner of our property Wesley Drive and St. Nicholas Drive 4 weeks prior to the festival.

COMMUNICATION WITH NEIGHBORS: The committee will go door to door in early April to all neighbors surrounding church property to notify them of the event.

Memorandum of Understanding

St. Nicholas Parish ("Parish") and the City of O'Fallon ("City") acknowledge the Parish will be conducting a festival on May 20 and 21, 2016 on its premises, located at 625 Saint Nicholas Drive, O'Fallon, IL. As this public event is to be conducted on private property and beyond the normal control by the City, and in particular with regard to police presence, the Parish agrees as a condition of conducting its festival on its premises to allow and do the following:

1. The O'Fallon Police Department shall have authority to remove, ban, and/or make arrests of individuals or groups of individuals if it is deemed by the O'Fallon Police Department to be in the best interest or safety of those attending the Parish festival.

2. Four uniformed O'Fallon Police Officers and one O'Fallon Police Sergeant will be attending the festival between the hours of 7pm and 11pm or until the festival has been cleared of all attendees. The Parish shall pay to the City a rate of pay for each of the aforementioned officers the sum of Forty and 00/100 Dollars (\$40.00) per hour, per officer. The payment shall be made directly to the officers within five (5) days of the last day of the event. The Parish will be provided with the names and addresses of the officers.

In addition, if the festival is cancelled due to weather or other circumstances, the Parish must notify the City's Police Department by no later than 1pm on the date the police officers are to be present. Should the City Police Department receive such notice after 1pm, the Parish shall be obligated to pay the scheduled officers for two (2) hours at the rate of Forty and 00/100 Dollars (\$40.00) per hour.

3. The O'Fallon Public Safety Director or the onsite officer supervising the police protection shall have the authority to call in additional O'Fallon police officers at his/their discretion to address safety concerns at the festival. The cost of the additional officers will be paid by the Parish. The cost for each additional officer maybe more than the rate of Forty and 00/100 Dollars (\$40.00) per hour, as the presence of the additional officers may be on an overtime basis. The payment for these officers shall be made within five (5) days of receipt of a billing statement from the City.

4. The O'Fallon Public Safety Director or the onsite officer supervising the police protection, shall have the authority if he/they deem necessary, to request mutual aid from other municipal police departments, the St. Clair County Sheriff's Department and the Illinois State Police. All expenses and costs related to the mutual aid shall be borne by and paid by the Parish to the department providing the mutual aid.

St. Nicholas Parish

City of O'Fallon

By: _____
Date

By: _____
Date

Certificate of Coverage

Date: 2/10/2016

Certificate Holder
 Catholic Diocese of Belleville, Inc.
 Chancery Office
 222 South 3rd Street
 Belleville, IL 62220

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Covered Location
 St. Nicholas Parish
 625 St. Nicholas Dr.
 O'Fallon, IL 62269

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8562	7/1/2015	7/1/2016	Each Occurrence	500,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability	8562	7/1/2015	7/1/2016	Each Occurrence	2,000,000
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage extends to the City of O'Fallon, IL only for claims due to alleged or actual negligence by St. Nicholas Parish arising from the NickFest Festival and 5K Run on May 20 & 21, 2016.

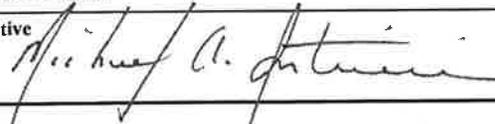
Holder of Certificate

Cancellation

Additional Protected Person(s)

 City of O'Fallon
 O'Fallon, Illinois

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative 

0037003801

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 5/20/2016
Cancellation Date of Endorsement: 5/22/2016

Certificate Holder: Catholic Diocese of Belleville, Inc.
Chancery Office
222 South 3rd Street
Belleville, IL 62220

Location: St. Nicholas Parish
625 St. Nicholas Dr.
O'Fallon, IL 62269

Certificate No. 8562 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of O'Fallon
O'Fallon, Illinois

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage extends to the City of O'Fallon, IL only for claims due to alleged or actual negligence by St. Nicholas Parish arising from the NickFest Festival and 5K Run on May 20 & 21, 2016.


Authorized Representative



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior Planner
THRU: Ted Shekell, Community Development Director
DATE: February 22, 2016
SUBJECT: Special Event Permit: Wal-Mart Garden Center (MOTION)

Project Summary

- Applicant: Chris Elam and David White for O'Fallon Wal-Mart
- Special Event Permit for Wal-Mart Garden Center seasonal outdoor display
- Located at 1530 W Hwy 50 in front of O'Fallon Wal-Mart
- Business will take place upon approval to July 30, 2016
- Outdoor display will be open 24 hours a day
- The permit is consistent with past requests.

A site plan was provided by the applicant that shows the location of the display areas. Approximately 115 of the 880 existing parking spaces will be occupied by the proposed display areas, leaving 765 parking spaces.

Recommendation: The Fire and Police Departments had no issues with the request. Staff recommends approval of the Special Event Permit with the following conditions:

1. Drive aisles and fire lanes must remain open at all times for emergency vehicle access.
2. Display of materials must be limited to those areas shown on the site plan.

PD
FD



cc

<input type="checkbox"/>	Attach proof of not-for-profit status with application
OR	
<input checked="" type="checkbox"/>	Provide \$50.00 application fee with application

COMMUNITY DEVELOPMENT DEPARTMENT
255 S. Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269
Ph: (618) 624-4500 x4
Fax: (618) 624-4534

CITY OF O'FALLON

FEB 18 2016

DATE PAID

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Wal-Mart Garden Center Store 1418

Location of Event: 1530 W. U.S. 50

Name of Event Organization: Wal-Mart

Name of person in charge of event (applicant) and mailing address: Chris Elam / David White

Phone: (618) 632-9066 E-Mail: _____

Secondary Contact Person: Leary McCanton

Phone: (618) 632-9066 E-Mail: _____

Beginning Date / Times: 2-1-2016 Ending Date / Times: 7-30-16

THE FOLLOWING INFORMATION (WHERE APPLICABLE) MUST BE PROVIDED IN WRITTEN FORM BEFORE APPLICATION WILL BE PROCESSED.

1. **NARRATIVE** (Including hours of operation; activities provided; signage including dimensions, quantity, location, etc...; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc...).

ATTACHED

2. Sketch plan of site.

ATTACHED

3. Permission letter from property owner, if applicant is not the property owner.

ATTACHED

NOT APPLICABLE

4. Proof of not-for-profit status (so that application fee can be waived.)

ATTACHED

NOT APPLICABLE

5. Proof of Liability Insurance should be provided and if event is held City property, **City of O'Fallon**, should be named as an additional insured in the amount of One Million Dollars (\$1,000,000).

ATTACHED

NOT APPLICABLE

6. Damage bonds or cash deposit to protect City facilities (this would be mainly for out-of-town sponsors) in the amount of \$300,000. PAID

NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): N/A
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: none

9. Special consideration requests such, as City provided assistance. (Fees may be charged for these Services.) **Please include specific considerations requested in narrative or as an attachment.**

NONE REQUESTED

Street Department, IDOT (for street closings, signalization, and detour routes)

Parks Department

Police Department

Fire and EMS Department

10. Coordinate all food concessions with St. Clair County Health Department at (618)233-7769.

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

11. American Disability Compliance

ATTACHED

NOT APPLICABLE

As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. The City electrical inspector must be contacted a minimum of twenty-four (24) hours prior to inspection.

[Signature]
Signature of Applicant/ person in charge of event

2-18-16
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO

[Signature]

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

All other requests for "Special Events Permits" not approved by the Community Development Director shall go before the Community Development Committee and the City Council for their approval.

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

- hours of operation
- activities provided
- signage
 - dimensions,
 - quantity,
 - location, etc...
- traffic/parking plan
- contingency plans for rain
- plans for toilet facilities
- security plan
- expected attendance
- Any additional helpful information

Narrative:

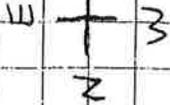
Hours same as store 24 hrs a day.

Activities Lawn and Garden Summer merchandise

Bagged Dirt, Mulch, paver stone, rock,

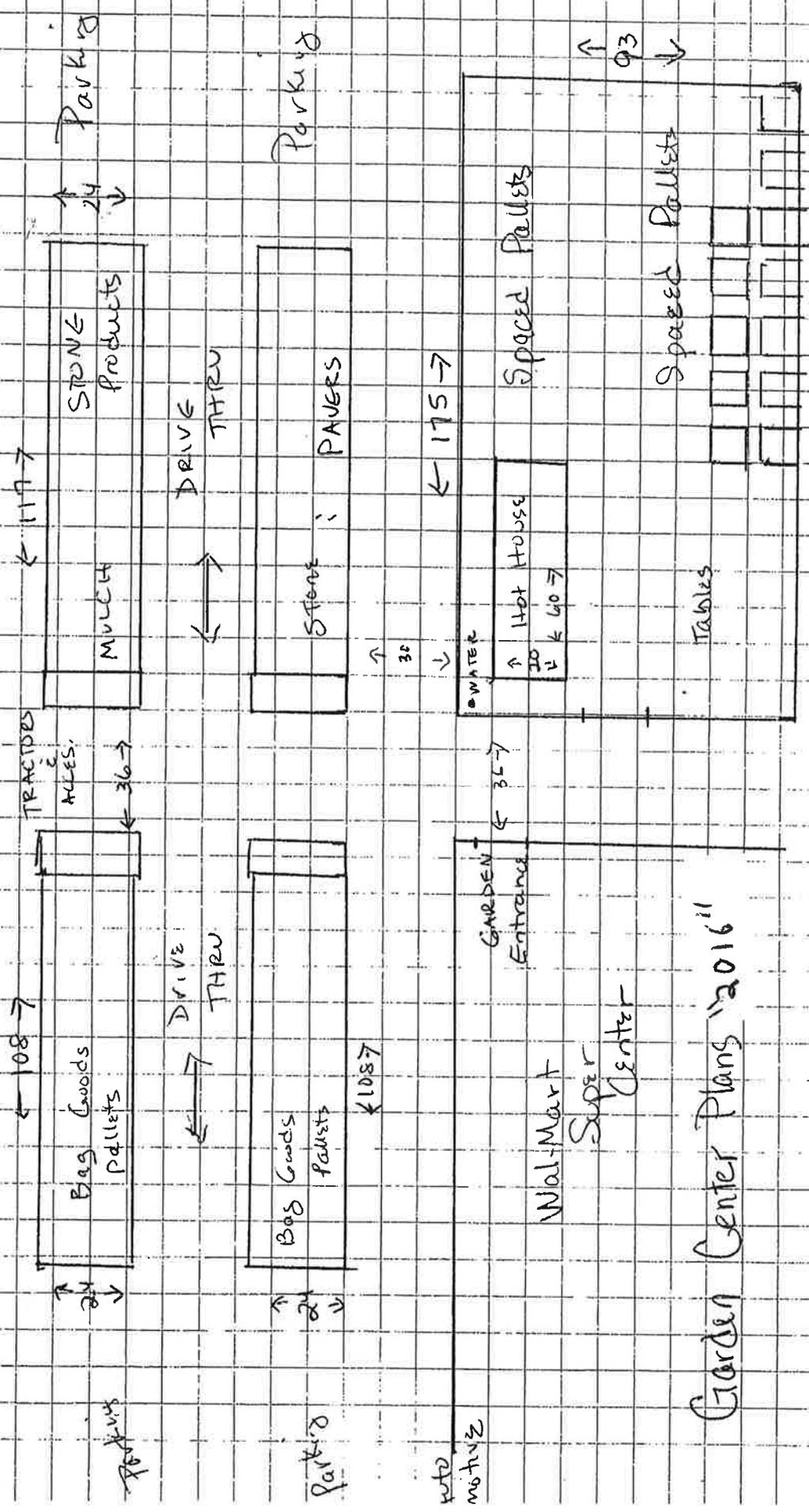
No additional Parking plans necessary

Parking lot Apx 115 of the 880 existing parking spaces will be occupied by the area leaving 765 parking spaces.



1 BLOCK = 10 FEET

R.P. Lumber



WAL-MART
Super Center

Garden Center Plans '2016'

into motor



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: February 22, 2016
SUBJECT: P2016-01: CR Holland, Planned Use (1st Reading)

Plan Commission Recommendation

The Planning Commission held a public hearing on the above referenced application at their February 9, 2016 meeting. The Commission voted 7-ayes and 0-nays to approve the requested Rezoning and Planned Use application for CR Holland, subject to the conditions recommended by staff.

Project Background

Ron Bright of RGB Surveying on behalf of Chad Holland of CR Holland Commercial Real Estate has filed an application requesting a change of zoning from SR-2, Single Family Residential Dwelling District to O-1(P) Planned Office District for a parcel of land at 718 West Highway 50. CR Holland will be using one of the existing houses as a real estate office, a second existing house will be a rental property and the large pole barn will be used for the company's storage of tools and materials for repairing and maintenance of rental property.

The applicant will be remodeling the interior of the house for the use of office space. Very little to no modifications are being made to the outside of the building. The existing access will remain the same and there is an existing asphalt pad that will be striped for vehicle parking.

Please see the attached Plan Commission Project Report for more detailed information on the proposal.

Staff Recommendation

Staff recommends approval of the project as proposed, for a real estate office, rental property and storage for the real estate/construction company, with the follow conditions:

1. A variance to the sidewalk requirement along Highway 50.
2. A variance to allow the landscaping plan to be constructed as shown on the site plan.
3. The use of storage associated with the Planned Use application shall be limited to the owner's property maintenance business and must remain within pole barn. No outside storage is permitted.
4. The Planned Use approval permits a single-family residential unit and permits the office building to revert back to a single-family residential unit in the future.
5. If new construction of a building is proposed in the future, the site will be required to receive a new planned use approval and include improvements, such as tying onto the City's sewer infrastructure, provide the necessary sidewalks and all other development related improvements as defined by the Development Manual and Zoning Code.

Attachment:

Report to Plan Commission



PROJECT REPORT

TO: Planning Commission
FROM: Justin Randall, Senior City Planner
THRU: Ted Shekell, Community Development Director
DATE: February 9, 2016
PROJECT: P2016-01: CR Holland, Planned Use

Location: 718 West Highway 50
Ward: 6
Applicant: Ron Bright on behalf of CR Holland Commercial Real Estate
Owner: CR Holland Construction, LLC
Submitted: December 29, 2015

Background & Executive Summary

Ron Bright of RGB Surveying on behalf of Chad Holland of CR Holland Commercial Real Estate has filed an application requesting a change of zoning from SR-2, Single Family Residential Dwelling District to O-1(P) Planned Office District for a parcel of land at 718 West Highway 50. CR Holland will be using one of the existing houses as a real estate office, a second existing house will be a rental property and the large pole barn will be used for the company's storage of tools and materials for repairing and maintenance of rental property.

The applicant will be remodeling the interior of the house for the use of office space. Very little to no modifications are being made to the outside of the building. The existing access will remain the same and there is an existing asphalt pad that will be striped for vehicle parking.

Existing Conditions

The subject property is currently zoned SR-2, Single Family Residential Dwelling District. The property currently has two houses, a detached garage and a large pole barn. The table below summarizes the zoning and land uses of adjacent properties. Please see the attached maps for more detailed information.

Table with 2 columns: Adjacent Zoning and Adjacent Land Use. Rows include North, East, South, and West directions with corresponding zoning codes and land use descriptions.

Applicable Ordinances, Documents and Reports

O'Fallon Comprehensive Plan:

The O'Fallon Comprehensive Plan Future Land Use Map depicts the subject property as Office / Service. The proposed rezoning to O-1 (P), Planned Office District is consistent with the Comprehensive Plan. Additionally, Section 8.3 of the Comprehensive Plan provides a set of guidelines for the redevelopment of the section of Highway 50 from Green Mount Road to Lawn Avenue, which is outlined below.

Residential Conversion

The City has three possible options for the area of the proposed rezoning. First is to do nothing, leaving it residential, thereby encouraging some of the properties to become rental or vacant at some point.

The second option is to follow the recommendation of the 2001 Plan that proposed office designation with the condition that minimum 2.5-acre parcels be assembled. Landscaped buffers would be needed between this area and the houses surrounding each parcel. The proposals should encourage continuity of development, efficient traffic flow, and coordination between residential and commercial land uses. Office use is more appropriate in these locations than retail due to fewer turning movements, the hours of operation of offices would be daytime, display or intense parking lot lighting would not be needed, and the less intense, more residential scale of an office/business service area would enable new developments to be more compatible with their neighbors.

The third option would be to allow conversions of these residences to limited business or professional uses. The properties would be allowed, through a Planned Use option, to be rezoned to Office and Business zoning classification, providing relief for certain business uses having a maximum of 1-2 employees, 3-4 parking spaces, and monument signage. The ultimate goal would be to assemble these parcels into a cohesive, master planned area.

Future developments would be required to have the appropriate utility easements to facilitate the development of new infrastructure needed to service this area, cross-access easements to allow future movement between properties, sidewalks for pedestrian traffic along Highway 50, and landscaped buffer-yards would be required. Preservation of mature, healthy trees should be done where appropriate. Tree planting and landscaping along Highway 50 should also be a part of each project. Maintenance of the neighborhood scale and appearance of this area is critical in preventing the degradation of its appeal and importance to the City. Each property would need its own detention, unless several parcels could be developed together to obtain more consolidated detention basins.

Code of Ordinances:

The zoning hearing has been triggered due to §158.116 of the O'Fallon Code of Ordinances which requires planned use approval for "any proposed amendment or change in zoning, change of use from a residential to a non-residential use, where the subject property is adjacent to or within 250 feet of any property used for residential, public assembly, including religious or school purposes." The property is adjacent to residential properties to the north, east and west. Due to this requirement, the applicant is requesting a change of zoning from SR-2, Single Family Residential Dwelling District to O-1(P) Planned Office District. The proposed rezoning is subject to Chapter 158 (Zoning) of the Code of Ordinance and must meet the requirements of the O-1, Office District requirements.

Public Notice:

Public Notice of this project has been fulfilled in accordance with Section 158.255 and 158.256 of the City of O'Fallon Zoning Regulations. More specifically, the applicant has notified property owners within 250 feet of the subject property via certified mail of the filing of the zoning amendment. Additionally, the City has notified property owners within 250 feet of the subject parcel of the public hearing at least 15 days prior to the hearing and published notice of the public hearing in a local newspaper at least 15 days in advance. Proof of notification is on file with the City's Community Development Department.

Discussion Points/Issues

Land Use & Comprehensive Plan

The subject property is identified as *Office/Service* in the Comprehensive Plan. The proposed project is consistent with the Comprehensive Plan. The subject property is located in an area of Highway 50 that has residential uses on the north side of Highway 50 and commercial/retail uses across Highway 50. The zoning hearing has been triggered due to the proposed use of an office use, located within 250 feet of a residence. CR Holland will be using one of the existing houses as a real estate office, a second existing house will be a rental property and the large pole barn will be used for the company's storage of tools and materials for repairing and maintenance of rental property.

The applicant will be remodeling the interior of the house for the use of office space. Very little to no modifications are being made to the outside of the building. The applicant indicates in the narrative the potential for the office building to revert back to a residential rental at some point in the future. The existing access will remain the same and there is an existing asphalt pad that will be striped for vehicle parking.

Traffic Circulation/Parking

Ingress and Egress: The site will continue to provide access from existing private drive off of Highway 50.

Parking: The site plan proposes using an existing asphalted area to provide the necessary parking for the conversion of the main house into a real estate office. The plan indicates a small area in which additional asphalt will be added to meet the required 4 spaces, including an accessible parking space. The plan proposes curbing the new asphalt to detain the excess water and slowly release through a curb cut with rip rap.

Sidewalks: The current site does not have a sidewalk along Highway 50 and the petitioner is not proposing a sidewalk. Since the site is converting from a residential land use to an office use in an interim basis and the property could be part of a future larger redevelopment, the need for a sidewalk may not be necessary at this time. If the parcel would become part of a redevelopment in which the house is removed and new construction is proposed a sidewalk would be necessary at that time.

Landscaping and Buffer Requirements

City code requires a structural buffer of a 6-foot fence and landscaping between O-1, Office District and the MR-2, Multi-family Residence Dwelling District and the SR-2, Single Family Residence Dwelling District. The plan is proposing a 6-foot high vinyl fence and trees along the northern property line, where the site adjoins the Eagle Ridge Apartments. However, the applicant is requesting relief from the required buffer along the eastern and western property lines where the site adjoins SR-2 zoning. The conversion of the residence to a small office will not alter the use of the property greatly and there are existing evergreen trees providing a buffer between the residences to the east and west.

Lighting

The site is not being lighted do to the normal hours of the real estate office being 9:00AM – 5:00PM.

Utilities and Drainage

The existing public water supply will remain as previously constructed. The site is serviced by a private septic sewer service that is monitored by St. Clair County Health Department. According to the County's regulations the existing private sewage system can remain until such time that it is not properly functioning. The Public Works Department has reviewed the application and due to the location of the City's sanitary sewer lines, if the private septic system begins to fail, the owner will be responsible to tap onto the City's sanitary sewer system. However, the Public Works Department will not require the conversion to an office to tie into the City's sanitary sewer system. Additionally, if new construction of a building is proposed in the future, the site would need to tie onto the City's sewer infrastructure.

There is a minor addition of impervious surface are being added to meet the necessary parking demand for the real estate office. The additional runoff that will be created by the additional pavement should not cause any adverse conditions to the site or neighboring properties. However to address the potential increase in runoff the plan shows curbing the low side of the parking area with a curb cut to slowly release the stormwater. The plan also shows the placement of rip rap to slow and dissipate the water coming off the impervious surface. Staff believes this form of detention will suffice as the necessary detention for the minor additional impervious surface.

Signage

At this time, the applicant has indicated they would like to construct a sign on Highway 50, which would not exceed 32 square feet and not exceed the height of 6 feet. All of the proposed dimensions of the sign would meet the requirements for a sign for a property converting a residence into a commercial use.

Hours of Operation

Hours of operation are proposed to be 9:00AM to 5:00PM, Monday-Friday, with appointments on Saturday.

Variations

Sidewalks: As outlined in the Comprehensive Plan, the conversion of the residential homes to small office uses along Highway 50 is an interim development step, with the ultimate goal to assemble a number of properties for redevelopment at a larger scale. Overall, staff believes the appropriate time for the construction of the sidewalk is when there is a larger redevelopment project, not at the interim residential conversion stage.

Landscape Buffer: The landscape plan is providing for the landscaping requirements along the northern property line, where there the landscaping could be preserved if the property is redeveloped as a part of a larger development. In addition to the buffer required on the northern property line, a landscaped buffer is required to mitigate the impact of the development on adjacent residential areas to the east and west. Instead of requiring fencing, staff recommend keeping the exiting landscaping in place, which includes evergreens to buffer the neighboring residential properties. This is consistent with the Scott Credit Union development just to the east.

Review and Approval Criteria

Section 9.050 of Article IX "Planned Uses" lists several criteria for evaluating planned uses. Evaluation of the project based on these factors is included under each criterion.

1. The criteria governing the rezoning of the property and approval of site plans, as set forth in the standards and requirements found elsewhere in the zoning code or in other applicable law,
The project meets all applicable zoning standards.
2. The physical design of the proposed plan and the manner in which said design makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space and park dedication, and furthers the amenities of light, air, recreation and visual enjoyment.
The proposed development will not have a significant impact on traffic.
3. The relationship and compatibility of the proposed plan to adjacent properties and the surrounding neighborhood.
The conversion of the residential home to an office should not negatively affect adjacent properties. The comprehensive plan has indicated this as an area that will slowly convert to office uses.
4. The conformity with the standards and principles of the Comprehensive Plan and all other adopted regulations, including the Commercial Design Handbook dated July 6, 2009 and on file with the City Clerk. (Ord 3665; passed 5-3-10)
The proposal is consistent with the Comprehensive Plan and the Commercial Design Handbook is not applicable in this case.
5. The use(s) are designed, located and proposed to be operated so that the public health, safety and welfare will be protected.

- The proposed development is designed to be operated to protect the public health, safety and welfare.*
6. An identified community need exists for the proposed use.
Yes, a community need exists for the proposed use.
 7. The proposed use(s) will not impede the normal and orderly development and improvement of the surrounding property, nor impair the use, enjoyment, or value of neighboring properties.
The development will not impede the normal and orderly development and use of the surrounding property, nor will it impair the use, enjoyment, or value of neighboring properties.
 8. The degree of harmony between the architectural quality of the proposed building and the surrounding neighborhood.
The existing building is similar to and will not detract from many of the structures surrounding the property.
 9. The appropriateness of the minimum dimensions and areas of lots and yards set forth in the applicable zoning district regulations.
The proposed development meets the area-bulk requirements set forth in the O-1 Office District.

Staff Recommendation

Staff recommends approval of the project as proposed, for a real estate office, rental property and storage for the real estate/construction company, with the follow conditions:

1. A variance to the sidewalk requirement along Highway 50.
2. A variance to allow the landscaping plan to be constructed as shown on the site plan.
3. The use of storage associated with the Planned Use application shall be limited to the owner's property maintenance business and must remain within pole barn. No outside storage is permitted.
4. The Planned Use approval permits a single-family residential unit and permits the office building to revert back to a single-family residential unit in the future.
5. If new construction of a building is proposed in the future, the site will be required to receive a new planned use approval and include improvements, such as tying onto the City's sewer infrastructure, provide the necessary sidewalks and all other development related improvements as defined by the Development Manual and Zoning Code.

Attachments

- Attachment 1 – Project Application
- Attachment 2 – Zoning Map
- Attachment 3 – Land Use Map
- Attachment 4 – Site Plan



Planned Use / Re-Zoning Application

NAME OF PROJECT: CR Holland
ADDRESS/GENERAL LOCATION: 718 W. Highway 50
SUBDIVISION NAME & LOT NUMBER(S): Lot 5 of Glenns A.P.
PARCEL NUMBER(S): 04-30.0-300-006

PLEASE CHECK THE TYPE OF APPLICATION (PLEASE CHECK ONE):

- X PLANNED USE
O RE-ZONING (STANDARD MAP AMENDMENT)

SUMMARY DATA (RESPOND TO ALL THAT APPLY):

PRESENT ZONING: SR-2
PROPOSED ZONING: O-1(P)
PROPOSED # OF LOTS: 1
PROPOSED # OF DWELLING UNITS: 0
PROPOSED NUMBER OF BUILDINGS: Use existing
PROPOSED GROSS FLOOR AREA:
AREA IN ACRES: 46,014 sq. ft (1.05 Ac)
PRESENT USE: Residential

Owner
APPLICANT INFORMATION:
NAME: CR Holland Construction
COMPANY:
ADDRESS: 103 N. Oak Street
O'Fallon, IL 62269
PHONE: 618.416.7588
FAX:
EMAIL: chad@crholland.com

Applicant
DESIGN PROFESSIONAL INFORMATION:
NAME: Ron Bright
COMPANY: RGB Surveying
ADDRESS: 105 E. Adams Street
O'Fallon, IL 62269
PHONE: 618.741.3931
FAX:
EMAIL: ~~rgb@surveying@charter.net~~
RGB-Surveying@charter.net

see attached
SIGNATURE OF APPLICANT

see attached
SIGNATURE OF DESIGN PROFESSIONAL

STAFF USE ONLY
DATE RECEIVED: 12-29-15
APPLICATION RECEIVED BY: J. Randall
APPLICATION FEE: \$ 500.00
PROJECT ID #: P2016-01
STAFF ASSIGNED:
PLAN REVIEW FEE DEPOSIT REC'D: NO

PETITION FOR ZONING AMENDMENT

Community Development Department, O'Fallon City Hall
255 South Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269 Phone (618) 624-4500 Ext. 4

Amendment Request No. _____
Date: _____

(Do not write in this space -- For office use only)

Date set for hearing: _____

Perm. Parcel No. _____

Date hearing held: _____

Fee paid: \$ _____ Date: _____

Newspaper: _____

Building Permit App. No. _____

Recommendation of Planning Commission:

Action by City Council:

- Denied
- Approved
- Approved with modification

- Denied
- Approved
- Approved with modification

CITY OF O'FALLON

DEC 29 2015

DATE PAID
\$500.00

Date: _____

Date: _____

INSTRUCTIONS TO APPLICANTS: PLEASE PRINT. All information required by the application must be completed and submitted herewith. Applicants are encouraged to visit the Community Development Department for any assistance needed in completing this form.

1. Name of property owner(s): CR Holland Construction, LLC Phone: (618) 416-7588
Mailing address: 103 N. OAK ST. O'Fallon, IL 62269 E-Mail: Chad@CRHOLLAND.com
2. Applicant's name: RGB Surveying (Ron Beight) Phone: (618) 741-3931
Mailing address: 105 E. Adams St. O'Fallon, IL 62269 E-Mail: RGB-Surveying@chartec.net
3. Property interest of applicant (Owner, Contractor, etc.): owner's agent
4. Address of property: 718 W. Highway 50 O'Fallon Parcel (Tax) ID #: _____
5. Present use of property: Residential Present Zone District: SR-2
Proposed use of property: Real Estate Office Proposed Zone District: Planned Use
6. Zone District Classifications of adjacent properties: SR-2 0-1(P)
7. Area of land rezoning requested for: 46,014 SF +/- acres/square feet. JR ve
8. This application must be filed with two copies of a plat map of the subject property drawn to a scale not less than one (1) inch equals Two-Hundred (200) feet.
9. An amendment is requested to amend the zone district classification of certain described properties shown on the Zone District Map. A statement of the applicant's described reasons and factual information supporting the requested rezoning is attached.

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of O'Fallon, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Date: Dec 29, 2015

Signature of Applicant: Ronald B Beight

Date: Dec 15, 2015

Signature of Owner: [Signature]

From: chad@crholland.com
Sent: Monday, January 04, 2016 11:04 AM
To: Justin Randall
Cc: Ron Bright
Subject: RE: Planned Use

Hi Justin,

I hope you had a nice holiday and enjoyed the time off work. Below is a basic description of the property as well as our intended use.

The lot is approximately 1.02 acres and includes 2 houses as well as a 40 x 60 pole barn. The smaller house (building I) is a 1 bedroom house and approximately 550 sf. We have completely remodeled the house and are planning to rent it to tenant who will live there. The other house (building II) is 3bds and consist of approximately 1,000 sf. We are planning to relocate our Real Estate Company and our Construction Company to building II and use it as our main office. The 40 x 60 pole barn will be for used for storing tools and materials for CR Holland Construction. It is possible that, at some point in the future, the larger house (building II) will revert back to a residential rental.

Currently, the city's future composition plan shows the property as Office / Service. This use coincides with our vision for the property. Our goal is to (i) have the ability to market the property as already zoned for small retail / office; or (ii) build an office / retail complex at this location (in the future); or (iii) keep the current buildings and lease them as residential or office. In addition, we want to build / install a sign on the frontage along Highway 50 for CR Holland Real Estate.

Please let me know if you have any additional questions.

Thank you,
Chad

Chad B. Holland
Managing Partner / Managing Broker
 Email: Chad@CRHolland.com
 Direct: 618.567.3425



VETERAN OWNED

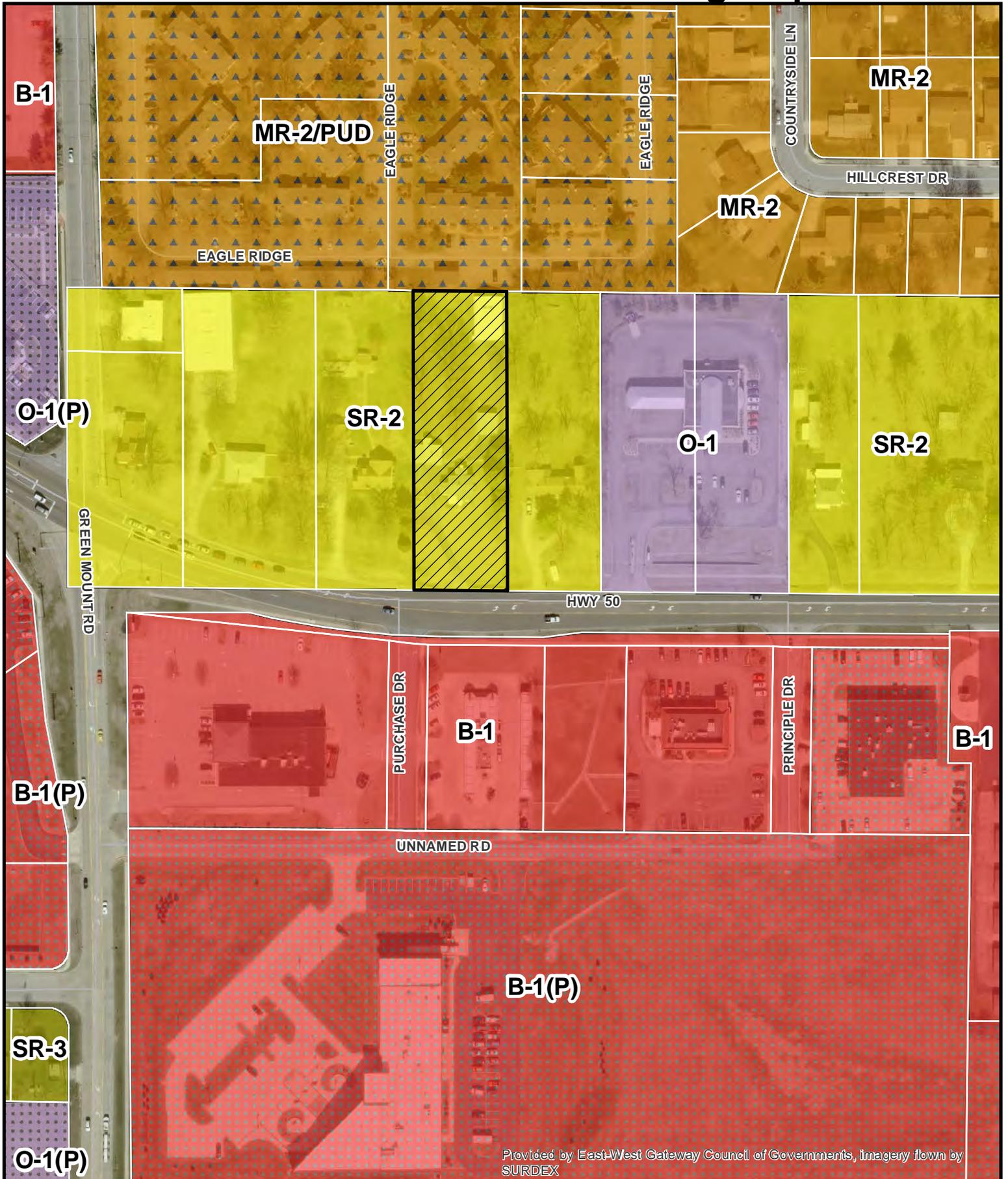
CR HOLLAND
Construction, Real Estate & Property Management
 103 N Oak Street
 O'Fallon, Illinois 62269
 Office: 618.416.7588
www.CRHolland.com



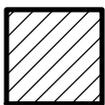
Certified SDVOSB

Service Disabled Veteran Owned Small Business

P2016-01: CR Holland - Zoning Map



Provided by East-West Gateway Council of Governments, imagery flown by SURDEX



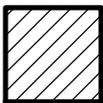
Subject Property



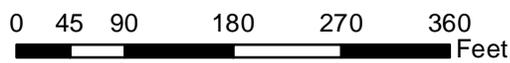
P2016-01: CR Holland - Land Use Map



Provided by East-West Gateway Council of Governments, Imagery flown by SURDEX



Subject Property

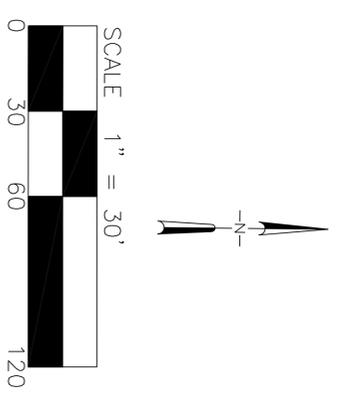
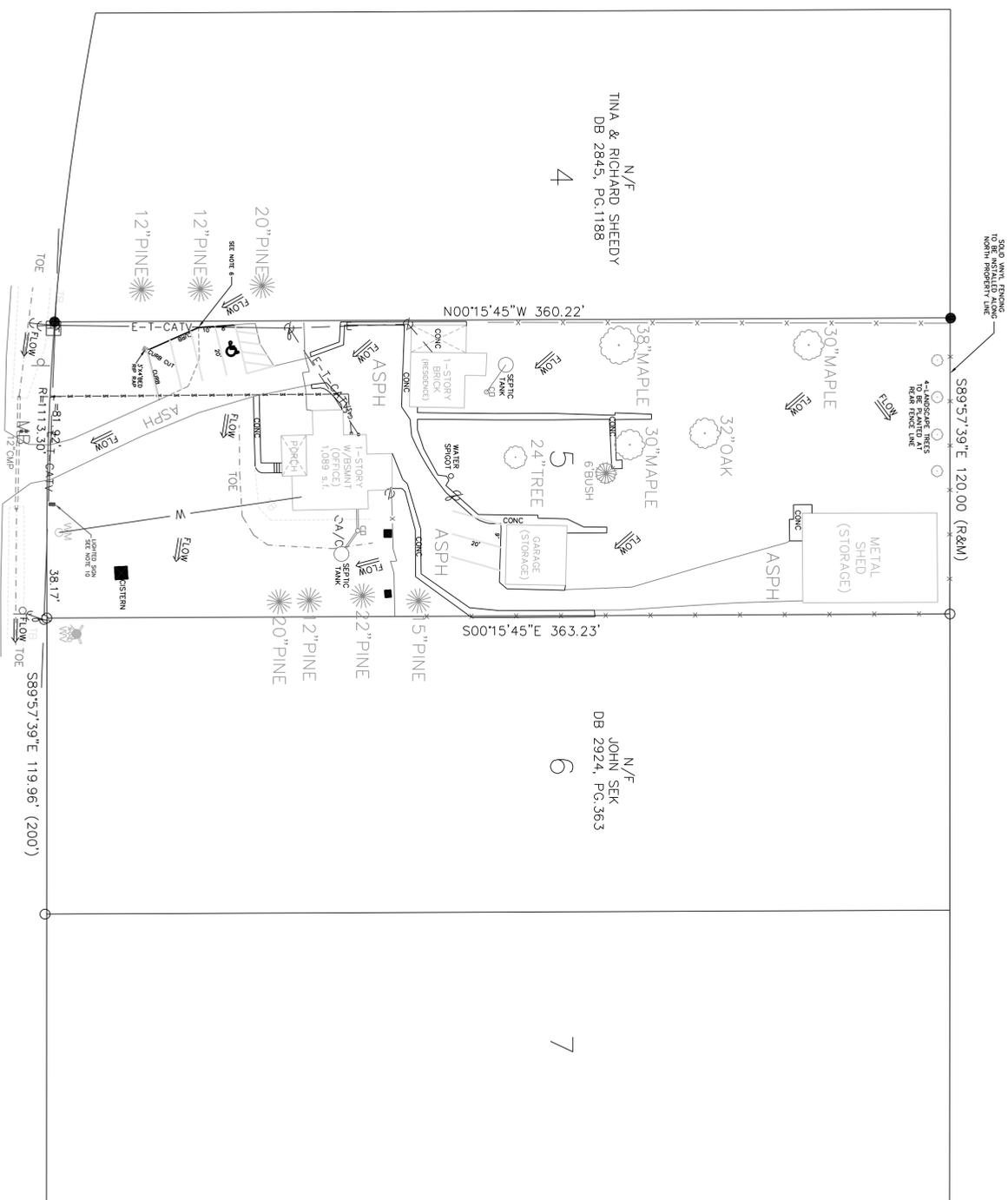


SITE PLAN

BEING LOT 5 in "GLEN'S ASSESSMENT PLAT"
 IN THE WEST HALF OF SECTION 20, T.2 N., R.7 W. OF THE 3RDS P.M.
 AS RECORDED IN ASSESSMENT PLAT BOOK 20 #1
 CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS

N/E
 EAGLE RIDGE NEIGHBORHOOD
 2 CONDOMINIUM PHASE 1

W. HIGHWAY 50 (Width Varies)



- GENERAL NOTES**
- THE SURVEYING IS BASED UPON THE NEIGHBORING PLAT OF THE 3RD SUBDIVISION OF "EAGLE RIDGE NEIGHBORHOOD 2 CONDOMINIUM PHASE 1" AS RECORDED IN PLAT BOOK 96 ON PAGE 93 IN THE RECORDER OF DEEDS OFFICE FOR ST. CLAIR COUNTY, ILLINOIS.
 - ACCORDING TO E.F.A. COMMUNITY PLAN NO. 171530210 D WITH AN EFFECTIVE DATE OF NOVEMBER 5, 2003, THIS PROPERTY LIES WITHIN ZONE X (AREAS DETERMINED TO BE OUTSIDE OF THE 500 YEAR FLOOD PLAN).
 - THE PROPERTY IS TO BE RE-ZONED TO "(P)" PLANNED OFFICE DISTRICT.
 - 5 REGULAR PARKING SPACES AND 1 HANDICAP SPACE.
 - EXISTING ASPHALT DRIVEWAY TO BE UTILIZED WITH NEW PARKING AREA OUTSIDE OF EXISTING DRIVE HAVING 4" OF COMPACTED ROCK WITH A 2" ASPHALT OVERLAY.
 - A CURB WILL BE INSTALLED ALONG THE HANDICAP AND 3 PARKING SPACES TO THE SOUTHWEST OF OFFICE BUILDING WITH A 2" CURB CUT AT THE SOUTHWEST CORNER DRAINING INTO A 3' X 4' BED OF RIP RAP.
 - NO NEW STRUCTURES OR DRIVEWAYS ARE TO BE CONSTRUCTED AT THIS TIME.
 - ADDITIONAL RAIN OFF FROM NEW PARKING AREA WILL SHEET DRAIN THRU THE FRONT YARDS AND INTO EXISTING DITCHES.
 - UTILITIES INCLUDING ELECTRIC, GAS, WATER, TELEPHONE, AND TWO SEPTIC SYSTEMS ALREADY SERVICE THE PROPERTY.
 - A LIGHTED SIGN WILL BE CONSTRUCTED AND BE NO MORE THAN 4' X 8' X 6' HIGH.

- LEGEND**
- FOUND IRON ROD OR PIPE
 - ⊗ FOUND CONC. MON.
 - SET 1/2" IRON ROD
 - (R) RECORD MEASUREMENT

SURVEYOR'S STATEMENT

THIS IS TO CERTIFY THAT WHILE IN THE EMPLOY OF CR HOLLAND CONSTRUCTION, I HAVE CONDUCTED A SURVEY OF THE ABOVE DESCRIBED PROPERTY AND THE RESULTS OF SAID SURVEY ARE SHOWN HEREON AND A RECORD RECORD INFORMATION AND AN ACTUAL SURVEY ON THE GROUND AND ARE IN ACCORDANCE WITH THE MINIMUM STANDARDS FOR LAND SURVEYING IN THE STATE OF ILLINOIS. I AM A LICENSED SURVEYOR IN THE STATE OF ILLINOIS.

DATE: 01-07-2016

RONALD BROWN, SLS
 NO. 035-003157
 LICENSE EXPIRES 11-30-18

SITE PLAN BEING LOT 5 in "GLEN'S ASSESSMENT PLAT" W.11/2 SEC. 20, T.2 N., R. 7 W.	
CLIENT: CR HOLLAND CONSTRUCTION 103 N. OAK STREET O'FALLON, ILLINOIS 62269 (618) 567-3425 PHONE	SURVEY DATA: SURVEY DATE: DEC 2015 FIELD CREW: RGB/JNB FIELD BOOK: 16, PG.31

RGB SURVEYING, LLC

105 E. ADAMS STREET
 O'FALLON, ILLINOIS 62269
 (618) 624-9034 PHONE/FAX

REVISIONS	
NO.	DATE
1	12-07-15 REV. PERKING
2	01-07-16 PNC/RES, CHB/RSN
PROJECT NO. CONTRACT NO.	
CR HOLE-15 0002	
DRAWN CHECKED	
R.G.B. J.N.B.	
DATE	
DEC 01, 2015	



01-07-2016

SITE PLAN
 SHEET SP-1



MEMORANDUM

TO: Community Development Committee
FROM: Ted Shekell, Community Development Director
DATE: February 22, 2016
SUBJECT: FY 2017 Community Development Budget Proposal

FY 2016 PZ Budget Summary

Attached is a copy of the FY 201 Community Development Department proposed. The total proposed budget of \$1,031,065 is a modest 1.3% increase over last year's budget of \$1,017,625.

The most significant part of our budget is, of course, personnel. There are very few line item increases in the budget – actually many items have seen a reduction. Overall, there is a 7% increase in the salary line item, although there are no new employees proposed for the department. This increase is mostly with regards to a correction of the City's part-time plumbing inspector being properly funded out of the part time salaries line item. Also the increase reflects a general 3% salary increase, and a modest increase in the part-time salary line item due to the additional responsibilities taken on by our part-time Assistant City Planner. We are proposing a reclassification for the Assistant City Planner position to incorporate the role of the Downtown Coordinator as identified in the Downtown O'Fallon Area Action Plan. This reflects a continuation in the department taking on additional responsibilities in economic development and the City's strategic plan. This year the department is not proposing to employ a summer intern, thus the reduction in our contracted services.

Other items of note include the transfer of funds for IT Allocation at \$73,645 in the newly created Line Item 4795. Overall, the IT Allocation and Computer Services for FY2017 is a 28% increase in computer services and IT Support/Services, although this would be primarily reflective of general city-wide IT services rather than specific new CD Department projects.

We anticipate a major reduction in professional service expenses in the CD budget, with most of our use of professional services being needed for economic development projects and will therefore be reallocated out of the Economic Development and TIF budgets. As with last year, we are budgeting additional funds for nuisance property abatements, particularly to demo a condemned house on Elm, as well as to continue maintaining the mowing and property upkeep on the various foreclosures and properties needing code enforcement throughout the City.

One final item of note - we are not proposing to replace any vehicles in FY2017 but do anticipate replacement of one in the 2018 budget..

Community Development Department

255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F:618.624.4534

Budget Worksheet Report

Account Number		Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2017 Committees - Level 2	FY17B vs FY16B %
Fund: 01 - General Fund									
EXPENSES									
Department: 56 - Planning & Zoning									
EX10 - Personnel									
4000		Salaries	518,460.92	536,152.09	539,551.44	404,426.11	580,025.00	597,320.00	3.0%
4001		Part Time Salaries	16,806.20	21,551.13	58,786.52	47,209.51	51,560.00	76,475.00	48.3%
4005		Overtime Wages	1,088.87	955.37	797.51	2,507.41	1,000.00	3,060.00	206.0%
Account Classification Total: EX10 - Personnel			\$536,355.99	\$558,658.59	\$599,135.47	\$454,143.03	\$632,585.00	\$676,855.00	7.0%
EX15 - Other Personnel									
4006		Contracted Services	0.00	0.00	0.00	0.00	12,000.00	0.00	-100.0%
4030		Hospitalization Insurance	95,529.48	90,678.58	91,109.78	81,023.19	111,205.00	121,875.00	9.6%
4031		Dental Insurance	5,818.36	5,859.94	6,035.05	4,964.73	6,575.00	7,940.00	20.8%
4032		Life Insurance	496.98	623.38	595.18	408.00	600.00	575.00	-4.2%
4060		Unemployment Compensation	2,898.49	0.00	2,565.29	5,046.85	1,945.00	3,160.00	62.5%
4210		Workmens Comp Insurance	1,879.02	1,974.08	1,868.26	1,016.53	2,040.00	1,200.00	-41.2%
4690		Uniforms	2,234.46	1,909.11	1,785.23	1,512.31	2,200.00	2,200.00	0.0%
Account Classification Total: EX15 - Other Personnel			\$108,856.79	\$101,045.09	\$103,958.79	\$93,971.61	\$136,565.00	\$136,950.00	0.3%
EX30 - Utilities									
4230		Telephone	5,809.04	5,982.60	7,974.52	6,181.60	7,060.00	8,855.00	25.4%
Account Classification Total: EX30 - Utilities			\$5,809.04	\$5,982.60	\$7,974.52	\$6,181.60	\$7,060.00	\$8,855.00	25.4%
EX40 - Travel/Training									
4290		Travel Expense	7,355.43	3,039.48	5,679.22	2,916.12	7,000.00	6,500.00	-7.1%
4300		Automobile Allowance	1,494.36	1,360.91	1,403.80	1,121.28	1,500.00	1,500.00	0.0%
4320		Training	8,097.50	4,001.47	5,918.02	1,908.00	7,000.00	6,500.00	-7.1%
4416		Dues	3,583.00	2,926.00	2,765.00	2,503.00	3,500.00	3,500.00	0.0%
Account Classification Total: EX40 - Travel/Training			\$20,530.29	\$11,327.86	\$15,766.04	\$8,448.40	\$19,000.00	\$18,000.00	-5.3%
EX50 - Maintenance & Equipment									
4110		Maintenance Vehicles	5,177.61	1,144.48	5,105.74	2,695.26	3,700.00	3,700.00	0.0%
4120		Maintenance Equipment	1,899.75	2,194.27	0.00	279.00	300.00	300.00	0.0%
4655		Equipment- Non-capital	3,719.34	2,119.82	1,219.14	754.26	2,200.00	2,200.00	0.0%
4670		Maintenance Supplies	199.05	275.98	(21.31)	34.03	400.00	200.00	-50.0%
Account Classification Total: EX50 - Maintenance & Equipment			\$10,995.75	\$5,734.55	\$6,303.57	\$3,762.55	\$6,600.00	\$6,400.00	-3.0%
EX60 - Operating Expenses									
4220		General Insurance	10,778.92	19,415.66	20,668.50	19,188.07	23,135.00	21,110.00	-8.8%
4330		Postage	7,059.00	6,845.41	6,164.19	3,053.20	7,000.00	5,000.00	-28.6%
4350		Printing & Publishing	2,775.37	3,166.91	3,224.22	1,644.83	3,000.00	3,000.00	0.0%
4351		Recording Fees	1,296.50	625.20	1,025.00	1,708.02	1,500.00	2,000.00	33.3%
4360		Accounting Services	4,384.50	4,473.30	4,773.00	4,786.10	4,500.00	4,500.00	0.0%
4380		Legal Services	23,279.30	24,909.44	26,700.50	11,528.00	25,000.00	25,000.00	0.0%
4390		Professional Service	4,599.95	11,284.85	7,638.21	572.94	18,000.00	7,000.00	-61.1%
4395		Nuisance Abatements	3,790.00	5,610.00	5,625.00	4,190.00	18,000.00	15,000.00	-16.7%
4640		Computer Supplies	1,333.08	1,263.36	1,076.33	754.51	1,000.00	1,000.00	0.0%
4650		Office Supplies	12,074.30	13,848.28	6,833.46	1,184.88	2,500.00	2,000.00	-20.0%
4660		Gasoline & Oil	10,259.02	9,143.72	8,150.29	4,464.10	8,500.00	7,000.00	-17.6%
4680		Operating Supplies	629.46	571.24	637.89	472.70	700.00	700.00	0.0%
4710		Publications	4,063.61	2,539.49	4,283.09	856.86	5,500.00	4,000.00	-27.3%
4954		Equipment Lease Payment	3,280.41	2,343.59	0.00	4,001.66	4,975.00	2,450.00	-50.8%
Account Classification Total: EX60 - Operating Expenses			\$89,603.42	\$106,040.45	\$96,799.68	\$58,405.87	\$123,310.00	\$99,760.00	-19.1%
EX70 - Miscellaneous									
4550		Overpayment Refunds	260.00	164.13	0.00	0.00	0.00	0.00	N/A
4809		Miscellaneous Expense	142.00	171.21	268.71	0.00	500.00	0.00	-100.0%
Account Classification Total: EX70 - Miscellaneous			\$402.00	\$335.34	\$268.71	\$0.00	\$500.00	\$0.00	-100.0%
EX71 - Capital Expenditures									
4833		Vehicles	18,499.00	0.00	18,655.00	0.00	19,000.00	0.00	-100.0%
Account Classification Total: EX71 - Capital Expenditures			\$18,499.00	\$0.00	\$18,655.00	\$0.00	\$19,000.00	\$0.00	-100.0%

Budget Worksheet Report

Account Number	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2016 Adopted Budget	2017 Committees - Level 2	FY17B vs FY16B %
<i>EX72 - Transfers to Other Funds</i>								
4795	Transfer for IT Allocation	0.00	0.00	0.00	0.00	0.00	73,645.00	N/A
<i>Account Classification Total: EX72 - Transfers to Other Funds</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,645.00	
<i>EX83 - Loan Payable - principal</i>								
4955	Loan payment-principal	5,821.81	9,634.39	10,277.00	5,757.74	11,240.00	5,800.00	-48.4%
5000	Interest - Loans	535.59	912.90	320.00	348.21	700.00	250.00	-64.3%
<i>Account Classification Total: EX83 - Loan Payable - principal</i>		\$6,357.40	\$10,547.29	\$10,597.00	\$6,105.95	\$11,940.00	\$6,050.00	-49.3%
<i>EX65 - IT Support Services</i>								
4340	Computer Services	31,829.71	33,386.52	33,272.93	25,801.87	50,865.00	4,550.00	-91.1%
4345	IT Support/Services	10,096.82	9,928.30	7,049.20	2,854.68	10,200.00	0.00	-100.0%
<i>Account Classification Total: EX65 - IT Support Services</i>		\$41,926.53	\$43,314.82	\$40,322.13	\$28,656.55	\$61,065.00	\$4,550.00	-92.5%
Department Total: 56 - Planning & Zoning		\$839,336.21	\$842,986.59	\$899,780.91	\$659,675.56	\$1,017,625.00	\$1,031,065.00	1.3%
EXPENSES Total		\$839,336.21	\$842,986.59	\$899,780.91	\$659,675.56	\$1,017,625.00	\$1,031,065.00	1.3%
Fund REVENUE Total: 01 - General Fund								
Fund EXPENSE Total: 01 - General Fund		\$839,336.21	\$842,986.59	\$899,780.91	\$659,675.56	\$1,017,625.00	\$1,031,065.00	1.3%
Fund Total: 01 - General Fund		(\$839,336.21)	(\$842,986.59)	(\$899,780.91)	(\$659,675.56)	(\$1,017,625.00)	(\$1,031,065.00)	1.3%
REVENUE GRAND Totals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
EXPENSE GRAND Totals:		\$839,336.21	\$842,986.59	\$899,780.91	\$659,675.56	\$1,017,625.00	\$1,031,065.00	1.3%
Grand Totals:		(\$839,336.21)	(\$842,986.59)	(\$899,780.91)	(\$659,675.56)	(\$1,017,625.00)	(\$1,031,065.00)	1.3%