



AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, May 9, 2016

6:00 PM

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

I) Roll Call

II) Approval of Minutes – April 25, 2016

III) Items Requiring Council Action – Monday, May 16, 2016

- A. SEPA – Pre-Street Machine Nationals Cruise-In – Gateway Classic Cars (Motion)
- B. SEPA - Kloss Furniture Tent Sale (Motion)
- C. Chapter 116 – Alcoholic Beverage Text Amendments (2nd Reading) – NO CHANGE
- D. Courage and Grace- Planned Use (2nd Reading) – NO CHANGE
- E. Savannah Hills 3rd Addition – Final Plat (2nd Reading) – NO CHANGE

IV) Other Business – None

NEXT MEETING: May 23, 2016 – 6:00 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, April 25, 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, David Cozad, Harlan Gerrish and Ray Holden. *Other Elected Officials Present:* Mike Bennett, Kevin Hagerty, Herb Roach, Robert Kueker and Ned Drolet. *Staff:* Walter Denton, Pam Funk, James Cavins, Grant Litteken, Anne Stevenson and Justin Randall. *Visitors:* Vern Malare, Jennifer Adank, Lori Lambeth, Brian O'Connor, Ron Zelms and Charlie Pitts.
- II) **Approval of Minutes from Previous Meeting** – All ayes. Motion carried.
- III) **Items Requiring Council Action**
 - A. Courage and Grace – Planned Use (1st Reading) – Anne Stevenson provided a brief overview of the proposed business and the need for a planned use to allow the students to bring their own alcohol to consume while they complete their décor project. Jennifer Adank of Courage and Grace explained they are going to have all their instructors receive a servers permit from the state to ensure they know the signs of someone drinking too much. The committee discussed the planned use and recommended approval via a vote of 5 ayes – 0 nays.
 - B. Chapter 116 – Alcoholic Beverage Text Amendments (1st Reading) – Justin Randall and Anne Stevenson provided an overview of the BYOB License for businesses like Courage and Grace and restaurants that would like to allow patrons to bring a their own alcohol to consume. Additionally, staff discussed the Tasting Event License for package liquor stores that would like to provide samples for customers. The committee discussed the two new liquor licenses and recommended approval via a vote of 5 ayes – 0 nays.
 - C. Savannah Hills – 3rd Addition – Final Plat (1st Reading) – Justin Randall provided an overview of the 26 lot final plat for Savannah Hills. The committee discussed the final plat and recommended approval via a vote of 5 ayes – 0 nays.
 - D. Special Event Permit – Text Amendment (2nd Reading) – Justin Randall provided the committee with the updated text amendment based on the amendment made during the 1st Reading at City Council.
- IV) **Other Business**
 - A. Right-of-Way adjacent to 1309 West Highway 50 – Justin Randall provided an overview of a request to use city right-of-way at the corner of Highway 50 and Hartman Lane. Brian O'Connor discussed his plans with the committee. Staff asked for some direction prior to working throw how to approve a potential project of this nature. The committee indicated a lack of interest in allowing the business to use the right-of-way.

MEETING ADJOURNED: 6:40 PM

NEXT MEETING: May 9 2016 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: May 9, 2016
SUBJECT: Special Event Permit – “Pre-Street Machine Nationals Cruise-In” (MOTION)

Project Summary

Applicant: Josh Busch of Gateway Classic Cars
Event: Midwest Motorcycle Expo
Date/Time: June 22, 2016 - 5:00 PM – 9:30 PM
Location: Gateway Classic Cars - 1237 Central Park Drive

Event Details:

- Car Show, no vendors selling merchandise.
- Parking will be available in the parking lot at Gateway Classic Cars.
- Proceeds go to Joshua's Great Things Foundation
- Estimated attendance is 400 people
- Alcohol will be served on-site; a Special Event Liquor License will need to be submitted

Signage Request:

- (4) 18" x 24" signs along Central Park

Notes:

- No City assistance requested
- Gateway Classic Car's staff and Party Tyme Kruzers car club will be assisting with parking and the traffic in and out of the event
- A recommendation for the Planned Use for Gateway Classic Cars requires any large event, in which expected attendance will be over 1,200, require areas of existing parking to be used for the event or otherwise meets a requirement of a Special Event as defined in Chapter 118 of the Code of Ordinance, a Special Event Permit is required.
 - This event is not expected to exceed the attendance threshold
 - This event will use the parking lot for display
 - This event will have alcohol

Staff Recommendation

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

1. A Special Event Liquor License will be required from the City Clerk's Office.

PD _____
FD _____
City Clerk _____

RECEIVED APR 25 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: Pre- Street Machine Nationals Cruise-In
Location of Event: 1237 Central Park Dr
Name of Event Organization: Gateway Classic Cars
Name of person in charge of event (applicant) and mailing address: John Busch
1237 Central Park Dr. O'Fallon, IL 62269
Phone: 618-589-9930 E-Mail: John@gatewayclassiccars.com
Secondary Contact Person: _____
Phone: _____ E-Mail: _____
Beginning Date / Times: 6/22/16 5 PM Ending Date / Times: 6/22/16 9:30 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

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

needs:
> \$50.00 app fee
> liquor items when determined

7. Liquor license information for beer sales (including hours of sale): Provider TBD. Alcohol sales w/ //
(Attach release/indemnification forms and a copy of the liquor license and certificate of liquor liability)
Be From 5 pm - 9 pm.

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

No Vendors to Set up

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

4/25/16
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO

ML 4/27/16

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)



1237 Central Park Dr.
O'Fallon, IL 62269
618-531-6648

Dear City of O'Fallon,

Gateway Classic Cars is applying for a special Event Permit for the Kruz 4 Kids Pre-Street Machine Nationals Cruise In. The event will be held on June 22nd from 5 PM until 9:30 PM. Donations will be collected at the entrance to the parking lot and all of the proceeds from this event will be donated to the Joshua's Great Things Foundation. This is strictly a car show, no vendors selling merchandise. Traffic may be increased on Central Park Dr. Parking will be available in the parking lot at Gateway Classic Cars. Gateway Classic Cars staff will be on hand all day as well as assistance from the Party Tyme Kruzers car club. This is a first time event, however other events similar to this brought in approximately 400 guests.

Signage will be as follows:

(4) 18"x24" signs along Central Park

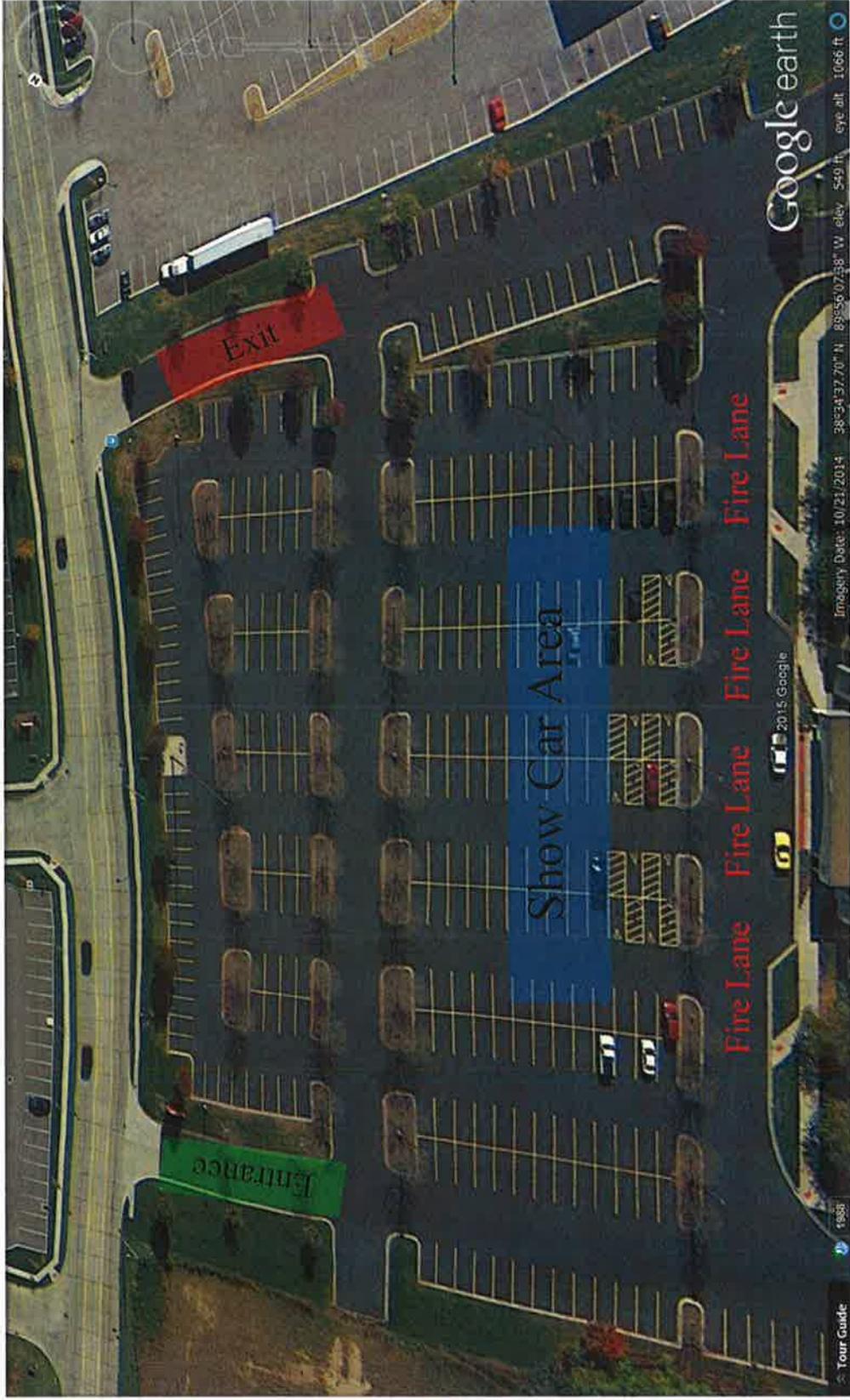
Alcohol will be for sale, however it is unknown at this time who will be providing it. Food vendor permits will be submitted once the food vendors are committed. We are still waiting on paperwork from these providers.

If you have any additional questions, please contact John Busch at 618-531-6648.

Sincerely,

A handwritten signature in black ink, appearing to read "J Busch".

John Busch
Event Coordinator
Gateway Classic Cars
& Entertainment Marketing Services
618-531-6648



The parking spaces in the center will be for Show Cars, and all spots around the perimeter will be spectator parking. Alcohol will be sold under the Awning.

* In case of inclement weather, the show will be inside the showroom in the convention space.

Vicki Evans

Subject: FW: SEP Pre Street Machine Nationals Cruise In
Attachments: PreSMNats Cruise.pdf; Pre-Street Machine Nats.pdf

From: John Busch [<mailto:john@gatewayclassiccars.com>]
Sent: Monday, April 25, 2016 2:56 PM
To: Justin Randall <jrandall@ofallon.org>
Subject: SEP Pre Street Machine Nationals Cruise In

Justin,

I hope you are doing well. Attached is the application for the Pre-Street Machine Nationals Cruise in on June 22. This is very similar to the cruise in's that happen at Syberg's and Dandy Inn. This is being hosted by the same group that hosts the monthly cruise at Syberg's, but they are worried that this will be too big for the Syberg's lot.

In the application, it says we are planning on Alcohol and Food, however I don't have those lined up yet. We are still waiting to hear from Syberg's if they will be able to provide the food, but they have declined to provide alcohol as they cannot handle it logistically, nor do they have an off-site permit. I have reached out to Global Brew and if they can't do it, I will have Roy-el Catering set it up.

If you have any questions, please let me know. Due to the request for alcohol, I'm sure this will have to be approved by the council. If I need to attend the meeting, please let me know.

Thanks again!

John Busch
Event Coordinator
Gateway Classic Cars &
Entertainment Marketing Services
618-589-9930- Office
618-531-6648- Cell
<http://gatewayclassiccars.com/event-space>



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior Planner
THRU: Ted Shekell, Community Development Director
DATE: May 9, 2016
SUBJECT: Special Event Permit: Kloss Furniture Tent Sale (MOTION)

Project Summary

- Applicant: Josh Kloss – Kloss Furniture
- Special Event Permit for a tent in the parking lot of Kloss Furniture
- The tent will be up from June 8, 2016 – June 21, 2016, ten will be 60' x 40'.
- Tent will be used roughly from 10AM to 7PM for a furniture sale.
- The tent sale 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 16 parking spaces on the north side of the building. The site will still have adequate parking and site circulation.

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.
2. The applicant shall comply with Section 3104 of the ICC – International Fire Code.



Attach proof of not-for-profit status with application

OR

Provide \$50.00 application fee with application

FD _____
PD _____

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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
07
APR 8 2016
DATE PAID

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Kloss Furniture Tent Sale

Location of Event: 1246 Central Park Dr O'Fallon IL 62269

Name of Event Organization: _____

Name of person in charge of event (applicant) and mailing address: Josh Kloss

135 Poplar St Highland, IL 62249

Phone: 618-960-9430 E-Mail: j.kloss@furniture-rewards.com

Secondary Contact Person: Jim Clotts

Phone: 618-628-2802 E-Mail: j.clotts@klossfurniture.com

Beginning Date / Times: June 8th 2016 Ending Date / Times: June 21st 2016
Mon-Sat 10a-7p / Sun 12p-5p

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: 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

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.

Jon Ross
Signature of Applicant/ person in charge of event

4/5/16
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO

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 of Operations: Mon - Sat: 10AM - 7PM
Sunday: 12PM - 5PM
- No Activities - Furniture Sale
- ~~Requires~~ 4 small lawn signs in front of store.
- Parking lot will be used for parking
- Customers will use toilets in store
- Private security will watch tent at night.
- Tent will be 60' x 40'

