



AGENDA  
COMMUNITY DEVELOPMENT COMMITTEE  
Monday, March 9, 2015

**7:00 PM**

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

I) Roll Call

II) Approval of Minutes – February 23, 2015

III) Items Requiring Council Action – Monday, March 16, 2015

- A. SEPA – St. Nicholas NickFest Festival (Motion)
- B. SEPA – Ace Hardware (Motion)
- C. SEPA – Frieze Harley-Davidson (Motion)

IV) Other Business: None

**NEXT MEETING: Monday, March 23, 2015 – 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, February 23, 2015

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, Ray Holden, Harlan Gerrish, and Jerry Mouser. *Other Elected Officials Present:* Ed True, Mike Bennett, Richie Meile, Herb Roach, Kevin Hagarty, and John Drolet. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Justin Randall, Jeff Stehman, Dennis Sullivan, Jeff Taylor, Eric Van Hook and Jim Cavins. *Visitors:* Charlie Pitts, Vern Malare, Matt Smallheer, Bob Kueker, Amy Ballance, Ann Daniels.
- II) **Approval of Minutes from Previous Meeting** – All ayes. Motion carried.
- III) **Items Requiring Council Action**
  - A. SEPA – St. Nicholas NickFest Festival (Motion) – Justin Randall provided a brief overview of the special event permit for St. Nicholas Catholic Church in May. Police Chief Van Hook added the Police Department had concerns over the rides and potential conflicts with a large gathering of people alcohol. The committee discussed the special event permit and recommended to table the permit until the church and Police Department had resolved the issues of security with a vote of 6-0.
- IV) **Other Business**
  - A. FY2016 Planning and Zoning Budget Proposal – Ted Shekell gave a brief overview of the Community Development Department budget. Shekell highlight a couple increases in the part time hours for two staff members, discussed additional budget request for the demolishing of a house the city owns and the request for a new truck. The committee discussed the request for a new truck. Jeff Stehman indicated the cost and use of by the inspectors lent to a need for a truck over a car or small SUV.

MEETING ADJOURNED: 6:30 PM

NEXT MEETING: March 9, 2015 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner



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MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Justin Randall, Senior City Planner  
**THROUGH:** Ted Shekell, Community Development Director  
**DATE:** March 9, 2015  
**SUBJECT:** Special Event Permit – St. Nicholas Church “NickFest” (MOTION)

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**Background**

The NickFest event was presented at the February 23, 2015 Community Development Committee and after a issues were raised over the safety of the event, the committee voted to table the Special Event Permit. The Police Department and St. Nicholas Church meet and a Memorandum of Understand was drafted to increase the safety of the event and the surrounding residences. The draft Memorandum of Understanding is attached for the committee's review.

**Project Summary**

**Applicant:** Ann Daniels, St. Nicholas Roman Catholic Church  
**Event:** St. Nicholas NickFest Festival  
**Date/Time:** Friday, May 15<sup>th</sup> 12:00 PM to 10:00 PM & Saturday, May 16<sup>th</sup> 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 10:00 AM – 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 10:00 AM – 10:00 PM
  
- Anticipated attendance is 500 on Friday and 800-1,500 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

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

**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)

**City Assistance Request:**

- A minimum of 4 uniformed police officers and 1 O'Fallon Police Sargent on Friday and Saturday between 7:00 PM – 11:00 PM, or until the festival has been cleared of all attendees.
- EMS parked on the grounds when not in use at different times throughout the event.

**Notes:**

- This is the first event of this nature requested by St. Nicholas Church

**Staff Recommendation**

The City Clerk, Public Works and Fire Departments did not have any issues with the request. The Police Department approval is subject to the Memorandum of Understanding, 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.

## Memorandum of Understanding

St. Nicholas Parish (“Parish”) and the City of O’Fallon (“City”) acknowledge the Parish will be conducting a festival on May \_\_\_\_\_, 2015 on its premises, located at \_\_\_\_\_, 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. A minimum of four uniformed O’Fallon Police Officers and one O’Fallon Police Sargent 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 to the City within five (5) days of receipt of a cost statement from the City.

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 maybe 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: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

PD \_\_\_\_\_  
FD \_\_\_\_\_  
PW \_\_\_\_\_



cc

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

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



APPLICATION FOR A SPECIAL EVENT PERMIT

RECEIVED FEB 11 2015  
(includes a 5k)

Event Name: St. Nicholas NickFest Festival

Location of Event: 625 St. Nicholas Drive

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@stnicholas-ofallon.org

Secondary Contact Person: Ann's cell 618-973-6299 Tom Faulkner 580-1804

Phone: 618-580-1804 E-Mail: tmfaulkner06@aol.com

Beginning Date / Times: May 15, 2015 Fri 12:00 pm Ending Date / Times: May 16, 2015 Sat 10:00 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
- 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

*\* They mention EMS in narrative re*

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.

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

2/9/15  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES       NO      Justin L. Ruffell 2/11/15

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 1<sup>st</sup> annual NickFest Festival on Friday, May 15, 2015 and Saturday, May 16, 2015. 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 16, 2015 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 and E. Wesley Dr. 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 left onto E Wesley, and left on Shadow Ridge Crossing to complete the course at Shadow Ridge Crossing and St Nicholas Drive.

We will have a person at these intersections:

Shadow Ridge and St Nicholas Dr

Shadow Ridge and Wildwood

Wildwood and Seven Hills

Seven Hills and E Deer Creek

E Deer Creek and Smiley

Smiley and Joshua Drive

Smiley and E Wesley

E Wesley and Shadow Ridge

9-10 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 10:00 AM  
Rides provided by Tinsley Amusements 10:00 AM until 10:00 PM  
Children's games from 10:00 AM until 10:00 PM  
Food served from 10:00 AM 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 10:00 AM until 10:00 PM

**PARKING:** Parking for the festival, weather permitting, will be in the field that the church owns entering on Wesley Drive. Street parking is also available. We plan to have handicapped only parking available on our black top lot, entering from St. Nicholas Drive in the East entrance lane only. This handicapped parking only designation will be from 12:00 PM – 10:00 PM Friday and 10:00 AM – 10:00 PM Saturday. This area is noted on the attached site plan. We will contact the O'Fallon Explorers to ask if they would like to help direct the parking.

**ATTENDANCE:** We anticipate approximately 500 people at the Friday festival and 800-1500 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 15th—two uniformed officers on site from 5:00PM to 11:00PM; three volunteer parishioners from noon to 4:00PM; four from 4:00PM to 11:00PM. On Saturday, May 16th—two uniformed officers on site from 5:00 to 11:00PM; three volunteer parishioners from 10:00AM to 4:00PM; four from 4:00PM to 11:00PM. No security presents 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 are being researched as a means to facilitate communications.

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.

We will be utilizing 18" x 24" yard signs to indicate parking, entrances and exits around the block of the St. Nicholas Church campus.

# Certificate of Coverage

Date: 2/5/2015

<b>Certificate Holder</b> Catholic Diocese of Belleville, Inc. Chancery Office 222 South 3rd Street Belleville, IL 62220	<p><b>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.</b></p> <p><b>Company Affording Coverage</b>                  THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA                  10843 OLD MILL RD                  OMAHA, NE 68154</p>
<b>Covered Location</b> St. Nicholas Parish 625 St. Nicholas Dr. O'Fallon, IL 62269	

**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	7/1/2014	7/1/2015	Each Occurrence
					General Aggregate
					Products-Comp/OP Agg
					Personal & Adv Injury
					Fire Damage (Any one fire)
					Med Exp (Any one person)
	Excess Liability	8562	7/1/2014	7/1/2015	Each Occurrence
					Annual Aggregate
	Other	<i>needs to be \$1,000,000 ve</i>			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 15 & 16, 2015.

<b>Holder of Certificate</b>	<b>Cancellation</b>
Additional Protected Person(s)  City of O'Fallon O'Fallon, Illinois	<p><b>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.</b></p> <p>Authorized Representative <i>Michael A. Johnson</i></p>
0037003403	

## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 5/15/2015

Cancellation Date of Endorsement: 5/17/2015

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)**.

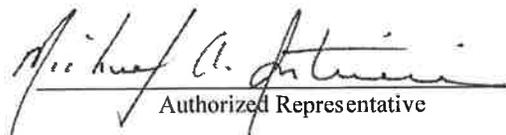
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of 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 15 & 16, 2015.

  
Authorized Representative



## Illinois Department of Revenue

Central Registration Division  
Sales Tax Exemption Section, 3-222  
101 W. Jefferson Street  
Springfield, Illinois 62702  
217 782-8881

August 29, 2014

ST. NICHOLAS CATHOLIC CHURCH  
CATHOLIC CHURCH DIOCESE OF BELLEVILLE  
OFFICE OF FINANCE  
222 SOUTH THIRD STREET  
BELLEVILLE IL 62220-1985

We have received your recent letter; and based on the information you furnished, we believe

CATHOLIC CHURCH DIOCESE OF BELLEVILLE  
of  
BELLEVILLE, IL

is organized and operated exclusively for religious purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9991-6681-07. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on September 1, 2019, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Central Registration Division  
Illinois Department of Revenue

STS-49 (R-05/14)  
IL-492-3456  
11-0000349

St. Nicholas  
Festival Layout  
DRAFT #3  
10.23.14

Public Entrance/Exit BY FOOT

PORTA POTTIES

MAJOR AND SPECTACULAR  
AMUSEMENT RIDES

KIDS GAME ROW

KIDS GAME ROW

SERVICE  
ENTRANCE

DUMPSTERS

Beer  
Truck

Meat  
Truck

MAIN  
STAGE

BEER  
& WINE  
TENT

ADULT  
GAMES

FOOD  
TENT

TABLES AND  
SEATING

FOOD  
PREP

FOOD  
PREP

I DOOD IT

Concession  
Stand

KIDS AMUSEMENT  
RIDES

FOOD  
PREP

GYM  
BINGO

PARKING

CLOSED ENTRANCE  
EMERGENCY  
ONLY

Public Entrance/Exit

Emergency Lane

Meeting  
Room  
FIRST AID

PARISH  
OFFICE  
BANK

PORTA POTTIES

Handicap  
only  
PARKING

TOURNAMENTS

CLOSED



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MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Anne Stevenson, Assistant City Planner  
**THROUGH:** Ted Shekell, Community Development Director  
**DATE:** March 9, 2015  
**SUBJECT:** Special Event Permit – Ace Hardware Temporary Greenhouse (Motion)

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**Project Summary**

**Applicant:** Matt Paul for Ace Hardware  
**Event:** Temporary greenhouse for seasonal garden display  
**Date/Time:** March 2015 to June 30, 2015  
**Location:** Ace Hardware, 600 Southview Plaza Suite #1  
**Signage:**

- None requested

**Notes:**

- Event is consistent with previous requests.
- 20' x 48' Greenhouse on Northeast corner of parking lot
- Hours of operation:  
Monday-Friday 7:30am-8pm  
Saturday 7:30am-7pm  
Sunday 9am-7pm

**Staff Recommendation**

The Fire Departments did not have any issues with the request. Pending Police Department, 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 within the greenhouse and location approved from Planned Use
- 3) Inspection of anchors and structure are required prior to stocking of greenhouse and subsequent product sales.

FD  
PD  
CITY OF O'FALLON  
CDD.fyi  
MAR - 3 2015  
DATE PAID



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

CC

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

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: Temporary Green House - Polyhouse (for plants)

Location of Event: Ace Hardware of O'Fallon - 600 Southview Plaza

Name of Event Organization: Ace Hardware

Name of person in charge of event (applicant) and mailing address: Matt Paul

600 Southview Plaza suite 1 O'Fallon, IL 62269

Phone: 618-628-7200 E-Mail: mpaul.ace@gmail.com

Secondary Contact Person: Pat Lavery

Phone: 618-560-6442 E-Mail: Plavery.ace@gmail.com

Beginning Date / Times: March Ending Date / Times: June 30<sup>th</sup> 2015

**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 not on city Property

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): None  
(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.

Matt Paul  
Signature of Applicant/ person in charge of event

3-3-15  
Date of Submission

FOR OFFICE USE ONLY

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

ADMINISTRATIVE APPROVAL CONDITIONS:

3/3/2015

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

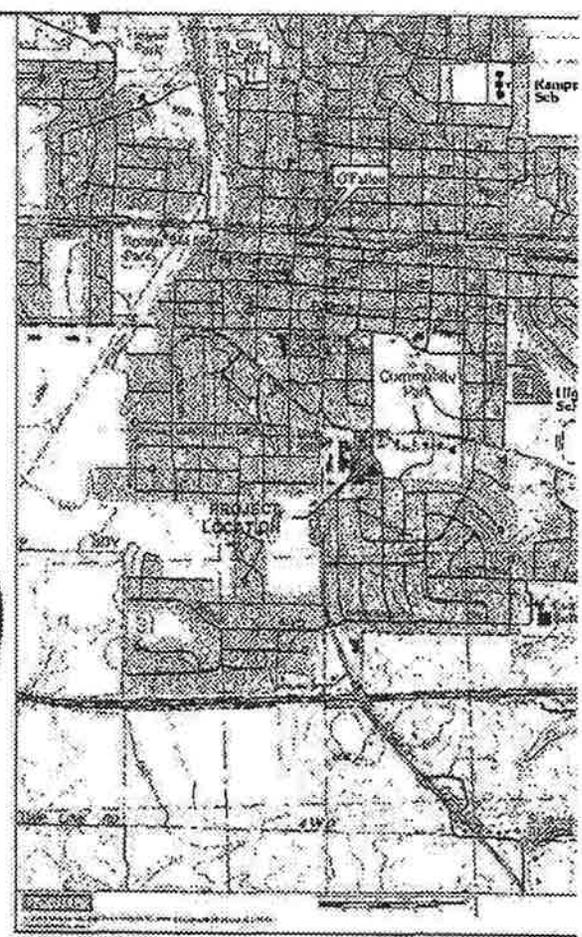
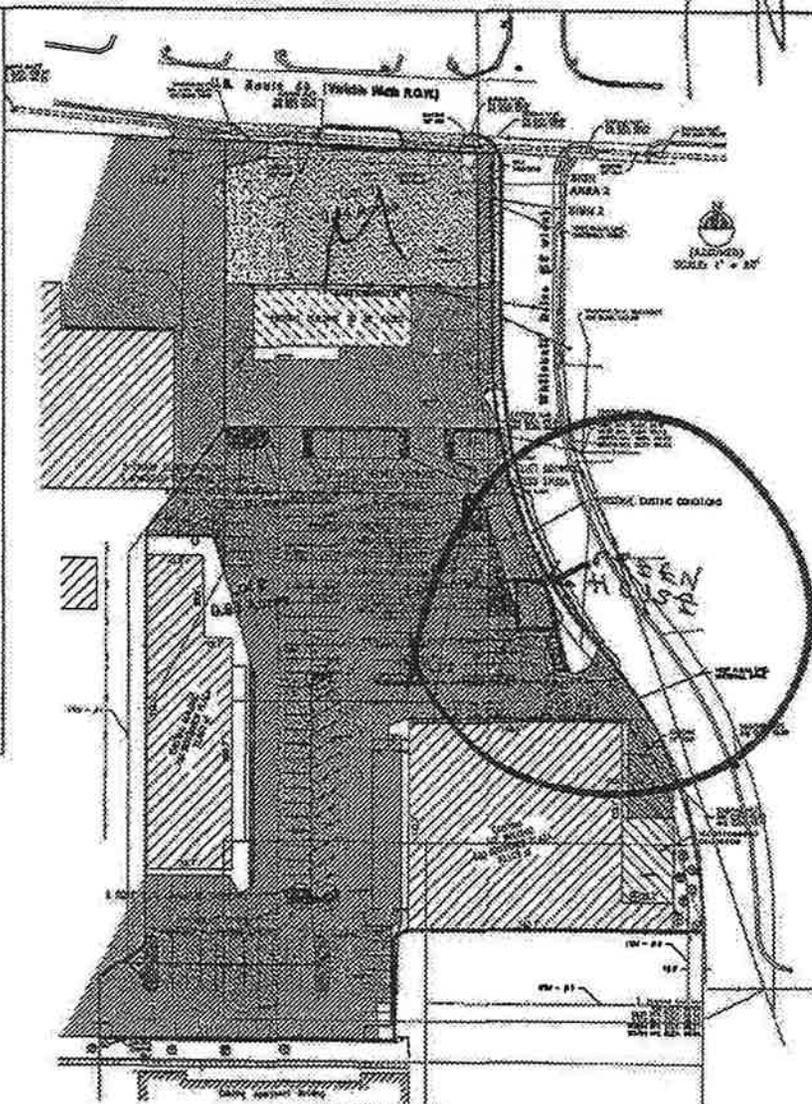
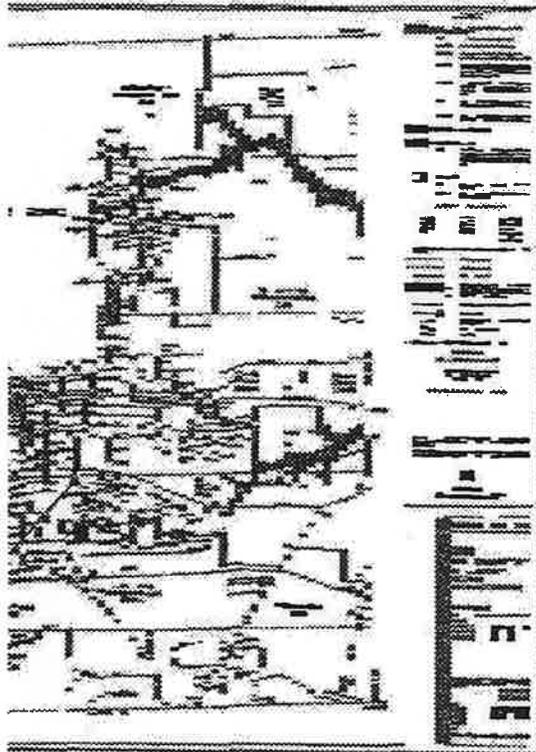
Please include:

- 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:

We would like to utilize a 20'x48' greenhouse on the North East corner of our parking lot. The greenhouse will operate Monday-Friday 7:30am-8:00pm, Saturday 7:30am-7:00pm, and Sunday 9:00am-7:00pm. We will not be building any additional displays on the surrounding areas of the greenhouse. We will also not be running any type of power to the greenhouse. The greenhouse will give us the opportunity to increase sales, provide a cleaner look to the front of the store, and allow our plant season to run deeper into the summer.

Man Paul 3-3-15



**PLANTING NOTES:**

1. CONTRACTOR SHALL VERIFY ALL PLANT QUANTITIES. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS, SCHEDULES AND THE PLANS THE PLANS PREVAIL.
2. CONTRACTOR SHALL VERIFY ALL CONDUITS, UNDERGROUND UTILITIES PRIOR TO THE START OF WORK. OWNERS REPRESENTATIVE AND CONTRACTOR SHALL VERIFY. CONTRACTOR SHALL REPAIR ANY DAMAGE DUE TO CONTRACTOR'S ACTIVITIES AT HIS/HER OWNERS RISK.
3. CONTRACTOR SHALL COORDINATE SCHEDULES AND INSTALLATION OF LANDSCAPE WITH OWNERS REPRESENTATIVE.
4. ALL PLANTING SHALL BE PLANTED AND MAINTAINED FOR A PERIOD OF 12 MONTHS. CONTRACTOR SHALL MAINTAIN ALL PLANTS THROUGHOUT THE PERIOD. CONTRACTOR SHALL MAINTAIN ALL PLANTS THROUGHOUT THE PERIOD. CONTRACTOR SHALL MAINTAIN ALL PLANTS THROUGHOUT THE PERIOD.
5. ALL DISTURBED AREAS SHALL BE BERDED OR BODDED.
6. ALL BERDED AREAS ON A SLOPE OF 2:1 OR GREATER WILL HAVE EROSION CONTROL BLANKETS AS SPECIFIED.
7. SEE CIVIL AND ARCH. DRAWINGS FOR EXISTING AND PROPOSED CONDITIONS.
8. SEE SPECIFICATIONS FOR ADDITIONAL NOTIFICATION REQUIREMENTS.

QUANT.	COMMON NAME	BOTANICAL NAME	MIN. HT.	MIN. SPRD.	MIN. CAL.	ROOT COND.	COMMENTS
1	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
2	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
3	Medium Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
4	Medium Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
5	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
6	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
7	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
8	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
9	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00
10	Small Green Tree	Juniperus communis	12'	12'	2"	1.00	1.00

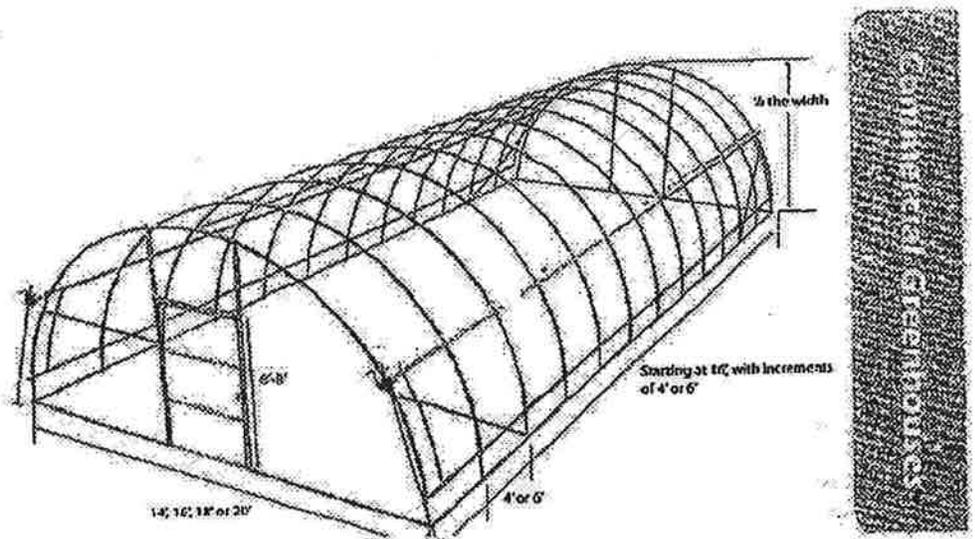
3 PLANT SCHEDULE

9 NOTES

LINE OF ROOT BALL

**Specifications**

- width: 14', 16', 18', 20'
- length: starting at 16' with increments of 4' or 6'
- height to apex: half of the width
- frame spacing: 4' or 6'
- cover: clear or white 6 mil. UVI treated polyethylene
- end wall cover: clear or white 6 mil. UVI treated polyethylene
- frame: 1.66" O.D. 16 ga. galvanized steel tube
- urlin: (1) 1.163" O.D. 17 ga. galvanized steel tube





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M E M O R A N D U M

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**TO:** Community Development Committee  
**FROM:** Anne Stevenson, Assistant City Planner  
**THRU:** Ted Shekell, Planning Director  
**DATE:** March 9, 2015  
**SUBJECT:** Special Event Permits – Frieze Harley-Davidson (MOTION)

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**Background:**

- Applicant: Frieze Harley-Davidson
- Location: Frieze Harley-Davidson dealership (1560 N. Green Mount Rd)
- Special Event Permit requests for the following events:
  - 52<sup>nd</sup> Anniversary Bash
    - Saturday, March 28, 2015 10 am to 4 pm
    - Live music from 12 pm to 3 pm
    - Free hot dogs provided by Christian Motorcyclists' Association from 11:30am-1:30pm
    - Vendors will be set up outside the building
    - Liquor will be sold indoors
  - Spring Open House
    - May 16, 2015 10 am to 4 pm
    - Vendors will be set up outside the building
    - Special signage – 2 signs (18 sq. ft. each) along Green Mount Road and 1 banner (36 sq ft.) on building
    - No liquor will be at this event; no food will be sold.
  - 20<sup>th</sup> Annual Cancer Benefit Ride
    - Sunday, May 17, 2015 - 8:30 am to 12:30 pm
    - Registration booths will be set up outside the front doors.
    - 90-mile ride will leave dealership at 12:30 pm and will end in another community.
    - No liquor will be at this event; no food will be sold.
    - Special signage – 2 signs (18 sq. ft. each) along Green Mount Rd, 1 banner (36 sq. ft.) on building, 2-4.5 sq. ft. directional signs on front doors, 1 banner (18 sq. ft.) in front of dealership
    - Assistance from Police Department is requested to direct traffic.
  - Friday Night LIVE
    - Friday, June 19, 2015 and Friday, August 21, 2015 - 5 pm to 10 pm
    - Live band from 6 pm to 10 pm on front parking lot.
    - Food will be sold with profit going to charitable organization
    - Liquor will be sold.
    - No special signage is requested for this event.
    - No City assistance is requested.
  - New Model Year Open House
    - Saturday, September 12, 2015 and Sunday, September 13, 2015 9 am to 5 pm
    - Vendors will be set up outside the building

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

- Harley Davidson semi-trailer will be parked in front parking lot; registration trailer will be near front doors; sign-out trailer located in back parking lot
- Food will be for sale from the O'Fallon Moose Lodge #2608, with profits donated to charity
- No liquor sold
- No special signage is requested for this event
- Parking will be provided on site for all events.
- Toilet facilities for the public will be provided in the dealership for all events.
- Liquor will be sold at the Friday Night LIVE events.
- Applicant has only requested City assistance for the 20<sup>th</sup> Annual Cancer Benefit Ride. Police Department is requested to direct traffic for this event.
- Consistent with 2014 Special Event Permits for Frieze Harley-Davidson.

**Staff Recommendation:** The Fire and Police Departments have reviewed the Special Event Permit requests for the events with no issues. Staff recommends approval of all events, with the following conditions:

1. Provide a list of profit vendors and their sales tax numbers prior to the event.
2. Provide a copy of the liquor license and certificate of liquor liability prior to the event.
3. Signage is approved as requested for the 20<sup>th</sup> Annual Cancer Benefit Ride Special Event Permit and Spring Open House
4. Events, including live music, will be located on the front parking lot.

CITY OF O'FALLON

MAR - 2 2015

DATE PAID



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

Attachment options: 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: 52nd Anniversary Bash
Location of Event: Frieze Harley-Davidson
Name of Event Organization: 1560 N. Green Mount Rd. O'Fallon, IL
Name of person in charge of event (applicant) and mailing address: Maria Minton
Phone: 618 622-0445 E-Mail: friezehd1@peaknet.net
Secondary Contact Person: Pam Beykirch
Phone: 11 E-Mail: friezehd@peaknet.net
Beginning Date / Times: 3/28/15 @ 10am Ending Date / Times: 3/28/15 @ 4pm

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...).

[X] ATTACHED

2. Sketch plan of site.

[X] ATTACHED

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

[ ] ATTACHED [X] NOT APPLICABLE

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

[ ] ATTACHED [X] 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 [X] 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 [X] NOT APPLICABLE

7. Liquor license information for beer sales (including hours of sale): \_\_\_\_\_  
(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: \_\_\_\_\_  
No vendors for profit @ this time

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

2/23/15  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES  NO

FR 3/2/15

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)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

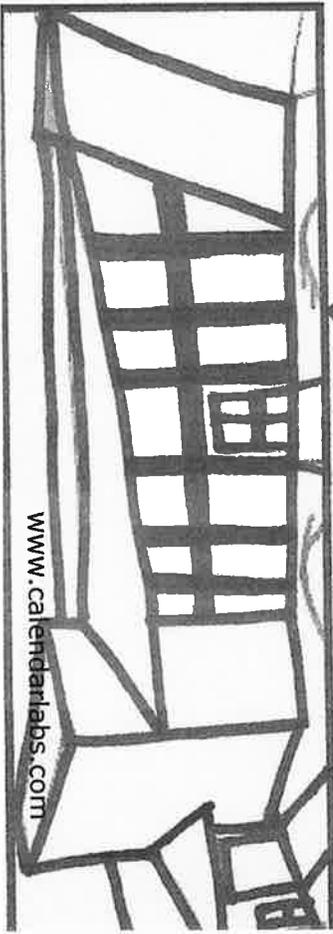
Frieze Harley-Davidson is applying for our 52<sup>nd</sup> Anniversary Party on Saturday, March 28 from 10am-4pm on our Front Plaza at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. We will be having live music from the Strange Duo from 12-3pm and the Christian Motorcyclists' Association will be providing free hot dogs from 11:30am-1:30pm. Parking will not be a problem; we have parking in front & back of Dealership. No merchandise will be sold outside the facility. There will be not-for-profit vendors set up outside the building. If profit vendors are committed closer to the event, their information will be provided prior to the event. Event is free to public..

This event is Rain or Shine. In case of rain, the event will take place inside the Dealership.

If you have any questions, please feel free to contact Etta Madura or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton



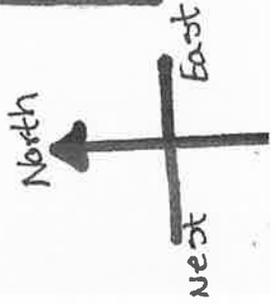
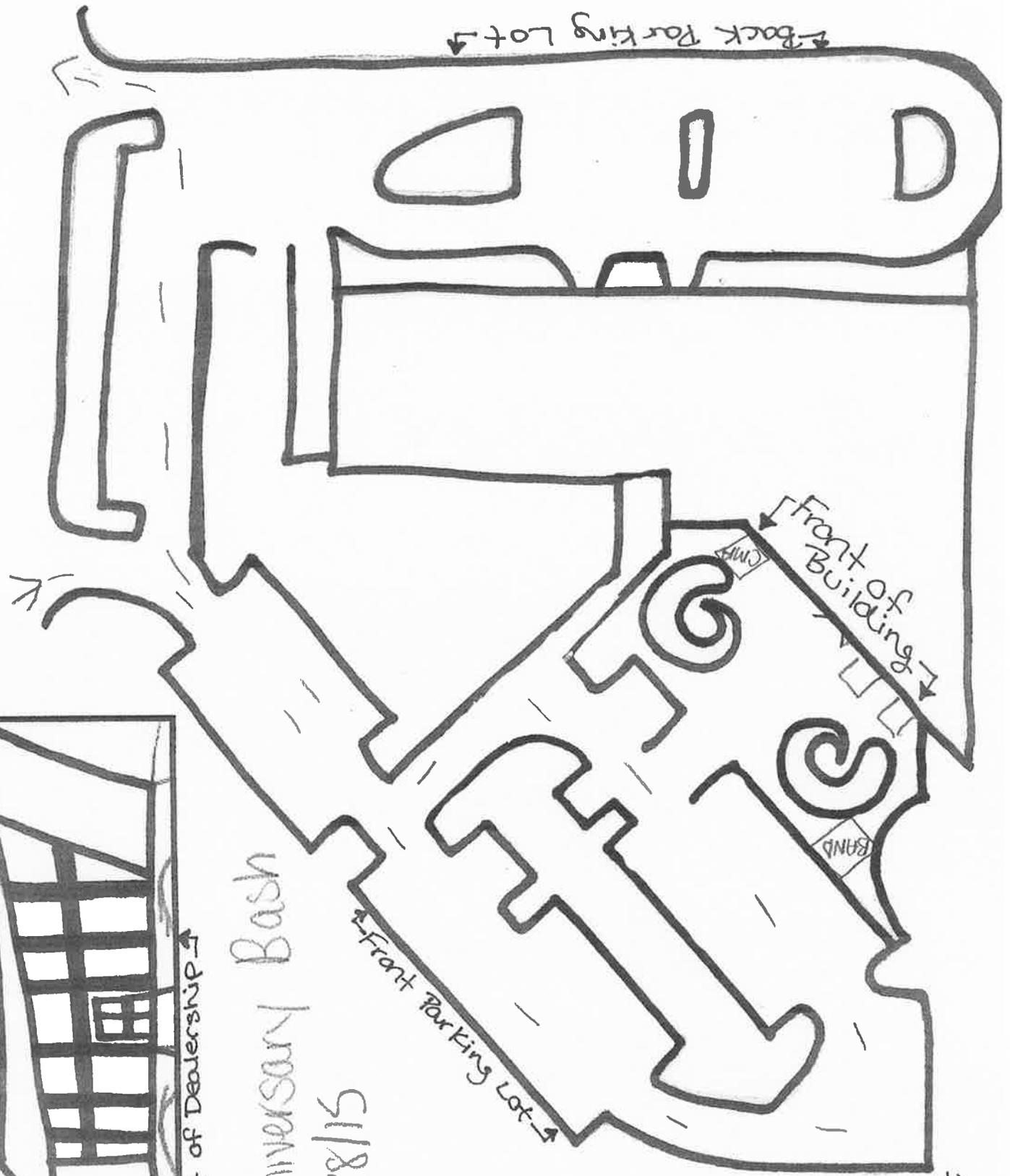
www.calendartlabs.com

← Front of Dealership →

52nd Anniversary Bash

3/28/15

□ VENDORS





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

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

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: Spring Open House

Location of Event: 1560 N. Green Mount Rd. O'Fallon, IL

Name of Event Organization: Frieze Harley-Davidson

Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_

Maria Minton

Phone: 618-622-0045 E-Mail: friezehd1@peaknet.net

Secondary Contact Person: Pam Beykirch

Phone: 11 E-Mail: friezehd@peaknet.net

Beginning Date / Times: 5/16/15 @ 10am Ending Date / Times: 5/16/15 @ 4pm

**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): \_\_\_\_\_  
(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 confirmed yet, will notify @ later date

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.

Maria Minton  
Signature of Applicant/ person in charge of event

2/23/15  
Date of Submission

FOR OFFICE USE ONLY

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

MC 3/2/15

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)



Frieze Harley-Davidson Sales, Inc.  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for our Spring Open House. This event will be held Saturday, May 16, 2015 from 10:00AM – 4:00PM at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. We will be having vendors throughout the front of the building; however we do not have anyone confirmed at this time. A sketch of the building with reference points for vendors and signage is attached. I will provide you with more information on vendors when it becomes available. Signs that will be up that day are the following:

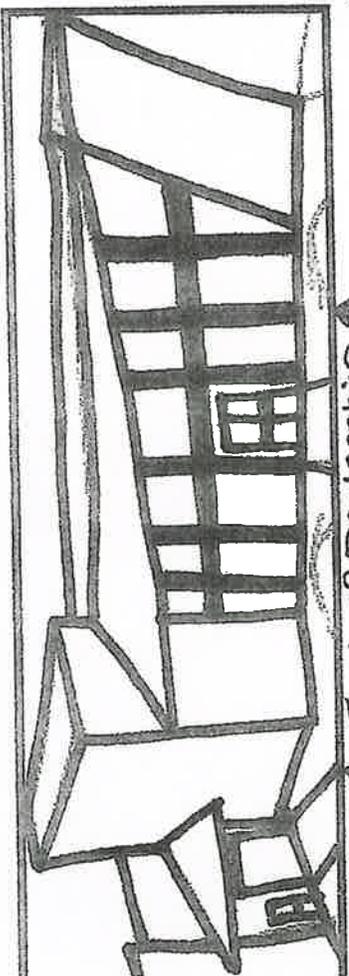
- Two 3ft x 6ft signs along Green Mount Rd.
- 3ft x 12ft banner hung above our front doors

This is a rain or shine event. Parking will not be a problem; we have parking in front & back of Dealership. No merchandise will be sold outside the facility. No food will be sold. **No Liquor will be at this event.**

If you have any questions, please feel free to contact Etta Madura or Pam Beykirch at (618) 622-0045.

Thank you,

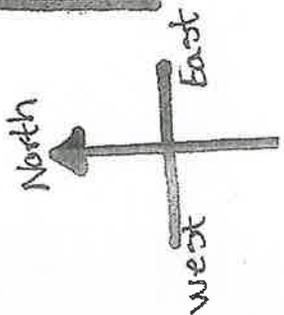
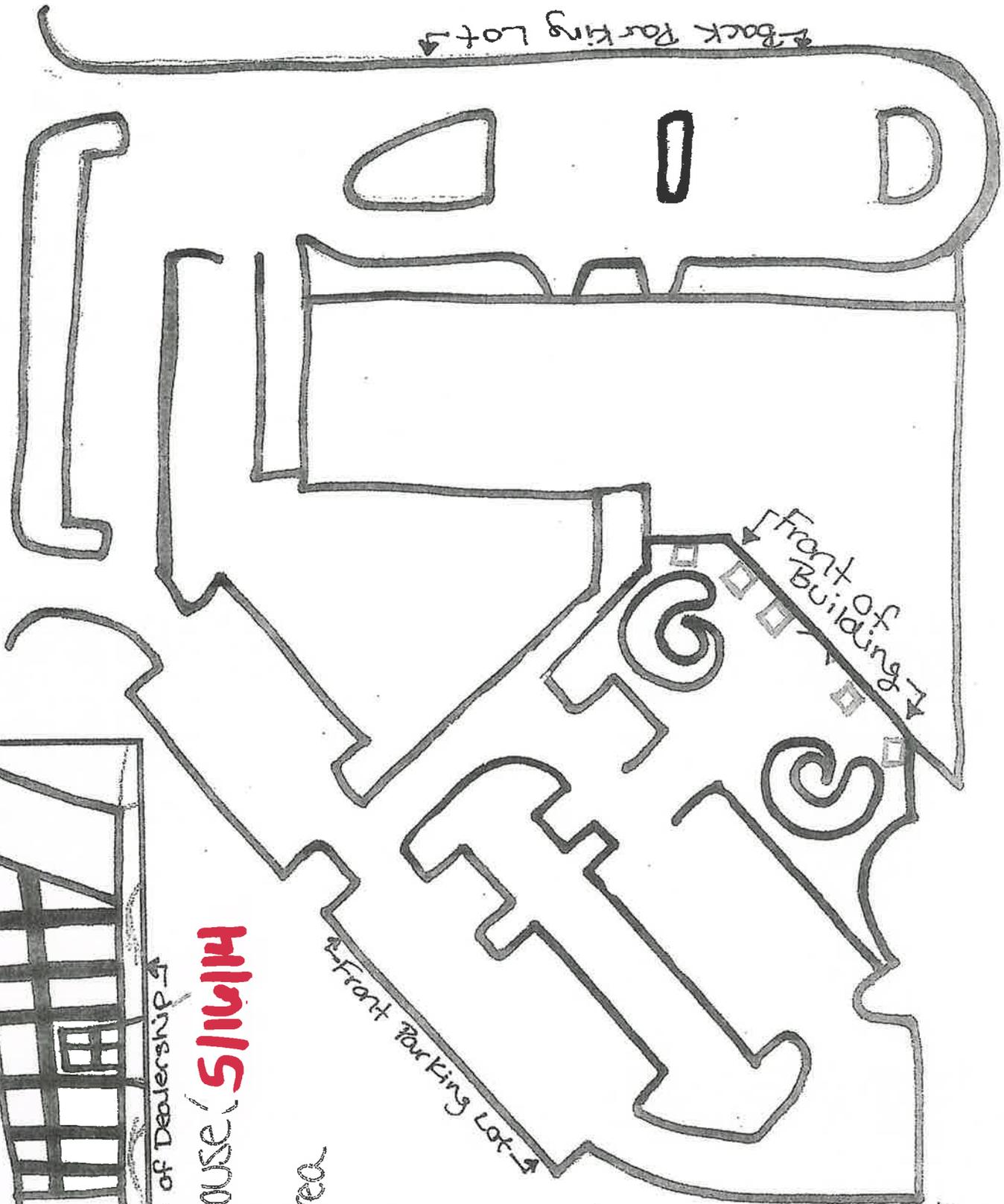
Maria Minton



↑ Front of Dealership ↓

May Open House (5/11/14)

□ - Vendor Area





**COMMUNITY DEVELOPMENT DEPARTMENT**  
 255 S. Lincoln Avenue, 2<sup>nd</sup> 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: 20<sup>th</sup> Annual Cancer Benefit Ride

Location of Event: 1560 N. Green Mount Rd. O'Fallon, IL

Name of Event Organization: Frieze Harley-Davidson

Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_  
Mania Minton

Phone: 618-622-0045 E-Mail: friezend1@peaknet.net

Secondary Contact Person: Pam Beykirch

Phone: 618-622-0045 E-Mail: friezend@peaknet.net

Beginning Date / Times: 5/17/15 @ 8:30am Ending Date / Times: 5/17/15 @ 12:30pm

**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): \_\_\_\_\_  
(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: \_\_\_\_\_

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

*\* from 2014 app: "requesting a police officer to direct traffic. Will contact latitude"*

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.

brought in w/all others  
Signature of Applicant/ person in charge of event

2/23/15  
Date of Submission

FOR OFFICE USE ONLY

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

PL 2/2/15

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)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for our 20<sup>th</sup> Annual Cancer Benefit Ride. This event will be held Sunday, May 17, 2015 from 8:30AM – 12:30PM at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. Registration booths will be set up outside the front doors. A sketch of the building with reference points for registration booths and signage is attached. Signs that we would like to have up that day are as followed:

- Two 3ft x 6ft signs along Green Mount Rd.
- 3ft x 12ft banner hung above our front doors
- Two 1.5ft x 3ft banners attached to either side of the front doors to let riders know where to register for the ride.
- One 3ft x 6ft banner in front of our dealership: "Welcome Riders"

The 90 mile ride will leave the dealership at 12:30pm. Parking will not be an issue; we have parking in front & back of dealership. No food will be sold. No Liquor will be at this event. No Merchandise will be sold outside the facility.

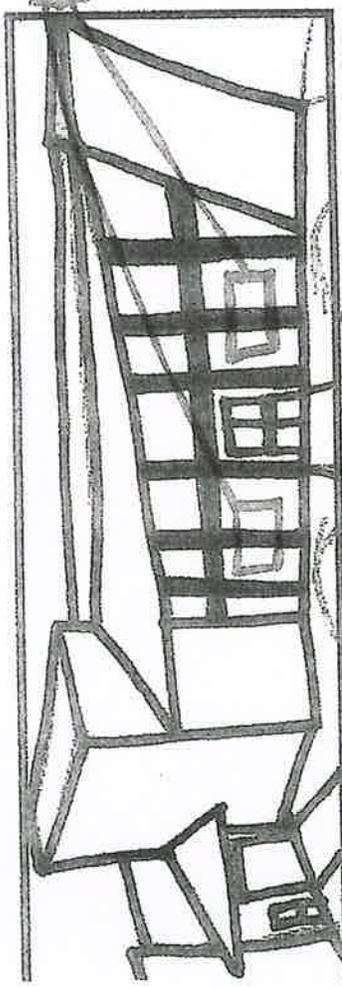
If you have any questions, please feel free to contact Etta Madura or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton

26<sup>th</sup> Annual Cancer Benefit Ride  
5/17/15

signs



Front of Dealership →

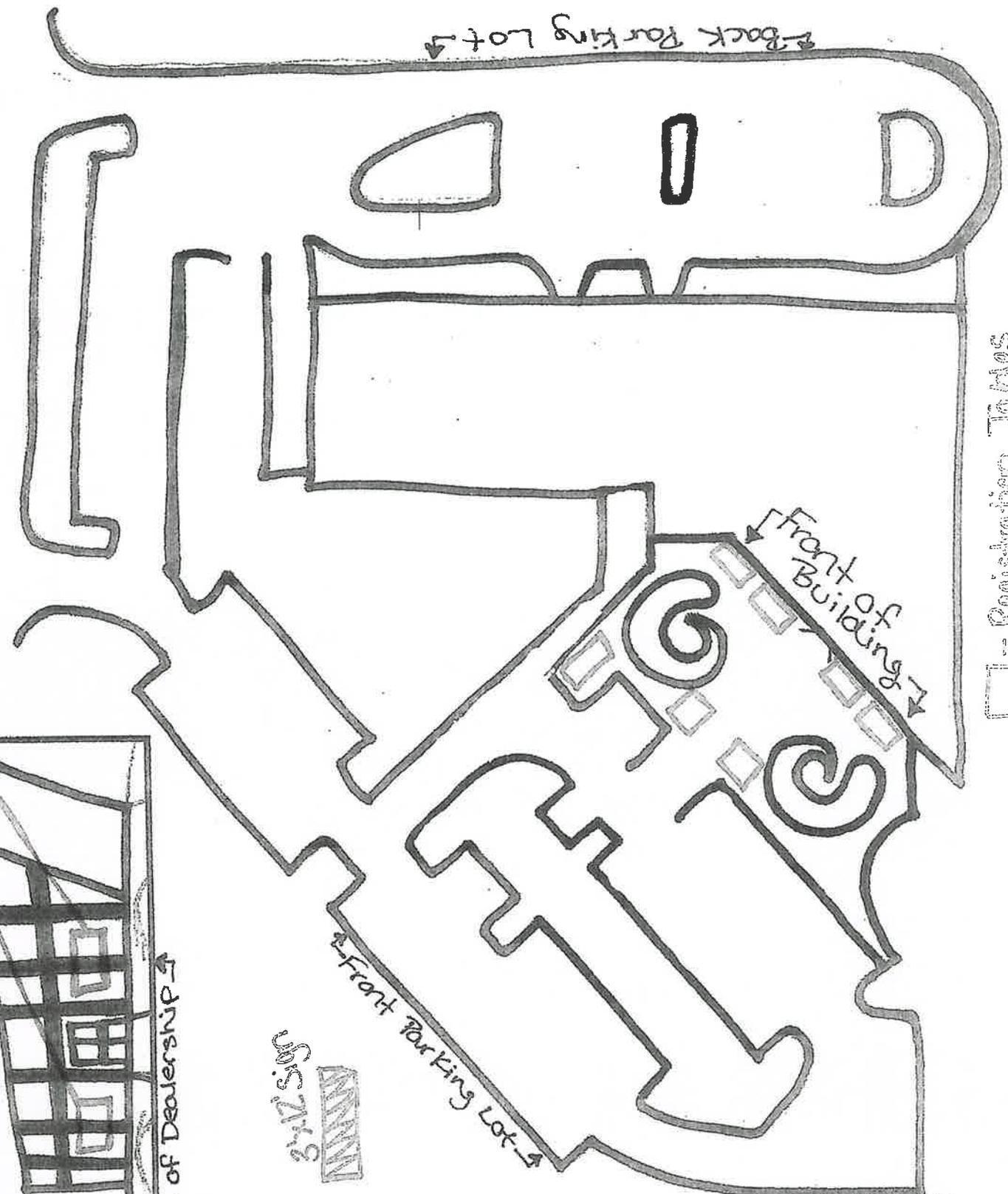
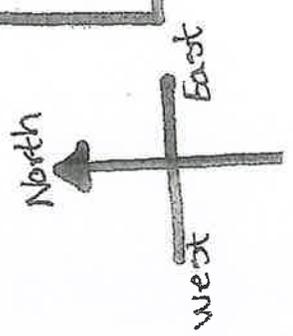
signs



sign  
3'x6'



sign  
3'x6'



Back Parking Lot →

Front of Building →

Front Parking Lot →

□ - Registration Tables



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**255 S. Lincoln Avenue, 2<sup>nd</sup> 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: Friday Night LIVES!

Location of Event: 1560 N. Green Mount Rd. O'Fallon, IL

Name of Event Organization: Frieze Harley-Davidson

Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_  
Maria Minton

Phone: 618-622-0045 E-Mail: friezehd1@peaknet.net

Secondary Contact Person: Pam Beykirch

Phone: 11 E-Mail: friezehd@peaknet.net

Beginning Date / Times: 6/19/15 + 8/21/15 Ending Date / Times: 6/19/15 + 8/21/15  
@ 5pm @ 10pm

**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): \_\_\_\_\_  
(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: \_\_\_\_\_

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.

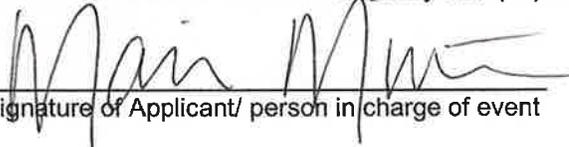
- PERMIT REQUIRED (please attach copy)       NOT APPLICABLE

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

2/23/15  
Date of Submission

FOR OFFICE USE ONLY

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

for 3/2/15

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)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for two Friday Night LIVE events. The event dates are as followed:

- June 19, 2015 from 5:00pm-10:00pm
- August 21, 2015 from 5:00pm-10:00pm

Both events will be held at our dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. We will be hosting each party in our front parking lot. There will be live band from 6:00PM – 10:00PM with a few vendors. We will also be having a food vendor that will be selling their product, with profit going to a charitable organization.

These are rain or shine events. Parking will not be a problem. We have parking in front and back of the Dealership. No signs or banners outside. No merchandise will be sold outside the facility. A sketch of event layout is attached.

If you have any questions, please feel free to contact Etta Madura or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton





**COMMUNITY DEVELOPMENT DEPARTMENT**  
**255 S. Lincoln Avenue, 2<sup>nd</sup> 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: New Model Year Open House

Location of Event: 1560 N. Green Mount Rd. O'Fallon, IL

Name of Event Organization: Frieze Harley-Davidson

Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_  
Maria Minton

Phone: 618-622-0045 E-Mail: friezehd1@peaknet.net

Secondary Contact Person: Pam Beykirch

Phone: 11 E-Mail: friezehd@peaknet.net

Beginning Date / Times: 9/12/15 @ 9am & 9/13/15 Ending Date / Times: 9/12/15 + 9/13/15 @ 5pm

**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): \_\_\_\_\_  
(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 confirmed yet, will notify @ later date

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.

Maria Mun  
Signature of Applicant/ person in charge of event

2/23/15  
Date of Submission

FOR OFFICE USE ONLY

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

PR 3/2/15

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)



**Frieze Harley-Davidson Sales, Inc.**  
1560 N. Green Mount Rd., O'Fallon, IL 62269  
Phone: (618) 622-0045 | Fax: (618) 622-0046

Dear City of O'Fallon,

Frieze Harley-Davidson is applying for our New Model Year Open House/Demo Days. This event will be held Saturday and Sunday, September 12, 2015 and September 13, 2015 from 9:00AM – 5:00PM at our Dealership, located at 1560 N. Green Mount Rd., O'Fallon, IL 62269. We will be having vendors throughout the front of the building; however we do not have anyone confirmed yet. A sketch of the building with reference points for vendors and such is attached. I will provide you with more information on vendors when it becomes available.

The Harley-Davidson Semi-Trailer will be parked in the front parking lot. Registration trailer will be right outside the front doors of the Dealership, with the Sign-out Trailer located in the back parking lot.

This is a rain or shine event. Parking will not be a problem; we have parking in front & back of Dealership. No signs or banners outside. Food will be for sale from the O'Fallon Moose Lodge #2608, profits will be donated to a charity.

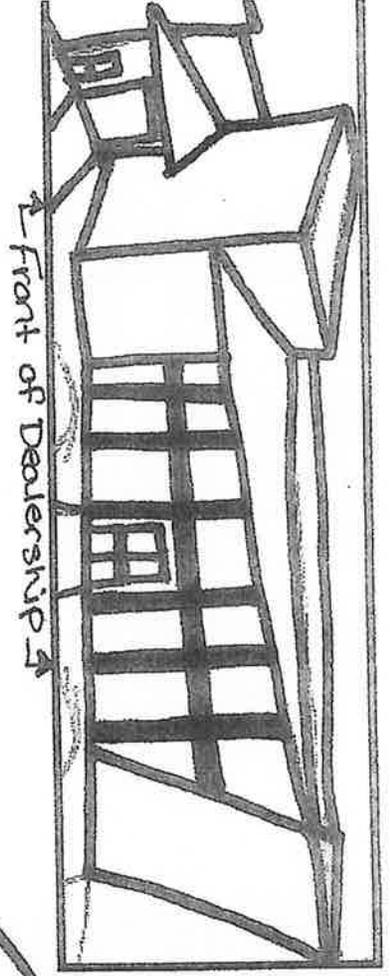
If you have any questions, please feel free to contact Etta Madura or Pam Beykirch at (618) 622-0045.

Thank you,



Maria Minton

New Model Year Open House  
9/12 & 9/13



D-Vendors

