



**AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, March 24, 2014
6:00 PM**

Mayor's Conference Room

I) Roll Call

II) Approval of Minutes – February 24, 2014

III) Items Requiring Council Action – April 7, 2014

- A. Liquor License Ordinance and Fees (1st Reading)
- B. SEPA – Keller Farms Sweet Corn (Motion)
- C. SEPA – Happy Day Tropical Sno (Motion)
- D. SEPA – Happy Day Tropical Sno #2 (Motion)
- E. SEPA – Soul to Sole 5K Run/Walk

IV) Other Business: - None

NEXT MEETING: Monday, April 14, 2014 – 6:00 P.M. – Mayor's Conference Room

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 24, 2014**

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held in the City Council Chambers, 255 S. Lincoln, O'Fallon, Illinois.

CALL TO ORDER: 6:30 PM

I) Roll Call – Committee members: Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, Ray Holden, David Cozad, and Harlan Gerrish. *Other Elected Officials Present:* Herb Roach, Richie Meile, John Drolet, Kevin Hagarty and Michael Bennett. *Staff:* Walter Denton, Pam Funk, Jeff Stehman, James Cavins, Sandy Evans, Dan Bowman, Maryanne Fair, Justin Randall and Dale Funk. *Visitors:* Charlie Pitts, Georgia Hillyer, Clytie Zimmerman, Scott Schaefer, Steve Schaefer, Steve Lechner, John Hundley, Darren Taylor, Jim Luehers and Vern Malare.

II) Approval of Minutes from Previous Meeting– All ayes. Motion carried.

III) Items Requiring Council Action

- A. SEPA – Lincoln Crossing Spring Fest (Motion) – Justin Randall briefed the committee on the proposed carnival to be held at the Lincoln Crossing shopping place. The committee discussed the past events at the shopping center. The committee recommended approval of the Special Event Permit with a vote of 6-0.
- B. Schaefer Autobody Center – Use Variance (1st Reading) – Dale Funk gave a brief overview of the use variance process and advised the committee not to take any additional evidence in the case. The committee questioned what they could discuss and what the committee's options were for the case. Mr. Funk indicated they could discuss the case as present d and could ask for clarification from the Zone Hearing Officer, or vote at the next council meeting on the case, with a two-thirds super majority necessary to overturn the Zone Hearing Officer's decision. The committee recommended the case be forwarded on to the full council without a recommendation with a vote of 6-0.
- C. Liquor License Ordinance and Fees (1st Reading) – Maryanne Fair and Dale Funk gave a brief presentation on the changes to the ordinance, which include a combined Class B and Class C-2 and a Brew Pub license. Ms. Fair indicated the City of O'Fallon had not been reviewed since the codification of 1972. The committee discussed the increase in price for the current licenses. Staff indicated at the current time based on supplies, software and salaries the City of O'Fallon is losing money on issuing a liquor license. Staff also indicated the \$100 increase would not go into effect until May 2015, to provide ample notice of the increase in fees. The committee discussed the proposal. The committee recommended approval with a vote of 6-0.
- D. Domino's Retail Center – Planned Use (2nd Reading) –The committee recommended approval with a vote of 6-0.

IV) Other Business

- A) FY2015 Planning and Zoning Budget Proposal – Walter Denton gave a brief overview of the Community Development Department budget. The committee asked how the department was going to decrease the insurance requirement. Sandy Evans indicated this year there was a greater amount of detail that went into the insurance calculation for every department. The committee asked about the

Community Development Department

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

increase in part-time hours. Staff indicated that the new role in which Community Development was reclassified to contain Planning and Zoning, Building and Codes and Economic Development and some increased presence in projects regarding economic development was the reason for the increase. Staff also noted both part-time positions are full-time positions. The committee discussed the request for a new truck. Jeff Stehman indicated the maintenance of the vehicle was begin to be costly with the wear and tear, even with 71k miles and noted the vehicle was 13 years old.

MEETING ADJOURNED: 7:10 PM

NEXT MEETING: Monday, February 24, 2014 – 7:00 PM – Mayor's Conference Room

Prepared by: Justin Randall, Senior City Planner



CITY COUNCIL AGENDA ITEMS

To: Mayor and City Council

From: Maryanne Fair, Deputy City Clerk
Philip Goodwin, City Clerk
Walter Denton, City Administrator

Date: March 24, 2014

Subject: Cost Analysis for Liquor License Fee Increase

List of committees that have reviewed: Mayor Graham and City Attorney Funk, Community Development.

Background: The cost of business has increased since the last time the fees were increased per Ordinance 1534 in 1992.

Legal Considerations, if any: City Attorney Dale Funk has researched and reviewed.

Budget Impact: All fees will be modestly increased by \$100.00. Current revenue: \$22,400 – Proposed revenue: \$27,300

Staff recommendation: Approval.

<u>CLASS</u>	<u>Fee Schedule</u>	
A AND C-1	\$500.00 YEARLY	\$400
B AND C-2	\$600.00 YEARLY	\$500
D-1 AND D-2	\$700.00 YEARLY	\$600
E	\$1100.00 YEARLY	Proposed
F	\$900.00 YEARLY	Proposed (Brew Pub)

G-1	\$500 YEARLY	Proposed (Not for Profit)
G-2	\$600 YEARLY	Proposed (Not for Profit with live entertainment)

*\$10.00 processing fee is added to a quarterly payment

Conservative estimate of Administering and Policing on an ANNUAL basis:

Mailing costs including the notices and licenses:	\$87
Licensing cardstock and supplies:	\$50
Administration staffing/Approval	\$5500
Licensing software	\$5700 (per a five year life expectancy)
Policing detail and administrative cost	\$2004
Daily patrolling of businesses, etc.	\$13,000
Legal Counsel review	<u>\$2,000</u>
Total	\$28,300 (approximate) *

***Items above do not reflect the additional costs of business registrations and mailing costs associated with liquor**

Municipal Liquor Classifications and Fees Comparison

City of Belleville-

Class A, which shall permit the retail sale of alcoholic liquor for consumption on or off the premises where sold and not for resale in any form. The annual fee is \$550.

Class B, which shall permit the retail sale of alcoholic liquor for consumption on the premises of restaurants, but not for consumption off the premises of restaurants and not for resale in any form. The annual fee is \$550.

Class C, which shall only permit the retail sale of alcoholic liquor in sealed packages, but not for consumption on the premises of where it is sold. The annual fee is \$550.

Class D, which shall permit the retail sale of alcoholic liquor for consumption only on the premises where sold to be issued to a regularly organized club, such sales to be made only to the members of the club. The annual fee is \$400.

City of Collinsville-

Class A licenses shall authorize the retail sale of alcoholic liquors on the premises of any tavern for consumption on the premises. The annual fee is \$1500.

Class B licenses shall authorize the retail sale of alcoholic liquors on the premises in any restaurant that has fifty (50) percent or more of its gross revenue in each calendar month from

the operation of the licensed premises from regularly serving of meals, for consumption on the premises. The annual fee is \$1200.

Class B-1 licenses shall authorize the retail sale of alcoholic liquors on the premises in any restaurant that does not qualify for a Class B license for consumption on the premises, but that has twenty-five (25) percent or more of its gross revenue in each calendar month from regularly serving of meals. The annual fee is \$1500.

Class C licenses shall authorize the retail sale of alcoholic liquors in packages and not for consumption on the premises. The annual fee is \$1200.

Class D licenses shall authorize the retail sale of alcoholic liquors in packages and not for consumption on the premises where gasoline stations are attached as a secondary business operation. The annual fee is \$1200.

Class F licenses shall authorize the retail sale on the premises of alcoholic liquors in any club for consumption on the premises. The annual fee is \$800.

Class O licenses shall temporarily authorize current holders of valid Class B, B-1, E, F, and K licenses located in non-residential zoning districts, the retail sale for consumption alcoholic liquors outside of the premises on the property of the license holder, for a period of one (1) day per calendar year. Subclass (1) Supplemental License - \$300 annual fee for Class A license holders; \$150 annual fee for Class B and B-1 license holders.

Nonrefundable filing fee for initial application for license to sell alcoholic liquor - \$400.

City of Edwardsville-

Class A licenses authorize the retail sale of alcoholic liquor in the original package, but not for consumption on the premises where sold. The sale of alcohol is incidental to the sale of food and/or groceries. This includes but is not limited to, grocery stores and convenience stores. The fee is \$750.

Class B licenses authorize the retail sale of alcoholic liquor for consumption on the premises only. The fee is \$750.

Class C licenses authorize the retail sale of alcoholic liquor of all varieties for consumption on the premises, as well as the retail sale of alcoholic liquor in the original package for consumption off the premises. This includes but is not limited to, taverns, restaurants, and specialty shops that also sell packaged liquor. The fee is \$900.

City of Fairview Heights- The **semi-annual fee** for liquor licenses is \$500 + a \$4 Clerk fee. **The annual fee** is \$850 + an \$8 Clerk fee. Listed below are their classifications:

A Class A license shall authorize the retail sale on the premises specified of alcoholic liquor for consumption on the premises as well as other retail sales of such liquor.

A Class B license shall authorize retail sale of alcoholic liquor, but not consumption on premises where sold.

A Class C license may be issued to a club, which shall authorize the retail sale of alcoholic liquor on the premises of alcoholic liquor for consumption on the premises. Sales are to be made to club members only.

Village of Shiloh-

Class A – holder to sell retail alcoholic liquor for consumption on or off premises specified. The fee is \$400.

Class B- holder to sell retail alcoholic liquor for consumption on or off premises specified. The fee is \$500.

Class C – holder to sell alcoholic liquor in the original package only, on the premises specified in the license, for consumption off the premises. The fee is \$400.

Class D – holder to sell alcoholic liquor in original package only, on the premises specified, for consumption off premises. The fee is \$500.

City of Maryville-

Class A – Allowing for the consumption on premises. \$450

Class B – Allowing for the consumption on premises in clubs. \$450

Class C – Allowing for packages sales. \$450

City of Carbondale –

Class A1, A2, A3, B1, B2 – Allowing for consumption on premises (is determined based on occupancy and sales revenue multiplier – Minimum \$225 – maximum - \$2250

Class C1 – Packaged sales. \$2250

Class E - Fraternal – Consumption on premises - \$1125

ORDINANCE NO. _____

**ORDINANCE AMENDING CHAPTER
116 OF THE 2014 CODE OF
ORDINANCES BY ESTABLISHING A
NOT-FOR-PROFIT CORPORATION
LICENSE CLASSIFICATION**

WHEREAS, the City of O'Fallon has ascertained a need for a Not-For-Profit Corporation classification; and

WHEREAS, the current ordinance does not currently have a Not-For-Profit Corporation classification; and

WHEREAS, the O'Fallon City Council has determined that it is desirable and in the public interest to amend the O'Fallon Code of Ordinances with respect to a Not-For-Profit Corporation and to enact an amendment herein to Chapter 116 "Alcoholic Beverages" of the 2014 Code of Ordinances.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS;

Section 1. Chapter 116 Section 116.01 Definitions is amended by way of addition of the following:

NOT-FOR-PROFIT CORPORATION

For the purposes of this Code, a "Not-For-Profit Corporation" is defined to mean a corporation organized or registered under the laws of and in good standing with the State of Illinois pursuant to the Illinois General Not-For-Profit Corporation Act of 1986 (805 ILCS 105/101.01 et. seq.) and which entity was organized for the promotion of some common object or purpose, other than the sale and consumption of alcoholic liquors.

Chapter 116. Section 116.15 Classifications of Licenses is amended as follows:

Section 2. Chapter 116, Section 116.15, Classification of Licenses is amended by way of addition of the following:

(I) Class "G-1" license shall authorize a Not-For-Profit Corporation as holder thereof to sell, at retail, alcoholic liquor for consumption only on the premises where sold. Alcoholic liquor may be sold at retail for consumption on the premises at all hours chosen by the holder thereof, except between the hours of 1:00 a.m. and 5:00 a.m. when no sales of alcoholic liquor may be made. No person may consume, and no person other than the licensee shall possess or have, any alcoholic beverage upon the licensed premises more than one half (1/2) hour after the close of business for the retail sale of alcoholic beverage and before such business opens as allowed by the preceding, and the premises shall be vacated within one half (1/2) hour of the close of such business by all persons other than employees of the licensee then engaged in customary after-hour duties which relate to cleaning and closing of such business.

Class "G-2" license shall authorize a Not-For-Profit Corporation as holder thereof to sell, at retail, alcoholic liquor for consumption only on the premises where sold. Alcoholic liquor may be sold at retail for consumption on the premises at all hours chosen by the holder thereof, except between the hours of 2:00 a.m. and 5:00 a.m. when no sales of alcoholic liquor may be made; providing that a live band or such other live entertainment, as the Liquor Commissioner deems comparable, performs at such premises at least five (5) days each week. No person may consume, and no person other than the licensee shall possess or have, any alcoholic beverage upon the licensed premises more than one half (1/2) hour after the close of business for the retail sale of alcoholic beverage and before such business opens as allowed by the preceding, and the premises shall be vacated within one half (1/2) hour of the close of such business by all persons other than employees of the licensee then engaged in customary after-hour duties which relate to cleaning and closing of such business.

This ordinance shall be in full force and effect from and after its passage and approval and its publication in the manner provided by law.

Passed by the City Council this _____ day of _____ 2014.

[illegible]



M E M O R A N D U M

TO: Community Development Committee
FROM: Justin Randall Senior City Planner
THRU: Ted Shekell, Planning Director
DATE: March 24, 2014
SUBJECT: Special Event Permit – Keller Farms, Inc. “Sweet Corn Stand” at 1790 W. Highway 50

Project Summary

- Applicant: Lindsey Keller for Keller Farms, Inc.
- Special Event Permit for a sweet corn stand from approximately June 20th to August 15th, 2014.
- Stand will be located at 1790 W. Highway 50 in front of the Metro-East Christian Fellowship Church as in previous years.
- Event will occur from 9:00 am to 6:00 pm daily.
- Customers will park on the designated parking area as shown on the attached site plan. No driveways will be blocked.
- Two “v-shaped” banners mounted on stakes will be placed near the front of the property as shown on the attached site plan. Dimensions are 3 ft x 8 ft.
- The applicant has not requested any special consideration from the City for this event.

Staff Recommendation: This request is consistent with previous year approvals by the Council for Keller Farms Sweet Corn Stand. Fire and Police had no issues with the request. Staff recommends approval of the Special Event Permit as proposed.

PD - OK
FD - OK
CDD-syi-



CDC

CITY OF O'FALLON

FEB 24 2014

DATE PAID

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: Keller Farms, Inc.

Location of Event: 1790 West Highway 50

Name of Event Organization: Keller Farms Sweet Corn Stand

Name of person in charge of event (applicant) and mailing address: Lindsey Keller

435 South Bluff Road, Collinsville, IL 62234

Phone: 618-344-8623 office 973-7381 cell E-Mail: Lindsey@kellerfarmsinc.com

Secondary Contact Person: Craig Keller

Phone: 618-344-8623 E-Mail: Craig@kellerfarmsinc.com

Beginning Date / Times: Approx. June 20th Ending Date / Times: Approx August 15th

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): Not Applicable
(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: 1656-7196

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

02/19/2014
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

☒ NO

JR 2/24/14 CD: 3/1/14

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, including hours of operation.

Keller Farms sweet corn stand at this location is open 7 days a week from 9:00 a.m. to 6 p.m. The estimated time period would be mid to late June thru mid August.

Parking


The parking spot for the location is written in red on the sketch of plan site, this is a designated rocked area, and no streets will be blocked.

2014 Lease Agreement

Metro East Christian Fellowship, of O'Fallon, IL gives permission to Keller Farms, Inc. of Collinsville, IL to use the property as they have in the past at 1790 West Highway 50 for the 2014 sweet corn season.



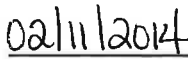
Metro East Christian Fellowship



Date



Keller Farms, Inc.



Date

↑ NORTH

1790 West Hwy 50, O'Fallon, IL

Metro East
Christian Fellowship
Church

Church Parking

Portable
Restroom



Keller Farms Sweet
Corn Stand

Banners/
Flags

Parking

Rothman Furniture

W Highway 50



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THRU: Ted Shekell, Planning Director
DATE: March 24, 2014
SUBJECT: Special Event Permit for Happy Day Tropical Sno Hut (MOTION)

Project Summary

- Applicant: Dennis Cowden for Happy Day Tropical Sno
- Location: 6000 Old Collinsville Road (Metro Lock parking lot)
- Request permission to operate:
 - Tropical Sno Concession – April 2014 through October 2014
 - Snow cone stand, freestanding ice chest, 3 picnic tables
 - Occupy approximately 5 parking spaces along the southwest corner of the parking lot adjacent to Old Collinsville Road and Ashland Avenue intersection.
 - Temporary fence will be installed around the perimeter of the snow cone stand and picnic tables to provide separation from vehicular traffic.
- Hours of Operation: 7 days a week from 10:00 AM to 10:00 PM, adjusted as necessary.
- Number of Employees: 6-10 part-time employees
- Parking will be provided on site in the paved parking lot.
- The applicant is not requesting any special considerations from the City.
- The applicant has provided a letter from the property owner granting permission for the Special Event.
- The application is consistent with past Special Events applications.

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

1. Hours of operation shall not extend past 10:00 PM.
2. Operation shall be situated on five parking spaces along the southwest corner of the parking lot adjacent to Old Collinsville Road and Ashland Avenue intersection and not on public ROW. A temporary picket fence shall be installed around the perimeter of the snow cone stand and picnic tables to provide separation from vehicular traffic.
3. The structure shall be anchored properly, and an electrical inspection shall be scheduled with the City for connection to nearby electrical source.
4. All temporary structures and facilities must be removed within 10 calendar days of the expiration of the special event permit.

Community Development Department

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

CITY OF O'FALLON

MAR 11 2014

DATE PAID



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

PD ✓OK
FD ✓OK
CDD FYI

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: HAPPY DAY TROPICAL SNO

Location of Event: 6000 OLD COLLINSVILLE ROAD

Name of Event Organization: _____

Name of person in charge of event (applicant) and mailing address: DENNIS COWDEN

1004 MATTHEW DRIVE O'FALLON IL 62269

Phone: 618 616 1881 E-Mail: DENNYCOWDEN@GMAIL.COM

Secondary Contact Person: LINDA COWDEN

Phone: 618 550 1881 E-Mail: _____

Beginning Date / Times: APRIL 2014 Ending Date / Times: OCT 2014

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): NTA
(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

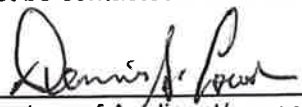
11. American Disability Compliance

☐ 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

RECEIVED MAR 11 2014

Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

☒ NO 3/12/14

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)

SPECIAL EVENT PERMIT APPLICATION
Happy Day Tropical Snow Concession
March, 2014

I, Dennis Cowden, am submitting this renewal application for the purpose of setting up and operating within the O'Fallon community our Tropical Snow Hawaiian Shave Ice Hut concession facility. Operating this business along with my son Kevin, we are looking forward to the opportunity of continuing our services in response to many requests from numerous residents and family members of all ages who recognize the name and look forward to enjoying a cool and flavorful Tropical Sno shaved ice treat. We are intending to continue our services located on the vacant parking lot of Metro Lock at 6000 Old Collinsville Road. I have attached a permission letter from Mr. Lee Schreiber, business owner.

What is a Tropical Sno?

Tropical Sno is to the snow cone, what Baskin Robins is to the ice cream cone. With Tropical Sno Shave Ice, you'll get a breezy taste of the islands. This is because of the unique natural tasting fruit flavors and shaves ice that literally is like snow and melts in your mouth. More than 200 million servings of this chilly delight have been sold around the world since its introduction in 1984, and dealers are now located throughout the United States and in 30 foreign countries. Some of Tropical Sno's 38 "real-to-life" flavors include margarita, kiwi, passion fruit, and tutti frutti. Flavors come in convenient dry powder packs, and are easily mixed with sugar and water to make syrup. Non-dairy cream toppings offer an even wider selection of taste possibilities.

Tropical Sno has a high brand awareness as well as a loyal customer following. A division of Pioneer Potato Company, Inc., Tropical Sno is a family business, with a family culture that's inclusive of dealers, employees, and young-at-heart fans. A major priority is keeping satisfaction high among these diverse groups with consistent, top-quality products and efficient service to customers of all ages throughout the community.

We plan to operate our Happy Day Tropical Sno Hut concession on Metro Lock's parking lot location on a seasonal recurring basis. Within the allowance of each season's Special Event Permit, our plans are to operate seven days a week between the hours of approximately 10:00 am through 10:00 pm, to be adjusted as necessary depending on weather conditions and other variable business factors. The operation would require employing six to ten part time employees. We will provide on-site training for each of our own employees. We live in the local area and expect to keep a close eye on all operations of our business including promoting safety, encouraging friendly and courteous service, and ensuring the grounds are clean, neat, and free of litter or debris. We intend to promote our recognition as a positive "must-have" summer treat commodity provider of our community.

All ingredients and trade marked products to be sold through our Happy Day Tropical Sno Hut concession stand will be purchased from the corporate Tropical Sno home office, which is required for us to carry the Tropical Sno logo. Block ice will purchased locally, delivered as required, stored on site and "shaved" on demand. A variety of favorite syrup flavors will also be delivered and stored as needed to be dispensed on a daily basis. We will take the necessary steps to acquire a provisional St. Clair County Health Department Permit, subject to passing a final on-site inspection before beginning operations.

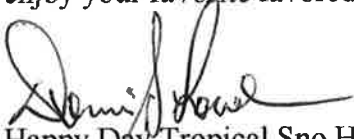
Our typical Happy Day Tropical Sno Hut facility measures approximately 8' by 12' and we are proposing it be located on the paved parking area as currently exists. This site represents an ideal location for the hut to be set up in the unobstructed open parking area along Metro Lock's south property line. The location would provide the best access for a temporary electrical connection to the operating location. The already existing paved area also allows sufficient space for locating a self contained outside ice storage chest essential for being able to maintain an efficient shave ice operation. The surrounding area provides sufficient set-up area adequate to provide convenience picnic tables and protective umbrella settings for visiting patrons wanting to enjoy consuming their tasty cool treats before walking, bicycling, skateboarding or driving away. A temporary fencing or barrier of some kind, suitable to the city's liking, would be proposed to separate allowable vehicle parking area from the sitting area and ensure appropriate open access to the service window will be maintained for anxious Tropical Sno customers to be serviced on demand.

As shown on the attached site plan, the south property line of this open parking area is ideally situated and provides more than adequate open paved surface for locating our Tropical Sno operation. The layout of the parking area is such that there would be no drive through traffic interference. We are encouraged with Mr. Schreiber's endorsement and echo his excitement that this location is exceptionally well suited for accommodating Happy Day Tropical Sno Hut throughout the 2012 season.

The site plan has the concession stand positioned along the south property line, facing to the north-west, to best shelter the ice shaving process from the direct summer sun rays and afternoon heat. The site plan also shows picnic tables which are specifically position to both disperse people from gathering into larger groups and also set up to serve as barriers of sort to highlight and protect the concession stand itself. One-way traffic flow restrictions will not be required as the parking lot pass through area is open and easily accessible for traffic both entering and exiting the vacant parking area without encroachment on the concession area operations itself. We do not expect to see any more than five to eight parked vehicles present at any given time as customers will continue to come and go throughout the course of the operating hours. That number of vehicles can easily be accommodated in the immediate area without causing any additional traffic congestion in the area or entering or exiting Metro Lock business property.

We are aware that electrical inspections are required for all exterior electrical connections and that we must contact the city's electrical inspector a minimum of twenty-four hours prior to inspection.

Thank you for your consideration. We look forward to having you visit us any day to enjoy your favorite favored Tropical Sno which will make your day, a Happy Day.

A handwritten signature in black ink, appearing to read "Dennis Cowden", written in a cursive style.

Happy Day Tropical Sno Hut
Dennis Cowden
117 Carbon Hill Drive
O'Fallon, Illinois 62269
618.616-1881

Keyhole Land Trust #100
Lee Schreiber
6000 Old Collinsville Road
O'Fallon, ILL 62269

City of O'Fallon
255 S. Lincoln
O'Fallon, Illinois 62269
Planning & Zoning Office

Subject: Permission Letter – Special Even Permit

March 5, 2014

This letter is to confirm that I, Lee Schreiber, trustee owner of Metro Lock, O'Fallon, Illinois, have granted to Dennis Cowden and his son Kevin, of O'Fallon, Illinois, my permission to set-up and operate as a small business special event concession operation along the south property line of my business property parking lot grounds, a Tropical Sno hut, to be approved and operated in compliance with the City of O'Fallon rules and regulations.

Thank you,

A handwritten signature in black ink, appearing to read "Lee Schreiber", with a stylized, cursive script.

Lee Schreiber
Metro Lock, Owner
Keyhole Land Trust #100
6000 Old Collinsville Road
O'Fallon, ILL 62269

6000 Old Collinsville Road

Metro Lock



Copyright 2011 Esri. All rights reserved. Tue Mar 11 2014 01:41:54 PM.



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THRU: Ted Shekell, Planning Director
DATE: March 24, 2014
SUBJECT: Special Event Permit for Happy Day Tropical Sno Hut #2 (MOTION)

Project Summary

- Applicant: Dennis Cowden for Happy Day Tropical Sno
- Location: 600 Southview Plaza Suite #1 (Ace Hardware parking lot)
- Request permission to operate:
 - Tropical Sno Concession – April 2014 through October 2014
 - Snow cone stand, freestanding ice chest, 3 picnic tables
 - Occupy an area next to the approved garden tent for Ace Hardware, on the eastern side of the parking lot.
 - Temporary fence will be installed around the perimeter of the snow cone stand and picnic tables to provide separation from vehicular traffic.
- Hours of Operation: 7 days a week from 10:00 AM to 10:00 PM, adjusted as necessary.
- Number of Employees: 6-10 part-time employees
- Parking will be provided on site in the paved parking lot.
- The applicant is not requesting any special considerations from the City.
- The applicant has provided a letter from the property owner granting permission for the Special Event.
- The application is consistent with past Special Events applications, however this is the first time at this location.

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

1. Hours of operation shall not extend past 10:00 PM.
2. Operation shall be situated on the area designated on the site plan provided and not on public ROW. A temporary picket fence shall be installed around the perimeter of the snow cone stand and picnic tables to provide separation from vehicular traffic.
3. The structure shall be anchored properly, and an electrical inspection shall be scheduled with the City for connection to nearby electrical source.
4. All temporary structures and facilities must be removed within 10 calendar days of the expiration of the special event permit.

Community Development Department

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

PD OK
FD OK



CITY OF O'FALLON

MAR 21 2014

DATE PAID

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: HAPPY DAY TROPICAL SNO HUT #2 3/21/14
Location of Event: 600 SOUTHWIND PLAZA
Name of Event Organization: _____
Name of person in charge of event (applicant) and mailing address: DENNIS COWDEN
1004 MATTHEW DRIVE O'FALLON IL 62269
Phone: 618 616-1881 E-Mail: DENNYCOWDEN@GMAIL.COM
Secondary Contact Person: LINDA COWDEN
Phone: 618 616 1881 E-Mail: COWDEN1@ATT.NET
Beginning Date / Times: APRIL 2014 Ending Date / Times: OCT 2014

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: _____

082-0016-5-001

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

MARCH 20, 2014
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

☒ NO NP

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)

SPECIAL EVENT PERMIT APPLICATION
Happy Day Tropical Sno Concession - March 2014

I, Dennis Cowden, am submitting this application for the purpose of setting up and operating in the City of O'Fallon, Illinois, our seasonal Tropical Snow Hawaiian Shave Ice concession facility. Operating this business along with my son Kevin, we are looking forward to the opportunity of continuing the operations of our services in the O'Fallon community in response to many requests from numerous residents and family members of all ages who recognize the name and look forward to enjoying a cool and flavorful Tropical Sno shaved ice treat. We intend to continue our services by relocating our number 1 hut from 310 E. Hwy 50 to a new operating location at Ace Hardware – O'Fallon, 600 Southview Plaza. I have attached a permission letter from Mr. Dennis Lavery, property owner of this location.

What is a Tropical Sno?

Tropical Sno is to the snow cone, what Baskin Robins is to the ice cream cone. With Tropical Sno Shave Ice, you'll get a breezy taste of the islands. This is because of the unique natural tasting fruit flavors and shaves ice that literally is like snow and melts in your mouth. More than 200 million servings of this chilly delight have been sold around the world since its introduction in 1984, and dealers are now located throughout the United States and in 30 foreign countries. Some of Tropical Sno's 38 "real-to-life" flavors include margarita, kiwi, passion fruit, and tutti frutti. Flavors come in convenient dry powder packs, and are easily mixed with sugar and water to make syrup. Non-dairy cream toppings offer an even wider selection of taste possibilities.

Tropical Sno has a high brand awareness as well as a loyal customer following. A division of Pioneer Potato Company, Inc., Tropical Sno is a family business, with a family culture that's inclusive of dealers, employees, and young-at-heart fans. A major priority is keeping satisfaction high among these diverse groups with consistent, top-quality products and efficient service to customers of all ages throughout the community.

We plan to operate our Happy Day Tropical Sno Hut concession on the paved parking grounds of the Ace Hardware property on a seasonal recurring basis. Our business plans are to operate seven days a week between the hours of approximately 11 am through 10:00 pm, to be adjusted as necessary depending on weather conditions and other variable business factors. The operation would require employing six to ten part time employees for the summer season. We will provide on-site training for each of our own employees. We live in the local area and expect to keep a close eye on all operations of our business including promoting safety, encouraging friendly and courteous service, and ensuring the grounds are clean, neat, and free of litter or debris. We intend to promote our recognition as a positive "must-have" summer treat provider of the community.

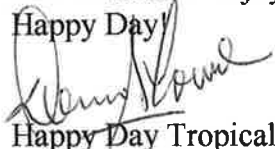
All ingredients and trade marked products to be sold through our Happy Day Tropical Sno Hut concession stand will be purchased from the corporate Tropical Sno home office, located in Draper, Utah, which is required for us to carry the Tropical Sno logo. Block ice will purchased locally, delivered as required, stored on site and "shaved" on demand. A variety of favorite syrup flavors will also be delivered and stored as needed to be dispensed on a daily basis. We will take the necessary steps to acquire a provisional St. Clair County Health Department Permit, subject to passing a final on-site inspection before beginning operations.

Our Happy Day Tropical Sno Hut facility measures approximately 8' by 14' and we are proposing it be located in the front parking grounds, in an area measuring approximately 15' by 40', a total footprint of about 600 sq feet. This site represents an ideal location for the hut along the west side of Whitehall Drive. The location would provide unrestricted access for an electrical connection to the operating location. The already open parking area also allows sufficient space for locating a self contained outside ice storage chest essential for being able to maintain an efficient shaved ice operation. The surrounding area provides sufficient set-up area adequate to provide convenience picnic tables and protective umbrella settings for visiting patrons wanting to enjoy consuming their tasty cool treats. If requested, a temporary fencing or barrier of some kind, suitable to the village/owner's liking, would be proposed to separate allowable driving areas from the sitting area and ensure appropriate open access to the service window will be maintained for anxious Tropical Sno customers to be serviced on demand.

As shown on the attached site plan, the open area along the north east front corner of the Ace Hardware parking area is ideally situated for locating our Tropical Sno operation. The location of our seasonal operation will be north of and adjacent to Ace Hardware's spring garden tent in the protected parking area along the west side of Whitehall Drive. The layout and access to this area is such that there would be no 'non-stop' drive through traffic. We appreciate Mr. Lavery's endorsement and echo the excitement of Ace Hardware that this shared location is exceptionally well suited for accommodating our Happy Day Tropical Sno operation.

The site plan has the concession stand positioned facing to the North to best shelter the ice shaving process from the direct summer sun rays and afternoon heat. The site plan also show picnic tables which are specifically position to both disperse people from gathering into larger groups and also set up to serve as barriers of sort to highlight and protect the concession stand itself. One-way traffic flow restrictions will not be required as the designated parking lot area is open and easily accessible for traffic both entering and exiting the location without encroachment on the concession area operations itself. We do not expect to see any more than three to four parked vehicles present at any given time as customers will continue to come and go throughout the course of the operating hours. That number of vehicles can easily be accommodated in the immediate area without causing any additional traffic congestion in the area. Our set-up and operating location to the north side of Ace's spring garden tent will not conflict with each-others operation. In fact we are confident the two operations will be very compatible and quite complimentary to one another throughout the season.

We are aware that electrical inspections are required for all exterior electrical connections and that we will schedule an electrical inspection a minimum of forty-eight hours prior to beginning operations. Thank you for your consideration. We look forward to having you visit us soon to enjoy your favorite Tropical Sno flavor which will make your day, a

Happy Day


Happy Day Tropical Sno Hut
Dennis Cowden
119 Carbon Hill Drive
O'Fallon, Illinois 62269
618.616-1881

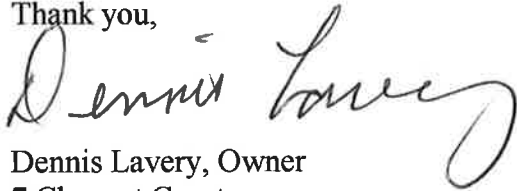
Ace Hardware, O'Fallon
600 Southview Plaza,
O'Fallon, Illinois 62269

City of O'Fallon
255 S. Lincoln
O'Fallon, Illinois 62269
Planning & Zoning Office

Subject: Permission Letter – Small Business Operation
March, 2014

This letter is to confirm that I, as owner, have granted to Dennis Cowden of O'Fallon, Illinois, permission to set-up and operate as an outdoor small business concession operation on the grounds Ace Hardware, 600 Southview Plaza, O'Fallon Illinois, a Tropical Sno hut, to be approved and operated in compliance with the City of O'Fallon rules and regulations.

Thank you,

A handwritten signature in black ink, appearing to read "Dennis Lavery". The signature is fluid and cursive, with a large loop at the end.

Dennis Lavery, Owner
7 Chavant Court
Swansea, Illinois 62226
618.628-7200

Copy to:
Dennis Cowden, Owner
Happy Day Tropical Sno
117 Carbon Hill Road
O'Fallon, Illinois 62269
618.616-1881

600 Southview Plaza

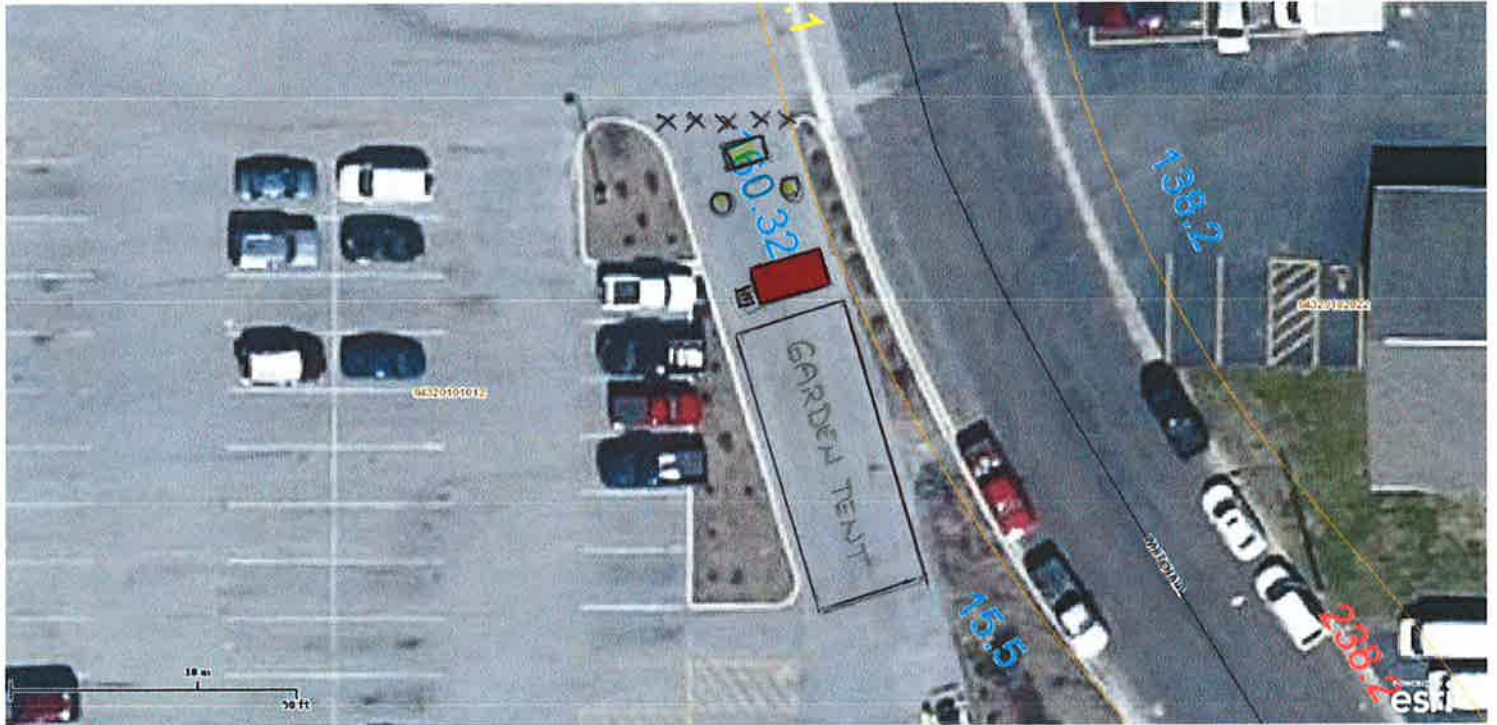
Ace Hardware



Copyright 2011 Esri. All rights reserved. Thu Mar 20 2014 03:47:00 PM

600 Southview Plaza

Ace Hardware



Copyright 2011 Esri. All rights reserved. Thu Mar 20 2014 03:46:13 PM.



TROOP SNO HUT



ICE CHEST



PICNIC TABLES

X X X X

FENCING



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THRU: Ted Shekell, Director of Planning and Zoning
DATE: March 24, 2014
SUBJECT: Special Event Permit – Soul to Sole 5K Run/Walk (Motion)

Project Summary

- Applicant: Jen Thoman for Team Fox to Benefit Michael J. Fox Foundation
- Special Event Permit for a 5K Run/Walk
- Sunday April 27, 2014
- 8:30 am to 12:00 pm
- Starts and finishes at the Bank of O'Fallon
- Route:
 - Bank of O'Fallon, south along South Lincoln to Pierce west to Green Mount Road.
- Request for intermittent closure of South Lincoln.
- Parking will be provided behind the Community Financial Building.
- Permission has been granted by O'Fallon Bank for use their property.
- Special signage will be provided to direct attendees for distances and path to race start and parking areas, to route traffic around Kyle Rd, and into the school.
- Anticipated attendance: 300 to 500 racers plus spectators.
- Toilet facilities will be provided at the Community Financial Building.
- Event will be held rain or shine.
- Request for assistance from Public Safety.

Staff Recommendation: The Fire Department had no issues with the request. The Public Safety Department will provide assistance with on-duty personnel. Staff recommends approval of the Special Event Permit with the following conditions:

1. Applicant must coordinate with the Public Safety Department to have an officer present at the listed intersections.
2. Volunteers must be present at all street crossings with special attention to the intersection of East Third St and Weber Road where another 5k will be intersecting from opposite direction.
3. No permanent markings may be made on the pavement. The use of chalk is acceptable.

FD OK
PD OK w/ comment
PW EYE

CITY OF O'FALLON

MAR 18 2014

DATE PAID
\$150.00



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: 1ST Annual Soul to Sole 5K Run/Walk
Location of Event: START+END AT BANK of O'Fallon, 901 S. Lincoln O'Fallon, IL.
Name of Event Organization: TEAM Fox to BENEFIT Michael J. Fox Foundation
Name of person in charge of event (applicant) and mailing address: JEN THOMAS
P.O. Box 697 O'Fallon IL 62269
Phone: 618-792-8875 E-Mail: SoultoSole5K@gmail.com
Secondary Contact Person: Jodie Vedder
Phone: 630-308-4725 E-Mail: Jodienevan@yahoo.com
Beginning Date / Times: 4/27/2014 8:30 Ending Date / Times: 4/27/2014 12:00

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

1
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.

Joseph J. Shoman
Signature of Applicant/ person in charge of event

3/18/14
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? [☒] YES () NO
ADMINISTRATIVE APPROVAL CONDITIONS:

Standard SE Run conditions
- PD comments

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)



Bank of O'Fallon

901 SOUTH LINCOLN AVENUE / P.O. BOX 1626
O'FALLON, ILLINOIS 62269-8626 / (618) 632-3595
www.bankofallon.com

January 14, 2014

City of O'Fallon
255 S. Lincoln Avenue
O'Fallon, IL 62269

Ladies and Gentlemen:

We have approved Soul to Sole 5k Run/Walk to benefit Michael J. Fox Foundation as attached.

Runners/walkers will start and finish the Run at Bank of O'Fallon parking lot.

Very truly yours,

Richard J. Thoman
President

O'Fallon's Leading Bank

Member F.D.I.C.

Sole to Soul 5 K Run/Walk

1st Annual "Soul To Sole 5K Run/ Walk

** N. Green Mount Rd. W*

On Sunday, April 27, 2014 at 8:30 AM, Sole to Soul will be fundraising for the Team Fox Foundation for Parkinson's Research. All profits will be given to Team Fox. The race/walk will last approximately 4 hours from start to end. After the race the children's fun run will take place. After the children's run the trophy presentations will take place. We will need police to direct traffic during the race which will leave the Bank of O'fallon down South Lincoln to Pierce Blvd all the way to ~~* Frank Scott Parkway~~ and then the runners will turn around to continue back down Pierce to South Lincoln and back to the Bank Of O'fallon. Signage will include mile markers at mile one, mile two and mile three, which will be posted on side of road. There will also be a water station at the turnaround on Pierce Blvd and ~~* Frank Scott Parkway~~. Parking will be at the Bank Of O'Fallon, across the street at Community Financial Building and open parking lot behind Community Financial Building. Race will carry on even if there is rain. The toilet facility will be at the Community financial Building. All runners/walkers will be given water at completion of the race. There will also be fruit, donuts, and snacks for each runners/walker. There will be a Chiropractor/Physician on site to assess injuries, do stretching, and taping as needed.

We are expecting for our first year 300-500 participants running/walking in the race this year. With the addition of supporters and spectators, the event will draw well over 500 people to the race.

If you have any questions please do not hesitate to contact

Jennifer Thoman 618-792-8875

Jodie Vedder 630-308-4725

Race Directors

Soul to Sole 5K @gmail.com

www.facebook.com/soultosole5K

P.O. Box 697 O'Fallon IL 62269

Travis Laven
JTLAUNE@mckendree.edu
Andrew (/my_home/)

(<http://mvp.mapmyrun.com>)

MY HOME (/)

DISCOVER (/US/)

IMPROVE

(/IMPROVE/)

[Home \(/my_home/\)](#) [My Routes \(/routes/my_routes/\)](#) [Route Details](#)

ROUTE FOR SOUL TO SOLE 5K

DISTANCE

3.04

miles

RUN

CLIMB

28.09 ft

Route for Soul to Sole 5K

BEGINS IN: O'Fallon, IL

CREATED BY: [Andrew Toolen \(/profile/25228007/\)](#)

DESCRIPTION: This is a 3.04 mi Run in O'Fallon, IL. The Run has a total ascent of 28.09 ft and has a maximum elevation of 587.57 ft. This route was created by [toolen21 \(/profile/25228007/\)](#) on 01/14/2014. [View other Runs \(/profile/25228007/\)](#) that toolen21 has done or [find similar maps \(/us/\)](#).

TAGS:

TYPE: Run / Jog

AVAIL. POINTS

0 ?



CREATE A ROUTE
(/ROUTES/CREATE/)

CREATE A COURSE
(/COURSES/CREATE/345497271)

LOG THIS WORKOUT

RATE IT! ☐ ☐

ROUTE PRIVACY: FRIENDS

SHARE: (<https://twitter.com/intent/tweet?>

[url=http://www.mapmyrun.com/routes/view/345497271&text=Check out this map on @MapMyRun: 3.04 mi](http://www.mapmyrun.com/routes/view/345497271&text=Check+out+this+map+on+@MapMyRun%3A+3.04+mi+Route+for+Soul+to+Sole+5K)

[Route for Soul to Sole 5K](http://www.mapmyrun.com/routes/view/345497271) (<http://www.mapmyrun.com/routes/view/345497271>) ([mailto?](#)

[Subject=Check out this map on MapMyRun: 3.04 mi Route for Soul to Sole 5K&Body=Check out this map on](#)

[MapMyRun: 3.04 mi Route for Soul to Sole 5K%0D%0ADistance: 3.04](#)

[mi%0D%0Ahttp://www.mapmyrun.com/routes/view/345497271](#))

Support

ACTIONS

PRINT

SEND TO PHONE

BOOKMARK

(<http://support.mapmyfitness.com/login>)

EDIT (/ROUTES/EDIT/345497271/)

TOP COURSES

There are no courses on this route.

ROUTE INFO

[Export this Route \(GPX, KML\)](#)

[View 3D Video of this Map](#) | [Large Version](#)

[View Route Full Screen](#)

(</routes/fullscreen/345497271/>)

[Add this Route to Your Site](#)

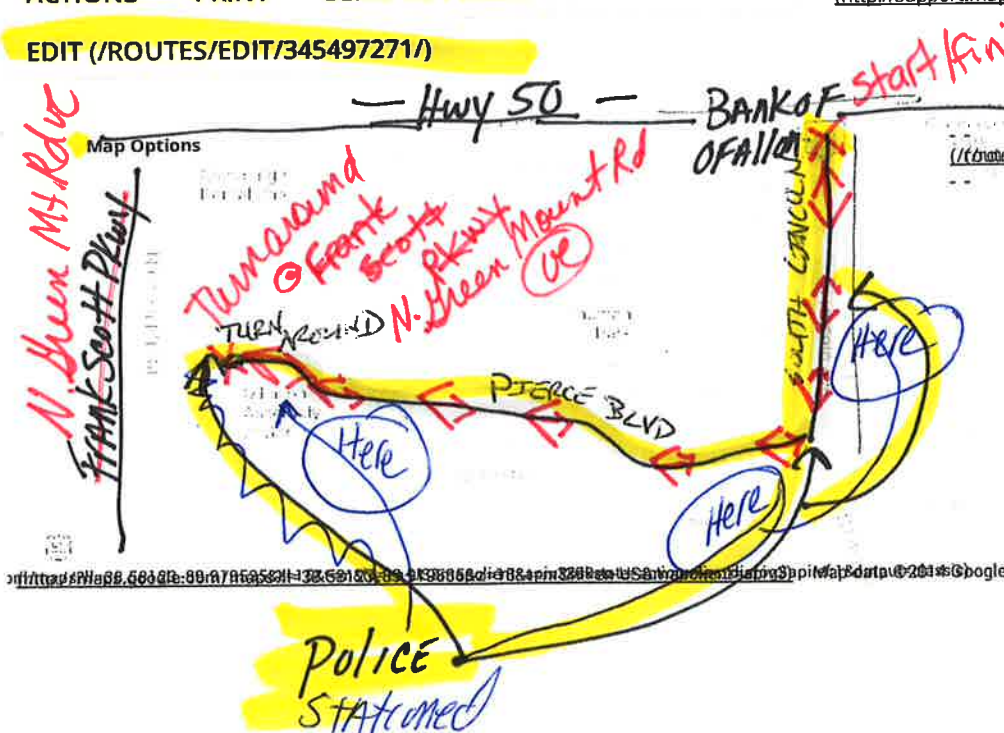
Times Done: 0 - Viewed: 0 - Bookmarked: 0

Photos

[User Photos \(0\)](#)

[Flickr Tagged \(0\)](#)

This user has not uploaded any photos...





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER W.A. SCHICKEDANZ AGENCY, INC. 300 WEST MAIN STREET BELLEVILLE IL 62220	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: MAXUM INDEMNITY COMPANY	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			BDG3005196-01	04/27/2014	04/28/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPIOP AGG \$ INCLUDED
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

SPECIAL EVENT: 4/27/2014 - 5K RUN/WALK & CHILDRENS FUN RUN

CERTIFICATE HOLDER	CANCELLATION
CITY OF O'FALLON 255 SOUTH LINCOLN O'FALLON IL 62269	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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