



**AGENDA  
COMMUNITY DEVELOPMENT COMMITTEE  
Monday, April 14, 2014  
5:30 PM**

**Mayor's Conference Room**

**I) Roll Call**

**II) Approval of Minutes – March 24, 2014**

**III) Items Requiring Council Action – April 21, 2014**

- A. SEPA – YMCA Summer Camp (Motion)
- B. SEPA – Frieze Harley-Davidson (Motion)
- C. SEPA – O'Fallon Grand Prix Road Race (Motion)
- D. Liquor License Ordinance and Fees (2<sup>nd</sup> Reading) – No Change

**IV) Other Business:**

- A. Economic Development Update

**NEXT MEETING: Monday, April 28, 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, March 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: 6:00 PM

- I) **Roll Call** – *Committee members:* Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, Ray Holden and David Cozad. *Other Elected Officials Present:* Herb Roach, Richie Meile, John Drolet, Kevin Hagarty, Ed True and Michael Bennett. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jeff Stehman, Sandy Evans, and Justin Randall. *Visitors:* Georgia Hillyer, Vern Malare, Dennis Cowden and Brian Keller.
- II) **Approval of Minutes from Previous Meeting**– All ayes. Motion carried.
- III) **Items Requiring Council Action**
  - A. Liquor License Ordinance and Fees (1<sup>st</sup> Reading) – Walter Denton gave a brief overview of the new non-profit club licenses discussed at a previous City Council and the fee increase proposed for other licenses. The committee discussed the potential non-profit club licenses and increase in price for the current licenses. The committee recommended approval with a vote of 6-0.
  - B. SEPA – Keller Farms, Inc. Sweet Corn Stand (Motion) – Justin Randall briefed the committee on the proposed sweet corn stand to be located at 1790 W. Highway 50, where the stand has been located for a number of years. The committee recommended approval of the Special Event Permit with a vote of 5-0.
  - C. SEPA – Happy Day Tropical Sno Hut #1 and #2 (Motion) – Justin Randall gave a brief overview of the proposed sno cone huts. Randall noted the hut at 6000 Old Collinsville Road has been approved in the past, but the hut at 600 Southview Plaza was the first year for this location. The committee discussed the new location and parking available for the business. The committee recommended approval of the Special Event Permits with a vote of 5-0.
  - D. SEPA – Soul to Sole 5K Run/Walk (Motion) –Justin Randall gave a brief overview of the proposed 5K run/walk and indicated this was going to City Council because southbound Lincoln Avenue would need to be closed at the start of the race for 15 -30 minutes. Randall also informed the committee of discussions with the Public Safety Department and applicant indicated after the start of the race, the crowd would thin out and runners would be able to use the shoulder and the southbound lane could be reopened. The committee discussed the application and the potential issues with closing Lincoln Avenue. The committee recommended approval of the Special Event Permit with a vote of 5-0.
- IV) **Other Business – None**
- V) **Citizen Comment**
  - A. Phil Kammann spoke to the committee about video gaming. Kammann gave an overview of the perceived negatives and the potential tax revenue to the city being lost by not allowing video gaming in the city limits. The committee suggested to go through the process of getting the issue on a ballot to allow the citizens to vote on the issue.

**MEETING ADJOURNED: 6:45 PM**

**NEXT MEETING: Monday, April 14, 2014 – 6:00 PM – Mayor's Conference Room**

**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  
**THRU:** Ted Shekell, Planning Director  
**DATE:** April 14, 2014  
**SUBJECT:** Special Event Permit –Temporary Mobile Units for Summer Camp Program (MOTION)

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### Project Summary

- Applicant: Becky Schubert for O'Fallon YMCA (284 North Seven Hills Rd)
- Special Event Permit for two, 12' x 56' mobile units for summer day camp program
- Duration of Event: May 19<sup>th</sup> - August 22<sup>nd</sup>, hours 9:30 AM to 4:00 PM
- No more than 30 kids permitted for each mobile unit.
- Mobile units will utilize restrooms located in the Y and the pavilion.
- Each mobile unit will sit on the parking lot and occupy 13 parking spaces.
- In times of severe weather, kids will be moved with their counselors into the Y building.
- ADA ramps will be utilized to meet accessibility requirements.
- No City provided assistance is requested.

**Staff Recommendation:** The application is consistent with 2013's approval. Fire approved of the request with conditions incorporated below. Police also approved the request. Staff recommends approval of the Special Event Permit with the following condition:

- 1) The mobile units siting and placement must meet the provisions of the City Building Code, which include wind load anchorage, and the Illinois Accessibility Code. An electrical inspection shall be scheduled with the City for connection to nearby electrical source.

I:\P & Z\SEPA\YMCA\2014\Temp Trailer\Temp trailers CD Memo 04-14-14.doc

RECEIVED MAR 27 2014

FD OK  
PD OK

cc

**O'Fallon**  
ILLINOIS  
BUILDING  
DEPARTMENT  
ORIGINAL  
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 checked="" type="checkbox"/>	Attach proof of not-for-profit status with application
OR	
<input type="checkbox"/>	Provide \$50.00 application fee with application

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: YMCA Summer Camp  
Location of Event: 284 N. Seven Hills Rd; O'Fallon, IL 62269  
Name of Event Organization: YMCA  
Name of person in charge of event (applicant) and mailing address: Becky Schubert  
same address as above  
Phone: (618) 628-7701 E-Mail: rschubert@ymcaswil.org  
Secondary Contact Person: Dominic Santomassimo  
Phone: (618) 628-7701 E-Mail: dsantomassimo@ymcaswil.org  
Beginning Date / Times: May 19 Ending Date / Times: August 22

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

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

☒ ATTACHED

2. Sketch plan of site.

☒ ATTACHED

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

☐ ATTACHED

☒ NOT APPLICABLE

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

☒ ATTACHED

☐ NOT APPLICABLE

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

☒ ATTACHED

☒ NOT APPLICABLE

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

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

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

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

☒ NONE REQUESTED

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

☐ Parks Department

☐ Police Department

☐ Fire and EMS Department

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

☐ PERMIT REQUIRED (please attach copy)

☒ NOT APPLICABLE

11. American Disability Compliance

☒ ATTACHED

☒ NOT APPLICABLE

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

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

Becky Schubert  
Signature of Applicant/ person in charge of event

3/20/2014  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

☒ NO 3/27/14

ADMINISTRATIVE APPROVAL CONDITIONS:

Set for 4.14.14  
CD Committee

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)



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA OF SOUTHWEST ILLINOIS • O'Fallon Center**

February 19, 2014

Ted K. Shekell  
Planning and Zoning Department  
255 South Lincoln  
O'Fallon, IL 62269

Dear Mr. Shekell,

The O'Fallon YMCA is requesting through a Special Event permit for two 12' X 56' mobile units for our summer day camp program. The mobile units are necessary because of the size of our summer day camp program. Since June 30, 2009, our enrollment has increased 92%. The YMCA has capital improvement plans to expand our facility to meet the demand of membership and program growth but with the current state of our economy these plans have been put on hold. Each week camp runs a variety of different camps, such as Marine Biology, Fabulous Fashion, Basketball, Kinder Kamp, and Traditional Day camp in one week. All of these camps need individual program areas to ensure a successful and safe camp. This is why the Mobile Units are needed. We have utilized Mobile Units in this capacity for the past 4 summers. Please see below for answers for your questions.

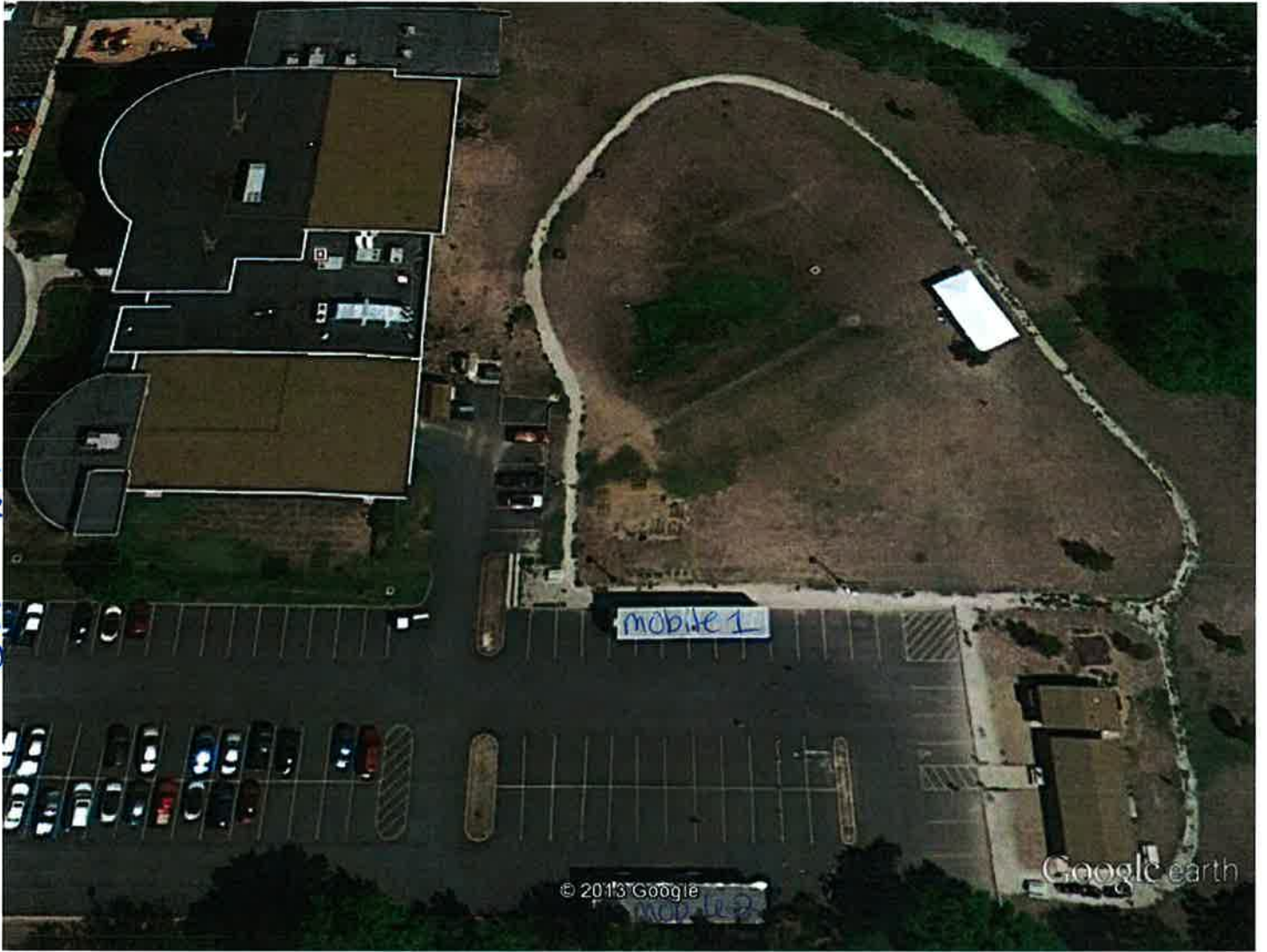
- Hours of operation for the mobile units      9:00am-4pm
- How many kids?      30 per mobile
- Dates?      May 19<sup>th</sup>-August 22<sup>nd</sup>
- Bathrooms?
  - Campers will utilize restrooms located in the Y and the pavilion.
- How many parking spaces do the mobile units occupy?
  - 13 spaces—which are typically blocked off during the camp season to ensure camper safety.
- What if it rains?
  - In light rain, the kids will still utilize the mobiles. If the weather progresses to heavy rains, thunderstorms, tornado watch/warning, etc., the kids will be moved with their counselors into the Y building.
- ADA compliance?
  - Ramps will be rented as needed for the mobiles in order to comply with ADA guidelines.

Thank you for your consideration,

Becky Schubert  
Youth & Family Program Director  
O'Fallon YMCA



← Seven Hills Rd →



Google earth

feet 200  
meters 60







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## MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Justin Randall, Senior City Planner  
**THRU:** Ted Shekell, Planning Director  
**DATE:** April 14, 2013  
**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:
  - 19<sup>th</sup> Annual Cancer Benefit Ride
    - Sunday, May 18, 2014 - 8:30 am to 12:30 pm
    - 7 tables set up outside for registration
    - 90-mile ride will leave dealership at 12:30pm 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
    - Fridays, June 20<sup>th</sup> and August 15<sup>th</sup>, 2014 - 5 pm -10 pm
    - Live band from 6 pm -10 pm on front parking lot.
    - Food and beer will be sold, beer sold from 5:00-9:30 pm by VFW Riders of Collinsville Post 5691. Liquor license will be provided at a later date. Proceeds benefit the Fisher House.
    - No Special Signage is requested for this event.
    - No City assistance is requested.
- 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 only be sold at the Friday Night LIVE events.
- Applicant has only requested City assistance for the 19<sup>th</sup> Annual Cancer Benefit Ride. Police Department is requested to direct traffic for this event.
- Consistent with 2013 Special Event Permits for Frieze Harley-Davidson.

**Staff Recommendation:** The Fire and Police Departments have reviewed the Special Event Permit requests for the events. 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 19<sup>th</sup> Annual Cancer Benefit Ride Special Event Permit.
4. Event, including live music, will be located on the front parking lot.

**Community Development Department**

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



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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

*Pd \$50 for all 5 apps 3/27/14 JW*

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: 19<sup>th</sup> Annual Cancer Benefit Ride

Location of Event: Frieze Harley-Davidson

Name of Event Organization: Maria Minton

Name of person in charge of event (applicant) and mailing address: 11 11

1560 N. Green Mount Rd. O'Fallon, IL 62269

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

Secondary Contact Person: Pam BenKirch

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

Beginning Date / Times: 5/18 8:30am Ending Date / Times: 5/18 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

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

3/11/14  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

☒ NO

ADMINISTRATIVE APPROVAL CONDITIONS:

4.14. Comm. Dev. Committee

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 19<sup>th</sup> Annual Cancer Benefit Ride. This event will be held Sunday, May 18, 2014 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, Maria Minton or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton



19<sup>th</sup> Annual Cancer Benefit Ride  
5/18/14

6'x3'  
1'x5' signs



Front of Dealership

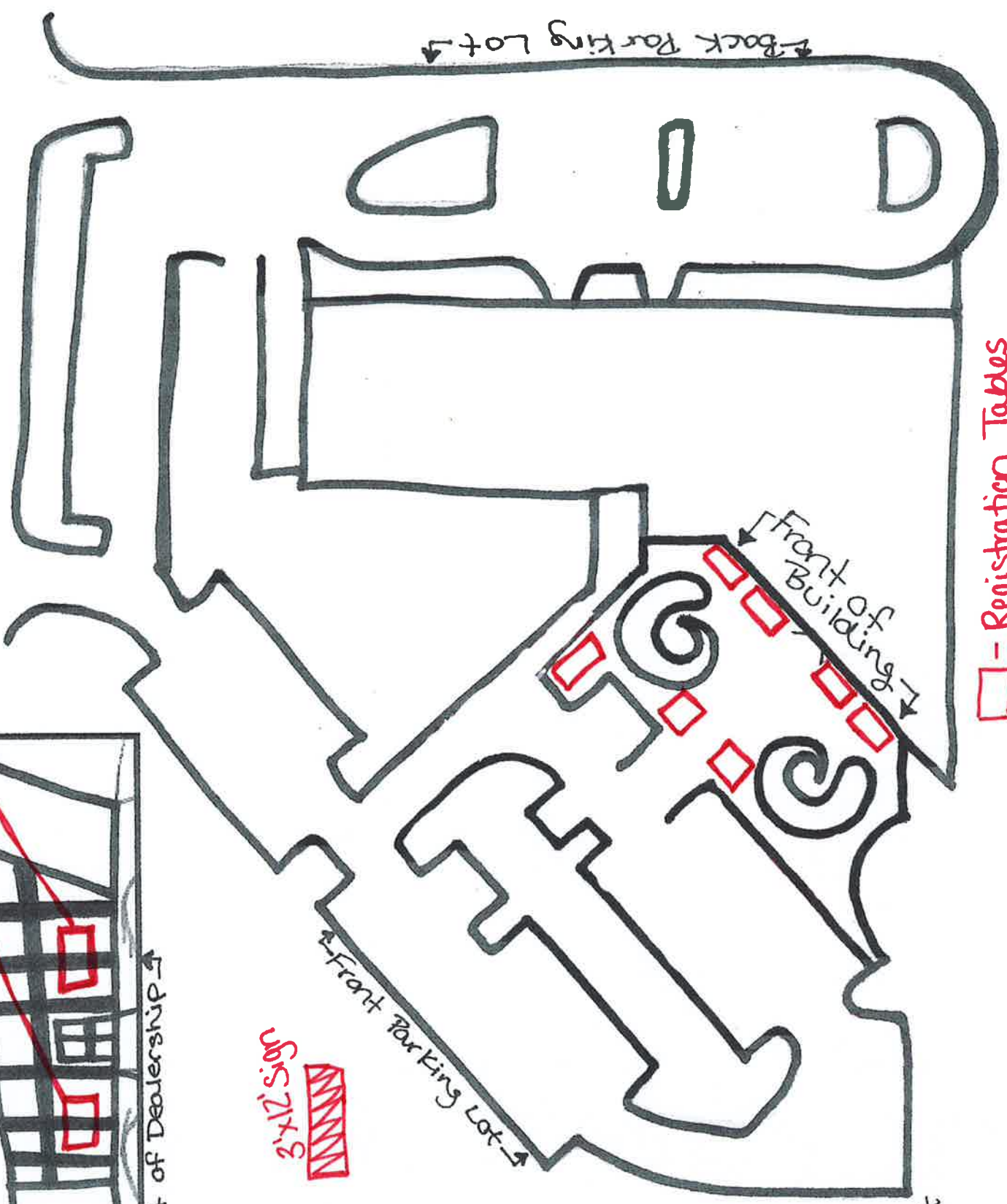
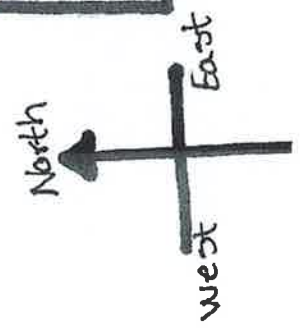
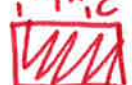
3'x12' sign



3'x6' sign



3'x6' sign



□ - Registration Tables



☐ Attach proof of not-for-profit status with application

**OR**

☐ Provide \$50.00 application fee with application

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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

Pd \$50 for all 5 apps 3/27/14  
JW

FD OK  
PD OK  
PW FYI

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: Friday Night LIVE 1 (2)  
Location of Event: Frieze Harley-Davidson  
Name of Event Organization: Maria Minton  
Name of person in charge of event (applicant) and mailing address: 11 11  
1560 N. Green Mount Rd O'Fallon, IL 62269  
Phone: (618) 622-0045 E-Mail: friezehd1@peaknet.net  
Secondary Contact Person: Pam Beykirch  
Phone: 11 11 E-Mail: friezehd@peaknet.net  
Beginning Date / Times: 6/20 + 8/15 5pm Ending Date / Times: 6/20 + 8/15 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): See Letter  
(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: \_\_\_\_\_

Will provide @ a later date if we have them

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.

Maia Minton  
Signature of Applicant/ person in charge of event

3/11/14  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

(X) NO

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE \_\_\_\_\_

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

APPROVED: CITY COUNCIL \_\_\_\_\_ (DATE)



**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 20, 2014 from 5:00pm-10:00pm
- August 15, 2014 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 for profit.

The VFW Riders of Collinsville Post 5691 will be selling beer at each event from 5:00PM – 9:30PM. A copy of their liquor license will be provided at a later date. All proceeds from beer sales will benefit the Fisher House. 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.

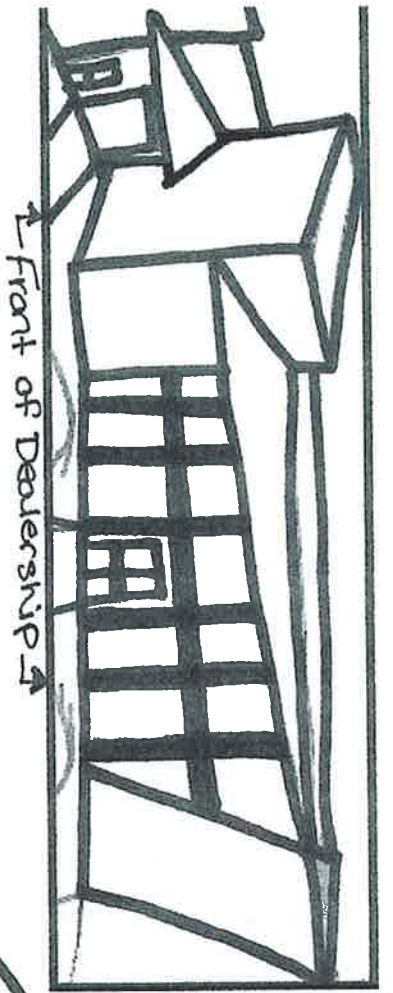
If you have any questions, please feel free to contact Etta Madura, Maria Minton or Pam Beykirch at (618) 622-0045.

Thank you,

Maria Minton

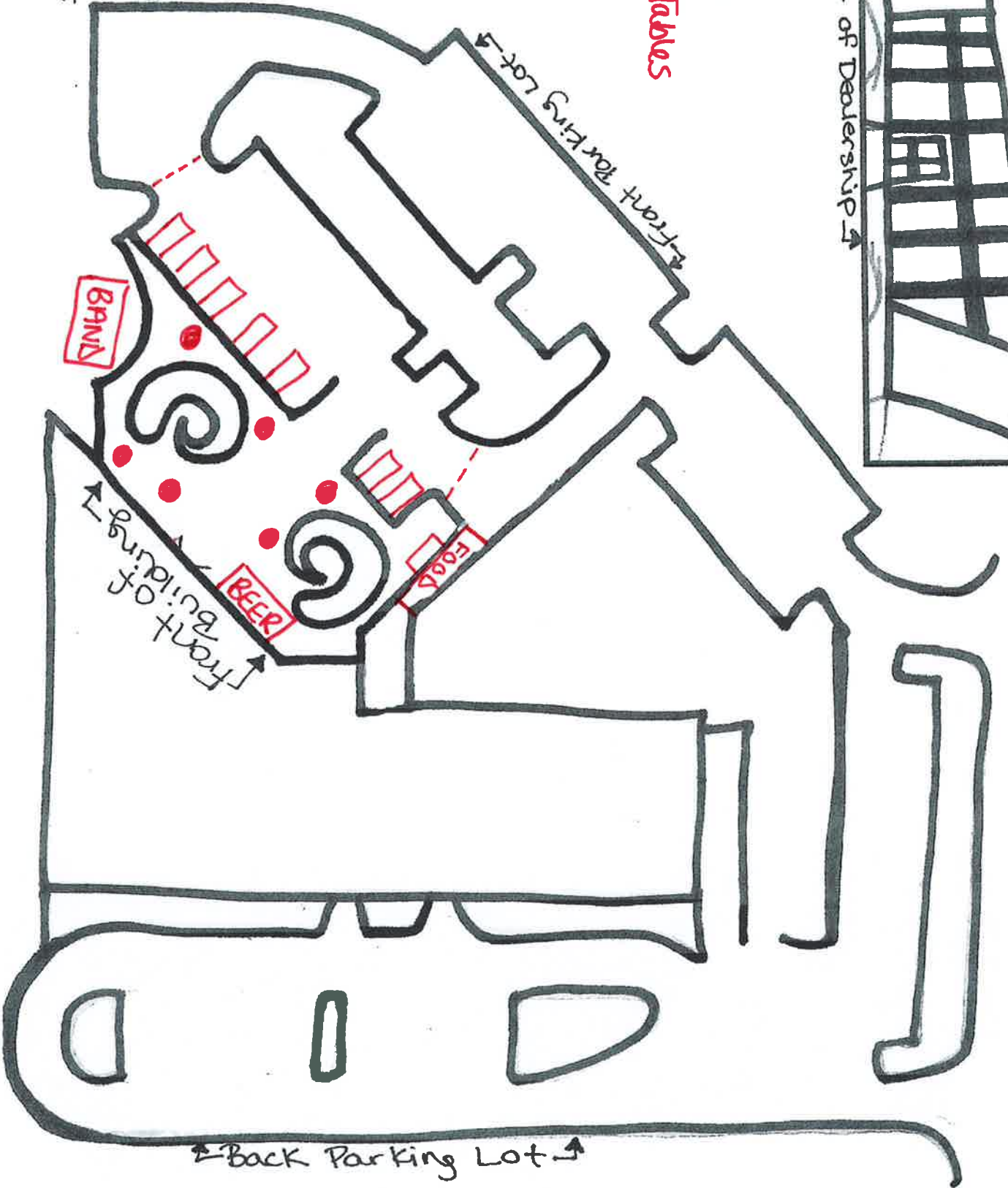
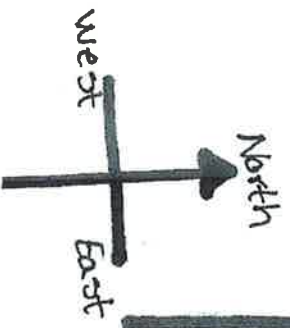
Website: [www.friezeharley-davidson.com](http://www.friezeharley-davidson.com) / e-mail: [friezehd@peaknet.net](mailto:friezehd@peaknet.net)  
The first "GOLD" certified L.E.E.D. dealership in the USA

Friday Night LIVES! (6/20/14 + 8/15/14)



□ - 8ft Tables

● - Roundtop Tables





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## MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Justin Randall, Senior City Planner  
**THRU:** Ted Shekell, Director of Planning and Zoning  
**DATE:** April 14, 2014  
**SUBJECT:** Special Event Permit – O'Fallon Grand Prix Bicycle Road Race (Motion)

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### Project Summary

- Applicant: Tom Jackson for Metro East Cycling
- Special Event Permit for a Bicycle Road Race
- Saturday, June 14, 2013
- 6:00 AM to 4:00 PM
- Starts and finishes around the 200 block of Kyle Rd
- 20 mile loop, mostly on county and township roads
- Minimum of 5 paid USA Cycling officials on staff
- Metro East Cycling will have more than 100 volunteers on hand.
- Request for intermittent closure of Kyle Rd from Simmons to Lincoln from 8:00am to 4:00pm.
  - Road would be open only for bicycles and support vehicles for the race, emergency vehicles, and residents whose only access is from Kyle Road. MEC staff will contact affected residents and the North Parc Grove development.
- Parking will be provided at Fulton Jr. High and on-street parking (Illini, Tazewell, and Vermillion)
- Permission has been granted by Fulton Junior High School to use their property.
- Special signage will be provided to direct attendees to race start and parking areas, to route traffic around Kyle Rd, and into the school.
- Anticipated attendance: 200 to 400 racers plus spectators.
- Insurance will be provided under USA Cycling.
- A list of profit vendors and their sales tax numbers shall be provided prior to the event.
- Portable toilet facilities will be provided.
- Event will be held rain or shine. In the event of rain, tents will be used for registration.
- Request for assistance from Streets, Police, Fire and EMS.

**Staff Recommendation:** The Fire and Public Works Departments had no issues with the request. The Police Department noted the applicant is aware the police department will not be able to provide CSO's, so at this point all officer hours will be charged at the overtime rate of \$40.00 / hour. Staff recommends approval of the Special Event Permit with the following conditions:

1. The City of O'Fallon must be listed as an additional insured for the race at least 30 days prior to the event.
2. The applicant is required to pay the City of O'Fallon to cover personnel costs for the event.
3. The applicant must meet with appropriate police department personnel to plan for the road closures.
4. The applicant is responsible for providing any traffic control devices (barricades, pylons, signs etc.) necessary to safely stage the event. On the day of the race, the police department will oversee the placement of those items consistent with the plan(s) developed.
5. Proof of written permission must be provided from affected road entities – townships, counties, IDOT.
6. Applicant must notify all affected residents and North Parc Grove development of Kyle Road closure.



PD OK ✓ *comments/questions*  
FD OK ✓  
PW OK ✓



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

*CC* *to be provided*  
☒ Attach proof of not-for-profit status with application *need 3-25-14 to Justin*  
OR  
☐ Provide \$50.00 application fee with application

RECEIVED MAR - 18 2014

Event Name: O'Fallon Grand Prix Road Race  
Location of Event: Kyle Road - Fulton Junior High  
Name of Event Organization: Metro East Cycling  
Name of person in charge of event (applicant) and mailing address: Tom Jackson  
P.O. Box 126, O'fallon, IL 62269  
Phone: (618) 530-2648 E-Mail: director@ofallongrandprix.com  
Secondary Contact Person: Brady Jordan  
Phone: (618) 541-9309 E-Mail: director@ofallongrandprix.com  
Beginning Date / Times: June 14, 2014, 8:00am *6:00 per narrative* Ending Date / Times: June 14, 2014, 3:30pm

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 *need*

☐ 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

-Permit applied for with USA Cycling. TJ

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

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

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

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

☐ NONE REQUESTED

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

☐ Parks Department

☒ Police Department

☒ Fire and EMS Department

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

☐ PERMIT REQUIRED (please attach copy)

☒ NOT APPLICABLE

11. American Disability Compliance

☐ ATTACHED

☒ NOT APPLICABLE

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

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

JACKSON.THOMAS.PATRICK.109  
0432210

Digitally signed by JACKSON.THOMAS.PATRICK.1090432210  
DN: cn=US, o=U.S. Government, ou=DoD, ou=PM, ou=USAF,  
cn=JACKSON.THOMAS.PATRICK.1090432210  
Date: 2014.03.04 15:31:14 -06'00'

Signature of Applicant/ person in charge of event

Mar 4, 2014

Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES

☒ NO

ADMINISTRATIVE APPROVAL CONDITIONS:

JR 3/4/14 CDC: 3/24/14

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)



# "permission from property owner"

118 E. Washington  
O'Fallon, IL 62269

O'Fallon Community Consolidated School District No. 90  
Dr. Todd J. Koehl, Superintendent

Telephone: (618)631-3666  
Fax: (618)631-7864

## Application and Agreement for Use of School Facilities

Request is hereby made by: Metro East Cycling Date: 7 MAR 14

For Use of the BLOG / GRANDS at Fulton Jr. High School

Event: Type of Program: Bicycle RACE  
Purpose: Competitive Event (STATE championship)  
Date(s): June 14, 2014  
Meeting Time: From: 0600 To: 1600 4:00pm  
Number of People Expected to Attend: 300-400  
Admission: FREE (RACERS pay Entry fee to RACE)

Planned Use of Funds: Personal: \_\_\_\_\_ Civic: \_\_\_\_\_

I hereby declare the facts in the foregoing application are true of my own knowledge and that I have read and agree to the regulations listed on the back of this application. This statement is made under penalties of perjury.

Applicant: Tom JACKSON  
Address: P.O. Box 126 O'FALLON, IL 62269  
Phone: 618-530-2648

Joi M. Will  
Principal's Signature

3/7/14  
Date

\$250  
Charge for Facility

This figure represents the contracted charge and will be the same unless additional custodial service or school equipment is needed or damage is done to school equipment or property. In this event the above named person or organization will be billed for the additional fee.

Permission for the use of school facilities is automatically cancelled on those days when school has been cancelled or dismissed early because of weather conditions.

Permission for Use Granted: \_\_\_\_\_  
Superintendent

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

*Ok'd by  
Justin  
4-7-14*



# Metro East Cycling

## O'FALLON GRAND PRIX

### Description

Metro East Cycling (MEC) requests permission to hold a bicycle road race starting and finishing around the 200 block of Kyle Road in the city of O'Fallon on Saturday, June 14, 2014. Activities relating to the race will begin at approximately 6:00 a.m. and end about 4:00 p.m. This event is defined as a Road Race by the bicycle racing sanctioning body, USA Cycling, which MEC is a member. The race is an approximately 20-mile loop with all but three miles on township and county roads. Depending on the class of rider, the loop will be completed anywhere from one to four times during the day. This race is sanctioned by USA Cycling and will have a minimum of five paid officials on staff. MEC will have in excess of 100 volunteers on hand as Course Marshals, Registrars, and in other functions.

### Special Request

MEC would like to request the intermittent closure of Kyle Road to vehicular traffic from the corner of Simmons Road on the west and the corner of Lincoln on the east from the hours of 8:00 a.m. until 4:00 p.m. on race day. This would make Kyle available only to bicycles and support vehicles in the race, residents whose only access to their homes is on Kyle Road and emergency/police/fire vehicles. There are approximately seven homeowners whose only access is via Kyle Road. MEC will notify the homeowners on Kyle Road as to this request and arrange to allow the homeowners' unlimited access to their homes as the need arises.

### Parking and Staging

MEC is using, with permission, the parking facilities of E.A. Fulton Junior High. Fulton has approximately 150 parking places. The race start/finish line will be on Kyle Road in front of Fulton Junior High school. Other parking areas will be located along Ilini, Tazewell and Vermillion Drives. Special signs will be placed to direct race attendees to the race start and the parking areas. Additional signs will be made to route traffic around Kyle Road. We also have volunteers directing traffic into the school. MEC anticipates 200 to 400 racers and an additional number of spectators.

### Contingency

This race will be held rain or shine. In the event of rain, tents will be used for registration.

### Insurance

Insurance is required and issued under the auspices of USA Cycling and will be provided as soon as it is received from them.

Doesn't account for  
the builders ~~and~~ and  
residents ~~in~~ in N. Parc  
Grave.

— according to  
GIS, none of the  
lots have been sold.

↑N

# O'Fallon Grand Prix Facilities Map

