



**AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, September 8, 2014
6:00 PM**

Public Safety Building

I) Roll Call

II) Approval of Minutes – August 11, 2014

III) Items Requiring Council Action – September 15, 2014

- A. SEPA – Schildknecht Funeral Home - 65th Anniversary Celebration (Motion)
- B. SEPA – Global Brew - Oktoberfest (Motion)
- C. SEPA – St. Elizabeth's Hospital – Breast Cancer Awareness Month (Motion)
- D. SEPA – Regency Boutique Bridal Show - Fall (Motion)
- E. SEPA – Bank Clock Rededication (Motion)

IV) Other Business

- A. City Building Fire Alarms

NEXT MEETING: Monday, September 29, 2014 – 6:00 P.M. – Public Safety Building

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



MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
5:30 PM Monday, August 11, 2014

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

CALL TO ORDER: 5:30 PM

I) Roll Call – *Committee members:* Jerry Albrecht (chair), Gene McCoskey (vice chair), Jerry Mouser, David Cozad, Ray Holden and Harlen Gerrish. *Other Elected Officials Present:* Herb Roach, Jim Hursey and Kevin Hagarty. *Staff:* Walter Denton, Pam Funk, Sandy Evans, Ted Shekell, Jeff Stehman, Eric Van Hook and Justin Randall. *Visitors:* Marsha Maller, Tom Mitchell, Brian Severns, Brandon Coombs, Vern Malore and Charlie Pitts.

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

III) Items Requiring Council Action

- A. Parcs at Arbor Green – Final Plat – Phase 6 (1st Reading) – Justin Randall provided a quick overview of the final plat for the Parcs at Arbor Green – Phase 6 and the past approval of Phase 5B final plat. The committee discussed the cul-de-sac design and asked if the Fire Department had seen the plat, staff confirmed. The committee recommended approval of the final plat for Parcs at Arbor Green with a vote of 6-0.

IV) Other Business - None

MEETING ADJOURNED: 5:45 PM

NEXT MEETING: August 25, 2014 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2014
SUBJECT: Special Event Permit – “65th Anniversary Celebration” (MOTION)

Project Summary

Applicant: Curtis Schildknecht of Schildknecht Funeral Home
Event: 65th Anniversary Celebration
Date/Time: 10:00 AM – 3:00 PM - Saturday, September 20th
Location: Schildknecht Funeral Home – 301 South Lincoln Avenue

Event Details:

- 65th Anniversary celebration in the building and parking lot.
- Tours of the facility.
- Live music provided outside.
- Food catered from Roy-el Catering.
- Toilet facilities will be provided with the existing indoor facilities.
- Use of public parking for additional parking.

Signage Request:

- None requested.

City Assistance Request:

- None requested.

Notes:

- This event requires city council approval due to outdoor music.

Staff Recommendation

The Fire Department and Police Department had no issues with the request. Staff recommends approval of the Special Event Permit.

FD PD
CITY OF O'FALLON
AUG 29 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 ³³²⁴ application fee with application

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: 65th Anniversary Celebration
Location of Event: 301 South Lincoln Ave. O'Fallon, IL. 62269
Name of Event Organization: Schildknecht Funeral Home, Inc.
Name of person in charge of event (applicant) and mailing address: Curtis L. Schildknecht
301 South Lincoln Ave. O'Fallon, IL. 62269
Phone: 618-632-3713 E-Mail: curt@schildknechtffh.com
Secondary Contact Person: Kristie Freeman
Phone: 618-632-3713 E-Mail: kristie@schildknechtffh.com
Beginning Date / Times: 09/20/2014 10:00 am Ending Date / Times: 09/20/2014 3:00 pm

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

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

ATTACHED

2. Sketch plan of site.

ATTACHED

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

ATTACHED NOT APPLICABLE

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

ATTACHED NOT APPLICABLE

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

ATTACHED NOT APPLICABLE

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

7. Liquor license information for beer sales (including hours of sale): 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.

Justin L. Schulken
Signature of Applicant/ person in charge of event

August 22, 14
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES

NO

Justin L. Schulken

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

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

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

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

Narrative:

Schildknecht Funeral Home is honored to celebrate our 65th year in business and third generation of service to O'Fallon and surrounding communities. We would like to request a special event permit from the city for a on site celebration of the founding of our business. We will begin at 10:00 am and conclude at 3:00 pm we will have a band providing some light music, tours of our facilities, food provided by Roy-el Catering, free promotional givaways. We plan on a blessing, redication and ribbon cutting for a new beginging on the next 65 years. Additional off site parking will be in the city lot.

Over the course of the day we may expect 300-400 visitors, but at any given time never more than 50 to 75.

We hereby make this request of the city of O'fallon to grant this special event permit.

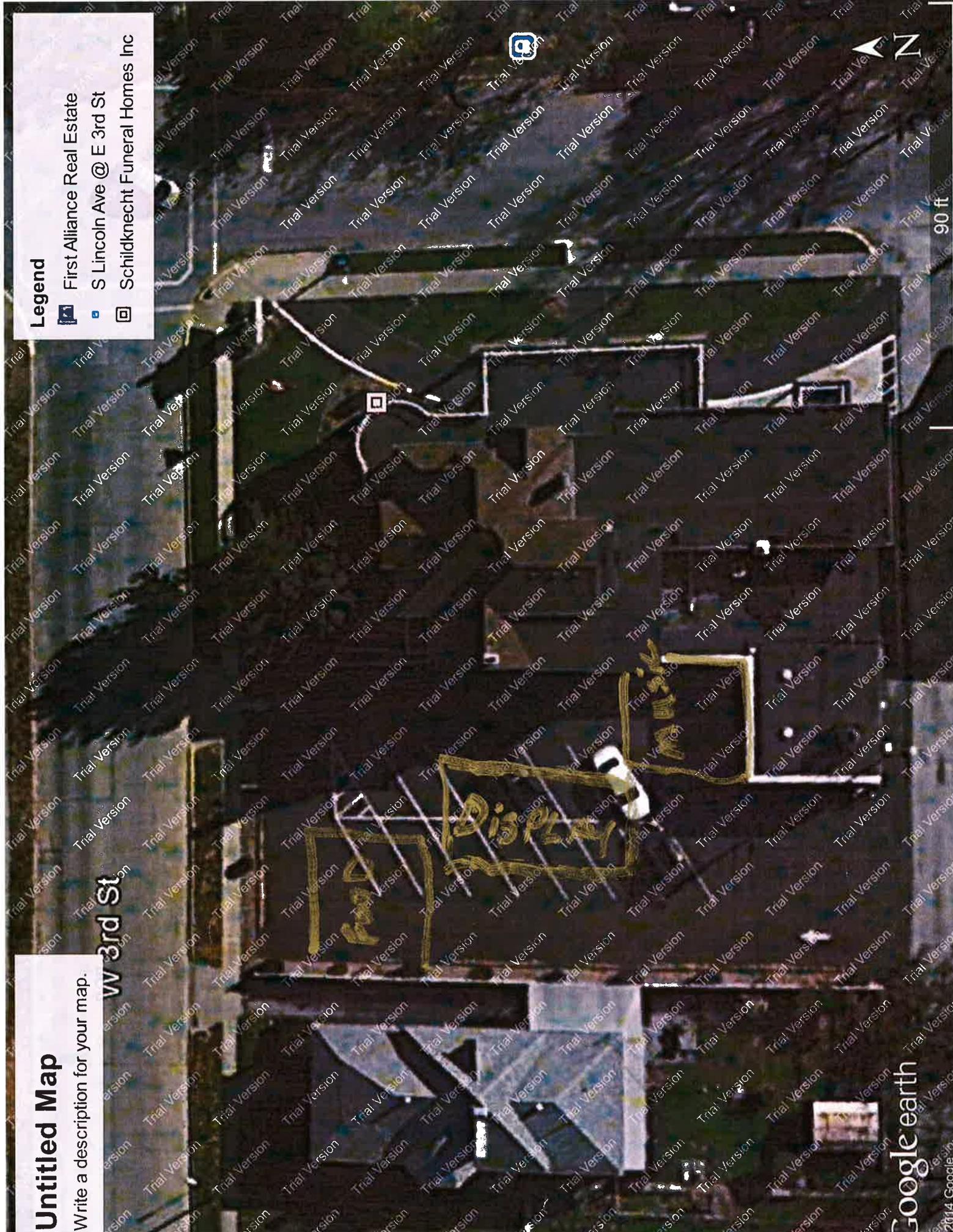
Untitled Map

Write a description for your map.

W 3rd St

Legend

-  First Alliance Real Estate
-  S Lincoln Ave @ E 3rd St
-  Schildknecht Funeral Homes Inc





MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2014
SUBJECT: Special Event Permit – “Oktoberfest” (MOTION)

Project Summary

Applicant: Lauren Vardaman of Global Brew
Event: Oktoberfest
Date/Time: 10:00 AM – 11:59 PM - Saturday, October 4th
Location: Global Brew- 455 B Regency Park Drive

Event Details:

- 4' tall fencing will be temporarily installed around the outdoor patio area and 5 parking spaces.
- Live music provided outside.
- Food and drinks are available inside the lounge and in the fenced-in area, food provided by an outside vendor.
- The outdoor area is set up to maintain the fire lane access.
- Toilet facilities will be provided with the existing indoor facilities.
- Security will be provided by guards at each of the fence exits.
- 2 Mile Fun Run- out and back on Regency Park (see attached map).

Signage Request:

- None requested.

City Assistance Request:

- No assistance requested, the fun run does not require any road closures.

Notes:

- This event requires city council approval due to outdoor liquor sales.
- Proposal is similar to last year's request.

Staff Recommendation

The Clerk's Office, Fire Department and Police Department had no issues with the request. Staff recommends approval of the Special Event Permit.

CITY OF O'FALLON

AUG 26 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: GLOBAL BREW OKTOBERFEST
Location of Event: 455 B REGENCY PARK OFALLON IL 62269 *back parking lot
Name of Event Organization: GLOBAL BREW TAP HOUSE & LOUNGE
Name of person in charge of event (applicant) and mailing address: RYAN HIGHT / LAUREN VARDAMAN • 455B REGENCY PARK OFALLON IL
Phone: 618 789 1241 E-Mail: laurenv@globalbrew.com
Secondary Contact Person: CHELSEA PINKEL
Phone: 618 719 7771 E-Mail: chelseap@globalbrew.com
Beginning Date / Times: 10/04/14 10A Ending Date / Times: 10/04/14 11:59 P

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

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

[X] ATTACHED

2. Sketch plan of site.

[X] ATTACHED

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

[] ATTACHED

[X] NOT APPLICABLE

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

[] ATTACHED

[X] NOT APPLICABLE

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

[X] 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 [X] NOT APPLICABLE

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

8. List for profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event: _____
GLOBAL BREW TAP HOUSE & LOUNGE 4005-6023

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

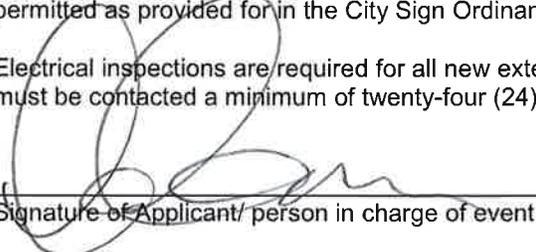
11. American Disability Compliance

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

22 AUG 2014
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)

NARRATIVE

Please include:

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

Narrative:

Hours of operation: 11 AM to 11:59 PM

Activities provided: FUN RUN (ROUTE ATTACHED), BEER TRAILER, GERMAN FOOD *
LIVE MUSIC

Signage: ONLY INSIDE OUR BAR

Traffic/parking plan: EXISTING PARKING LOT

Contingency for rain: N/A

Plans for toilet facilities: PROVIDED INSIDE GLOBAL BREW

Security plan: EXISTING AND ADDITIONAL GLOBAL BREW STAFF

Expected attendance: 500+ PEOPLE THROUGHOUT THE BUSINESS DAY

Additional information:

* FOOD WILL BE PROVIDED BY AN OUTSIDE VENDOR THAT WILL FULFILL

ALL NECESSARY ADDITIONAL PERMITS

FUN RUN ORGANIZED AND DIRECTED BY RICH LUERS AT

FINAL LAP RACING (FINALLAPRACING.COM)



Caseyville, IL 62232
618-977-8367

To: Ryan High
Global Brew

July 28, 2014

From: Terry Johnson
455 Regency Partners

Re: August 15th & October 4th Outdoor Event

The owners of 455 Regency have given approval of the usage of the parking lot for your event on Saturday, August 15, 2014 & October 4, 2014 for Global Brew.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Johnson", is written over a faint blue line.

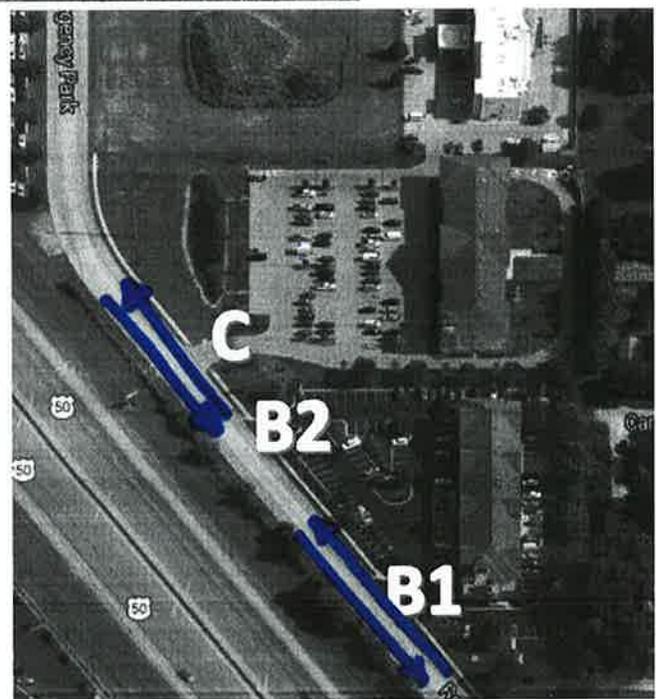
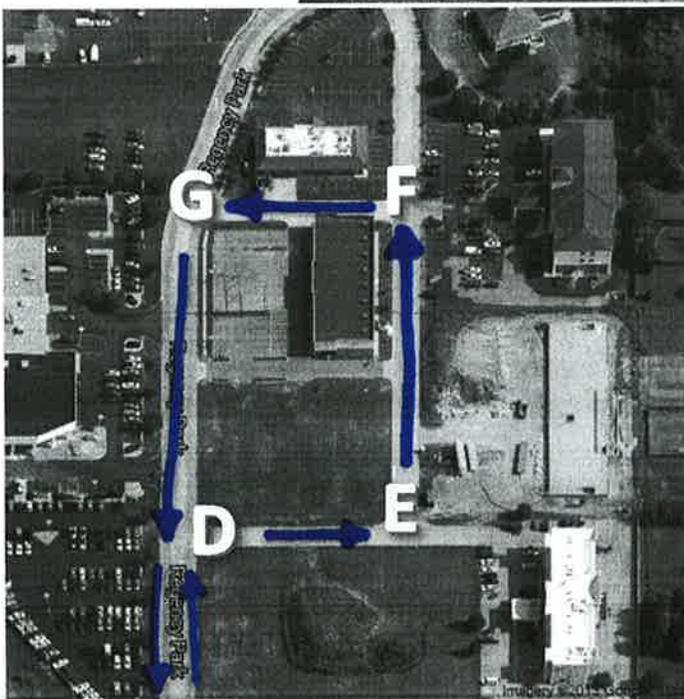
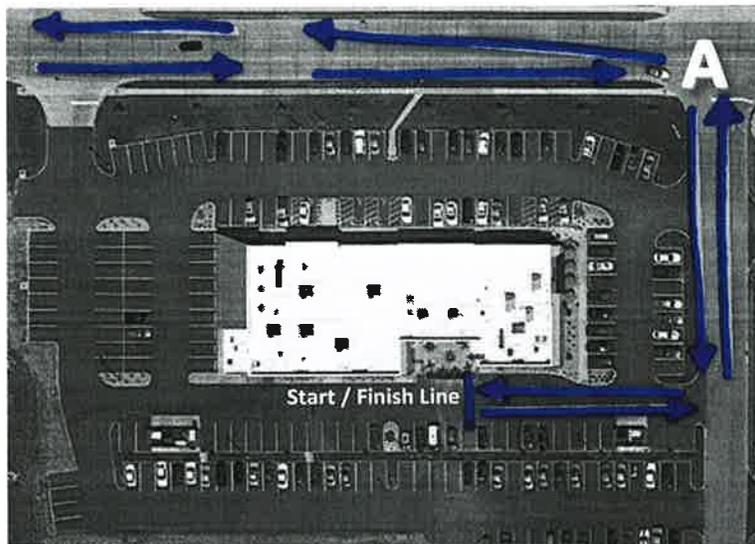
Terry Johnson

Final lap Race Management Course Design & Measurement



Course marshals along the course. Course marshals will be stationed along the route at the following locations. Each marshal will wear a reflective safety vest issued by Final Lap. There will also be arrow signs on side of road to direct participants.

- A. Parking lot entrance at Regency Park
- B. Entrances (2) for Extended Stay America Hotel off Regency Park
- C. Entrance for Suburban Extended Stay Hotel off Regency Park
- D. Regency Park at side street / Econo Lodge Inn Entrance
- E. Corner of side street at Econo Lodge Inn at
- F. Country Inn & Suites Entrance
- G. Regency Park and side street

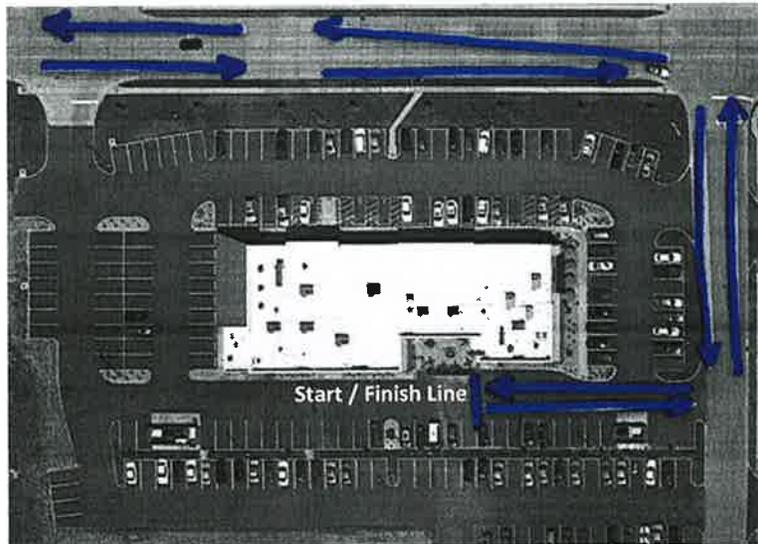


final lap Race Management

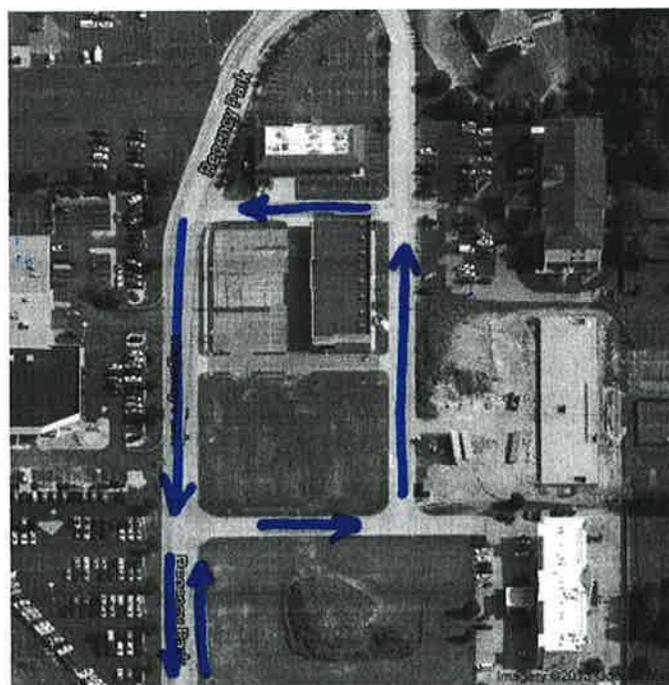
Course Design & Measurement

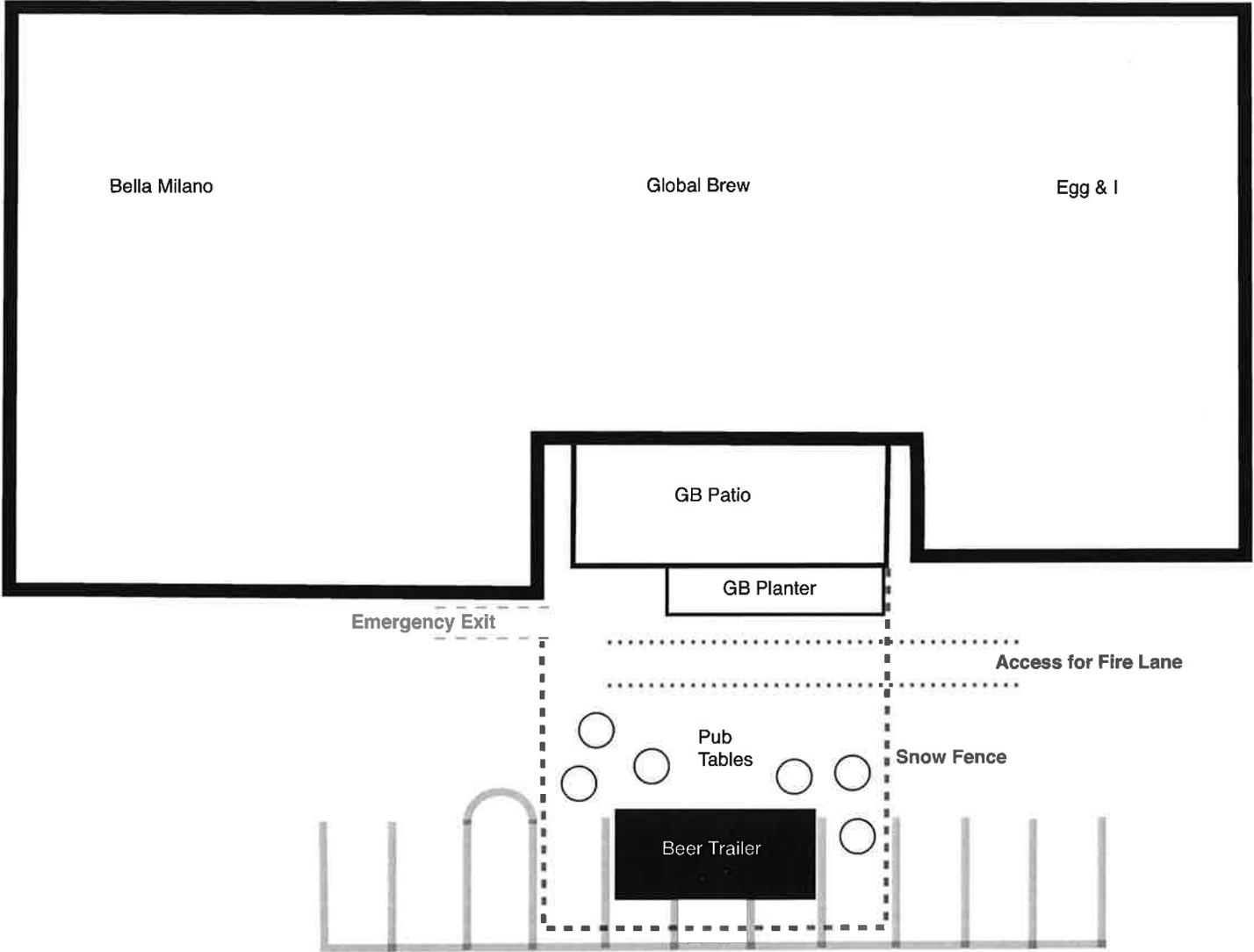


Start/ Finish Line: The starting line will be behind Global Beer in the fenced off parking lot. Course goes out of the parking lot and turns left then left again onto Regency Park (westbound). Participants will run on right side of roadway with traffic the entire course. The course return the same route back into parking lot behind Global Brew.



Turnaround: The course turns right off Regency Park and left at Econ Lodge Inn. Then left again at Country Inn & Suites behind Japanese Gardens







M E M O R A N D U M

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2013
SUBJECT: Special Event Permit – Breast Health Awareness Month (Motion)

Project Summary

Applicant: Emily Wilson - St. Elizabeth's
Event: Decorate medical building and place pink ribbons on light posts.
Date/Time: September 30th to October 31st.

Location: One block area near medical building and three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street.

Signage:

- Requesting permission to place ribbons on light poles in one block area near medical building and three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street.
- Ribbons will be displayed from September 30th – October 31st.

Notes:

- Event is similar with previous requests, however this year they have requested a larger three block area instead of just on East/West 1st Street.

Staff Recommendation

The Fire Department and Police Department did not have any issues with the request. Staff recommends approval of the Special Event Permit.

PD _____
FD _____
PW _____

RECEIVED SEP - 3 2014



Attach proof of not-for-profit status with application

OR

Provide \$50.00 application fee with application



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

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Breast Health Awareness Month

Location of Event: St. Elizabeth's Medical Office Building and 3 blocks on East/West State St. (Vine to Oak Street), as well as on North/South Lincoln (Washington to 3rd St.)

Name of Event Organization: St. Elizabeth's Hospital

Name of person in charge of event (applicant) and mailing address: Gina Loeffelman
211 South Third St., Belleville, IL 62220

Phone: 618.234.2120, ext. 1880 E-Mail: Regina.Loeffelman@hshs.org

Secondary Contact Person: Kelly Barbeau
Phone: 618.234.2120, ext. 1270 E-Mail: Kelly.Barbeau@hshs.org

Beginning Date / Times: September 30, 2014 Ending Date / Times: October 31, 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. State St: Vine to Oak
Lincoln: Washington to 3rd

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.

Signature of Applicant/ person in charge of event

September 2, 2014

Date of Submission

FOR OFFICE USE ONLY

=====

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO *vr* _____

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

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

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

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

Narrative:

Dear Mr. Goodwin,

St. Elizabeth's Hospital is planning a variety of events for October 2014 to support Breast Health Awareness Month. One of the activities we would like to do to increase community awareness of this public service campaign is to decorate our O'Fallon Medical Building and light posts in O'Fallon as we have done in past years.

This year we are proposing to expand out light post decoration to include three blocks on East/West State Street from Vine Street to Oak Street, as well as on North/South Lincoln from Washington Street to 3rd Street. St. Elizabeth's will provide ribbons and labor for hanging and removing the ribbon. If approved, we would like to put the decorations up on September 30 and remove them on October 31.

Along with this visual awareness piece, we will also be distributing flyers to downtown businesses to explain the ribbons and share breast health education to the general public.

We look forward to partnering with the City of O'Fallon to increase awareness for breast health.

Gina Loeffelman
Manager, Radiology/Mammography/Ultrasound
St. Elizabeth's Hospital

Kelly Barbeau
Marketing Manager
St. Elizabeth's Hospital


**Renaissance Quality
Insurance, Ltd.**


This is to certify that the coverage's listed below are in force at this time and are subject to the terms, conditions and exclusions as stated in the Renaissance Quality Insurance, Ltd. policy.

NAME AND ADDRESS OF PARTY TO WHOM CERTIFICATE IS ISSUED:

City of O'Fallon
255 South Lincoln
O'Fallon, IL 62269

NAME AND ADDRESS OF INSURED:

St. Elizabeth's Hospital
211 S. Third Street
Belleville, IL 62220

Additional Insured: City of O'Fallon

Type of Insurance	Coverage Term	Policy #	Combined Single Limits Liability	
			Each Occurrence	Aggregate
General Liability (Includes Bodily Injury & Property Damage)	July 1, 2014 to June 30, 2015	P500-2014-15	\$1,000,000	\$3,000,000
Professional Liability "Occurrence"	July 1, 2014 to June 30, 2015	P500-2014-15	\$1,000,000	\$3,000,000

CANCELLATION: Should any of the above described coverage's be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

Caribbean Plaza, 2nd Floor,
North Building
878 West Bay Road
P.O. Box 1159
Grand Cayman, KY1-1102
Cayman Islands

Phone: 345-623-6611
Facsimile: 345-946-6612

BY: 
Assistant Secretary

DATED: September 2, 2014



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2014
SUBJECT: Special Event Permit – “Regency Boutique Bridal Show – Fall” (MOTION)

Project Summary

Applicant: Angela Morgan – Regency Conference Center
Event: Regency Boutique Bridal Show - Fall
Date/Time: 5:00 PM – 8:00 PM - Thursday, October 23rd
Location: Regency Conference Center

Event Details:

- Event will include dinner and entertainment and vendors featuring wedding supplies and services.

Signage Request:

- One off-premise sign to be located at PNC Bank
- 5 yard signs along Regency Park Drive
- Signs are requested to be placed September 16 – October 11 1111

City Assistance Request:

- No assistance requested.

Notes:

- This event requires city council approval due to off-premise sign.
- Proposal is similar to the Bridal Show that was approved back in June.

Staff Recommendation

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

1. The signs located along Regency Park Place will be required to be placed outside of the right-of-way, approximately one foot behind the sidewalk.



CC

Attach proof of not-for-profit status with application

OR

Provide \$50.00 application fee with application

RECEIVED SEP 03 2014

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

CITY OF O'FALLON
 SEP 03 2014

APPLICATION FOR A SPECIAL EVENT PERMIT

DATE PAID

Event Name: Regency Boutique Bridal Show

Location of Event: Regency Conference Center

Name of Event Organization: Regency Conference Center

Name of person in charge of event (applicant) and mailing address: Angela Morgan-Director of Catering
400 Regency Park O'Fallon, IL 62269

Phone: 618.624.9999 E-Mail: amorgan@alliancehospitality.com

Secondary Contact Person: Lisa Smith - Director of Sales and Marketing

Phone: 618.624.4499 E-Mail: lisa.smith2@hilton.com

Beginning Date / Times: October 23, 2014 - 5pm Ending Date / Times: October 23, 2014 - 8pm

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

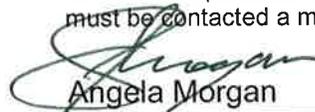
11. American Disability Compliance

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.


Angela Morgan

Digitally signed by Angela Morgan,
DN: cn=Angela Morgan, o=Regency Conference Center, ou=City of St. Clair, email=angela.morgan@regencyconf.com, c=US
Date: 2014.09.23 11:54:28 -0500

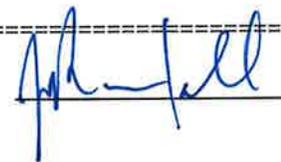
Signature of Applicant/ person in charge of event

9/23/14
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)

NARRATIVE

Please include:

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

Narrative:

The Regency Conference Center is having its 2nd Boutique Bridal Show for 2014 on October 23, 2014. Time of event will be from 6pm to 9pm. We are having around 20-25 vendors come and expecting between 50-100 brides.

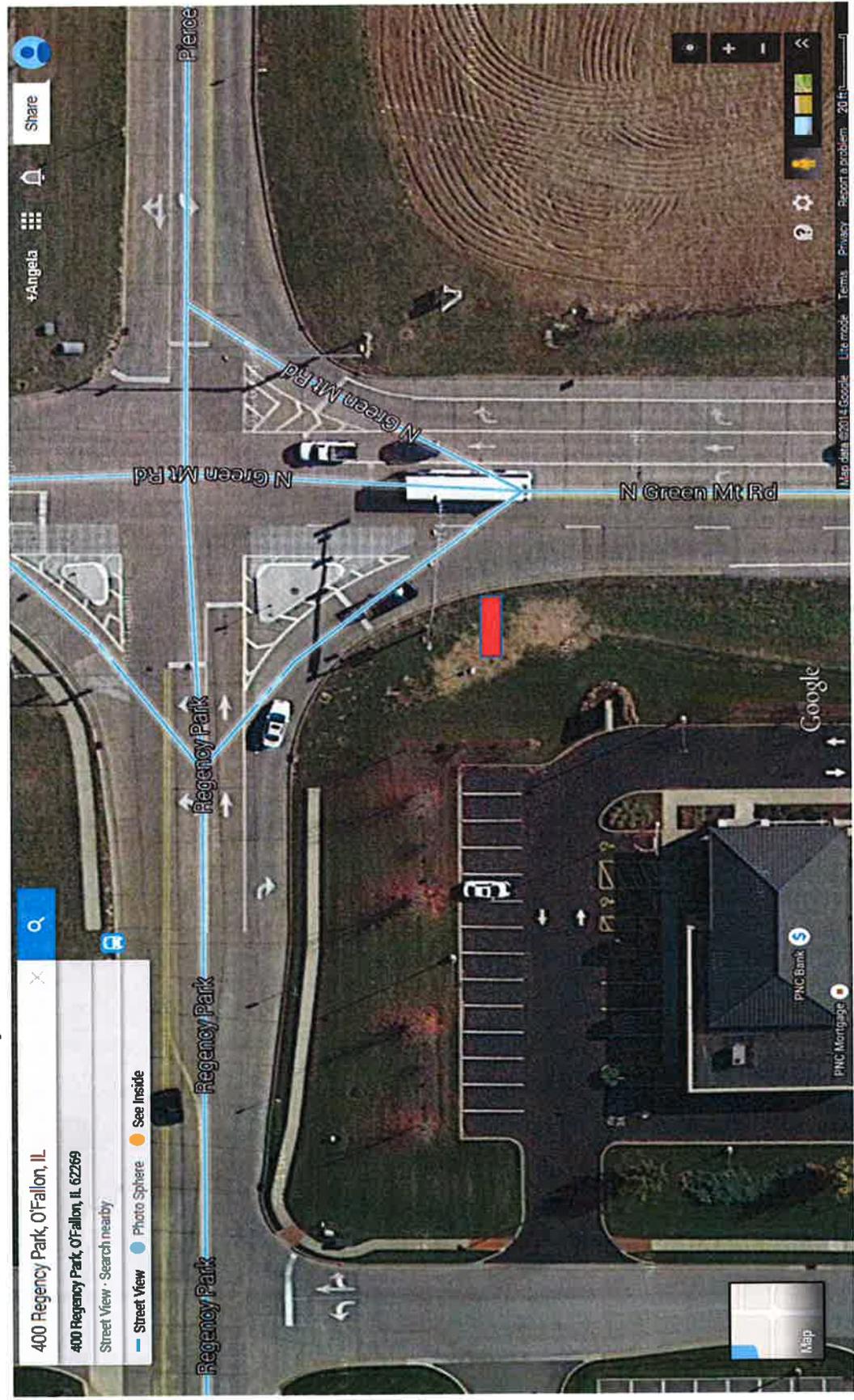
The event will include a food tasting and vendors from the wedding industry that features their supplies and services.

Signage Requests:

1. Banner - size 8x4ft back to back banner. (see attached design) ONE - location of banner will be at PNC Bank Property, facing Green Mount Road. 1385 N. Green Mount Road.
2. Yard Signs - (see attached design)
dimensions - 8x24
quantity - 5
location - by the Regency Conference Center wide walk (see attached diagram for location specific)

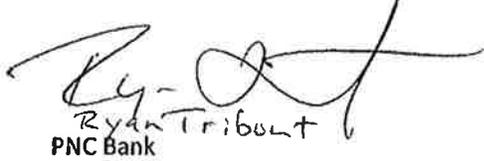
N ↑

Location Diagram for Banner



September 2, 2014

This letter is to authorize The Regency Conference Center to put up their banner for the Regency Boutique Bridal Show on October 23, 2014 on PNC Bank, O'Fallon Property from when the permit is approved until October 24, 2014



Ryan Tribut
PNC Bank

Address: 1385 N Green Mt Rd, O'Fallon IL, 62269

Phone: 6186325190



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2014
SUBJECT: Special Event Permit – Bank Clock Rededication (MOTION)

Project Summary

Applicant: Brian Keller, Bank Clock Committee of the Historic Preservation Commission
Event: Bank Clock Rededication
Date/Time: Saturday October 11th 4:30 PM to 6:00 PM
Location: Lincoln Avenue, between State Street and 1st Street

Event Details:

- Rededication of the restored bank clock at the corner of Lincoln Avenue and State Street.
- A quick presentation and thank you for support around 4:45 PM
- Clock chimes ring at 5:00 PM.
- U.S. Air Force Band to play music after the chimes.
- Museum will be open for tours and restroom facilities.
- Street cleared by 6:00 PM.

Signage Request:

- None

City Assistance Request:

- Street Closure:
 - Lincoln Avenue between State Street and 1st Street.

Notes:

- City's insurance will cover the quasi-city commission's event.

Staff Recommendation

The Fire Department has approved the event and pending formal approval from the Public Works and Police Department, staff recommends approval of the Special Event Permit.



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

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

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Bank Clock Rededication

Location of Event: Lincoln Avenue between State Street and 1st Street

Name of Event Organization: Bank Clock Committee of the Historic Preservation Committee

Name of person in charge of event (applicant) and mailing address: Brian Keller
703 East 2nd Street, O'Fallon, IL 62269

Phone: 618.239.2591 E-Mail: bkeller3@att.net

Secondary Contact Person: Stephen Brown

Phone: 618.650.3532 E-Mail: sbrownsparq@mac.com

Beginning Date / Times: 10/11/14 @ 4:30 PM Ending Date / Times: 10/11/14 @ 6:00 PM

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

- 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
- Sketch plan of site.
- ATTACHED
- Permission letter from property owner, if applicant is not the property owner.
- ATTACHED NOT APPLICABLE
- Proof of not-for-profit status (so that application fee can be waived.)
- ATTACHED NOT APPLICABLE
- 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
- 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

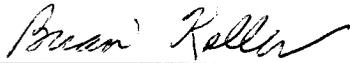
11. American Disability Compliance

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.



Signature of Applicant/ person in charge of event

9/5/14

Date of Submission

=====

FOR OFFICE USE ONLY

=====

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

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

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APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

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- hours of operation
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- contingency plans for rain
- plans for toilet facilities
- security plan
- expected attendance
- Any additional helpful information

Narrative:

The bank clock has been removed since April and is now nearing the completion of the restoration job. The Bank Clock Committee would like approval to throw an event to rededicate the bank clock on Saturday October 11, 2014 from 4:30 PM - 6:00 PM. The committee would like to begin with a short presentation and speech about the clock and important role the clock holds in the community. The presentation will end with the 5:00 ringing of the chimes and then the U.S. Air Force Band will play and the museum will be opened up for those wishing to tour the facility.

No signage is requested.

The museum will be open for use of toilet facilities.

Expected attendance: 100-200 people.



MEMORANDUM

TO: Community Development Committee
FROM: Jeff Stehman, Building and Zoning Supervisor
THROUGH: Ted Shekell, Planning Director
DATE: September 8, 2014
SUBJECT: City Building Fire Alarms

Summary

We presented a proposal at the Public Works Committee Meeting on August 25th to consolidate service providers, add yearly testing and go to GSM communicators instead of dedicated phone lines to 8 City buildings that currently have fire alarms. We also proposed adding fire alarms to 9 additional buildings that currently are not protected by fire alarms with the same above listed features. There were questions posed by several committee members that required us to continue the discussion which we will do at this meeting. The questions were:

1. Cost of the other proposal
2. What are we currently paying
3. What will be the cost savings of removal of dedicated phone lines
4. Can police dispatchers monitor the alarms

Fire Alarm Costs

We solicited proposals from two alarms companies and thoroughly went over the proposals comparing,

1. Equipment cost
2. Monitoring cost
3. Company response and level of comfort in dealing with staff during the proposal process

There are many different factors in the pricing schedules, depending on what alarm system the building currently has, what upgrades need to be made and the monitoring requirements. It is difficult to compare total price proposal because each company presented them in different formats. At the meeting we will distribute comparisons we have made on two particular buildings that are best representative of the total project cost. The other factor is that cost is not the only thing we used to compare the companies, while total cost was less after we went through the whole process, we felt that Tyco/Simplex could offer the best service and they can also provide required annual fire sprinkler system testing when we move to consolidate that service.

Current Cost of Service and Savings of Dedicated Phone Lines

We will provide total cost of current services and savings of dedicated phone lines at the meeting.

Police Department Monitoring of Alarms

A memo from the Police Department will be distributed at the meeting.