



AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, February 8, 2016

6:00 PM

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

I) Roll Call

II) Approval of Minutes – January 25, 2016

III) Items Requiring Council Action – Tuesday, February 16, 2016

- A. Reliance Bank Sublease Agreement (Resolution)
- B. SEPA - Make-A-Wish Foundation (Motion)
- C. SEPA – Ace Hardware Temporary Greenhouse (Motion)
- D. Skyline Community Church – Planned Use (2nd Reading) – NO CHANGE

IV) Other Business - None

NEXT MEETING: February 22, 2016 – 6:00 P.M. – Public Safety Building

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



MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
6:00 PM Monday, January 25, 2016

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

CALL TO ORDER: 6:00 PM

I) Roll Call – Committee members: Jerry Albrecht, Gene McCoskey, Ray Holden, Harlan Gerrish and David Cozad. *Other Elected Officials Present:* Herb Roach, Matt Smallheer, Kevin Hagarty, Richie Meile, Robert Kueker, Mike Bennett and Ned Drolet. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jim Cavins, Grant Litteken and Justin Randall. *Visitors:* Vern Malare, Ron Zelms, Lance Johnson, Marc Bacchetti and Dennis Wagner.

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

III) Items Requiring Council Action

A. Skyline Community Church – Planned Use (1st Reading) – Justin Randall provided an overview of the request for a planned use for Skyline Community Church at 870 Milburn School Road. Randall presented information on the access, parking and utilities for the site. The committee discussed the potential new church and asked if the church was designed to be expanded in the future. Lance Johnson of Skyline Community Church informed the committee that the building was designed for future expansion. The committee discussed the planned use and recommended the planned use, subject to the conditions stated in the staff report for approval with a vote of 5-ayes to 0-nays.

IV) Other Business

A. Special Event Permits – Discussion Item – Justin Randall provided an overview of a process underway to reduce the confusion for applicants applying for a special event permit. Randall informed the committee that Community Development, Parks and Police were all working to create a concise and consistent application and costs associated with using City services. Randall also discussed the use of certain streets being used for 5K runs and safety concerns and other streets that have to have police assistance when being used and assigning a cost to cover the Police support required when using certain roads. Finally, Randall discussed the Special Events that the City Council had seen multiple times over the years and allowing staff to handle those events administratively. Staff would notify the Council of the upcoming events and if any member of the Council had an issue with the event, they could request the Council hear the event. Additionally, any new event would come before the Council if it required Council approval. It was recommended that the Council review the new event application for two years prior to the staff having the ability to approve the event administratively. Randall indicated staff would begin working on language for the Committee to review sometime in February.

MEETING ADJOURNED: 6:25 PM

NEXT MEETING: February 8, 2016 – Public Safety Building

Prepared by: Justin Randall, Senior City Planner



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: February 8, 2016
SUBJECT: Reliance Bank, Sublease Agreement (Resolution)

Summary

In January of 2016, Reliance Bank with Tim Horton's Cafe was approved to located from their existing facility on Green Mount to a building at 450 Regency Park. Due to contractual obligation with the selling of Reliance Bank's existing bank building, the bank must be out of their existing facility by March 31, 2016. Therefore, Reliance Bank has requested to the City Council to be granted permission to construct a temporary office building on the Regency Conference Center parking area, near the location of the previously approved Tim Horton's and Reliance Bank site (see attached site plan).

Reliance Bank has requested to operate out of the temporary office location from March 31, 2016 – June 31, 2016 during the construction of the Tim Horton's-Reliance Bank facility. The proposed temporary office would be 14 feet by 70 feet with a drive-thru canopy that is 10 feet by 14 feet. The temporary office and canopy would be tied down to secure the building and designed and constructed that would not require any additional city services, such as water or sanitary sewer.

Staff has evaluated the request and the City Attorney is working with the bank and the leasee of the Regency Conference Center to draft a sublease agreement for the use of Regency Conference Center parking lot. At this point the sublease is still being negotiated between all the parties, but some of the term agreements would be as follows:

- the bank must indemnify the city of any liability during the use of the temporary office;
- provide an insurance policy with the City of O'Fallon as an additional insured party in the amount of \$1M;
- the bank must restore the parking lot to its original condition;

Recommendation

Staff is recommending moving the item forward with competed sublease and resolution provided for the February 16th City Council agenda.

Attachments:

Site Plan – Temporary Office
Site Plan – Tim Horton's / Reliance Bank Site

Community Development Department

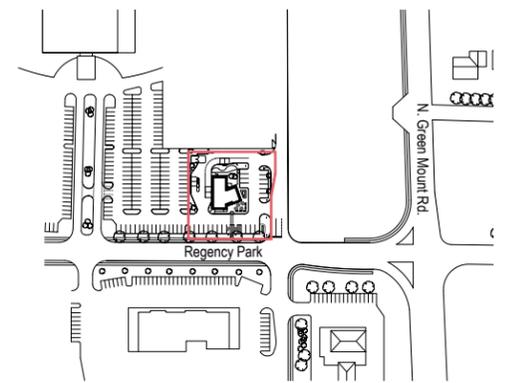
255 South Lincoln Avenue O'Fallon, IL 62269 ♦ P: 618.624.4500 x 4 ♦ F:618.624.4534

City of O'Fallon P&Z Landscape Plan



- ◇ Keyed Notes:
1. Not Used
 2. Not Used.
 3. Not Used.
 4. Existing trees to remain.
 5. New ornamental trees: range between Lilac and Arm strong Red Maple.
 6. Not Used.
 7. Not Used.
 8. Not Used.
 9. Seasonal planting beds with landscape rock.
 10. Existing storm water inlets. New storm water lines to be tied into existing system.
 11. Not Used.
 12. Not Used.
 13. Not Used.
 14. Not Used.
 15. Not Used.
 16. Fiberglass reinforced concrete planter with seasonal planting.
 17. Not Used.
 18. Not Used.
 19. Not Used.
 20. Mostly landscape rock.

Site
0.8 Acre



Regency Park



See 24x36 Civil Engineering Sheet L-1 for Updated Information on Revised Landscaping.



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: February 8, 2016
SUBJECT: Special Event Permit – “Make-A-Wish – Chicken & Beer Dance” (MOTION)

Project Summary

Applicant: Tom & Robin Angelo - Regency Conference Center
Event: Make-A-Wish – Chicken & Beer Dance
Date/Time: 6:00 PM to 11:00 PM on Saturday, March 5th
Location: Regency Conference Center

Event Details:

- Event will include dinner, entertainment and raffles for Make-A-Wish Illinois. This is the 14th Annual event, and second time the event has been held in O'Fallon.

Signage Request:

- One off-premise sign to be located on the PNC Bank property on the southwest corner of Green Mount Road and Regency Park (permission obtained - see attached letter)
- If approved, the sign would be displayed from February 26th approval date until March 6th

City Assistance Request:

- None

Notes:

- This event needs a special event permit due to the off-premise sign

Staff Recommendation

Pending favorable comments from the Fire and Police Departments, staff recommends approval of the Special Event Permit with the following conditions:

1. The sign will be required to be placed outside of the right-of-way.

PD —
FD —

RECEIVED FEB - 5 2016
O'Fallon
ILLINOIS

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

OR
 Provide \$50.00 application fee with application

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

BUILDING DEPARTMENT ORIGINAL

APPLICATION FOR A SPECIAL EVENT PERMIT

4' x 20'
Banner
1385 N. Green Mount Rd.
PNC Bank
(off-site banner)

Event Name: 13th Annual So. IL. Chicken & Beer Dance Benefiting Make-A-Wish

Location of Event: Regency Conference Center O'Fallon IL

Name of Event Organization: So. IL. Chicken & Beer Dance Committee

Name of person in charge of event (applicant) and mailing address: Tom Angelo
5 Fieldcrest Dr. Maryville, IL 62062

Phone: 618-406-4215 E-Mail: tjamesa@live.com

Secondary Contact Person: Robin Angelo

Phone: 618-406-4216 E-Mail: cbdance@outlook.com

Beginning Date / Times: 02/27/16 Ending Date / Times: 03/01/16

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

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

ATTACHED

2. Sketch plan of site.

ATTACHED

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

ATTACHED NOT APPLICABLE

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

ATTACHED NOT APPLICABLE

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

ATTACHED NOT APPLICABLE

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

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

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

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

NONE REQUESTED

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

Parks Department

Police Department

Fire and EMS Department

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

PERMIT REQUIRED (please attach copy)

NOT APPLICABLE

11. American Disability Compliance

ATTACHED

NOT APPLICABLE

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

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


Signature of Applicant/ person in charge of event

02/03/15
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)

13th Annual Southern Illinois Chicken & Beer Dance

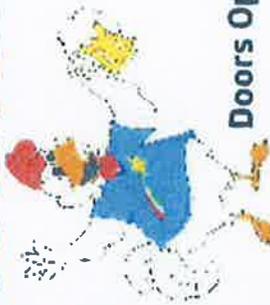


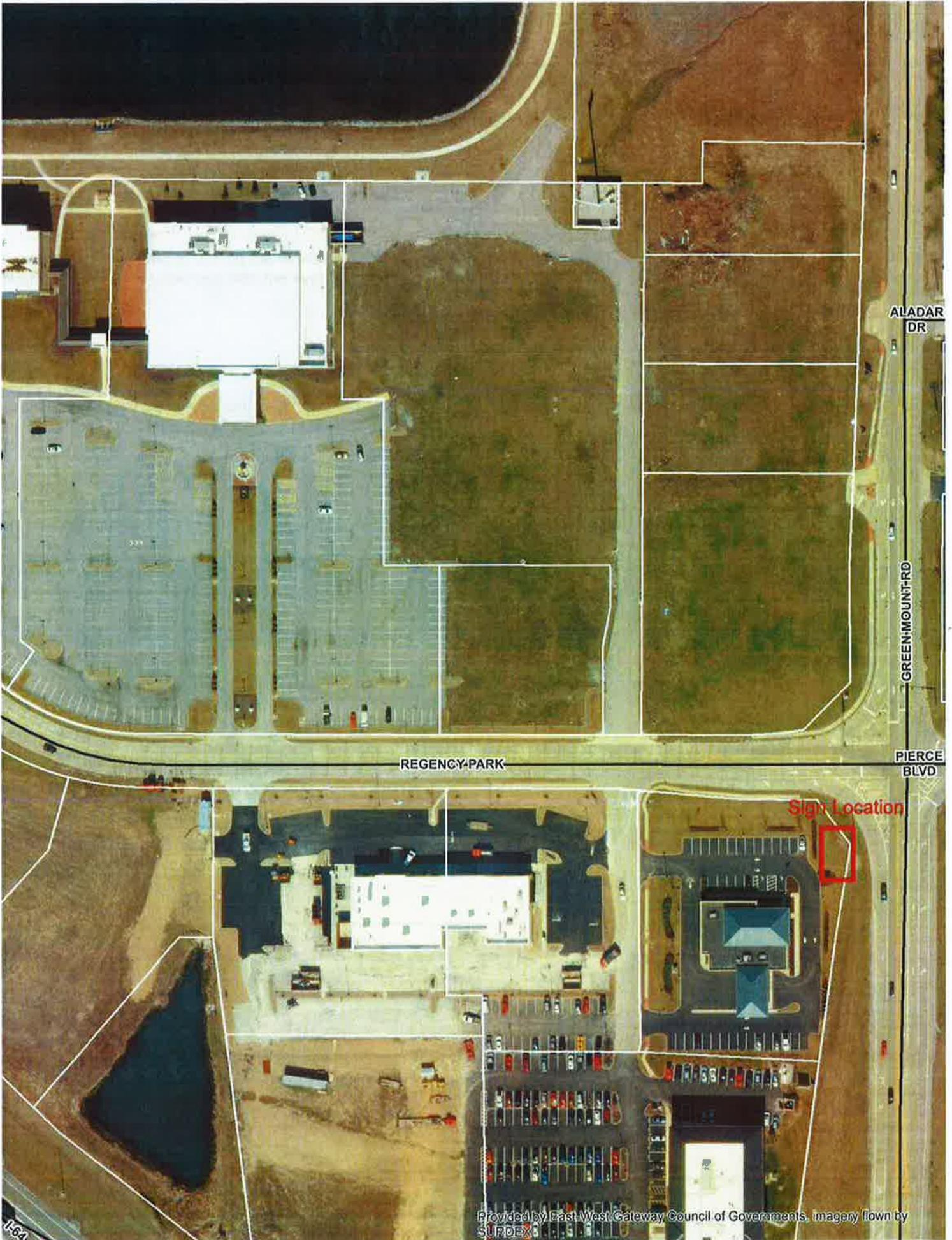
Saturday
March 7th
2015

Benefiting
MAKE-A-WISH
Illinois

Regency
Conference
Center
O'Fallon, IL

Doors Open 6PM - Tickets \$20 Advance \$25 at Door - chickenbeerdance.com (618)406-4215





ALADAR DR

GREEN MOUNT RD

REGENCY PARK

PIERCE BLVD

Sign Location



Make-A-Wish® Illinois

640 N. LaSalle Dr., Suite 280
Chicago, IL 60654
312.602.9474
FAX: 312.943.9813
www.wishes.org



Illinois

August 12, 2014

To whom it may concern:

This letter is to introduce the committee of the Southern Illinois Chicken and Beer Dance. They are hosting a fund-raising event to benefit Make-A-Wish® Illinois. Make-A-Wish grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy.

Make-A-Wish® Illinois authorizes committee of the Southern Illinois Chicken and Beer Dance to request monetary or in-kind donations related to and in support of their fundraising event. No other donation request is authorized by Make-A-Wish.

Make-A-Wish recognizes that the undertaking to host and organize a fundraising event is a generous donation of time and energy. We hope that the commitment made by the committee of the Southern Illinois Chicken and Beer Dance will inspire others to make financial commitments to Make-A-Wish in support of the efforts.

It is only through the generosity of others that we are able to create magic for special children. Although these children and their families cannot thank you personally, please know that you have brought smiles and happiness to their often too short lives.

If you have any questions please do not hesitate to contact me at 312-602-9419.

Sincerely,

A handwritten signature in black ink that reads "Ashley Nichele".

Ashley Nichele
Make-A-Wish® Illinois



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164838
Mar. 30, 2011 LTR 4168C E0
36-3422138 000000 00

00015044
BODC: TE

MAKE-A-WISH FOUNDATION OF ILLINOIS
INC
640 N LA SALLE DR STE 280
CHICAGO IL 60654-3754

.0415

Employer Identification Number: 36-3422138
Person to Contact: MR. BROWN
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Mar. 21, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in JANUARY 1987.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Community Development Director
DATE: February 8, 2016
SUBJECT: Special Event Permit – Ace Hardware Temporary Greenhouse (Motion)

Project Summary

Applicant: Matt Paul for Ace Hardware
Event: Temporary greenhouse for seasonal garden display
Date/Time: March 1, 2016 to June 30, 2016
Location: Ace Hardware, 600 Southview Plaza Suite #1
Signage:

- None requested

Notes:

- Event is consistent with previous requests, with the addition of two 6-foot by 8-foot A-frame racks to display hanging baskets at the front of the Greenhouse.
- 20' x 48' Greenhouse on Northeast corner of parking lot
- Hours of operation:
 - Monday-Friday 7:30AM – 8:00PM
 - Saturday 7:30AM – 7:00PM
 - Sunday 9:00AM – 7:00PM

Staff Recommendation

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

- 1) Drive aisles and fire lanes must remain open at all times for emergency vehicle access
- 2) Display of materials must be limited to within the greenhouse and location approved from Planned Use
- 3) Inspection of anchors and structure are required prior to stocking of greenhouse and subsequent product sales.

PD _____
FD _____

CITY OF O'FALLON

FEB - 2 2013

DATE PAID



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

cc

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

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Temporary Green House - Polyhouse for Plants
 Location of Event: Ace Hardware of O'Fallon; 600 Southview Plaza suite 1
 Name of Event Organization: Ace Hardware
 Name of person in charge of event (applicant) and mailing address: Matt Paul
600 Southview Plaza suite #1 O'fallon, IL 62269
 Phone: 618-628-7200 E-Mail: mpaul.ace@gmail.com
 Secondary Contact Person: Patrick Lavery
 Phone: 618-560-6442 E-Mail: Plavery.ace@gmail.com
 Beginning Date / Times: March 1 2016 Ending Date / Times: June 30 2016

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.

Matthew E Paul
Signature of Applicant/ person in charge of event

2-2-16
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES (X) NO JA ~/2/16
ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

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

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

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

Narrative:

We would like to utilize a 20' x 48' greenhouse on the North East Corner of our parking Lot. The Greenhouse will operate Monday-Friday 7:30am - 8:00pm; Saturday 7:30am - 7:00pm; Sunday 9:00am - 7:00pm. On each side of the Front entrance into the Polyhouse we would like to use 6'x8' A-Frame racks to display hanging baskets (1 rack on each side of the entrance doors). We will not be running any type of power to the greenhouse. The greenhouse will give us the opportunity to increase sales, provide a clean look to the front of our store, and allow our plant season to run deeper into summer.

Modified Hoop Structures

Width: 14', 16', 18', 20'
Length: starting at 16' with increments of 4' or 6'
Height to apex: half of the width
Frame spacing: 4' or 6'
Cover: clear or white 6 mil. UVI treated polyethylene
End wall cover: clear or white 6 mil. UVI treated polyethylene
Frame: 1.66" O.D. 16 ga. galvanized steel tube
Upright: (1) 1.163" O.D. 17 ga. galvanized steel tube

