



AGENDA  
COMMUNITY DEVELOPMENT COMMITTEE  
Monday, July 11, 2016

**5:30 PM**

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

I) Roll Call

II) Approval of Minutes – June 27, 2016

III) Items Requiring Council Action – Monday, July 18, 2016

- A. SEPA – BaconFest (Motion)
- B. SEPA – Downtown Farmer's Market (Motion)
- C. 8676 East Highway 50 Boat, RV and Vehicle Storage – Planned Use (1<sup>st</sup> Reading) – ON HOLD
- D. First United Methodist Parking Lot – Planned Use (2<sup>nd</sup> Reading) – NO CHANGE

IV) Other Business – None

**NEXT MEETING: July 25, 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  
5:30 PM Monday, June 27, 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: 5:30 PM

- I) **Roll Call** – *Committee members:* Jerry Albrecht, Gene McCoskey, David Cozad, Harlan Gerrish and Ray Holden. *Other Elected Officials Present:* Matt Smallhear, Rich Meile, Herb Roach, Robert Kueker and Ned Drolet. *Staff:* Walter Denton, Pam Funk, Eric Van Hook, James Cavins, Grant Litteken, Ted Shekell, Jeff Stehman, Jeff Taylor and Sandy Evans. *Visitors:* Ron Zelms, Rich Lunan, James Simpson, Todd Keller, Steve Reindl, Vern Malare, and Craig Hubbard.
- II) **Approval of Minutes from Previous Meeting** – All ayes. Motion carried.
- III) **Items Requiring Council Action**
  - A. First United Methodist Parking Lot – Planned Use (1<sup>st</sup> Reading) – Ted Shekell provided an overview of the project for the expansion of the parking lot for the First United Methodist Church. Shekell indicated after the Planning Commission meeting, the church had their engineer redesign the parking lot, removing the access to Southview Drive. The Committee discussed the drainage issues along between the residential and commercial uses along Highway 50. Shekell indicated the new parking lot would have detention that meets all city codes. Additionally, the committee discussed the request of the neighbor to the south to remove the condition of a new vinyl fence and allow the existing chain link fence to remain. A motion was made to approve the parking lot as amended and removing the vinyl fence along the southern property line. Alderman Albrecht abstained; the motion passed 4-0.
  - B. 8676 East Highway 50 Boat, RV and Vehicle Storage – Planned Use (1<sup>st</sup> Reading) – Ted Shekell provided a brief overview of the proposed storage lot and the necessary improvements to the site. Shekell made clear the site would only allow for personal vehicles to be stored, not construction equipment and vehicles. The committee discussed the planned use and recommended approval, with an amended condition to only allow the fence to be vinyl. The motion passed with a vote of 5-0.
  - C. Off-Site Sign Agreement – East State Street and Behrens (Resolution) – Ted Shekell provided a brief overview of the agreement for the proposed new sign and the location of the sign. The committee discussed the agreement and recommended approval with a vote of 5-0.
  - D. Fezziwigs Redevelopment Agreement (2<sup>nd</sup> Reading) – Ted Shekell indicated there were no changes from 1<sup>st</sup> Reading.
  - E. Milburn Estate 1<sup>st</sup> Addition – Final Plat (2<sup>nd</sup> Reading) – Ted Shekell indicated there were no changes from 1<sup>st</sup> Reading.
  - F. Parkview Meadows – Phase 1 – Final Plat (2<sup>nd</sup> Reading) – Ted Shekell indicated there were no changes from 1<sup>st</sup> Reading.
  - G. Lincoln Park Villas – Planned Use (2<sup>nd</sup> Reading) – Ted Shekell indicated there were no changes from 1<sup>st</sup> Reading.
  - H. Text Amendment – Permitted Structures in the SR-3 Zone District (1<sup>st</sup> Reading) – Ted Shekell noted there was no change, but there was discussion of amending the ordinance to continue to allow modular

homes in the SR-3 district, but under additional review. The best way to allow the housing type to stay would be to require them as a planned use. Shekell indicated staff would provide an amended ordinance for 2<sup>nd</sup> Reading. The committee recommended the amendment with a vote of 5-0.

**IV) Other Business - None**

**MEETING ADJOURNED: 6:20 PM**

**NEXT MEETING: July 11, 2016 – Public Safety Building**

**Prepared by: Justin Randall, Senior City Planner**



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MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Justin Randall, Senior City Planner  
**THROUGH:** Ted Shekell, Planning Director  
**DATE:** July 11, 2016  
**SUBJECT:** Special Event Permit – VFW “Bacon Fest” (MOTION)

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**Project Summary**

**Applicant:** Marcia Wood, VFW Post 805 and Auxiliary  
**Event:** Bacon Fest  
**Date/Time:** Saturday, October 15<sup>th</sup> 10:00 AM to 5:00 PM  
**Location:** First Street between Oak Street and Lincoln Avenue

**Event Details:**

- Bacon Fest will have vendors selling items
- Food vendors will be serving some menu items with bacon
- Family friendly activities such as face painting, music, bounce houses
- There will not be alcohol served outside
- Potential car show with the Piston pushers and other car groups in the area
- Requesting First Street to be blocked from Oak Street to Lincoln Avenue beginning at 7:00 AM
- Additional parking at City Hall and St. Clare School
- Labor Hall has given permission to use their lot on Cherry for event items
- Toilet facilities will be provided at the VFW and portable toilets
- Anticipated attendance is 500-1000 on Saturday

**Signage Request:**

- Yard signs around town prior to the event

**City Assistance Request:**

- Barricades dropped off for use on Saturday at First Street and Lincoln Avenue, First Street at Oak Street and First Street and Cherry Street.
- The Police Department will have the on-duty shift commander and patrol officer monitor the event.

**Notes:**

- Bacon Fest is a new event proposed by the VFW
- VFW will gauge interest of vendors and if there is not enough interest two weeks before the event, the VFW will only use First Street between Oak Street and Cherry Street

### **Staff Recommendation**

The City Clerk and Public Works Department did not have any issues with the request. The Fire and Police Departments approved the request with the conditions noted below. Staff recommends approval of the Special Event Permit with the following conditions:

1. All downtown businesses affected by the road closures must be notified of the event.
2. North Lincoln must remain open at all times.
3. All for profit vendors must provide the city with sales tax information prior to the event.
4. A current liability insurance document must be submitted when received by the VFW.
5. Due to the closure of two blocks downtown, Cherry Street can be blocked but no vendors or booths are allowed to be set up on Cherry Street.
6. The Police Department will have the on-duty shift commander and patrol officer monitor the event. However, should something occur and additional manpower is needed, the event coordinator may be billed for police services.

PD OK see comment  
FD OK see comment  
City Clerk OK  
PW OK  
P+R OK



CC

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                                  | <i>on file</i>   |
| <input type="checkbox"/>            | Provide \$50.00 application fee with application       |

RECEIVED JUN 16 2016

**APPLICATION FOR A SPECIAL EVENT PERMIT**

Event Name: Bacon Fest  
Location of Event: down 1<sup>st</sup> Street from Oak to Lincoln, including Cabooos parking  
Name of Event Organization: VFW Post 805 and Auxiliary  
Name of person in charge of event (applicant) and mailing address: Marcia Wood, president of VFW auxiliary - 221 W 1<sup>st</sup> Street, O'Fallon IL 62269  
Phone: 618-581-8402 E-Mail: post 805 auxiliary@gmail.com  
Secondary Contact Person: Ed Martinez  
Phone: 558-0680 E-Mail: ofallonveterans@gmail.com  
Beginning Date / Times: Oct 15, 2016 10AM Ending Date / Times: Oct 15, 2016 5pm

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

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

ATTACHED

2. Sketch plan of site.

ATTACHED

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

ATTACHED  NOT APPLICABLE

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

ATTACHED  NOT APPLICABLE

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

ATTACHED  NOT APPLICABLE

*\*will provide a current one when renewed 9-1-16*

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): in process - WFW license  
(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 two weeks before. Still getting vendors.

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

*yo* →  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.

Marcia Wood  
Signature of Applicant/ person in charge of event

6/16/16  
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? ( ) YES  NO *MR*

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)

## **BaconFest**

### **Ran by VFW Post 805 and Auxiliary**

We would like to have a BaconFest. We want vendors of all types to sell and/or advertise their items and/or organizations. The food vendors we would like to have at least one item on their menu that has something to do with bacon. We are trying to include ice cream and bakeries. We have talked to the county health department and have the paperwork to give to anyone serving or selling food. We want to make this family friendly and have face painting, music, possibly bounce houses, etc. We are still in the process of getting quotes for different things. We have talked to the surrounding businesses and they all like the idea, and some want to be vendors (some want to cook)

We have talked to Travis Craig at the Labor Hall and they will allow us to use their grass lot for anything we need. We have also talked to St. Clare School principle, Mrs. Milissa Faust, about using the school parking lot as extra parking or possibly putting cars for a car show with the Piston Pushers and other car groups.

Hours of operation – Saturday, October 15, 2016 from 10am – 5pm. Will need road blocked starting at 7am to allow vendors to set up their booths.

Activities provided – We are getting quotes for family friendly things to do. Face painting, Bounce houses, music (in the pavilion in the park next to the VFW) possible car show.

Signage – yard signs. Will follow O’Fallon laws for when we can post them around town.

Traffic and parking – Would like to block off 1<sup>st</sup> Street from North Lincoln to North Oak. We would also want to block off the parking lot in front of the caboos on 1<sup>st</sup> street to let the vendors only to park there. If we don’t get enough vendors to fill the two streets, then we can cancel part of the road blockage and condense it down to the 200 block of W 1<sup>st</sup> street from North Cherry to North Oak. We will notify the city within two weeks if we need to cancel part of the road blockage.

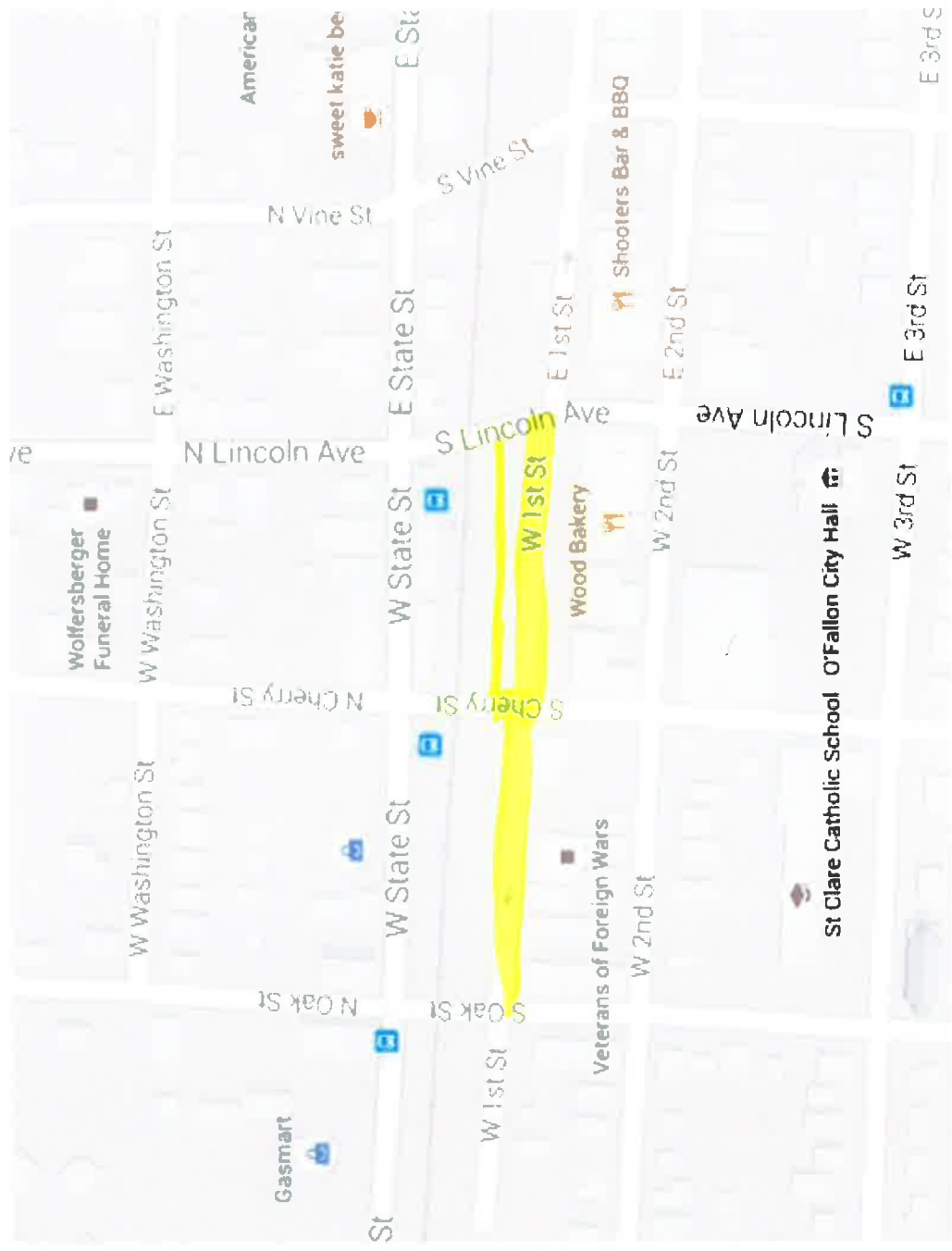
Rain plans – Cancel. It will be too cold to delay this for another weekend.

Toilet facilities – The VFW will have the large hall open on the side of the building next to the park to allow table seating and easy access to the restrooms. We are also getting quotes to set up portable toilets.

Security plan –

Expected attendance – hundreds if not 1000. We plan on advertising at the other Oktoberfest in the area and the Chili cook-off. We have checked the surrounding area city calendars and we will be the last big “fest” in the area.





Gasmart

Wolfersberger  
Funeral Home

Veterans of Foreign Wars

Wood Bakery

Shooters Bar & BBQ

St. Clare Catholic School O'Fallon City Hall

America  
sweet katie be



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M E M O R A N D U M

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TO: Community Development Committee  
FROM: Justin Randall, Senior Planner  
THRU: Ted Shekell, Community Development Director  
DATE: July 11, 2016  
SUBJECT: Special Event Permit – Downtown O'Fallon Farmers Market (Motion)

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**Project Summary**

- Applicant: Susan Witter for Downtown O'Fallon
- Special Event Permit for a farmer's market on Saturdays from 7:30 AM to 2:00 PM, July through early October 2016
- A maximum of 3 or 4 vendors will be located on the east side of the caboose location on the First Street parking lot.
- Vendors will sell locally grown produce
- Customers will park in available spaces along First Street
- Wood Bakery will move their trucks on Saturday morning.
- Two small signs will be placed on Saturday mornings at Lincoln & First and Cherry and First to direct customers to the farmer's market.
- The applicant has not requested any special consideration from the City for this event.
- There has been a Saturday morning farmer's market for a number of years, however this is the first formal approval of this event.

**Staff Recommendation:** The Police and Fire Departments had no issues with the request. Staff recommends approval of the Special Event Permit as proposed.

PD OK  
FD OK  
City Clerk OK  
Finance 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

|                                     |  |
|-------------------------------------|--|
| <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: Downtown Farmers Market  
Location of Event: parking spaces next to caboose  
Name of Event Organization: Downtown O'Fallon  
Name of person in charge of event (applicant) and mailing address: \_\_\_\_\_  
Susan Witter - 101 W. State St. O'Fallon, IL 62269  
Phone: 618-830-0707 E-Mail: downtownofallonil@yahoo.com  
Secondary Contact Person: Ned Drolet  
Phone: 618-632-2228 E-Mail: ndrolet@sbcglobal.net  
Beginning Date / Times: July 9 - 2016 Ending Date / Times: Oct - 2016  
7:30 - 2:00 only Sat.

**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: \_\_\_\_\_  
Will advise all vendors to do so.

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.

Susan Witter  
Signature of Applicant/ person in charge of event

July 1, 2016  
Date of Submission

FOR OFFICE USE ONLY

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ELIGIBLE FOR ADMINISTRATIVE APPROVAL?    ( ) YES     NO    AK 7/1/16

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

Hours of operation will be Saturday mornings from 7:30 – 2:00.

Maybe 3 or 4 booths of fresh produce from local farmers, this is not a big event.

We have 2 signs we put by the road and remove when leaving.

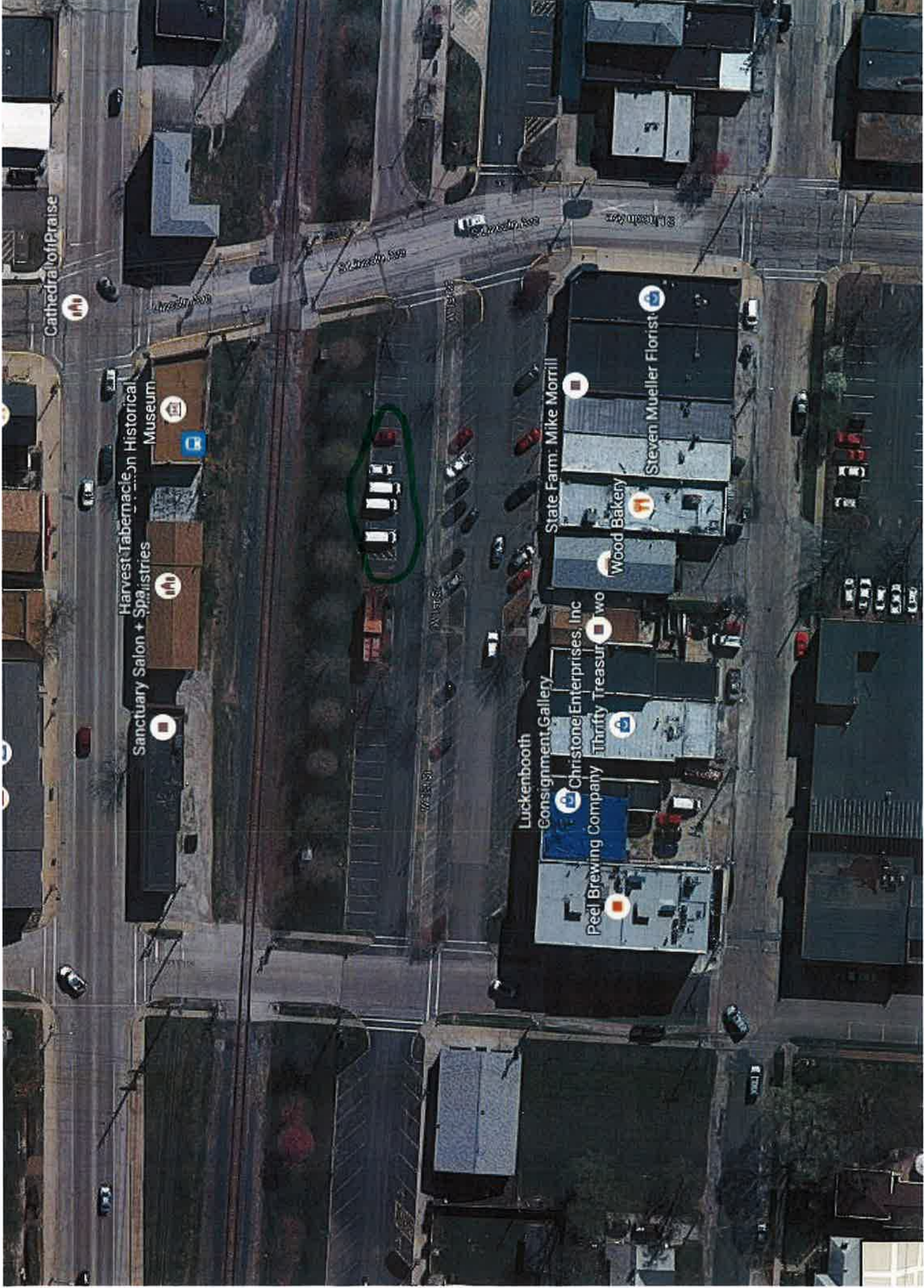
We unusually just have a few people at time visited the stands.

I am sure if rain or bad weather it will be cancelled.

We check with Jim Schmidt at Wood Bakery and he moves his trucks for the morning.

This event has run smoothly for years.





Cathedral of Praise

Sanctuary Salon + Spas

Harvest Tabernacle Historical Museum

Luckenbooth Consignment Gallery

Christone Enterprises, Inc Thrifty Treasures

Peel Brewing Company

State Farm Mike Morrill

Wood Bakery

Steven Mueller Florist



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## MEMORANDUM

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**TO:** Community Development Committee  
**FROM:** Justin Randall, Senior City Planner  
**THROUGH:** Ted Shekell, Director of Community Development  
**DATE:** June 20, 2016  
**SUBJECT:** P2016-06: 8676 E. Highway 50 Boat, RV and Vehicle Storage - Planned Use

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### Project Update

At the City Council meeting on July 5, 2016 the petitioners requested the requirements to fence the storage area with a vinyl fence be removed as a condition of approval for the project. The City Council voted to place the annexation and zoning items for consideration on hold and review them at the Community Development Committee meeting on July 11, 2016.

### Recommendation

The Planning Commission held a public hearing on the above referenced application at their June 14, 2016 meeting. At the Public Hearing, a concern over whether the storage lot should have to install a dust-free surface or an asphalted surface. The Commission discussed the storage use and a motion was made and seconded to approve the storage lot, subject to staff recommended conditions and amended Condition #7 to restrict the use of the storage lot to boats, RVs and personal vehicles. The motion to approve the planned use for 8676 East Highway 50 passed with a vote of 6-ayes and 0-nay.

### Annexation

In addition to the requested Planned Use for Boat, RV and Vehicle Storage on the property, the petitioners, Thomas Williams and James Ford, have filed an application requesting annexation into the City of O'Fallon. The property is currently adjacent to the City of O'Fallon municipal limits. As a part of the annexation into the City the petitioners have agreed to a number of the conditions of the planned use as outlined below.

### Staff Recommendation

Staff recommends approval of the project with the following conditions:

1. A variance is granted a waiver from the requirement to construct sidewalks within the street right-of-way and adjacent to the property line of the proposed development.
2. The metal sided building is permitted to remain as constructed.
3. A wood or vinyl fence along the side property lines, extending the length of the storage area;
4. The entrance must be asphalted.
5. The storage area and drives must be constructed of a dust-free material.
6. A 20-foot utility easement shall be granted to the City along the northern property line.
7. In addition to the improvements required the items stored on-site are restricted to boats, RVs and personal vehicles. The items must be stored in an orderly manner and all items must be must be operational and licensed.
8. Any new building or change in use of the existing use would need to be reviewed and approved by the city consistent with applicable laws.

Community Development Department

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