



**AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, July 14, 2014
6:00 PM**

Mayor's Conference Room

I) Roll Call

II) Approval of Minutes – June 23, 2014

III) Items Requiring Council Action – July 21, 2014

- A. St. Elizabeth (Resolution)
- B. DeMond Signs – Planned Use (1st Reading)
- C. SEPA – St. Clare Oktoberfest (Motion)
- D. SEPA – Global Brew Founders All Day Fest (Motion)
- E. SEPA – Global Brew Craft Brew Bash (Motion)
- F. MidAmerica Enterprise Zone Expansion (2nd Reading) – NO CHANGE
- G. Enjoy Church – Planned Use (2nd Reading) – NO CHANGE
- H. Parcs at Arbor Green – Final Plat (2nd Reading) – NO CHANGE

IV) Other Business – None

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

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



**MINUTES
COMMUNITY DEVELOPMENT COMMITTEE
6:00 PM Monday, June 23, 2014**

Minutes of a regular meeting of the Community Development Committee of the City of O'Fallon, held in the Mayor's Conference Room, 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, David Cozad, Ray Holden and Harlen Gerrish. *Other Elected Officials Present:* Kevin Hagarty, Richie Meile, John Drolet, Ed True and Michael Bennett. *Staff:* Walter Denton, Pam Funk, Ted Shekell and Jeff Stehman. *Visitors:* Darwin Miles, Bill Tindall, Darren Carstens, Denny Blumberg, Marsha Maller, Charlie Pitts and Vern Malare.
- II) **Approval of Minutes from Previous Meeting**– All ayes. Motion carried.
- III) **Items Requiring Council Action**
 - A. Enjoy Church – Planned Use (1st Reading) – Ted Shekell briefed the committee on the proposed reuse of the old Fat Cat's bowling alley as the new place of assembly for Enjoy Church. The committee discussed the application and the conditions. The committee indicated Condition #9: "There shall be a minimum of 30 minutes between services on Sundays" should be applicable to any day of the week and recommended removing "on Sundays" from the conditions. The committee recommended approval of the Enjoy Church – Planned Use with a vote of 6-0.
 - B. 117 Main Street Lease Agreement (Resolution) – Ted Shekell provided a quick overview of the proposed lease of real estate owned by the city to a neighboring property owner. The committee recommended approval of the lease agreement with a vote of 6-0.
 - C. SEPA – Music of the Night 5K Race (Motion) – Ted Shekell informed the committee on the special event permit and the event was consistent with last year's race. The committee recommended approval of the special event permit with a vote of 6-0.
 - D. Parcs at Arbor Green – Final Plat (1st Reading) – Ted Shekell provided a quick overview of the final plat for the Parcs at Arbor Green and the future implications of approving the plat. Denny Blumberg and Marsha Maller provided the committee with further explanation of the change from the preliminary plat to the final plat and the benefits to the proposed revision. 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: 6:45 PM

NEXT MEETING: TBA – Mayor's Conference Room

Prepared by: Justin Randall, Senior City Planner

DRAFT MINUTES
O’FALLON PLANNING COMMISSION
July 8, 2014

Chairman Larry Sewell called the meeting to order at 6:01 p.m. in the City Council Chambers and led the Pledge of Allegiance.

ATTENDANCE: Debbie Arell-Martinez, present; Jeffrey Baskett, present; Joan Cavins, present; Al Keeler, present; Joe Rogers, present; Ray Rohr, excused; Larry Sewell, present; A quorum was declared present by Sewell.

MINUTES: Motion was made by Cavins and seconded by Keeler to approve the minutes of June 10, 2014. All Ayes. Motion carried.

Sewell welcomed everyone and explained the role of the Planning Commission. The Planning Commission members introduced themselves. Also present were Community Development Director Ted Shekell and Senior City Planner Justin Randall. Sewell gave an overview of the process that would be followed for the evening.

UNFINISHED BUSINESS: None.

PUBLIC HEARINGS:

(P2014-06) - Zoning Amendment Subject to the Planned Development Ordinance from “SR-3” Single Family Residence Dwelling District to “B-2(P)” Planned General Business District so the existing property use of a sign constructing, installation, and service company is in conformance with the appropriate zone district. The property is 91 and 93 Betty Lane - more commonly referred to as 93 Betty Lane - and the petitioner is DeMond Signs, Inc.

Public hearing was opened at 6:03pm. Randall presented an overview of the project and staff report. A map of the subject and surrounding properties and their zoning was shown, along with site photos taken by Staff. Randall highlighted various points and issues from Staff’s Project Report dated July 8, 2014, among them:

- Annexed into the city in 2001, as a grandfathered use.
- Two Buildings
 - 5,210 sq. ft. building for Office and Fabrication
 - 4,475 sq. ft. building for Storage and Fabrication
- Parking for 14 vehicles
- Portions of property has outdoor storage of materials
- No screening provided currently
- Current and proposed uses are consistent with Comprehensive Plan depicting it as Heavy Commercial. This property is the last piece of property designated as Heavy Commercial in the Comprehensive Plan to be zoned as Heavy Commercial.

Randall stated the changes in buffering and fencing proposed by the owner will help clean up the property and improve conditions with surrounding properties. The project does not meet all applicable zoning standards; however, it is a grandfathered site and the

changes proposed by the owner, along with those recommended, will bring the site more closely into compliance with current regulations.

Baskett asked if the property changed ownership, would the grandfathering go away and the property have to be brought to code? Randall explained that it would depend on the type of use the new owner proposed. The same use would not require more conformity, while a different use would be reviewed more scrupulously. Shekell explained that while bringing a property up to new construction standards is not realistic, minimum standards are encouraged and are required when going through redevelopment or rezoning to improve the area.

Public comments were opened at 6:10pm.

No one came forward to speak for or against the petition. The applicant was present to answer questions if any.

Public comments were closed at 6:10pm.

Staff Recommendation:

Randall read over the Staff Recommendation as follows:

1. Six months from the date of approval of the ordinance, a 6-foot wood or vinyl privacy fence with evergreen trees planted every 25 feet on the outside of the fencing would need to be installed along the southern property line to more closely meet current code requirements.
2. Any outdoor storage needs to be removed or located behind a sight proof wood or vinyl privacy fence.
3. An accessible space designed in accordance with Section 158.145 is required for the site.

Motion was made by Baskett and seconded by Cavins to approve the Staff's Recommendation.

ROLL CALL: Arell-Martinez, aye; Baskett, aye; Cavins, aye; Keeler, aye; Rogers, Aye; Sewell, aye. All Ayes. Motion to approve with conditions passed.

The project moves to Community Development on July 14, 2014, at 6pm. The public hearing was closed at 6:12pm.

REPORTS OF STANDING AND SPECIAL COMMITTEES: None.

REPORTS AND COMMUNICATION:

Randall announced that as there are no petitions awaiting public hearing for neither July 22nd nor August 12th, those meetings have been cancelled.

There was general discussion regarding potential new developments in the O'Fallon area and the economic impact.

Shekell updated the Commission on the status of several projects which had been through the public hearing process.

ADJOURNMENT:

Motion was made by Baskett and seconded by Cavins to adjourn. All ayes. Motion carried. The meeting was adjourned at 6:26 p.m.

Respectfully submitted,

Vicki Evans, Transcriptionist

Minutes approved by Planning Commission



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THRU: Ted Shekell, Director of Community Development
DATE: July 14, 2014
SUBJECT: St. Elizabeth's Hospital (RESOLUTION)

Summary

Recently St. Elizabeth's Hospital and Hospital Sisters Health System (HSHS) announced their intentions to submit a Certificate of Need application to the Illinois Health facilities and Services Review Board. Attached is a proposed resolution for the City Council's consideration supporting their new hospital.

Recommendation

Approve the resolution supporting the new hospital.

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, ILLINOIS
RESOLUTION NO. 2014-

**A RESOLUTION AUTHORIZING
THE MAYOR TO EXECUTE A
PROFESSIONAL SERVICES
CONTRACT WITH FOR THE
PURPOSE OF PERFORMING A
DESIGN SERVICE /
STREETSCAPE DESIGN STUDY
FOR THE GREEN MOUNT
CORRIDOR**

WHEREAS, the City of O'Fallon is one of the fastest-growing communities in the Metropolitan St. Louis area;

WHEREAS, access to high-quality health care is essential to the residents of the Metro East region;

WHEREAS, on Wednesday, June 25, 2014, St. Elizabeth's Hospital and Hospital Sisters Health System (HSHS) announced plans to submit a Certificate of Need application to the Illinois Health Facilities and Services Review Board to build a replacement hospital and acute care center and physician's office building;

WHEREAS, St. Elizabeth's Hospital also intends to redevelop its current campus to include a same-day ambulatory clinic that will feature radiology and laboratory services, primary and specialty care physicians' offices, and physical, occupational and Back to Work therapy, as well as administrative services, such as the HSHS Southern Illinois Division business offices, marketing and staff education;

WHEREAS, the project calls for the replacement hospital to be built along Interstate 64 and Green Mount Road in St. Clair County;

WHEREAS, the 350,000-square-foot, 144-bed replacement hospital will offer improved health care access to residents of the entire Metro East region;

WHEREAS, the replacement hospital will feature an updated emergency department, state-of-the-art operating rooms, an advanced intensive care unit, progressive inpatient rehabilitation, high-quality cancer care, modern birthing suites, telehealth consultations, featuring accredited stroke care, and award-winning heart care;

WHEREAS, this project will boost the local economy, and enhance the quality of life for Southwestern Illinois residents;

WHEREAS, there is a growing medical district along Interstate 64 that will foster collaborations among health care providers such as St. Elizabeth's Hospital, Belleville Memorial, and Scott Air Force Base;

WHEREAS, St. Elizabeth's Hospital and its sponsoring religious community, the Hospital Sisters of St. Francis, have been caring for Metro East residents for nearly 140 years;

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF O'FALLON, ILLINOIS THAT:

The Mayor and City Council of the City of O'Fallon, Illinois wholeheartedly supports the proposal by St. Elizabeth's Hospital to build a replacement hospital, acute care center and physician's office building off Interstate 64, and redevelop its current campus.

Resolved by the Mayor and City Council of the City of O'Fallon this _____ day of _____, 2014.

Approved:

Gary L. Graham, Mayor

Attest:

Philip A Goodwin, City Clerk



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Director of Planning and Zoning
DATE: July 14, 2014
SUBJECT: P2014-06: DeMond Signs, Planned Use (1st Reading)

Recommendation

The Planning Commission held a public hearing on the above referenced application at their July 8, 2014 meeting. The Commission voted 6-aye and 0-nay to approve the requested Planned Use amendment for DeMond Signs, Inc., subject to the conditions recommended by staff.

Project Background and Summary

Sue DeMond of DeMond Signs, Inc. has filed an application requesting rezoning parcels of land at 91 & 93 Betty Lane from SR-3, Single-Family Residential Dwelling District to B-2(P), Planned General Business District. The applicant requested the rezoning to bring the site into conformance with the zoning regulations for the existing sign manufacturing facility on approximately 1.9 acres.

Please see the attached Plan Commission Project Report for more detailed information on the proposal.

Staff Recommendation

Staff recommends approval of the project with the following conditions:

1. Six months from the date of approval of the ordinance, a 6-foot wood or vinyl privacy fence with evergreen trees planted every 25 feet on the outside of the fencing would need to be installed along the southern property line to more closely meet current code requirements.
2. Any outdoor storage needs to be removed or located behind a sight proof wood or vinyl privacy fence.
3. An accessible space designed in accordance with Section 158.145 is required for the site.

Attachment:

Report to Plan Commission



PROJECT REPORT

TO: Planning Commission
FROM: Justin Randall, Senior City Planner
Ted Shekell, Planning Director
DATE: July 8, 2014
PROJECT: P2014-06: DeMond Signs, Planned Use

Location: 91 & 93 Betty Lane
Ward: 4
Owner: DeMond Signs, Inc.
PO Box 414
O'Fallon, IL 62269
(618) 624-7260
Submitted: May 28, 2014

Introduction

Sue DeMond of DeMond Signs, Inc. has filed an application requesting rezoning parcels of land at 91 & 93 Betty Lane from SR-3, Single-Family Residential Dwelling District to B-2(P), Planned General Business District. The applicant requested the rezoning to bring the site into conformance with the zoning regulations for the existing sign manufacturing facility on approximately 1.9 acres.

History of Site

The property is currently used by DeMond Signs, which is a sign manufacturer, including their office, fabrication and storage. The site was a part of a larger annexation into the City of O'Fallon in December of 2001. At the time of the annexation, St. Clair County's zoning classification for the area was SR-3, so according when the annexation was processed the property was zoned SR-3 in the City of O'Fallon. The site has operated as a sign shop at this location since 1993 and is considered a grandfathered business within the SR-3 zone district.

Existing Conditions

Surrounding Zoning:

North: B-2(P)
East: SR-3 & B-2 (P)
South: MR-2
West: I

Surrounding Land Use

North: Vacant property and railroad right-of-way
East: Single-family residential & DZ Trucking
South: Multi-family residential
West: O'Fallon-Shiloh Towing & Discount Storage

Please see the attached maps for more detailed information on surrounding zoning and land uses.

Community Development Department

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

Applicable Ordinance, Documents and Reports

O'Fallon Comprehensive Plan: The O'Fallon Comprehensive Plan Future Land Use Map depicts the subject property as Heavy Commercial, which is consistent with the existing use and the B-2 General Commercial District land uses.

Code of Ordinances: In order to bring the existing sign manufacturing facility into conformance with the City's zoning and development codes, the property is subject to Article 6 Planned Uses of Chapter 158: Zoning of the Code of Ordinance and requires a development plan. The property is also subject to the B-2, General Business District requirements.

Public Notice: Public Notice of this project has been fulfilled in accordance with Section 158.255 and 158.256 of the City of O'Fallon Zoning Regulations. More specifically, the applicant has notified property owners within 250 feet of the subject property via certified mail of the filing of the zoning amendment. Additionally, the City has notified property owners within 250 feet of the subject parcel of the public hearing at least 15 days prior to the hearing and published notice of the public hearing in a local newspaper at least 15 days in advance. Proof of notification is on file with the City's Community Development Department.

Discussion Points/Issues

Land Use

The subject property is identified as *Heavy Commercial* in the Comprehensive Plan, which is consistent with the existing use of the property and uses permitted in the B-2 General Business District. The subject property is located on Betty Lane, west of Seven Hills Road. The site plan shows two buildings located on the property. There is a 5,210 square foot building on the northern portion of the property, used as the office for the business and manufacturing of sign materials. There is a second building (4,475 square feet) located in the rear portion of the property used for additional storage and fabrication of signs. The northern portion of the property has an area of asphalt, but the majority of the property is gravel, including the 14 parking spaces shown on the plan. Currently the site has no fencing or screening provided where outdoor storage occurs or where the property adjoins residential land uses.

Traffic Circulation/Parking

Ingress and Egress: The site is accessed via undefined entrances off 1st Street and Betty Lane. The applicant indicated the traffic generated by the business was minimal, with employees' trips in and out and a couple larger work trucks leaving in the morning and returning in the afternoon. In addition to the normal traffic, heavy truck traffic to the business is very limited with an average of two semi-trucks a month.

Parking: The parking area is currently gravel. Section 158.136 lists specific parking requirements for office-warehouse / manufacturing warehouse uses with the following ratios: 2.5 spaces per 1,000 square feet of office space, plus 1 per employee. The site provides 14 spaces, which provides enough parking for the existing use. However, one space will need to meet the requirements of the accessible parking requirements.

On-site circulation: The site has ample room for the movement of vehicles and trucks associated with the sign manufacturing facility and provides for effective on-site circulation.

Landscaping and Buffer Requirements

Section 158.186 of the Code of Ordinances lists the requirements for buffers between various zoning districts. For this particular project, a structural buffer is required to south, since the site abuts residential land uses. The required buffer is to consist of a six foot tall fence on the property line and additional landscaping to screen the site. Section 158.056 of the code requires fences for buffering to be a "durable, maintenance free material such as vinyl or masonry." However, staff believes a wooden fence will be adequate for the existing site. The landscaping requirements for new construction are rather extensive. In a case such as this involving reuse of an existing property, staff feels requiring only evergreen trees spaced at 25 feet would be adequate.

Code requires a fence to enclose all areas used for outdoor storage. Portions of the gravel lot are currently used for outdoor storage. The site is currently grandfathered and could remain as a sign manufacturing facility without any improvements. Because of the existing grandfathered use, staff does not recommend requiring the fencing and trees to be placed at the time of approval. However, since the owner has initiated the rezoning to B-2, therefore staff would recommend a condition that within six months from the date of approval a 6-foot wood or vinyl privacy fence be installed, with evergreen trees planted every 25 feet on the outside of the fencing, along the southern property line.

Outdoor Storage & Noise

A site visit of the property revealed some outdoor storage of signs and materials. This is permitted by code, but outdoor storage needs to be fenced along the property lines adjoining residential land uses. The noise associated with the fabrication of signs could adversely affect neighboring residential use.

Utilities and Drainage

Public water and sewer is available to serve the subject property. No impervious surfaces are being added to the site.

Signage

At this time, the applicant has not submitted any information about adding any signage and will be bound to the requirements of the current codes when and if permits are submitted.

Review and Approval Criteria

Section 158.119 of Article VI "Planned Uses" lists several criteria for evaluating planned uses. Evaluation of the project based on these factors is included under each criterion.

1. The criteria governing the rezoning of the property and approval of site plans, as set forth in the standards and requirements found elsewhere in the zoning code or in other applicable law,
The project does not meet all applicable zoning standards. It is an existing grandfathered site. The changes made by the owner and those recommended in this report will bring the site more closely into compliance with current regulations.
2. The physical design of the proposed plan and the manner in which said design makes adequate provisions for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space and park dedication, and furthers the amenities of light, air, recreation and visual enjoyment.
The proposed development will not have a significant impact on traffic.
3. The relationship and compatibility of the proposed plan to adjacent properties and the surrounding neighborhood.
The continued use of the existing buildings and site will not negatively affect adjacent properties as long as appropriate buffering and fencing is provided.
4. The conformity with the standards and principles of the Comprehensive Plan and all other adopted regulations, including the Commercial Design Handbook dated July 6, 2009 and on file with the City Clerk. (Ord 3665; passed 5-3-10)
The proposal is consistent with the Comprehensive Plan. The Commercial Design Handbook does not apply.
5. The use(s) are designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
The proposed development is designed to be operated to protect the public health, safety and welfare.
6. An identified community need exists for the proposed use.
Yes, a community need exists for the proposed use.
7. The proposed use(s) will not impede the normal and orderly development and improvement of the surrounding property, nor impair the use, enjoyment, or value of neighboring properties.
The proposed use will not negatively impact surrounding properties as long as appropriate buffering and fencing is provided. The changes proposed in this report will improve conditions with the surrounding properties compared to the current use.

8. The degree of harmony between the architectural quality of the proposed building and the surrounding neighborhood.

The existing building is similar to and will not detract from many of the structures surrounding the property. Appropriate buffering and fencing will mitigate any impacts to other nearby properties and limit views of outdoor storage of materials and attempt to reduce noise levels.

9. The appropriateness of the minimum dimensions and areas of lots and yards set forth in the applicable zoning district regulations.

The proposed development meets the area-bulk requirements set forth in the B-2 General Business District.

Staff Recommendation

Staff recommends approval of the project with the following conditions:

1. Six months from the date of approval of the ordinance, a 6-foot wood or vinyl privacy fence with evergreen trees planted every 25 feet on the outside of the fencing would need to be installed along the southern property line to more closely meet current code requirements.
2. Any outdoor storage needs to be removed or located behind a sight proof wood or vinyl privacy fence.
3. An accessible space designed in accordance with Section 158.145 is required for the site.

Attachments

Attachment 1 – Project Application

Attachment 2 – Zoning Map

Attachment 3 – Surrounding Land Use Map

Attachment 4 – Site Plan

CITY OF O'FALLON

MAY 30 2014 (MCD 5-28)

DATE PAID



Planned Use / Re-Zoning Application

NAME OF PROJECT: DeMond Signs + 91 Betty Ln
ADDRESS/GENERAL LOCATION: 93 Betty Lane PO Box 414 O'Fallon IL 62269
SUBDIVISION NAME & LOT NUMBER(S): _____

PARCEL NUMBER(S): 04-29-0-406-007 & 04-29-0-406-043

PLEASE CHECK THE TYPE OF APPLICATION (PLEASE CHECK ONE):

- PLANNED USE
- RE-ZONING (STANDARD MAP AMENDMENT)

SUMMARY DATA (RESPOND TO ALL THAT APPLY):

PRESENT ZONING: <u>SR3</u>	PROPOSED NUMBER OF BUILDINGS: <u>2 Existing</u>
PROPOSED ZONING: <u>B2(P)</u>	PROPOSED GROSS FLOOR AREA: <u>9485 sf</u>
PROPOSED # OF LOTS: <u>1</u>	AREA IN ACRES: <u>1.94 acres</u>
PROPOSED # OF DWELLING UNITS: <u>0</u>	PRESENT USE: <u>Commercial</u>

APPLICANT INFORMATION:

NAME: DeMond Signs Inc
 COMPANY: _____
 ADDRESS: 93 Betty Lane PO Box 414
O'Fallon IL 62269
 PHONE: 624-7260
 FAX: 624-8240
 EMAIL: signwenche@sbcglbcal.net

[Signature]
 SIGNATURE OF APPLICANT

DESIGN PROFESSIONAL INFORMATION:

NAME: Marsha J. Maller PE
 COMPANY: TWM Inc
 ADDRESS: 4940 Old Collinsville Rd
Swansea IL 62226
 PHONE: 624-4488
 FAX: 624-6688
 EMAIL: m.maller@twm-inc.com

[Signature]
 SIGNATURE OF DESIGN PROFESSIONAL

RECEIVED MAY 28 2014 DATE RECEIVED: _____ APPLICATION RECEIVED BY: <u>J. Randall</u> APPLICATION FEE: <u>250.00</u>	STAFF USE ONLY
	PROJECT ID #: <u>P2014-06</u>
	STAFF ASSIGNED: <u>J. Randall</u> PLAN REVIEW FEE DEPOSIT REC'D: <u>N/A</u>

RECEIVED MAY 28 2014

DeMond SIGNS REZONING PROJECT NARRATIVE

The owners of 93 Betty Lane are seeking a rezoning of their 1.94 acres from SR3 single family residential to B2(P) heavy commercial. DeMond Signs Inc. builds, installs and services all types of signs. The City's comprehensive plan indicates that this property should be annexed as heavy commercial. The County is currently assessing the property as commercial requiring substantially more taxes.

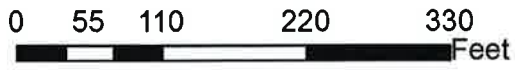
On behalf of DeMond Signs we are requesting a rezoning of the property so the current use is a conforming use in the correct zone district. This will give the owners flexibility to refinance the property or sell the property.

P2014-06: DeMond Signs - Zoning

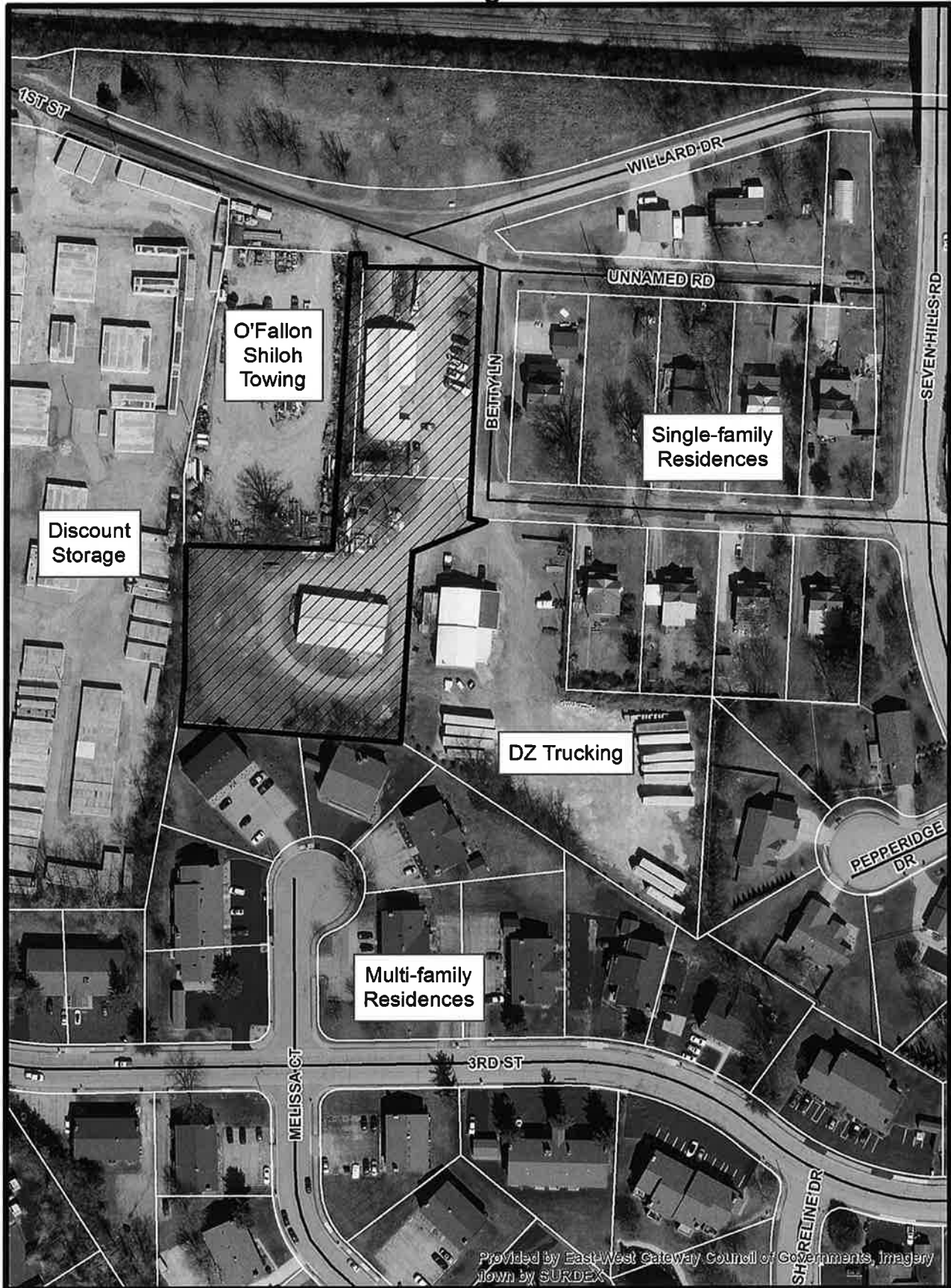


Provided by East-West Gateway Council of Governments, Imagery
down by SURDEX

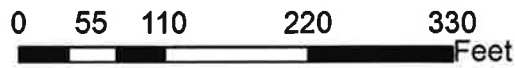
 Subject Property



P2014-06: DeMond Signs - Land Uses



Subject Property





MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: July 14, 2014
SUBJECT: Special Event Permit – St. Clare Church “Oktoberfest” (MOTION)

Project Summary

Applicant: Ryan Luechtefeld, St. Clare Catholic Church
Event: St. Clare Oktoberfest Festival
Date/Time: Friday, September 26th 6:00 PM to 11:00 PM & Saturday, September 27th from 4:00 PM to 11:00 PM
Location: St. Clare school grounds & grass area west of city hall

Event Details:

- Friday evening will consist solely of indoor activities (snacks, alcohol, and entertainment)
- 5K race starts at 4:30 PM on Saturday (see attached route - no additional road closures needed)
- Kids fun run starts at 5:15 PM on Saturday (on Third Street and parking lot - road closures already requested as part of festival grounds)
- Indoor events on Saturday include dinner & bingo
- Children's inflatables and rides Saturday 4:00 PM to 10:00 PM
- Beer and wine garden, live music and dancing Saturday 4:00 PM to 11:00 PM
- Basket raffle and cake wheel Saturday 4:00 PM to 11:00 PM
- Anticipated attendance is 100-200 on Friday and 500-800 on Saturday
- Toilet facilities will be provided at the church, school, and portable toilets
- Residents affected by the street closings will be contacted and provisions made for access during the street closure

Signage Request:

- None

City Assistance Request:

- Temporary handicap parking designated east side of Oak Street between 2nd and 3rd Street from 3:00 PM to 11:00 PM
- Street Closures (see attached site plan and narrative):
 - Third Street between Oak Street and Lincoln Avenue (providing access to Schildknecht Funeral Home)
 - Cherry Street between 2nd Street and just past 3rd Street
- Permission to use the city property (grass area west of city hall)

Notes:

- Event is consistent with last year's request.

Staff Recommendation

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

1. If possible, applicant will place a majority of the inflatables and games on the north side of Third Street to allow for easier access for EMS and fire trucks.
2. If an emergency occurs, all inflatables, games, etc. will need to be rapidly removed from the south side of the street to ensure access.

PD OK ✓
FD OK ✓
PW OK ✓

City Clerk OK ✓

CC



PLANNING & ZONING DEPARTMENT
255 S. Lincoln Avenue, 2nd 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
OR	
<input type="checkbox"/>	Provide \$50.00 application fee

RECEIVED JUL - 7 2014

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: St. Clare Oktoberfest

Location of Event: 3RD & Cherry Streets

Name of Event Organization: St. Clare Catholic Church

Mailing Address: 1411 Cross Street, O'Fallon, Ill

Business Address: SAME AS ABOVE Phone: 632-3562

Name of person in charge of event (applicant) and mailing address: Ryan Luechtesfeld,
1450 Gambier Terrace, O'Fallon, IL 62269 Phone: 593-3608

Secondary Contact Person: John Harter 406-9100

Beginning Date / Times: Sept 26, 2014 6pm Ending Date / Times: Sept. 27, 2014 11:00 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; traffic/parking plan; contingency plans for rain; plans for toilet facilities; security plan; expected attendance; etc).

ATTACHED [] NOT APPLICABLE

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

[] ATTACHED NOT APPLICABLE

4. Proof of not-for-profit status.

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): In Process
(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.

Ryan Luechtefeld
Signature of person in charge of event

7/07/2014
Date of Submission

FOR OFFICE USE ONLY

PLANNING & ZONING DIRECTOR ADMINISTRATIVE APPROVAL: () YES

NO *RL*

APPROVED PLANNING DIRECTOR & DATE _____

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

APPROVED: CITY COUNCIL _____ (DATE)

Narrative:

St. Clare Catholic Church's annual Oktoberfest Festival will take place on Friday, September 26, 2014 and Saturday, September 27, 2014. The following is a plan of the events.

FRIDAY NIGHT FUN and activities – held in the St. Clare School gym
Friday, September 26, 2014 from 6:00 - 11:00 pm. Includes a
Light menu of snacks and beverages including beer, wine, and
soft drinks.
Entertainment will include music and local talents.

5K RUN Saturday, September 27, 2014 on the O'Fallon and Shiloh
Streets (course listed below)
Registration begins at 3:00 pm
Race starts at 4:30 am.

Kid's FUN RUN – Saturday September 27, 2014 –held on the School
parking lot and Third street.
Kid's race starts at 5:15 pm

RUN ACTIVITIES: - Saturday, September 27, 2014- held on the school
parking lot. Activities for runners and children will coincide
with all other Oktoberfest events. Fruit and water will be
provided for runners before and after the race.

OKTOBERFEST FESTIVAL – St. Clare School Grounds and grassy area
behind the City Hall on Saturday, September 27, 2014 from 4:00 – 11:00 pm

Dinner served in the St. Clare School cafeteria with dining in the
school gymnasium from 4:00 PM until 7:00 PM

Bingo in the school gymnasium from 8:00 PM until 10:30 PM

Children's games from 4:00 PM until 11:00 PM

Children's inflatables and rides from 4:00 PM until 10:00 PM

Basket raffle from 4:00 PM until 11:00 PM on the festival grounds

Beer & Wine Garden from 4:00 PM until 11:00 PM on the festival grounds

Live music and dancing from 4:00 PM until 11:00 PM on the festival grounds

Cake wheel from 4:00 PM until 11:00 PM on the festival grounds

5K RUN COURSE

- Course begins at school parking lot 214 W 3rd Street, O'Fallon, IL
- Turn right on S Oak St.
- Turn Left on W State St. toward Charles St.
- Head North on Charles St.
- Head North on Hesse trail
- Continue North on Illini Drive towards Fairwood Hills drive
- Turn around cone prior to Fairwood Hills drive
- Follow Hesse trail back to State street
- Turn left on State Street
- Turn Right on Oak street
- Turn left on Third Street
- Finish prior to Cherry Street

For the 5k Run event, third street, and the school lot will already be closed to traffic for Oktoberfest event.

For the events held on the festival grounds, parking will be on the street. However, we propose using the East side of Oak Street between 2nd St and 3rd St to be temporarily designated as handicapped parking. This temporary designation will be in effect from 3:00 – 11:00 pm. This is noted on the attached site plan.

We anticipate approximately 100 – 200 people at the Friday evening event and 500 - 800 people throughout the Saturday evening event.

Street Closing and use of city property:

We request that Third Street be closed just west of N Lincoln Street to Oak (allowing vehicle access to the Schildknecht Funeral Home parking lot and the driveway for the residence at 107 W. 3rd St) from 7:00 am – midnight, Sep 27th. We anticipate closing the street beginning at the East side of Oak St. and ending at the West side of 107 W 3rd St. Additionally, we would like to close Cherry St beginning at the South side of Second St and ending at the South side of Third Street. We plan on placing the children's games, rides, inflatable attractions, and food booths in this area. Also, we would like permission to use the "grassy" area owned by the City that is located east of the School property bounded on the East by City Hall, on the South by Third St, and on the North by the alley. All residents affected by the street closings will be contacted and provisions made for access during the street closure.

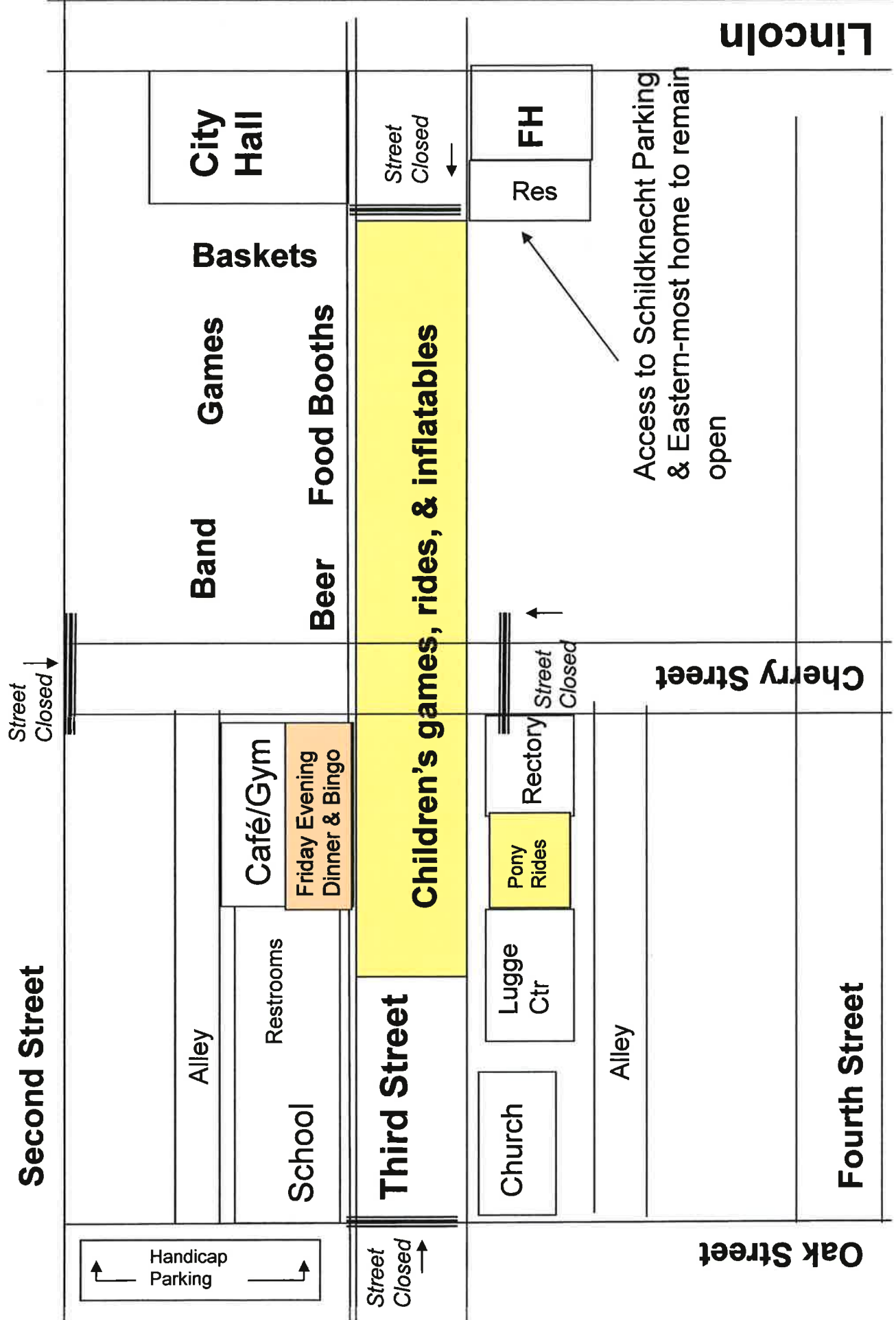
The attached site plan shows the proposed street closure.

Police/EMS:

The police department will be contacted in request for presence during the 5K Run. We are currently not requesting street closure or blockage for the 5K Run. We will provide signage and volunteers along the race route.

The school toilet facilities will be used for all Oktoberfest events including Friday evening, Saturday Run events and Saturday evening festival events. Additional portable toilets will be available on the festival grounds for all Saturday events.

St. Clare Oktoberfest September 26 & 27, 2014 Site Plan



Certificate of Coverage

Date: 7/7/2014

Certificate Holder Catholic Diocese of Belleville, Inc. Chancery Office 222 South 3rd Street Belleville, IL 62220	<p>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</p> <p>Company Affording Coverage</p> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
Covered Location St Clare Parish 214 W. Third Street O'Fallon, IL 62269	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

#	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8562	7/1/2014	7/1/2015	Each Occurrence	
					General Aggregate	500,000
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8562	7/1/2014	7/1/2015	Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is extended to include the City of O'Fallon, Illinois only for claims arising out of St. Clare Catholic Church use of city-owned property for its parish festival (Oktoberfest) on September 26 & 27, 2014.

Holder of Certificate Additional Protected Person(s) City of O'Fallon 255 S. Lincoln Ave. O'Fallon, IL 62269	Cancellation <p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative </p>
---	--

0037003322

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 9/26/2014

Cancellation Date of Endorsement: 9/28/2014

Certificate Holder: Catholic Diocese of Belleville, Inc.
Chancery Office
222 South 3rd Street
Belleville, IL 62220

Location: St Clare Parish
214 W. Third Street
O'Fallon, IL 62269

Certificate No. 8562 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.


It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)

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

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage is extended to include the City of O'Fallon, Illinois only for claims arising out of St. Clare Catholic Church use of city-owned property for its parish festival (Oktoberfest) on September 26 & 27, 2014.


Authorized Representative

copy



Date submitted: 7-7-14

**SPECIAL EVENT PERMIT APPLICATION
(NON-LICENSE HOLDER)**

**REQUEST FOR APPROVAL TO SELL OR SERVE ALCOHOL FOR A SPECIAL
EVENT**

1. Name of not-for-profit corporation St. Clare Catholic Church
or other _____
(Charitable or religious organization; other not-for-profit organization)
2. Mailing address 1411 Cross St. O'Fallon, IL 62269
Telephone 618-632-3562
3. Date of incorporation: _____
(or attach Department of Revenue Tax Exempt Letter)
4. Will this event be held on City property/City street? Yes No
5. Location of event Third St and Cherry Streets, O'Fallon, IL
6. Date(s) of event Sept 26, 2014 & Sept 27, 2014
7. Type of event fund raiser
8. Have you had any other events approved with the last twelve months?
Yes No If yes, how many? _____
9. Have you or any officer or director of your corporation ever had a liquor license denied? Yes No
10. Have you or any officer or director of your corporation ever had an application for a liquor license suspended or revoked? Yes No
11. If the event will be held on city property, attach a certificate of insurance naming the City of O'Fallon as additional insured on general and liquor liability coverage in the amount of \$1,000,000 each. If the event is not on City property, attach the certificate of liquor liability only.

Margaret Warter
Applicant signature

Subscribed and sworn to before me this
7th day of July 2014.

Maryanne Fair
Notary Public



Certificate of Coverage

Date: 6/25/2014

Certificate Holder Catholic Diocese of Belleville, Inc. Chancery Office 222 South 3rd Street Belleville, IL 62220	<p>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</p> <p>Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154</p>
Covered Location St Clare Parish 214 W. Third Street O'Fallon, IL 62269	

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8562	7/1/2014	7/1/2015	Each Occurrence	500,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability	8562	7/1/2014	7/1/2015	Each Occurrence	1,000,000
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Coverage is verified for St Clare Parish for Liquor Liability (Dram Shop) at their Parish Festival (Oktoberfest) 214 W. Third Street, O'Fallon, IL 62269 on September 26 & 27, 2014.

Holder of Certificate City of O'Fallon, IL and State of Illinois Liquor Commission Springfield, IL	Cancellation <p>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>Authorized Representative <i>Michael A. [Signature]</i></p>
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0037002946



MEMORANDUM

TO: Community Development Committee
FROM: Anne Stevenson, Assistant City Planner
THROUGH: Ted Shekell, Planning Director
DATE: July 14, 2014
SUBJECT: Special Event Permit – “Founders All Day Fest” (MOTION)

Project Summary

Applicant: Lauren Vardaman of Global Brew
Event: Founders All Day Fest
Date/Time: Friday, August 15th; 1pm to 11:59pm
Location: Global Brew- 455 B Regency Park Drive

Event Details:

- Event will take place behind the building
- Approximately 5 parking spaces will be used for the event
- Live music, beer sales, ping pong tournament
- Expected attendance is approximately 300 throughout the time of the event
- Food truck may be parked in the back of the building near the event area

Signage Request:

- None

City Assistance Request:

- None

Notes:

- Special Event Liquor License has been submitted to the City Clerk
- Fire lane access will be maintained (as shown on the attached site plan)

Staff Recommendation

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

FD OKV
PD OKV
CC OKV

CC



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

CITY OF O'FALLON

JUL - 7 2014

DATE PAID

RECEIVED JUL - 7 2014

APPLICATION FOR A SPECIAL EVENT PERMIT



Event Name: Founders All Day Fest
Location of Event: 455-B Regency Park, O'Fallon IL 62269
Name of Event Organization: Global Brew Tap House & Lounge
Name of person in charge of event (applicant) and mailing address: Lauren Vardaman
455-B Regency Park, O'Fallon IL 62269
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: Aug 15 2014 / 1:00p Ending Date / Times: Aug 15 2014 / 11:59p

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

Liquor Special Event
fwd. to City Clerk 7-7-14

- 7. Liquor license information for beer sales (including hours of sale): fwd. to City Clerk 7-7-14
(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.

Lauren Vardaman
Signature of Applicant/ person in charge of event

03 July, 2014
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES ~~(X)~~ NO ADS

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 - 1:00 pm through 11:59pm

Activities provided - live music, beer sales, ping pong tournament

Signage- none

Traffic/Parking plan - our existing parking lot

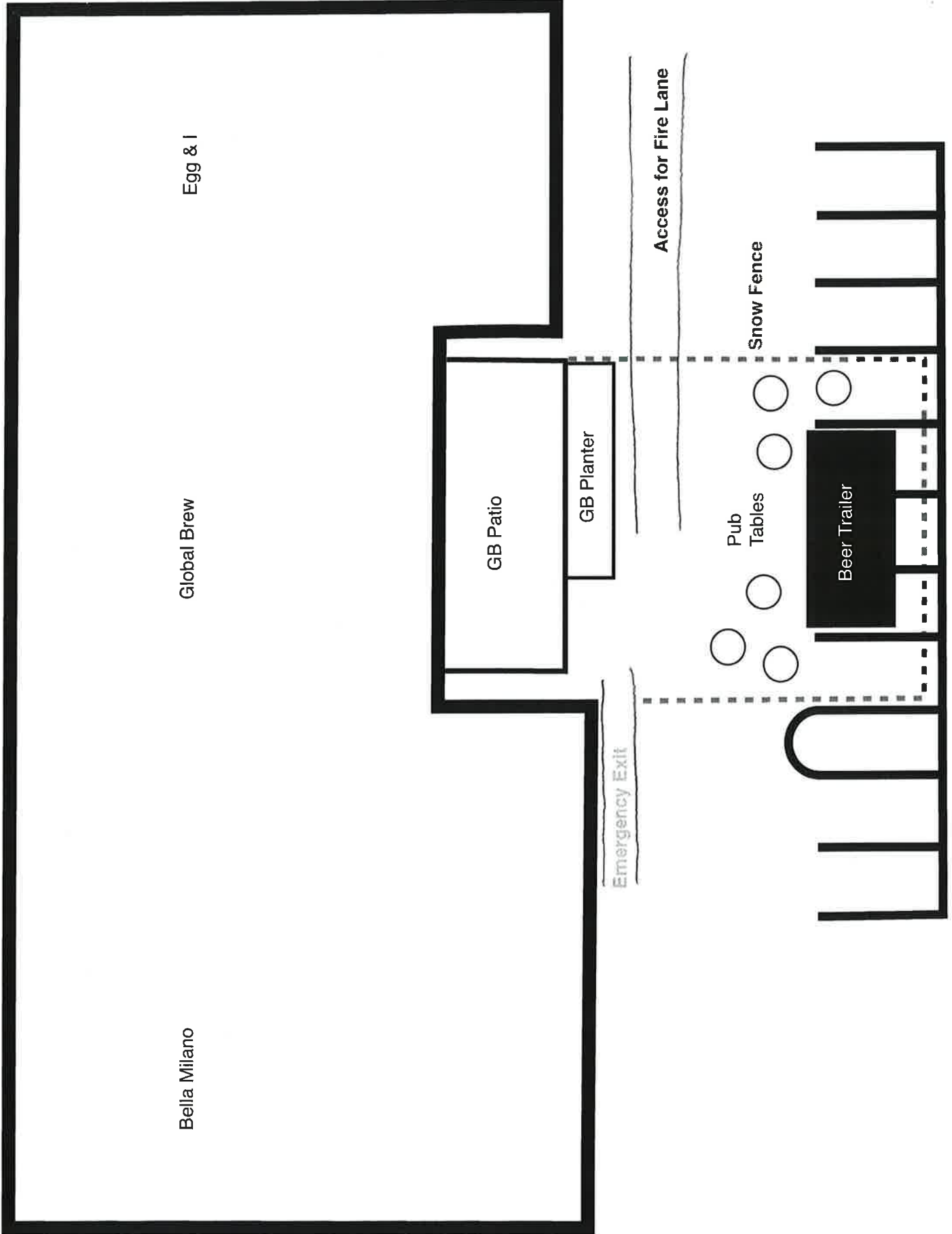
Contingency plans for rain - move customers inside Global Brew

Plans for toilet facilities - the existing facilities inside Global Brew

Security plan - additional staff members on site

Expected attendance - 300 people, not all at once

Additional information - none



Letter ID: L0501901792



STATE OF ILLINOIS
LIQUOR CONTROL COMMISSION
Governor Pat Quinn

1A-0105006

License Number

IN ACCORDANCE WITH THE LIQUOR CONTROL
ACT OF 1934, THIS CERTIFIES THAT:

GLOBAL BREW INC
GLOBAL BREW TAP HOUSE & LOUNGE
455 REGENCY PARK
STE B
O FALLON IL 62269-1998
St. Clair

HAS PAID ALL FEES AND IS ISSUED A LICENSE IN THE FOLLOWING CLASS:	RETAILER COMBINED	
ISSUE DATE:	04/29/14	Effective: 05/01/14
THIS LICENSE EXPIRES ON:	04/30/15	

THIS LICENSE NOT TRANSFERABLE
AS TO PRINCIPAL

Sales Tax Acct # 40056023

THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW
IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Warehouse: N/A



MEMORANDUM

TO: Community Development Committee
FROM: Justin Randall, Senior City Planner
THROUGH: Ted Shekell, Planning Director
DATE: July 14, 2014
SUBJECT: Special Event Permit – “Craft Brew Bash” (MOTION)

Project Summary

Applicant: Ryan High of Global Brew
Event: Craft Brew Bash
Date/Time: Saturday, September 6th; 11:00 AM to 8:00 PM
Location: O'Fallon Community Park

Event Details:

- Event will take place in O'Fallon Community Park
- Activities include: live music, food sales, beer sales, t-shirt and other vendors
- Event will utilize street and public parking opportunities
- Expected attendance is estimated at 5,000 people attending the vent
- Existing park facilities and additional port-a-johns will be rented
- Local law enforcement will be enlisted in addition to the event staff and volunteers

Signage Request:

- A banner across South Lincoln Avenue around 620 S. Lincoln Ave. (August 6th – September 8th)
- 15 – 12" x 18" signs along streets adjoining Community Park (August 6th – September 7th)

City Assistance Request:

- Applicant is requesting police officers to assist in providing security at the event

Notes:

- Special Event Liquor License has been submitted to the City Clerk
- Global Brew has hosted 4 very successful events of this nature in Edwardsville

Staff Recommendation

The Clerk's Office, Public Works Department, and Fire Department had no issues with the request. The Parks Department and Police Department are in discussions with event coordinators on finalizing staffing needs, costs associated with the event (park facility fee, park maintenance supply fees, etc.), and final layout of the event. Staff recommends approval of the Special Event Permit, with the following conditions:

1. The fees associated the Police Department for assisting in providing security shall be paid prior to the event.
2. Insurance policy for the banner must be provided prior to installation.
3. The banner has to have slots cut in it to prevent sail.

FD OK

PD see comment

PW OK

P+R OK w/ comments

CC OK



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

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

RECEIVED JUL - 7 2014

APPLICATION FOR A SPECIAL EVENT PERMIT



Event Name: Global Brew Craft Brew Bash

Location of Event: O'Fallon Community Park

Name of Event Organization: Global Brew Tap House & Lounge

Name of person in charge of event (applicant) and mailing address: Ryan High
455-B Regency Park, O'Fallon IL, 62269

Phone: (618) 889-1777 E-Mail: ryanh@globalbrew.com

Secondary Contact Person: Lauren Vardaman / Chelsea Pinkel

Phone: (618) 789-1241 E-Mail: laurenv@globalbrew.com

Beginning Date / Times: 09/06/2014 11:00am Ending Date / Times: 09/06/2014 8:00pm

CITY OF O'FALLON
JUL - 7 2014
DATE PAID

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

Liquor Special Event
fwd. to City Clerk 7-7-14

7. Liquor license information for beer sales (including hours of sale): fwd. to City Clerk 7-7-14
(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, Food Vendors still being determined

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.

Lauren Vardaman
Signature of Applicant/ person in charge of event

03 July 2014
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO ABS

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 - 11:00am through 8:00pm

Activities provided - live music, food sales, beer sales, t-shirt vendors, additional vendors

Signage- 1 banner on South Lincoln - 3'x12', 15 signs along the surrounding streets - 12"x18"
← a month before →

Traffic/Parking plan - local street and public parking will be utilized

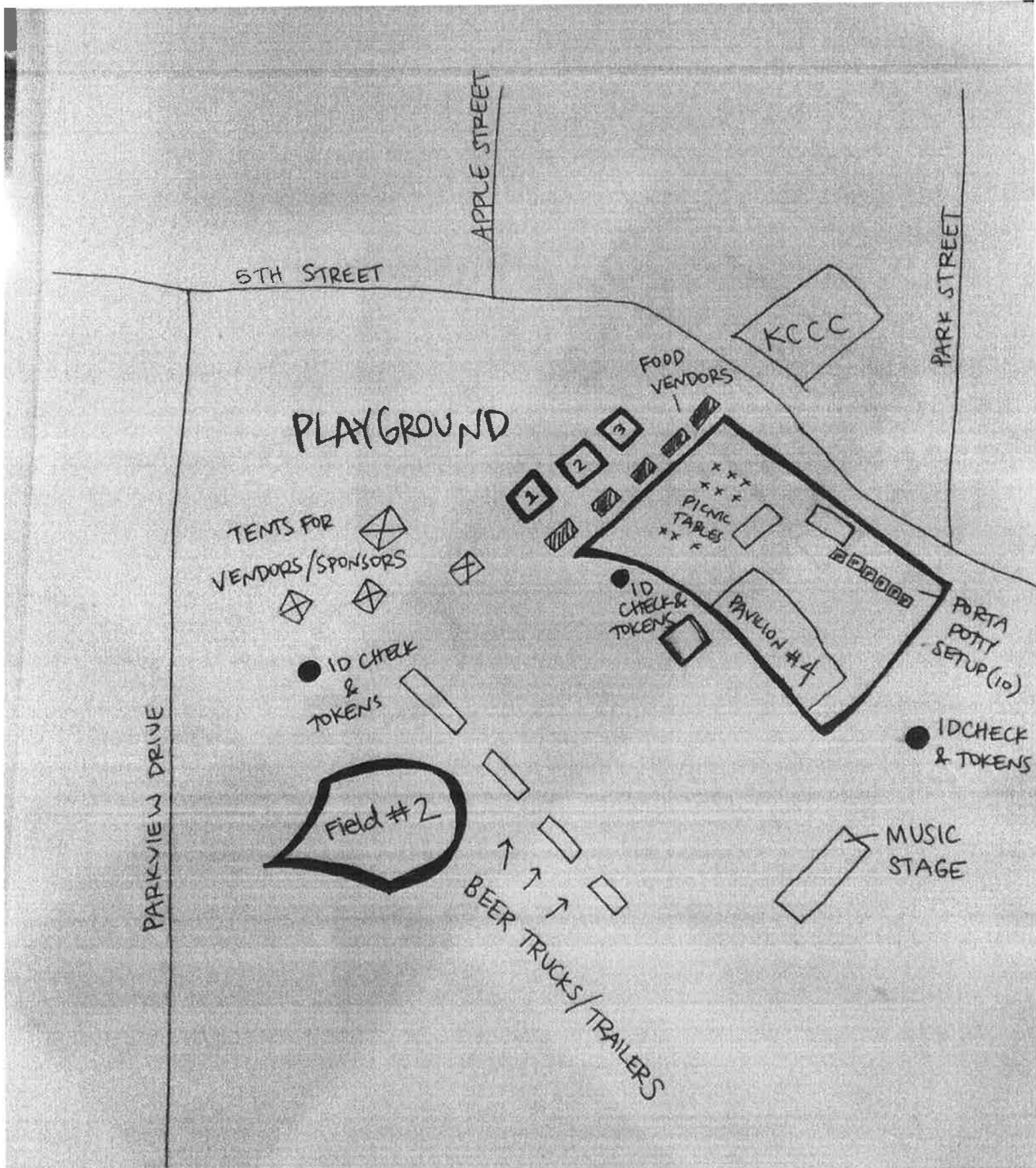
Contingency plans for rain - a large tent will be provided over the grassy seating area as well as usage of the permanent pavilions in the park areas

Plans for toilet facilities - the standing facilities will be used as well as the additional port-a-johns we will rent

Security plan - local law enforcement will be enlisted in addition to the responsibilities of the event staff and volunteers

Expected attendance - approximately 5,000 people

Additional information - we have hosted 4 very successful events of this same nature in Edwardsville; our expertise and commitment to the community aid in ensuring a smooth and beneficial event for all parties involved



GLOBAL BREW • GR CRAFT BREWERY

Letter ID: L0501901792



STATE OF ILLINOIS
LIQUOR CONTROL COMMISSION
Governor Pat Quinn

1A-0105006

License Number

IN ACCORDANCE WITH THE LIQUOR CONTROL
ACT OF 1934, THIS CERTIFIES THAT:

GLOBAL BREW INC
GLOBAL BREW TAP HOUSE & LOUNGE
455 REGENCY PARK
STE B
O FALLON IL 62269-1998

St. Clair

HAS PAID ALL FEES AND IS ISSUED A LICENSE IN THE FOLLOWING CLASS:	RETAILER COMBINED	
ISSUE DATE:	04/29/14	Effective: 05/01/14
THIS LICENSE EXPIRES ON:	04/30/15	

THIS LICENSE NOT TRANSFERABLE
AS TO PRINCIPAL

Sales Tax Acct # 40056023

THIS LICENSE MUST BE FRAMED AND HUNG IN PLAIN VIEW
IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Warehouse: N/A

Banner location: South Lincoln

Banner size: 3' x 12'

Dates: August 8 - September 8

Banner example:



Lauren Vardaman
Global Brew, Inc.
O: (618) 632-1818
C: (618) 789-1241

On Jul 11, 2014, at 1:48 PM, Justin Randall <jrandall@ofallon.org> wrote:

Lauren,

We are trying to get the packet out to for Monday night, can you send me the picture of the banner?

Justin Randall
Senior Planner
City of O'Fallon, IL
255 S. Lincoln Avenue
(618) 624-4500 x 4
jrandall@ofallon.org

From: Justin Randall
Sent: Friday, July 11, 2014 12:29 PM
To: 'laurenv@globalbrew.com'
Cc: Anne Stevenson
Subject: RE: Banner over street for Craft Beer Event

Lauren,