



AGENDA
COMMUNITY DEVELOPMENT COMMITTEE
Monday, July 27, 2015

6:00 PM

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

I) Roll Call

II) Approval of Minutes – July 27, 2015

III) Items Requiring Council Action – Monday, August 3, 2015

A. SEPA – Peel Oktoberfest (Motion)

IV) Other Business: None

NEXT MEETING: September 14, 2015 – 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, July 27, 2015

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, Ray Holden, Harlan Gerrish, and Jerry Mouser. *Other Elected Officials Present:* Mike Bennett, Richie Meile, Herb Roach, Kevin Hagarty, Bob Kueker, and Ned Drolet. *Staff:* Walter Denton, Pam Funk, Ted Shekell, Jim Cavins, and Justin Randall. *Visitors:* Vern Malare, Rich Gorazd, Keith Carson, Ron Zelms, Gene Hebenstreit, Stephanie Hebenstreit, Donald Osborn, and David Wittenaner.
- II) **Approval of Minutes from Previous Meeting** – All ayes. Motion carried.
- III) **Items Requiring Council Action**
 - A. SEPA – St. Clare Church “Oktoberfest” (Motion) – Justin Randall informed the committee on the special event permit and the requests of the church for city assistance. Randall added the event was consistent with last year’s event and very similar in nature to previous approvals. The committee discussed the event and recommended approval of the special event permit with a vote of 5-0.
 - B. Bethel Farms (Multiple Action Items) – Justin Randall brief overview of the Bethel Farms subdivision located off of Bethel Road, west of Bowler Road. Randall provided the committee with an explanation of the preliminary plat, zoning and annexation of the property. Randall informed the committee there was an existing annexation agreement that provided agreements for zoning, street layout and water and sanitary sewer service. Randall indicated the agreement included the standard language for an annexation agreement, including the annexation fee and park fees. Rich Gorazd provided the committee with additional information on the subdivision. The committee discussed the proposed subdivision and recommended moving the resolution and ordinances forward with a vote of 5-0.
 - C. Steph’s Café – Planned Use (1st Reading) – Justin Randall gave an overview of the planned use for Steph’s Café. Randall indicated the planned use was evaluated based on the business being a bar / tavern instead of a restaurant. Randall indicated the site could accommodate the use in terms of parking, but would limit the use of the remaining tenant space to uses that are parked at 4 spaces per 1,000 square feet of gross floor area. Gene Hebenstreit of Steph’s Café provided additional information on the business. The committee discussed the planned use and the concerns they had with a free standing gaming facility of this nature. The motion to recommend the application failed, thus the application moves to City Council without a recommendation.
 - D. Lake at St. Ellen’s Plaza (Multiple Action Items) – Justin Randall brief overview of the resubdivision of Lake at St. Ellen’s Plaza located on the east side of Old Collinsville Road. Randall provided the committee with an explanation of the preliminary plat and zoning. Randall informed the committee all of the infrastructure was in place except for the sidewalks. The committee discussed the proposed subdivision and recommended moving the resolution and

ordinance forward with a vote of 5-0, with an additional condition that a stop sign is required at the intersection of Executive Plaza Drive and Lake St. Ellen Drive.

- E. Sidewalk Dining Regulations – Text Amendment (1st Reading) – Justin Randall provided the committee with an overview of proposed text amendment that would add language to allow downtown restaurants to have outdoor seating on the public sidewalk. Randall explained there would be conditions that the businesses would have to meet to ensure compliance with ADA regulations and also type of furniture and time limits. Randall explained there would be a yearly permit issued by the Director, but at any time if there was an application that staff was concerned with, the Director could bring the application to the City Council for review. The committee recommended moving the text amendment forward with a vote of 5-0.

IV) Other Business - None

MEETING ADJOURNED: 6:30 PM

NEXT MEETING: August 10, 2015 – 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: August 24, 2015
SUBJECT: Special Event Permit – Peel Brewing Company “Oktoberfest” (MOTION)

Project Summary

Applicant: Brandon Case, Peel Wood Fired Pizza and Brewery
Event: Peel Brewing Company Oktoberfest
Date/Time: Saturday, September 19th from 12:00 PM to 7:00 PM
Location: Peel Wood Fired Pizza and Brewery and Cherry Street, between 1st Street and 2nd Street

Event Details:

- Event will include food, beer and bands in the building and on Cherry Street, between 1st Street and 2nd Street.
- Bands will play music from 12:00 PM to 2:00 PM and 3:00 PM to 7:00 PM.
- Applicant has permission from the Labor Hall to use the grassy area on Cherry Street for tables and chairs for seating and dining.
- Applicant has discussed the event with residences on 2nd Street and businesses on 1st Street.
- Additional parking has been arranged with St. Clare School and the use of other public parking lots around the area (City Hall, City Hall Annex).
- Toilet facilities will be provided in the business and additional portable toilets will be provided.
- The event is a ticket sales only event, with the expectation of 300-500 tickets sold for the event.

Signage Request:

- Yard sign on State Street and other yard signs to direct traffic to alternative parking locations.

City Assistance Request:

- Street Closures:
 - Cherry Street between 1st Street and 2nd Street

Notes:

- This is the first event of this nature proposed by Peel.

Staff Recommendation

City staff has reviewed and has received input from city departments for the event. The Fire Department requested clear access be maintained to the Fire Department Connection. The Public Safety Department has request due to the nature of the event for the applicant to hire officers to assist with security for the event. At the time of this report, the length of time the officers will need to be present is still being discussed with Chief Van Hook. Staff is recommending approval of the Special Event Permit with the following conditions:

1. Clear access to the Fire Department Connection must be maintained throughout the event.
2. Two police officers will be required to assist in providing security for the event, with the timing of the assistance to be determined in advance of City Council approval.
3. The O'Fallon Public Safety Director or the onsite officer supervising the police protection, shall have the authority if deemed necessary, to request mutual aid from other municipal police departments, the St. Clair County Sheriff's Department and the Illinois State Police. All expenses and costs related to the mutual aid shall be borne by and paid by Peel Wood Fired Pizza and Brewery to the department providing the mutual aid.
4. No glass bottles or mugs shall be used outside of the Peel Wood Fired Pizza and Brewery building.
5. Alcohol shall not leave the perimeter of the event.
6. Cherry Street shall be cleaned up and open to traffic one hour after the conclusion of the event.

PD _____
FD _____
PW _____
P+R _____
City Clerk _____



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 *\$3324*

CITY OF O'FALLON
AUG 12 2015
DATE PAID

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Name: Peel Brewing Co. Oktoberfest

Location of Event: 104 South Cherry St. / Cherry Street

Name of Event Organization: Peel Wood Fired Pizza + Brewery

Name of person in charge of event (applicant) and mailing address: Brandon Case
104 South Cherry St., O'Fallon, IL 62269

Phone: 618-806-4523 E-Mail: brandon@peelpizza.com

Secondary Contact Person: Jason Castillo (General Manager)

Phone: 618-726-2244 E-Mail: jason@peelpizza.com

Beginning Date / Times: 19 Sept. 2015 Noon Ending Date / Times: 19 Sept. 2015 7p.m

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): 12:00pm to 7:00pm
(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 * Attached Letter *

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.

Brandon Case
Signature of Applicant/ person in charge of event

12 August 2015
Date of Submission

FOR OFFICE USE ONLY

ELIGIBLE FOR ADMINISTRATIVE APPROVAL? () YES NO MC

ADMINISTRATIVE APPROVAL CONDITIONS:

APPROVED BY COMMUNITY DEVELOPMENT DIRECTOR & DATE _____

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

APPROVED: CITY COUNCIL _____ (DATE)

NARRATIVE

Please include:

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

Narrative:

The event will be held 19 September 2015 from Noon to 7p.m.

Food / Drinks / Bands possibly some games / contests.

Most signage will be near or on our building. We would

also like to request permission for "yard signs" to be allowed

near state street to direct additional parking in the

St. Clare lot. Parking will be in the lots & on streets &

additional parking in St. Clare lot (with their permission).

event will go off rain or shine tents will be available

if needed. Toilets will be located outside (rental) also

we have a Male & Female restroom inside Peel. Event will

be heavily staffed by Peel members for security & alcohol consumption.

wrist bands will be required for alcohol. First time for

this event so we are expecting 300 to 500 people throughout

I:\P & Z\SEPA\Application NARRATIVE blank.docx the day.

① Street Dept. will need to provide proper barricades & signage to stop traffic.

* ② Parks Dept. - if they could provide fencing to keep people from entering non event space west of cherry street & green space.

Peel Wood Fired Pizza & Brewery Oktoberfest 19 Sept. 2015

"Green Space Area"

Tables + chairs for seating + dining

Labor Hall

Lukenbeath Too

Side walk

BEER

BEER

Outdoor restrooms

Bands Stage

Street Closed

N ↓ 1st St

4-way Stop
2nd Street Closed

Cherry Street
Tables + chairs
(over flow)

side walk Food Area

Registration Tent

Front sidewalk

Peel Wood Fired Pizza
& Brewery Current location

Indoor Restrooms (2nd Floor)

~~Parking Lot~~

Brad McMillin Realty

1415 W Hwy 50
O'Fallon, IL 62269


August 10, 2015

To whom it may concern,

I, Brad McMillin, owner of the property 104 S Cherry St. in O'Fallon, IL, hereby authorize consent for Peel Brewing Company to host their event on Saturday, September 19th. If there are any questions please feel free to contact me at 618-830-3517.

Thank you,

Brad McMillin

A handwritten signature in black ink that reads "Brad McMillin". The signature is written in a cursive style with a large, sweeping initial "B".

Owner, Brad McMillin Realty



800DEGR-01

BALDWIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Charles L. Crane Agency Co. 100 N Broadway, Ste 900 Saint Louis, MO 63102	CONTACT NAME: G. Steven DeMaster Inc.	
	PHONE (A/C, No, Ext): (314) 241-8700	FAX (A/C, No): (314) 444-4970
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Secura Insurance, A Mutual Company		22543
INSURER B: Security National Insurance Co		19879
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 800 Degree Wood Fired Pizza LLC
 801 Degree Wood Fired Pizza LLC
 dba Peel Wood Fired Pizza
 921 Arbor Vitae, Suite 101
 Edwardsville, IL 62025

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CP3233184	02/03/2015	02/03/2016	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CP3233184	02/03/2015	02/03/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CU3233185	02/03/2015	02/03/2016	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SWC1053622	09/21/2014	09/21/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Liquor Liability			CP3233184	02/03/2015	02/03/2016		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

801 Degree Wood Fired Pizza LLC dba Peel Wood Fired Pizza & Brewery @ 104 South Cherry Street, O'Fallon IL 62269

Saturday 19 September 2015 City of O'Fallon Name of Event - Peel Brewing Co. Oktoberfest Location - 104 South Cherry Street and Cherry Street (closing down the street running parallel to us for 1 block) Time of Event 12 pm to 7 pm

CERTIFICATE HOLDER**CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W Eric Benoit

© 1988-2014 ACORD CORPORATION. All rights reserved.

STATE OF ILLINOIS

COUNTY OF ST. CLAIR

License Classification: F Yearly

Number: 13030

\$900.00

CITY OF O'FALLON

IN PURSUANCE OF AUTHORITY


Permission is hereby given to 801 DEGREES WOOD FIRED PIZZA LLC D/B/A PEEL WOOD FIRED PIZZA, to sell Retail Alcoholic Liquor & Malt Beverages at 104 S CHERRY ST., in the said City, from the 1st day of May A.D. 2015, until the 30th day of April A.D. 2016, at 11:59 o'clock PM, subject to the Ordinances of said City in such cases made and provided, and to revocation by the Mayor of said City at any time at his discretion.

Witness the hand of the Mayor of said City and the Corporate Seal thereof, this 10th day of April 2015.



ATTEST:

Philip A. Goodwin, City Clerk


Gary L. Graham, Mayor



July 17, 2014

State of Illinois
Liquor Control Commission
100 W. Randolph St., Ste 7-801
Chicago, Illinois 60601

Reference: 801 Degrees Wood Fired Pizza, LLC

Dear Liquor Commissioner:

The City of O'Fallon has been apprised that the officers for 801 Degrees Wood Fired Pizza, LLC d/b/a Peel Wood Fired Pizza and Brewery located at 104 South Cherry Street, O'Fallon are as follows:

Patrick Thirion
Brandon Case

Letter ID:L0215399184



STATE OF ILLINOIS
LIQUOR CONTROL COMMISSION
Governor Bruce Rauner

1C-1124075
License Number

IN ACCORDANCE WITH THE LIQUOR CONTROL ACT OF 1934, THIS CERTIFIES THAT:
801 DEGREES WOOD FIRED PIZZA
PEEL WOOD FIRED PIZZA
104 S CHERRY ST
O FALLON IL 62269-2046
St. Clair

HAS PAID ALL FEES AND IS ISSUED A LICENSE IN THE FOLLOWING CLASS:		BREW PUB COMBINED	
ISSUE DATE:	06/16/15	Effective:	07/01/15
THIS LICENSE EXPIRES ON:	06/30/16		

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

Sales Tax Acct # 41400372

THIS LICENSE NOT TRANSFERABLE AS TO PRINCIPAL



ST. CLAIR COUNTY HEALTH DEPARTMENT

19 PUBLIC SQUARE, SUITE 150
BELLEVILLE, ILLINOIS 62220-1624
www.health.co.st-clair.il.us



Tracey L. Biermann, D.C.
President, Board of Health

Barbara A. Hohlt, B.S., L.E.H.P., R.E.H.S.
Executive Director

Administrative/Fiscal
618.233.7703
618.825.4443 fax

Community Health
618.233.7703
618.233.7713 fax

Communicable Disease
618.233.6175
618.233.9356 fax

Environmental /
Emergency Preparedness
618.233.7769
618.236.0676 fax

Personal Health
618.233.6170
618.236.0821 fax

August 6, 2015

801 Degrees Wood Fired Pizza- (Peel)
104 South Cherry St.
O'Fallon IL 62269

Re: Facility Compliance

Dear City Official:

As of August 6, 2015, Brandon Case, with Peel – 801 Degrees Wood Fired Pizza has contacted the health department and verified that a separate application for a permit to operate a special event on September 19, 2015 has been reviewed. No additional permit is necessary. The St. Clair County Health Department, Environmental Health Division, Belleville, Illinois will be conducting their routine inspection to verify compliance with the St. Clair County Retail Food Establishment Sanitation Ordinance (19-4).

Upon review of the inspection regulations, it was concluded that no additional permit is required for a single day event. This facility meets the requirements of the Ordinance with food preparation occurring in their existing kitchen as the commissary.

If you have any questions, please feel free to contact me at (618)233-7769, Monday thru Friday, 8:00 a.m. to 4:00 p.m.

Sincerely,

Sharon Valentine
Environmental Health Manager

