

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Kevin Geary Sean Herron Mari Johnson Rick Montalto David Paluch</p>
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June 23, 2015
Special Board Meeting
4:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Ordinance: Approval of a Temporary Use - Legion
5. Adjournment

**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR
MIKE FERENCAK, VILLAGE PLANNER
SUBJECT: RESOLUTION: APPROVING A TEMPORARY USE AT 65 1ST
STREET FOR SUGAR GROVE AMERICAN LEGION
AGENDA: JUNE 23, 2015 REGULAR VILLAGE BOARD MEETING
DATE: JUNE 18, 2015

ISSUE

Should the Village Board approve a Temporary Use for a group of assembly activity at 65 1st Street for the Sugar Grove American Legion's Bean Bag Tournament.

DISCUSSION

The Sugar Grove American Legion submitted an application for Temporary Use permit in order to host a Bean Bag Tournament on Sunday, June 28, 2015 from 10:00 am to 10:00 pm at its site, 65 1st Street. Parking may also be available at the Sugar Grove Township Highway Department building across the street, 70 1st Street.

According to the Village of Sugar Grove Zoning Ordinance Section 11-4-8 Temporary Uses, the Village Board may approve of temporary uses, provided that a written review, including findings, is completed by staff, the temporary use is granted with a specific time limit, and subject to any conditions which may be necessary to ensure the public health, safety, and general welfare.

This request is for a group of assembly activity. Group of assembly activities may be allowed daily for two weeks, three times per calendar year. The request is only for one day. The event would include the bean bag equipment in the parking lot and alcohol would be served.

Staff's review of the request including responses to Section 11-4-8-E Findings, Section 11-4-8-F Temporary Use Permit, and Section 11-4-8-G Conditions is attached.

The specific request is for Temporary Use for a group of assembly activity at 65 1st Street, pursuant to the Village of Sugar Grove Zoning Ordinance Section 11-4-8 Temporary Uses, Structures, and Buildings.

Staff has reviewed this request and recommends approval subject to the following conditions:

1. That this Temporary Use is only valid for June 28, 2015 and is limited to the 65 1st Street and 70 1st Street properties.
2. That this Temporary Use is only valid for the Sugar Grove American Legion and attendees at this event.
3. That all areas shall be completely cleaned of equipment and debris by the following day after termination of the Temporary Use.
4. That the property shall be maintained in compliance with all Village codes and ordinances during the course of the event.
5. That service of alcoholic beverages is allowed as permitted by the Illinois and Sugar Grove Liquor Commissions.

The following items are attached for your information:

1. Temporary Use application / Certificate of Insurance
2. Letter from Township (to be provided prior to meeting)
3. Staff's review.
4. Draft Resolution.

COST

There is no cost associated with this request.

RECOMMENDATION

That the Village Board approve Resolution 2015-0623_ Approving a Temporary Use at 65 1st Street for the Sugar Grove American Legion.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 2015-0623

**A Resolution Approving a Temporary Use for a Group of Assembly Activity
at 65 1st Street for Sugar Grove American Legion Bean Bag Tournament**

Adopted by the
Board of Trustees and President
of the Village of Sugar Grove
this 23rd day of June, 2015

Published in Pamphlet Form
by authority of the Board of Trustees
of the Village of Sugar Grove, Kane County, Illinois
this 23rd day of June, 2015

RESOLUTION NO. 2015-0623

**A Resolution Approving a Temporary Use for a Group of Assembly Activity
at 65 1st Street for Sugar Grove American Legion Bean Bag Tournament**

BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

WHEREAS, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

WHEREAS, the subject property is proposed for a Temporary Use to allow a group of assembly activity; and,

WHEREAS, the subject property is governed by Section 11-4-8 Temporary Uses, Structures, and Buildings of the Sugar Grove Zoning Ordinance and this temporary use requires Village Board approval; and,

WHEREAS, the Village Board has reviewed and approved this temporary use subject to conditions.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

SECTION ONE: CONDITIONS OF APPROVAL

That the Temporary Use for a special event at 65 1st Street (Sugar Grove American Legion) is hereby approved, subject to the following conditions:

1. That this Temporary Use is only valid for June 28, 2015 and is limited to the 65 1st Street and 70 1st Street properties.
2. That this Temporary Use is only valid for the Sugar Grove American Legion and attendees at this event.
3. That all areas shall be completely cleaned of equipment and debris by the following day after termination of the Temporary Use.
4. That the property shall be maintained in compliance with all Village codes and ordinances during the course of the event.
5. That service of alcoholic beverages is allowed as permitted by the Illinois and Sugar Grove Liquor Commissions.

SECTION TWO: REPEALER

That all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of any such conflict.

SECTION THREE: SEVERABILITY

Should any provision of this resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this resolution.

SECTION FOUR: EFFECTIVE DATE

This resolution shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 23rd day of June, 2015.

P. Sean Michels
President of the Board of Trustees
of the Village of Sugar Grove,
Kane County, Illinois

	Aye	Nay	Absent
Geary	___	___	___
Herron	___	___	___
Johnson	___	___	___
Montalto	___	___	___
Paluch	___	___	___

ATTEST:

Cynthia L. Galbreath
Clerk, Village of Sugar Grove



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/09/2015

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 Hauxwell Insurance Group 540 N Lapeer Rd - 393 Lake Orion, MI 48362	CONTACT NAME:	Rob Hauxwell	
	PHONE (A/C No. Ext):	888-959-3090	FAX (A/C, No): 888-959-3091
	E-MAIL ADDRESS:	Rob.Hauxwell@HauxwellInsuranceGroup.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Conifer Insurance Company		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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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	<input checked="" type="checkbox"/> 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 type="checkbox"/> LOC OTHER:			CICP 003109	04/09/2015	04/09/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CICP 003109	04/09/2015	04/09/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			CICP 003109	04/09/15	04/09/16	\$1,000,000 Per Occ \$1,000,000 Policy Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate is in regards to the Bean Bag Tournament on June 28th, 2015, from 10am - 10pm, located in the Sugar Grove American Legion parking lot.

CERTIFICATE HOLDER Village of Sugar Grove 10 S. Municipal Drive Sugar Grove, IL 60554	CANCELLATION 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
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Special and Temporary Events

10 S. Municipal Drive
Sugar Grove, IL 60554
Phone 630-466-4507
Fax 630-466-4521

Guidelines and Permit Process

The Special/Temporary Events process has been established in order to safeguard the public health, safety, and general welfare and prevent the creation of any nuisance or annoyance to the occupants of adjacent buildings, premises or property, and the general public.

All organizations and businesses, both non-for-profit and for-profit, are required to submit an application for a Special Temporary Event and obtain Village Board approval to conduct any groups of assemble e.g., outdoor festival, street fair, carnival, circus rodeos, and sport events, located on any public way or private property. *This provision does not apply to a business's normal scope of operations, such as recitals or other routine student performances and other activities not open to the general public that are customary and incidental to the businesses.*

Your application, and site plan and all other required documentation MUST be received at least EIGHT (8) WEEKS prior to the proposed date of your event in the office of the Village Clerk. The Village Clerk will forward the pertinent information to the applicable departments. Applications must be filled out completely in order to be processed. Do not put "same as last year" as the file containing last year's application may not be available for review. If the question does not apply to your event, mark the space "N/A".

Organizers/applicants for a special event may be required to meet with the Sugar Grove Police Chief, the Public Works Director, members of the Village Staff and the Sugar Grove Fire Department for the purpose of discussing the plan. You will be contacted prior to a permit being issued only if there is a need to clarify information, work out proposed changes or reimbursement costs associated with using the site requested such as solid waste removal, traffic management, and police services.

A certificate of Insurance for \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required

occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000. The Village of Sugar Grove shall be named as the Certificate Holder and an additional insured.

Each applicant must provide a site plan, traffic plan, parking plan, emergency and security plan for the event. The site plan must clearly define the area for the event and show all permanent and temporary structures. If liquor is to be sold, the site plan must clearly indicate the liquor booth location(s) and the number of stations in each booth.

Should the location(s) of the event be held on property owned/operated by others an approval letter must be submitted with the application.

Emergency and Security Plans must be approved by the Sugar Grove Police and Fire Departments. An Emergency Plan that includes at a minimum the following must be submitted.

- A Site plan showing the event that includes vendor and patron parking and emergency vehicle access
- Contact information for the person or persons that are the designated individual(s) to monitor the conduct of patrons and vendors. It is suggested that the individuals acting as monitors wear some type of identification (badge, armband, jacket, cap or shirt)
- Designate a location on the site plan as a "Command Post"
- Designated emergency shelter
- Establishment of a communication system (two-way radios are suggested)
- Designated individual to act as a liaison between event sponsors and Village Departments and the Sugar Grove Fire Department.

After receipt of all required information, the application will be reviewed. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.

Thank you for taking the time to complete this application clearly and completely.

We look forward to working with you on a very successful event. If you have any questions regarding this application please call the Village of Sugar Grove office of the Village Clerk at 630- 466-4507.

Submittal Check List

Required Forms and Submittals

- Special Event Application Form *TSE A*
- Request For Service(s) Form *TSE D*
- Site Plan - Site Plan must indicate parking, location of all vendors, events (carnivals etc.), ingress and egress, emergency shelter, emergency vehicle access, command post, and fencing location
- Signage Information
- Terms and Conditions and Hold Harmless Form *TSE C*
- Certificate of Insurance
- Traffic Plan
- Signage Plan
- Emergency Plan
- Security Plan

Additional Forms and submittals – event dependent

- Liquor Vendor Approval Form *TSE E*
- Liquor License Application
- Fireworks Application
- Temporary Structure Information and Permit (Tents) Form *TSE B*
- Approval letter(s) from the event location(s)

**Village of Sugar Grove
Special and Temporary Event Permit Application**

Form TSE A Page 1 Modified September 4, 2012
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Name of Event:	
Location of Event:	
Type of Event: <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Rally <input type="checkbox"/> Foot Race <input type="checkbox"/> March/Parade* <input type="checkbox"/> Walk-a-Thon* <input type="checkbox"/> Other _____	
<i>* Attach proposed route or map, including assembly and disbanding areas. In the event that a State Route must be temporarily closed, please allow extra time so that approvals can be acquired from the State of Illinois Department of Transportation.</i>	
Date(s) of Event:	Hours of Event:
Estimated attendance at the Event:	Basis used to determine estimate attendance:
Describe the Event Purpose:	
Name of Sponsoring Organization:	
Name of Organizer/Coordinator:	
Address:	
Day time phone:	Evening phone:
E-mail:	
Name of producing agent	
Federal Employee ID Number:	
Address:	
Day time phone:	Evening phone:
E-mail:	

Name of Carnival Company	
Federal Employee ID Number:	
Address:	
Day time phone:	Evening phone:
Email:	
Name of Sound Equipment Company:	
Address:	
Day time phone:	Evening phone:
E-mail:	
Name of Generator Company:	
Address:	
Day time phone:	Evening phone:
E-mail:	
Name of Tent Company:	
Address:	
Day time phone:	Evening phone:
E-mail:	
Name of Organizer/Coordinator:	
Address:	
Day time phone:	Evening phone:
E-mail:	
Will there be food vendors? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, how many vendors? <input type="text"/> *Vendors must be licensed with Kane County Health Department
Will there be fireworks? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, a fireworks permit must be applied for
Will there be alcohol sales? <input type="checkbox"/> yes <input type="checkbox"/> no Alcohol vendors must be approved by the Event Sponsor. Refer to form TSE E	If yes, you must submit a Special Event Liquor License Application. (State special event liquor license is also required).
Indicate parking areas identified to accommodate persons attending event:	
Indicate parking area identified to accommodate events sponsors; employees, volunteers and other vehicles not needed on site:	
Will signs or banners be hung: <input type="checkbox"/> yes <input type="checkbox"/> no If yes how many? _____ Describe in detail the proposed location(s) or attach a site plan.	

Special Event Service Request

Street Closure (must be approved by Sugar Grove Police Department)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
List proposed streets to be closed:			
	Date and time of street closing:		
	Date and time of street re-opening:		
	Date and time of street closing:		
	Date and time of street re-opening:		
	Date and time of street closing:		
	Date and time of street re-opening:		
	Date and time of street closing:		
	Date and time of street re-opening:		
	Date and time of street closing:		
	Date and time of street re-opening:		
Closest cross streets to the event site:			
Posting of No Parking Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Attach listing of street requested to be posted
Barricades Number needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Location of barricade delivery
Refuse Drums	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number needed
Refuse Collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Street Sweeping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Restroom Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Services			
Sound Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Electrical Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of Scavenger Company (if applicable):			
Contact name:			
Phone Number:			
Name of Maintenance Company (if applicable):			
Contact Name:			
Phone Number::			

Village of Sugar Grove Special Event

Terms and Conditions

The applicant must promptly reimburse the Village for (and make good to it) any damage of any kind to any property of the Village which may result from the use by the applicant of the Village's premises under the permission granted herein.

Applicant further agrees that in consideration of the Village issuing a permit for the operation of a special event to Applicant, the Applicant hereby covenants and agrees to indemnify, defend (upon the Village's election) and hold harmless the Village, its elected officials, agents and employees (collectively "Indemnities") from all claims, liabilities, costs and expenses, including, without limitation, reasonable attorney's fees and court costs, incurred by or brought against all or any of the Indemnities' arising from or out of, directly or indirectly, the operation of the special event by Applicant in the Village, whether such claim is for personal injury, property damage, or otherwise, and whether in tort, contract, or otherwise.

Applicant hereby waives any and all claims, liabilities, costs and expenses, including, without limitation, reasonable attorney's fees and court costs Applicant may hereafter have against the Village as a result of any actions taken by the Village, the Indemnities', or by Applicant, or anyone acting on behalf of the Applicant, before, during, or after the operation of said special event.

I agree that the information in this application is true and correct to the best of my knowledge. I agree to inform the Village of Sugar Grove of any changes in this application at least 20 days prior to the date of the event. I agree to the terms and conditions listed above.

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special / Temporary Event in the Village of Sugar Grove as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in denial or cancellation of the proposed Special / Temporary Event.

Signature of Organizer

Date

Signed and sworn to before me on this _____ day of _____, _____

Notary Signature

Special / Temporary Event Liquor

This section does not apply to those who hold a current liquor license and are hosting the Special/Temporary event on their licensed premises. Licenses must be obtained from the Village President who is the Liquor Control Commissioner; please contact the Village Clerk's office at 630-466-4507. The Village of Sugar Grove expects all events sponsor to insure that their approved liquor vendors engage in responsible sales and consumption practices.

The Village license authorizes the licensee retail sale of beer, wine or liquor on the specified premises, streets, roads or parks. The boundaries of the licensed premises and the duration of the license shall be established by the Liquor Control Commissioner. The licensee or the special event sponsor shall maintain the premises in a neat, orderly and safe condition, shall provide such traffic control and sanitation facilities as may be required by this permit to protect the public health, safety, welfare and morals of the residents of the Village, and shall restore the premises after expiration of the special event permit to its prior condition, including the removal of trash, rubbish and garbage. No alcoholic liquor shall be brought onto, or taken out of, the premises, or consumed on the premises other than that provided by the licensee.

The retail sale and consumption of alcoholic liquor, authorized by this Special Event Permit, shall be limited to the premises specified in the permit. The area must be outlined on the site plan. The licensee, or the special event sponsor, shall have sufficient persons at each entrance and exit to the specified premises to prohibit any alcoholic liquor from entering or exiting the premises. Identification shall be checked and an identifying symbol placed on any person twenty-one (21) years of age or older to allow them to purchase alcoholic beverages. No person without the symbol may purchase an alcoholic beverage on the premises. All persons who will check identification and dispense symbols shall be BASSET Trained.

Event Approved Liquor Vendor(s):	
Contact Person:	
Address:	
Phone Number:	Cell Number:
Email Address:	
Contact Person:	
Address:	
Phone Number:	Cell Number:
Email Address:	
Contact Person:	
Address:	
Phone Number:	Cell Number:
Email Address:	

***The State of Illinois also requires a Special Event License.
TSE B***

GENERAL INSTRUCTIONS FOR TENTS AS TEMPORARY STRUCTURES

Tents, membrane structures, and other structures erected for a period of less than 180 days. Those erected for a longer period of time shall comply with the separate requirements for a membrane structure as governed by Section 3103 of the International Building Code.

1. A Permit Is Required For Temporary Structures That Meet At Least One Of The Following. Please contact the Building Division at (630)466-8954 for an application.
 - a. Covers an area in excess of 120 square feet.
 - b. Used or intended to be used for the gathering together of ten or more persons.

Exception: Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.

2. Documents Required When Applying For Permit:
 - a. A completed accessory permit application signed and dated
 - b. A site plan indicating the location of the temporary structure
 - c. Information delineating the means of egress from the temporary structure
 - d. Occupant load
 - e. Flame resistance certification.
 - f. Certification: An affidavit or affirmation shall be submitted to the code official and a copy retained on the premises on which the tent or air supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:
 - i. Names and addresses of the owners of the tent or air supported structure.
 - ii. Date the fabric was last treated with flame resistant solution.
 - iii. Trade name or kind of chemical used in treatment.
 - iv. Name of person or firm treating the material.
 - v. Name of testing agency and test standard by which the fabric was tested.
3. Portable Fire Extinguishers:
 - a. At least one portable fire extinguisher with a minimum 4-A rating or two portable fire extinguishers with a minimum 2-A rating each shall be provided.
 - b. Portable fire extinguishers shall bear the label of an approved agency, be of an approved type and be installed in a visible location to which the occupants have access.
4. Fire Hazards:
 - a. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure.
 - b. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the tent, canopy, or membrane structure.

**Temporary Use – Group of Assembly Activity (Bean Bag Tournament)
65 1st Street, Sugar Grove American Legion
June 18, 2015**

Note 11-4-8-A Purpose:

These regulations are intended to prescribe the conditions under which limited duration activities may be conducted. The intent is to safeguard the public health, safety, and general welfare and prevent the creation of any nuisance or annoyance to the occupants of adjacent buildings, premises or property, and the general public.

Note 11-4-8-B Approval Needed:

A temporary use approval shall be required for all temporary uses listed in this chapter. Any use not expressly listed herein, or otherwise allowed in the zoning district in which the use is sought, is prohibited. A temporary use approval must be issued prior to the commencement of any temporary use listed herein.

Per 11-4-8-C Type of Approval and Duration of Uses:

Group of assembly activities may be allowed up to daily for two (2) weeks, three (3) times per calendar year, per applicant, with Village Board approval.

Other potential temporary uses listed in this section not applicable to this use.

Note 11-4-8-D Exemptions:

Potential exemptions listed in this section not applicable to this use.

Per 11-4-8-E Findings:

The village board or community development director or his/her designee shall only approve an application for a temporary use permit if all of the following findings can be made:

1. The proposed temporary use will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust or other nuisances.

This event should not create significant noise.

2. The additional parking required by the temporary use will be provided on site, if applicable, or adequate street parking is available in the immediate area.

While the permanent American Legion parking requirement is 40 parking spaces, there are only 28 existing on site, and probably significantly less used at most times.

At this time, it appears a minimal number of the 28 parking spaces on site will be obstructed by the bean bag play area. So it is likely most parking for the American Legion and the bean bag tournament will be accommodated on site. In any case, the American Legion is intending to get a letter from the Township authorizing the use of their parking lot.

3. Increased traffic caused by the temporary use will not adversely affect the surrounding neighborhood or village at large.

Cross Street, Main Street, and 1st Street are capable of handling any increased traffic this event would create and the traffic should not impact the area negatively.

4. The proposed temporary use is generally consistent with the comprehensive plan, municipal code, and other applicable codes.

The event would be consistent with the plan and codes with approval and compliance with this permit.

Per 11-4-8-F Temporary Use Permit:

Each temporary use approval shall be described in a permit thereby issued by the community development director or his/her designee prior to commencement of the use. The permit shall include the following:

1. A defined area with an outer perimeter line for the temporary use shall be outlined on a site plan of the site. The site plan shall show all permanent and temporary structures. Permanent required parking spaces shall generally not be obstructed by the temporary use.

The defined area of the temporary use will be considered to be the entire Sugar Grove American Legion property and the portion of the Sugar Grove Township property used for overflow parking. Some permanent required parking spaces may be obstructed by this temporary use.

2. The number of parking spaces required for the temporary use shall be determined by the community development director or his/her designee. Required parking spaces for permanent use may be used to fulfill the parking requirements for the temporary use to the extent it will not practically interfere with the permanent use.

The applicant estimates 50 attendees, but at this time only 12 are signed up. As stated above some permanent required parking spaces may be obstructed either by the bean bag play area or the parking required for the event, but this should be minimal and should not interfere with the permanent use.

3. The traffic associated with the temporary use and whether the traffic routes will be able to handle the additional burden.

Traffic generated by the event should not be overly burdensome to Cross Street, Main Street, and 1st Street. No street closures are requested.

4. That all unimproved parking areas and main walk areas shall be kept damp or shall be covered with a material to prevent rising dust.

There are no unimproved parking areas.

5. That all sites shall be completely cleaned of debris and temporary structures including, but not limited to: trash receptacles, signs, stands, poles, electrical wiring or any other fixtures and appurtenances or equipment connected therewith, after the termination of the temporary use.

This will be a condition of the permit.

6. That temporary structures shall conform to zoning setback and height requirements for principal uses in the applicable district, unless stated otherwise by the specific permit.

There will be no temporary structures with this event.

Per 11-4-8-G Conditions:

The village board or community development director or his/her designee may impose such additional conditions on a temporary use permit as are necessary to meet the purposes of this chapter and protect the public health, safety and welfare and adjacent uses. Conditions which may be imposed may include, but are not limited to:

1. Additional parking requirements, such as which surfaces may be parked upon.

None.

2. Additional traffic related requirements, such as additional ingress and egress.

None.

3. Additional yard setback and open space requirements.

None.

4. Placement requirements for the temporary use.

None.

5. Extent of permanence of the buildings, structures, or equipment involved.

All temporary bean bag equipment shall be removed by June 29, 2015.

6. Cash deposit requirements.

None.

7. Fences, walls or other screening.

None.

8. Temporary fencing or barricades.

None.

9. Signs.

None.

10. Property maintenance during the course of the activity.

The property shall be maintained in compliance with all Village codes and ordinances.

11. Control of illumination, noise, odor, vibration or other nuisances.

None.

12. Hours of operations.

The event will last from 10 am to 10 pm on June 28, 2015.

13. Number of locations.

This will be the only location.

14. Security and lighting.

None.

15. Other conditions.

The provided certificate of insurance covers the event and lists the Village of Sugar Grove as certificate holder.

Per 11-4-8-I Requirements Specific to Certain Temporary Uses:

Not applicable to this use.

Per 11-4-8-J Submittal:

A submittal for one or more temporary uses may be made to the community development department on forms provided and amended from time to time by the community development department. Proof of ownership, or a signed letter from either the property owner or their authorized representative, for the property on which the activity is to take place shall be presented at the time the temporary use permit is requested.

An application was submitted for this request.

Per 11-4-8-K Fees:

A fee for a temporary use permit shall be charged. The fee shall be set by separate resolution of the village and may be amended from time to time. Provided, however, those fees shall be waived for not for profit entities with an internal revenue code 501(c) designation, and units of local government. The schedule of fees shall be available in the community development department.

The temporary use permit fee of \$65 shall be charged for this event.

Village of Sugar Grove Special Event

Terms and Conditions

The applicant must promptly reimburse the Village for (and make good to it) any damage of any kind to any property of the Village which may result from the use by the applicant of the Village's premises under the permission granted herein.

Applicant further agrees that in consideration of the Village issuing a permit for the operation of a special event to Applicant, the Applicant hereby covenants and agrees to indemnify, defend (upon the Village's election) and hold harmless the Village, its elected officials, agents and employees (collectively "Indemnities") from all claims, liabilities, costs and expenses, including, without limitation, reasonable attorney's fees and court costs, incurred by or brought against all or any of the Indemnities' arising from or out of, directly or indirectly, the operation of the special event by Applicant in the Village, whether such claim is for personal injury, property damage, or otherwise, and whether in tort, contract, or otherwise.

Applicant hereby waives any and all claims, liabilities, costs and expenses, including, without limitation, reasonable attorney's fees and court costs Applicant may hereafter have against the Village as a result of any actions taken by the Village, the Indemnities', or by Applicant, or anyone acting on behalf of the Applicant, before, during, or after the operation of said special event.

I agree that the information in this application is true and correct to the best of my knowledge. I agree to inform the Village of Sugar Grove of any changes in this application at least 20 days prior to the date of the event. I agree to the terms and conditions listed above.

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special / Temporary Event in the Village of Sugar Grove as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in denial or cancellation of the proposed Special / Temporary Event.

Brona Plunk
Signature of Organizer

6-5-15
Date

Signed and sworn to before me on this 5th day of June, 2015

Michelle Szramek
Notary Signature

