

VILLAGE OF ROSCOE
10631 MAIN STREET
ROSCOE, ILLINOIS 61073
Committee of the Whole Minutes
Tuesday March 21, 2017

1. CALL TO ORDER

The Committee of the Whole meeting was called to order by Trustee Muradian on Tuesday, March 21, 2017 at 7:02 P.M.

2. ROLL CALL

Present: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson.

3. APPROVAL OF MINUTES

3.1 Approval of February 21, 2017 COTW minutes. Trustee Petty made a motion to approve the minutes; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Petty – Yes. Trustee Muradian, Swanson – Abstain. Motion to approve the minutes 4-0-2.

4. PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

5. DISCUSSION AND RECOMMENDATIONS

5.1 Discuss and recommend keyless entry for Village Hall. IT-Mike was not present to discuss keyless entry to Village Hall. Trustee Muradian layed over until the next meeting.

5.2 Discuss and recommend use of MFT funds for additional 2017 road improvements. There is \$360,000.00 in available MFT funds. Engineer Gill has put together an outline for completing the North Frontage Road. He has separated the project into three Segments, A, B and/or C (**Attachment 1, 5 pages**). Segment A is the south end at a cost of \$262,570.00; Segment B is the north end at a cost of \$60,841.00; and Segment C is in the middle at a cost of \$273,014.50. There is enough money to complete Segments A and B. Mr. Gill will put together the 5% Engineering IDOT form Agreement for a 1st reading and if the Board chooses to complete Segment B that can be included in the final reading. This agreement requires IDOT approval before starting the project. Trustee Muradian made a motion to send to the Board for 1st reading giving Mr. Gill approval to start the process for Segment A with the option of adding Segment B; seconded by Trustee Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

5.3 Discuss and recommend Variance Request to increase the allowable height of a freestanding pylon sign from 30'-0" to 50'-0" for motor vehicle sales and service facility (Camping World) at 13695 Willowbrook Road, PIN 04-15-300-019. ZBA recommends approval 4-0-3. Zoning Administrator, Scott Sanders stated at the ZBA meeting the Board approved two different staff reports. The first is the Design Review (**Attachment 1, 5 pages**) included in Google as informational purposes only to Trustees. The Second report is the variance report approved by the ZBA (**Attachment 3, 5 pages**). Trustee Muradian made a motion to send to the Board for 1st and final reading approval of the variance request for Camping World; seconded by Trusted Swanson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

Discuss and recommend approval of Rock Valley RC Flyer's Club special event at Chicory Ridge Park. Trustee Muradian stated this is a repeat request from prior years. Special Event Application is attached (**Attachment 4, 4 pages**). Trustee Muradian made a motion to send to the Board for 1st and final reading approval of RC Flyer's Club special event on June 10 and August 26, 2017; seconded by

Trustee Gustafson. Roll Call Vote: Trustees Baxter, Gustafson, Mallicoat, Muradian, Petty, Swanson – Yes. Motion approved 6-0-0.

6. OLD BUSINESS

None

7. NEW BUSINESS

- Trustee Muradian asked if Thortens is going to be classified as a truck stop. Reason for question – are they going to be requesting a liquor license? Mr. Sanders stated because of their acreage and they sell diesel fuel, they can get a liquor license. They will have a right-in access from Rockton Road, plus in and out on Willowbrook Road.
- Trustee Baxter read from the Staff Report that construction trucks for Denali Heights were driving through Crystal Hills subdivision instead of entering off Gleasman Road. President Krienke stated this has been addressed with “no truck traffic” signs posted in Crystal Hills and violators will be prosecuted. Petty has been notified that all trucks must enter off Gleasman Road
- Trustee Baxter questioned this statement “Rockford Register Star reported Rockford, Loves Park and Winnebago County are consolidating their computer system to share police records. At this time, Roscoe is not interested.” President Krienke and Chief Evans stated for clarification, we have not been contacted nor has there been any discussion regarding the computer system or what it would cost.
- Trustee Muradian stated the “Welcome to Illinois” sign by South Beloit on I-90 has been lying down in the ditch for some time. He is asking if someone will contact IDOT to reset the sign.

8. PUBLIC COMMENT (Limited to 3 minutes per speaker)

None

9. EXECUTIVE SESSION (If necessary)

None

10. ADJOURNMENT

Trustee Muradian entertained a motion to adjourn. Trustee Petty made a motion to adjourn the meeting at 7:35 P.M.; seconded by Trustee Swanson. Voice Call Vote: All Ayes Present – No Nays heard. Motion approved 6-0-0.

Christina K. Marks

Christina K. Marks, Village Clerk

APPROVED: April 4, 2017



Requests/Recommendations/Changes for the Upcoming Agenda

Date: Submitted by:

Type:

Description:

Background:

Key Issues:

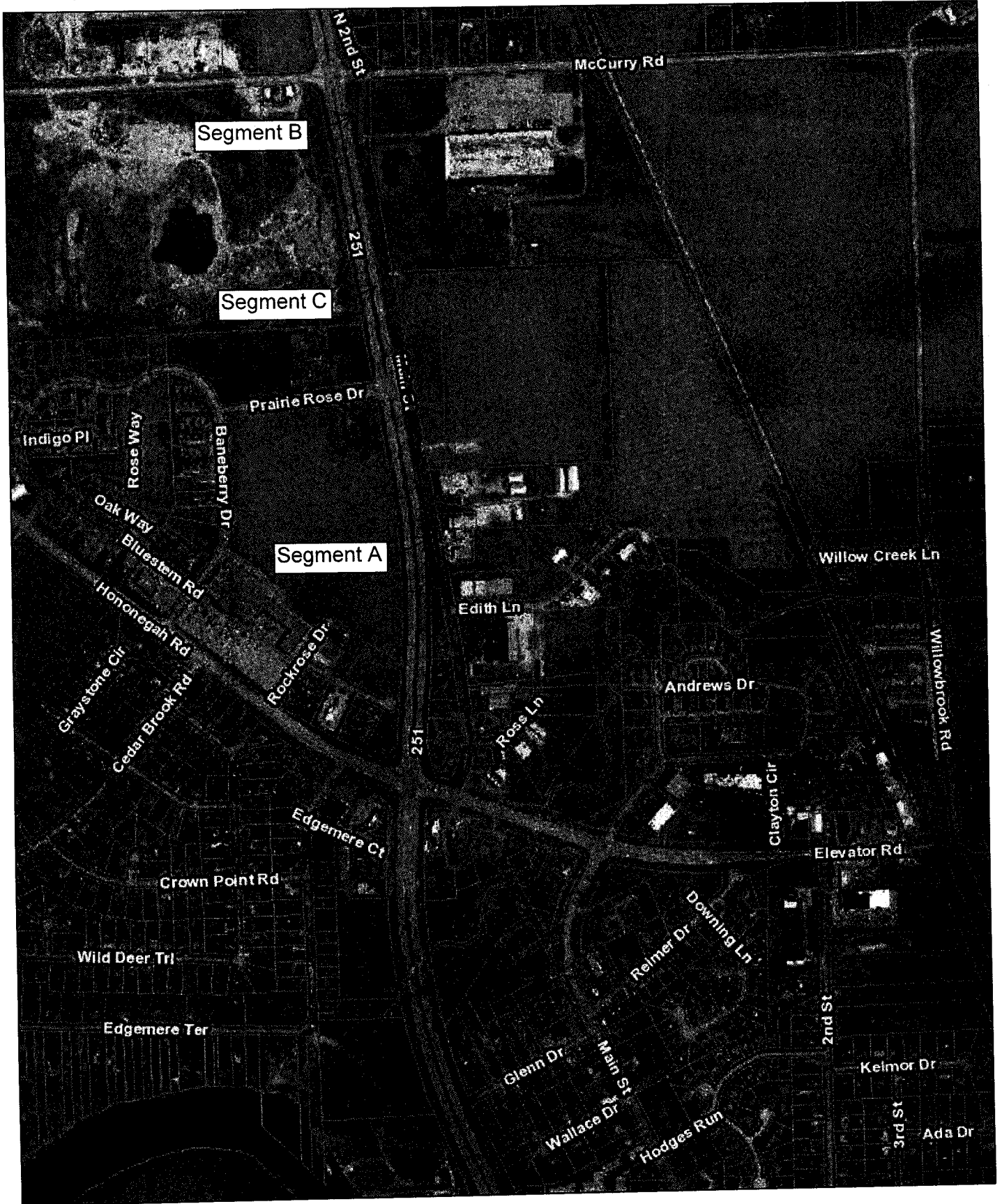
Alternatives:

Recommendation

Budget Impact:

Action Required:

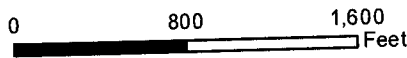
Attachments: Yes
 No



Segment B

Segment C

Segment A



SCALE: 1:10,138

WinGIS cannot and does not warrant the accuracy of property and boundary lines, dimensions of parcels and lots, location of structures or improvements, and topographic or geologic features on the land. Only on-site verification or field surveys by a licensed professional land surveyor can provide such accuracy.

Work Item	Quantity	Unit	Unit Cost	Cost
BITUMINOUS MATERIALS, PRIME COAT	6,015	SY	\$2.00	12,030.00
HOT-MIX ASPHALT SURFACE COURSE, 2"	6,015	SY	\$13.00	78,195.00
FULL DEPTH PAVEMENT RECLAMATION, 5"	2,055	SY	\$11.00	22,605.00
ASPHALT EMULSION	18,000	GAL	\$3.00	54,000.00
CRACK SEALING	7,500	LF	\$1.25	9,375.00
AREA REFLECTIVE CRACK CONTROL	6,015	SY	\$9.00	54,135.00
HOT-MIX ASPHALT BUTT JOINT	2	EA	\$1,800.00	3,600.00
THERMOPLASTIC PAVEMENT MARKING, 4"	2,255	LF	\$2.00	4,510.00
THERMOPLASTIC PAVEMENT MARKING, 24"	50	LF	\$5.00	250.00

Seg A SUB-TOTAL 238,700.00
w/ Eng 10% 23,870.00 262,570.00

BITUMINOUS MATERIALS, PRIME COAT	1,150	SY	\$2.00	2,300.00
HOT-MIX ASPHALT SURFACE COURSE, 2"	1,150	SY	\$13.00	14,950.00
FULL DEPTH PAVEMENT RECLAMATION, 5"	1,150	SY	\$11.00	12,650.00
ASPHALT EMULSION	3,450	GAL	\$3.00	10,350.00
CRACK SEALING	0	LF	\$1.25	0.00
AREA REFLECTIVE CRACK CONTROL	1,150	SY	\$9.00	10,350.00
HOT-MIX ASPHALT BUTT JOINT	2	EA	\$1,800.00	3,600.00
THERMOPLASTIC PAVEMENT MARKING, 4"	430	LF	\$2.00	860.00
THERMOPLASTIC PAVEMENT MARKING, 24"	50	LF	\$5.00	250.00

Seg B SUB-TOTAL 55,310.00
w/ Eng 10% 5,531.00 60,841.00

Seg A + B 323,411.00

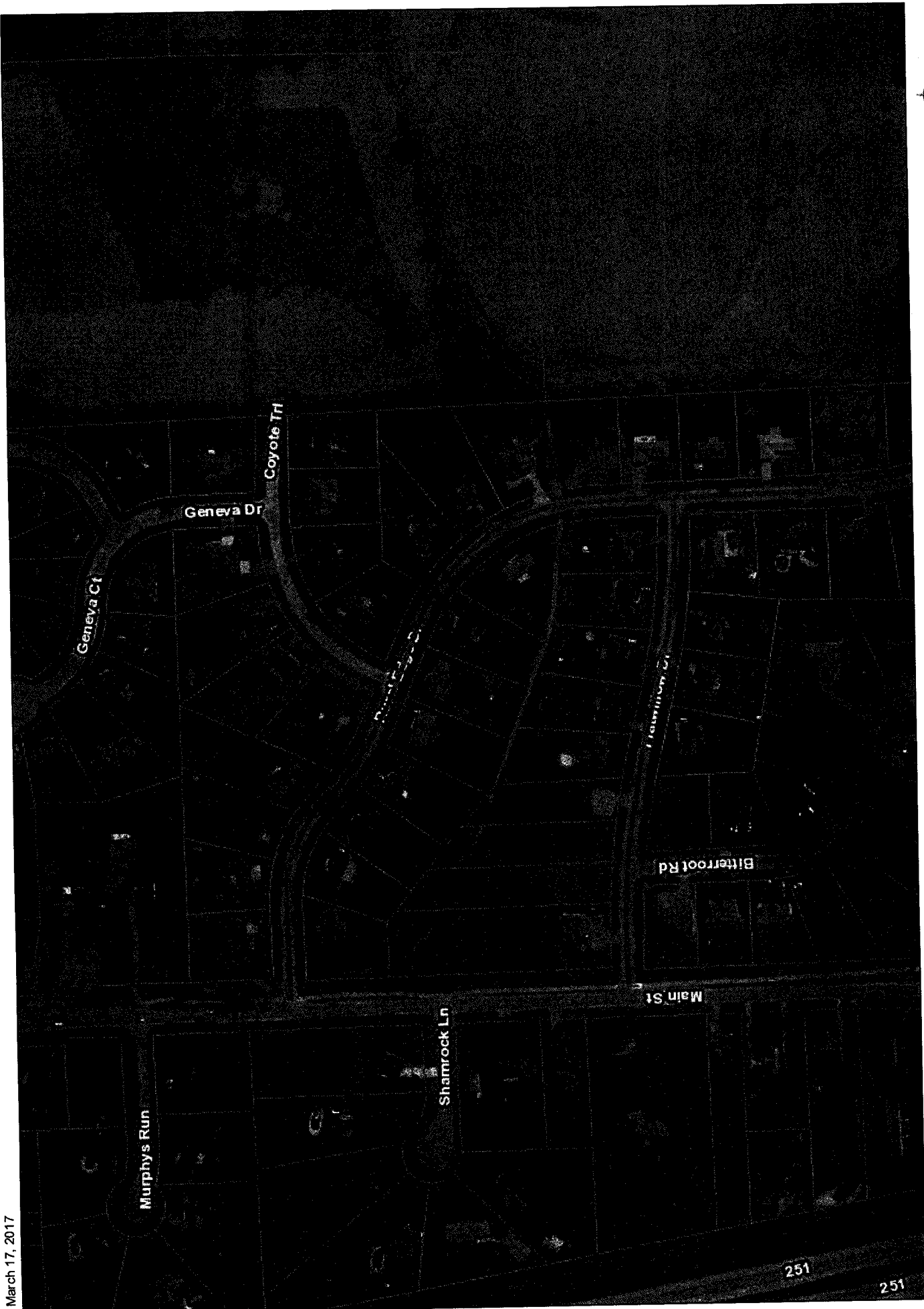
BITUMINOUS MATERIALS, PRIME COAT	5,625	SY	\$2.00	11,250.00
HOT-MIX ASPHALT SURFACE COURSE, 2"	5,625	SY	\$13.00	73,125.00
FULL DEPTH PAVEMENT RECLAMATION, 5"	5,625	SY	\$11.00	61,875.00
ASPHALT EMULSION	16,900	GAL	\$3.00	50,700.00
CRACK SEALING	0	LF	\$1.25	0.00
AREA REFLECTIVE CRACK CONTROL	5,625	SY	\$9.00	50,625.00
HOT-MIX ASPHALT BUTT JOINT	-2	EA	\$1,800.00	-3,600.00
THERMOPLASTIC PAVEMENT MARKING, 4"	2,110	LF	\$2.00	4,220.00
THERMOPLASTIC PAVEMENT MARKING, 24"	0	LF	\$5.00	0.00

Seg B SUB-TOTAL 248,195.00
w/ Eng 10% 24,819.50 273,014.50

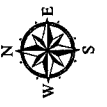
Seg B + C 333,855.50

Complete N Frontage Rd SUB-TOTAL 542,205.00
TOTAL w/ ENG 596,425.50

March 17, 2017



WINGS cannot and does not warrant the accuracy of:
 property and boundary lines, dimensions of parcels, area,
 location of structures or improvements, and topographic or



Work Item	Quantity	Unit	Unit Cost	Cost
BITUMINOUS MATERIALS, PRIME COAT	6,525	SY	\$2.00	13,050.00
HOT-MIX ASPHALT SURFACE COURSE, 2"	6,525	SY	\$13.00	84,825.00
FULL DEPTH PAVEMENT RECLAMATION, 3"	6,525	SY	\$11.00	71,775.00
ASPHALT EMULSION	19,580	GAL	\$3.00	58,740.00
AREA RELECTIVE CRACK CONTROL	6,562	SY	\$9.00	59,058.00
HOT-MIX ASPHALT BUTT JOINT	3	EA	\$1,700.00	5,100.00
THERMOPLASTIC PAVEMENT MARKING, 4"	0	LF	\$0.75	0.00
THERMOPLASTIC PAVEMENT MARKING, 24"	0	LF	\$5.00	0.00
EROSION CONTROL	0	LS	\$5,000.00	0.00

SUB-TOTAL 292,548.00

Eng - Desgin	5%	14,627.40	29,254.80
Eng - Const	5%	14,627.40	

TOTAL 321,802.80

David A. Krienke
President
Christina K. Marks
Clerk
Mark D. Olson
Treasurer



TRUSTEES
Robert Baxter
Carol Gustafson
Stacy Mallicoat
Kevin Muradian
Susan Petty
Lindsey Swanson

Zoning Board of Appeals Meeting of March 15th, 2017
Application No. ZBA 17-004

Applicant: Structured Real Estate

Location: 13695 Willowbrook Road (PIN: 04-15-300-019))

Requested Action: Design Review for a 30,484 SF Motor Vehicle Sales and Service Facility.

Existing Use: Undeveloped, agricultural

Proposed Use: Commercial Retail, Motor Vehicle Sales and Service

Existing Zoning: CH

Adjacent Zoning: North: CH
East: IL (South Beloit)
South: CH
West: CH/IL

Report: Structured Real Estate is requesting Design Review approval for a motor vehicle sales and service facility, Camping World, which is made up of a 14,805 SF retail sales showroom and an attached 15,679 SF service building (30,484 SF total).

The showroom building has been designed to a high aesthetic, utilizing stone masonry, ceramic 'stone' masonry units, architectural steel panels, and steel louvered accent panels. There is a large carport awning that extends the same materials and provides a covered drop off area for vehicles being brought in for service.

The service building is steel construction, and features a variation of colors, panel sizes, and configurations. The building elevations have been designed with accent materials and horizontal banding projecting out from the vertical steel panel backdrop, creating relief and shadow lines along what would otherwise be a monolithic surface.

Site and landscape plans have been submitted, along with a drainage study, and appear to be in conformance with applicable ordinance. Final issuance of Zoning Permit will be contingent however upon final acceptance by Village Engineer.

Paved areas are split into two main areas, a parking lot for customers and staff, and a secured area for storage of up to 311 Recreational Vehicles (Campers). The parking lot conforms to required setbacks and proposed landscaping meets or exceeds requirements. The storage area, not generally accessible to the public, is secured by a 6'-0" fence. Portions of the fence adjacent to the All World Drive R.O.W. will be ornamental aluminum, with the remainder being black vinyl coated chain link.

The site will feature a large flag pole (110'-0") at the eastern edge of the parking area. This flag is feature of every Camper World facility nationwide, and is considered to be a part of their overall branding.

Proposed signage for the development consists of two wall mounted signs, and two freestanding signs, and with one exception is in conformance with our signage ordinance. One of the freestanding pylon signs is being requested at a height of 50'-0", which will need to be approved as a separate Variance request.

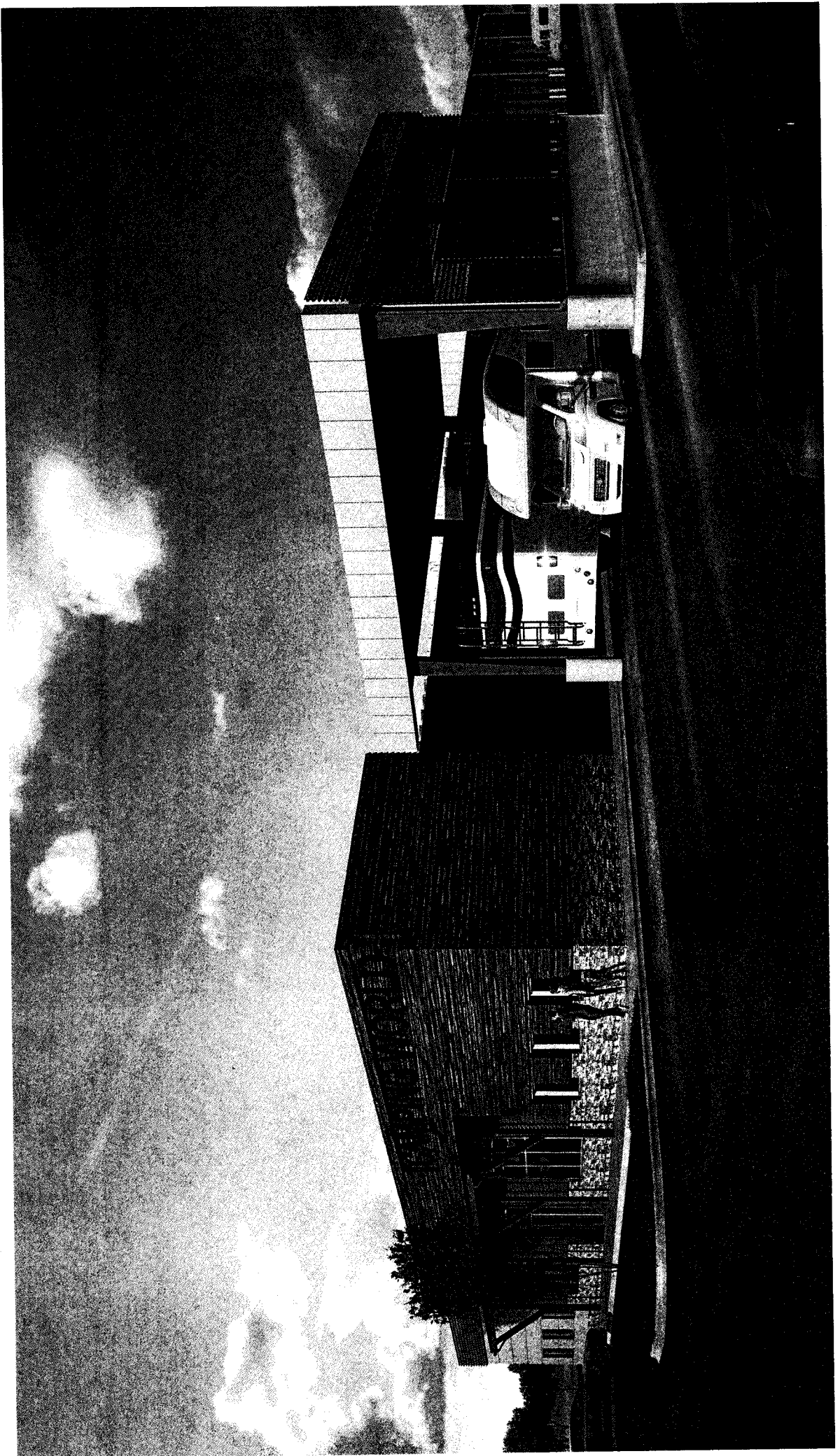
Recommendation: Staff recommends Approval of Design Review for a 30,484 SF Motor Vehicle Sales and Service Facility in a CH Highway Commercial District subject to the following conditions:

1. Compliance with all applicable building codes.
2. Review and approval of final site engineering by Village Engineer.
3. Submittal of Photometric Lighting Plan for staff review and approval.
4. Submittal of a Variance request for a freestanding sign in excess of 30'-0"



ENTRANCE RENDERING

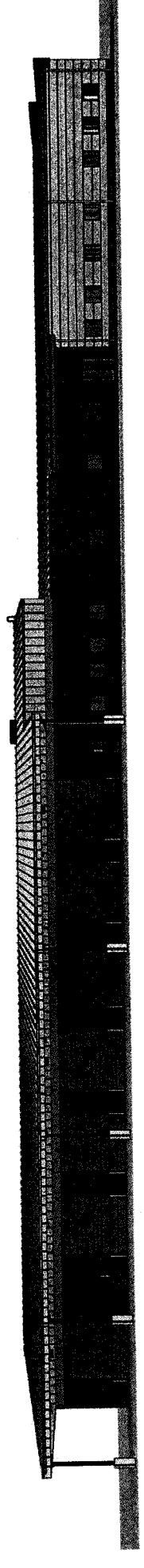
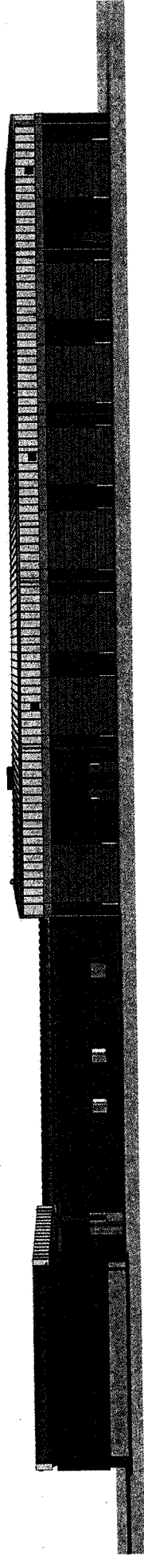
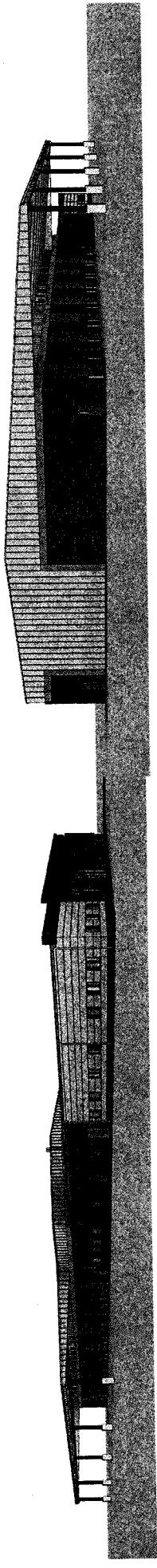
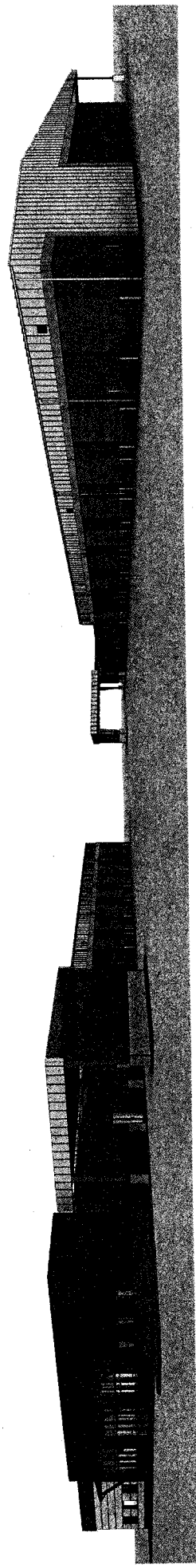
podPartners by Design + *Structured*

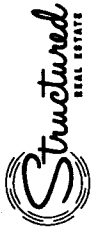




PROPOSED DESIGN
CAMPING
WORLD

pbodPartners by Design + *Structured*
ARCHITECTS





Structured Real Estate
 1048 W. Venus Street, Chicago, IL 60642
 P 773.561.8974
 www.structuredre.com

PROJECT NAME	
CLIENT	
DATE	

Developed Areas	
Name	Area
BUILDING	0.72 acres
NEW WALK	0.02 acres
PARKING SERVICE	0.92 acres
PARKING-RETAIL	1.30 acres
RETENTION	1.30 acres
Total	14.12 acres

Parking Schedule	
Type	Count
Customer Retail Parking	43
Customer RV Parking	15
Employee Parking	45
RV Service	100
RV Storage	200

According to Roscoe, IL, Sec. 116.079 Parking & Loading Design
 Construction Method and service area: 1 per 200 square feet of gross
 floor area
 Additional Services: 1 per 200 square feet of gross floor area
 Service: 15,001 / 200 = 75 parking spaces
 Total Required Parking Spaces = 107
 Total Provided Parking Spaces = 107

- LOT LINE
- SETBACK LINE
- ORNAMENTAL FENCE
- COATED CHAINLINK FENCE
- PARKING - RETAIL
- PARKING - SERVICE
- RETENTION
- SUB DIVIDED LOT

Camping World

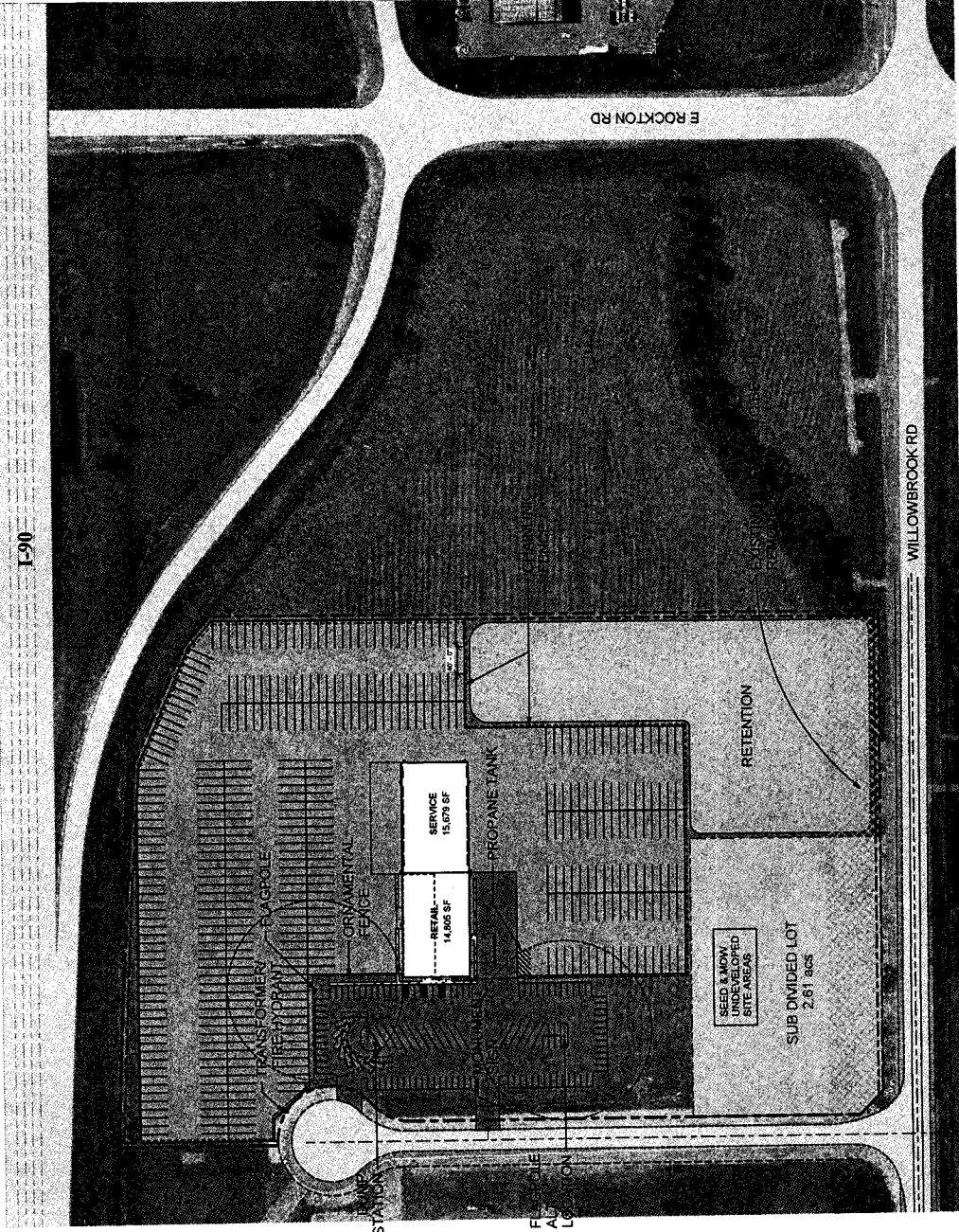
Roscoe, IL
 13985 WILLOWBROOK RD

14 BAY - OPTION 1B

DATE: 2/21/2017
 DRAWN BY: AS
 CHECKED BY: DJ

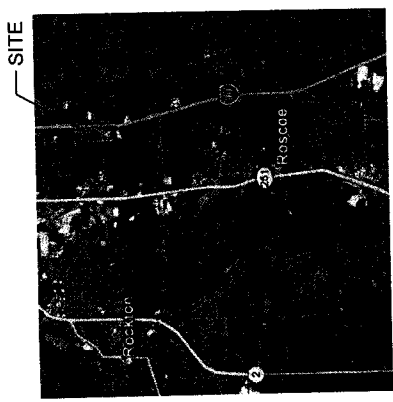
DATE: 2/21/2017
 DRAWN BY: AS
 CHECKED BY: DJ

OPT 1B



* SERVICE PARKING NOTE:
 STRIPING SHOWN IN SERVICE PARKING
 AREAS IS FOR INFORMATION ONLY.
 FINAL DEVELOPED AREA TO BE
 UNSTRIPED.

① SITE PLAN I/A
 1" = 80'-0"



VICINITY PLAN

David A. Krienke
President
Christina K. Marks
Clerk
Mark D. Olson
Treasurer

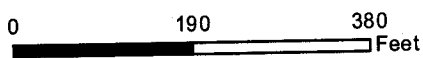
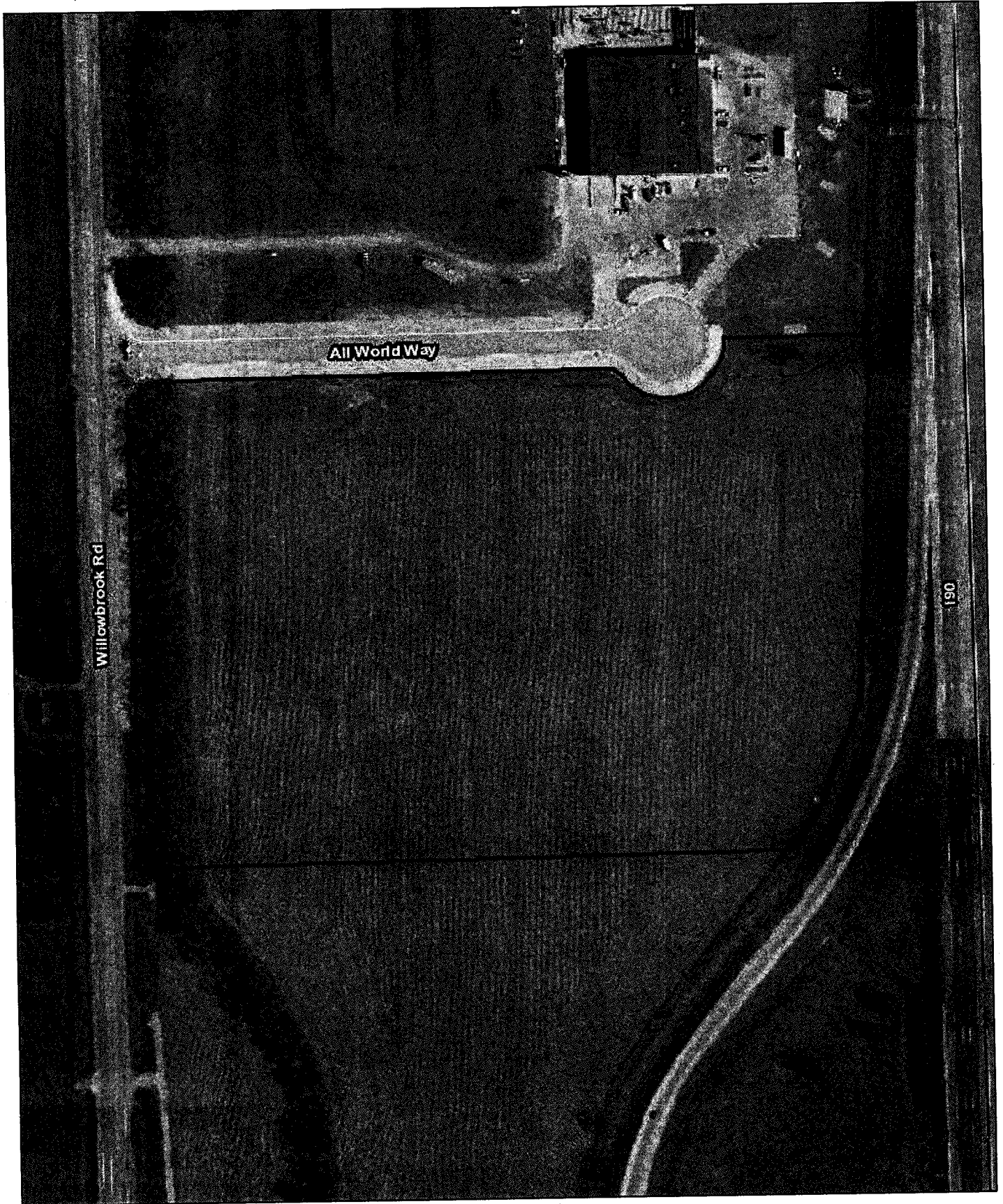


TRUSTEES
Robert Baxter
Carol Gustafson
Stacy Mallicoat
Kevin Muradian
Susan Petty
Lindsey Swanson

Zoning Board of Appeals Meeting of March 15th, 2017
Application No. ZBA 17-005

- Applicant:** Structured Real Estate
- Location:** 13695 Willowbrook Road (PIN: 04-15-300-019))
- Requested Action:** Public Hearing for a Variance Request to increase the allowable height of a freestanding pylon sign from 30'-0" to 50'-0"
- Existing Use:** Undeveloped, agricultural
- Proposed Use:** Commercial Retail, Motor Vehicle Sales and Service
- Existing Zoning:** CH
- Adjacent Zoning:** North: CH
East: IL (South Beloit)
South: CH
West: CH/IL
- Report:** Structured Real Estate is requesting a Variance to increase the allowable height of a freestanding pylon sign from 30'-0" to 50'-0". This request is made to provide for increased visibility along the Interstate 90 frontage.
- The proposed sign has been designed to match the height of the adjacent All World Machinery Supply sign which sits on the property immediately to the north of the subject parcel. At 252 SF however, the proposed Camping World sign is half display area of the 500 SF All World Sign.
- Recommendation:** Staff recommends Approval of a Variance Request to increase the allowable height of a freestanding pylon sign from 30'-0" to 50'-0" in a CH Highway Commercial District.

March 12, 2017



SCALE: 1:2,320

WIN GIS
Winnebago County Geographic Information System

WIN GIS cannot and does not warrant the accuracy of: property and boundary lines, dimensions of parcels and lots, location of structures or improvements, and topographic or geologic features on the land. Only on-site verification or field surveys by a licensed professional land surveyor can provide such accuracy.

**ZONING BOARD OF APPEALS
VILLAGE OF ROSCOE**

Zoning Board of Appeals Meeting of March 15th, 2017

Application No. ZBA 17-005: 13695 Willowbrook

Variance Request for increase to allowable height of a freestanding sign

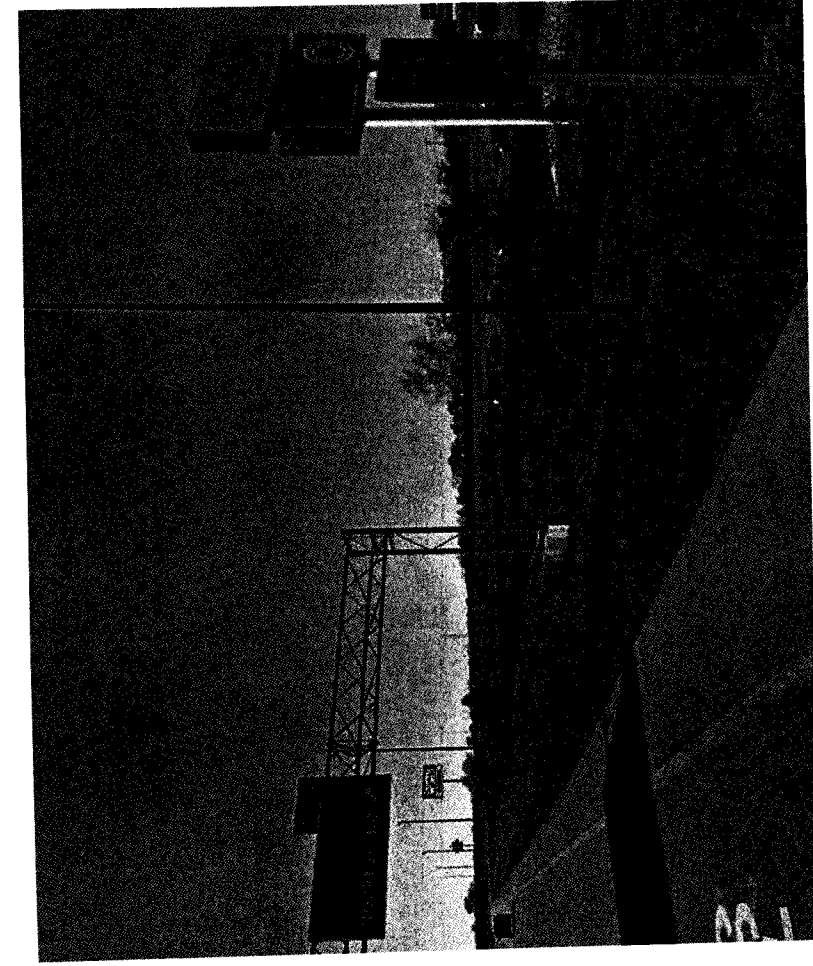
FINDINGS OF FACT:

1. This Variance request is based largely on the proximity to Interstate 90, which carries a higher design speed and the presence of existing mature trees that sporadically line the State side of the right-of-way. These factors combine to create a unique hardship that may result in decreased visibility and the development of business identification signage at a scale disproportionate to the specific property should strict adherence to ordinance be required.
2. The combination of topography, proximity to existing tree lines, and position adjacent to an Interstate Highway create a combination of circumstances relatively unique to this property, and generally not applicable to other properties within the same zoning district.
3. The purpose of this variance request is an effort to provide business identification signage and to provide adequate visibility and safe response time from approaching motorists given roadway design speeds and surrounding mature tree lines, and is not based solely on a desire to increase income potential.
4. Granting the requested Variance would allow for increased visibility and response time from approaching motorist on Interstate 90, and will not be injurious to other properties or detrimental to the public welfare.
5. The proposed Variance is for a freestanding sign located on an 18.54 acre parcel, and as such will not impair adequate supply of light and/or air to adjacent properties, nor will it increase congestion, fire risk, or diminish property values within the vicinity.

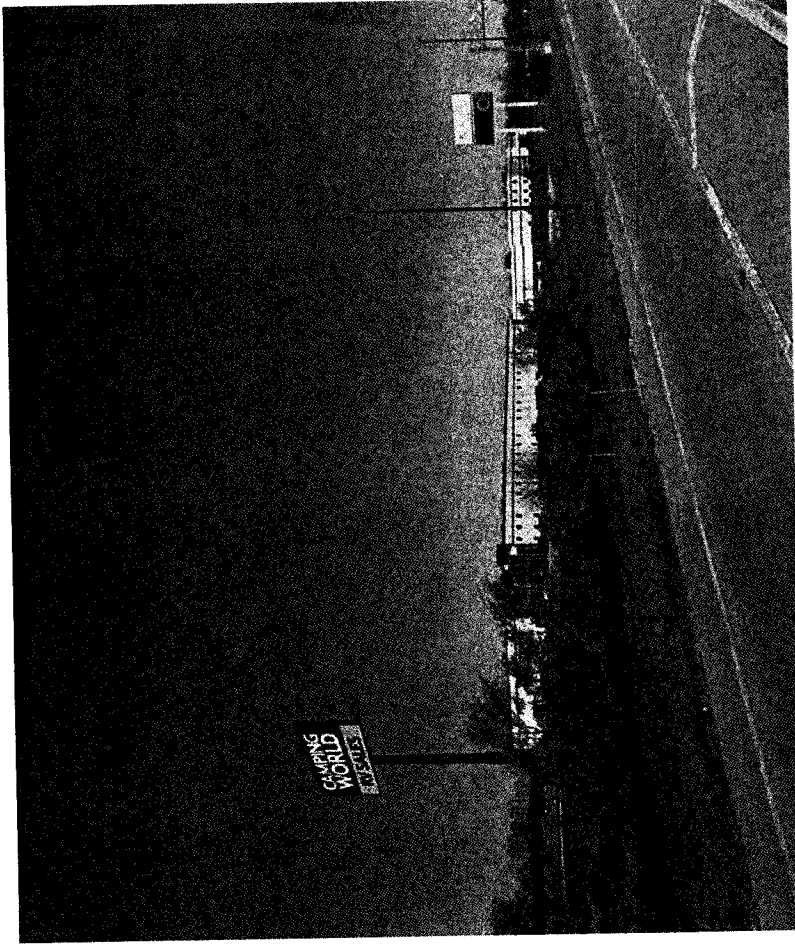
Village of Roscoe

Camping World Signage Application

February 24th 2017



View of Interstate Pylon sign heading south.

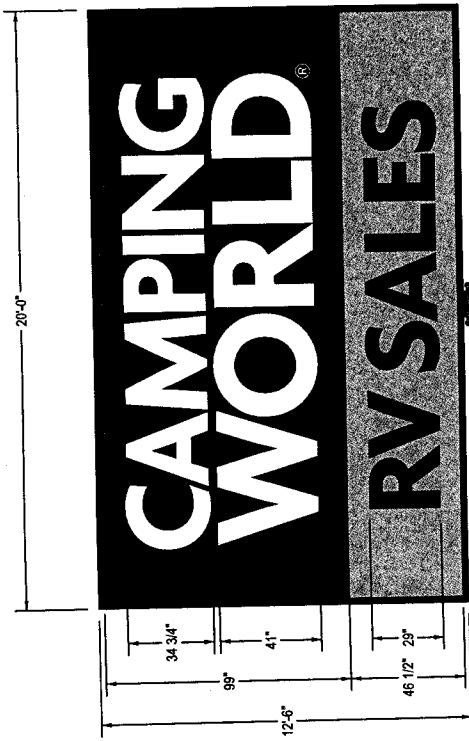


View of Interstate Pylon sign heading north.

*proposed height matches All World's existing sign at 50ft.

A

Matching height of existing All World sign at 50 feet.



PYLON CABINET ELEVATIONS | 1/4" = 1'-0"

SQUARE FOOTAGE:

Proposed = 12.5 x 20.0' = 250 Total SF

SCOPE OF WORK:

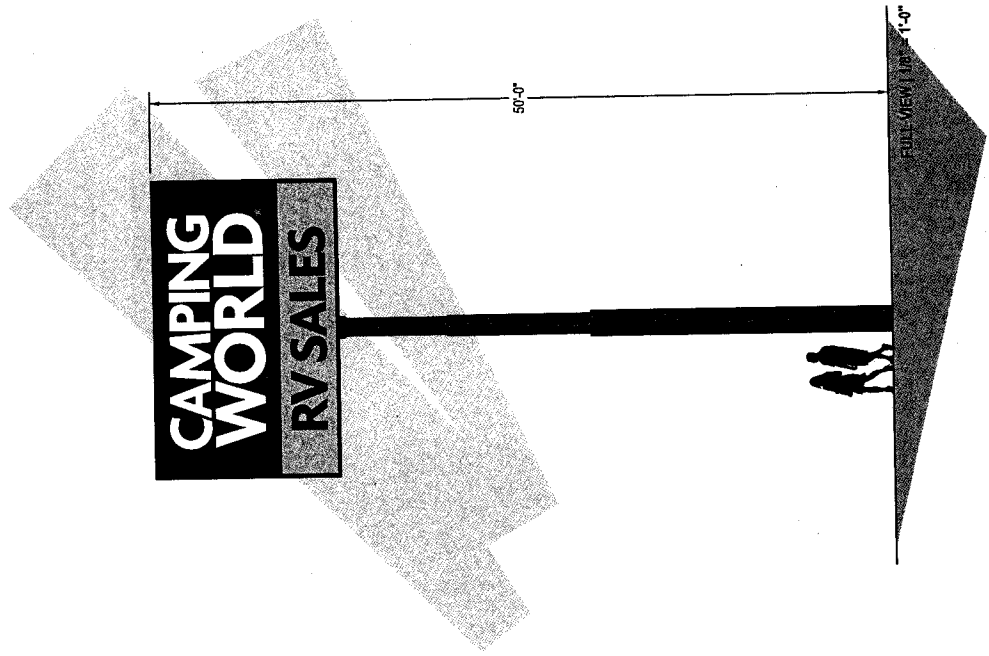
1. Manufacture new pylon cabinet as shown and described.
2. Manufacture new steel support structure as per engineering to support new pylon cabinet.
3. On site remove existing pylon sign structure.
4. Dig new foundation as per engineering for new steel support structure.
5. Embed new steel structure in below grade concrete footer and allow recommended time for concrete to cure.
6. Install new pylon cabinet to steel support structure.
7. Connect to electrical primary provided by clients certified electrician.
8. Confirm proper illumination prior to departing site.

DESCRIPTION:


1. Cabinet is double face extruded aluminum with retainer system.
2. Cabinet is internally illuminated with LED power strips.
3. Faces are flexible vinyl substrate decorated with applied vinyl overlays.
4. Steel support structure will be as specified by engineering.
5. Steel structure will be embedded in below grade footer as per engineering.

COLOR SCHEDULE:

- White 3M Panagraphics III Vinyl Substrate
- 3M 3630-167 Bright Blue Vinyl
- 3M 3630-015 Yellow Vinyl
- Gloss Black Enamel Paint
- GE LED Power Strips
- Cabinet = Paint to Match SIW-6659 Blue Chip



Proposed Pylon Sign



ALAS SIGN INDUSTRIES
THE SIGN OF PERFORMANCE

CORPORATE HEADQUARTERS
1877 West Blue Haven Blvd., Riverdale, IL 60444
Phone: (616) 855-5581 / (800) 772-7532 Fax: (616) 855-4344



NORTHEAST DIVISION
207 Commerce Dr., Concord, NC 28625
Phone: (704) 786-2233 / (800) 772-7532 Fax: (704) 786-3493
www.alasignindustries.us

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S.D. No.	78284
Sheet No.	002
Date	02/16/2017
Path	CW\JL\Projects
PM	S. Huff
Drawn By	D. Rodgers
Scale	As Shown
Revision 1	
Revision 2	
Revision 3	
Revision 4	
Revision 5	
Revision 6	

CAMPING WORLD

Roscoe, Illinois

UNDERWRITERS
LABORATORIES INC.
LABORATORY

Approved by: _____

Date: _____

APPROVED AS SHOWN
 APPROVED AS NOTED
 CORRECT & RESUBMIT



SPECIAL EVENT

Permit/Application

GUIDELINES FOR SPECIAL EVENTS

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, and right-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, and grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, block parties, marches, processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the Village limits, including Village parks, must obtain a Special Event Permit from the Roscoe Police Department. Event sponsors shall submit applications no less than 30 days prior to the proposed event.

KEY POINTS

PERMIT POSTING: Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked by Village staff to show proof of permit during event.

HOURS: Event activities are prohibited after 10:00 p.m. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated.

ALCOHOL: If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance. No person shall consume or possess any intoxicating liquor within any park. A permit may be obtained from the Village Clerk for the consumption of beer and wine only, inside of a shelter house pursuant to Ord # 92.23.

RESTROOMS/TRASH

CLEANUP: The Village may require event sponsors to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the Village and the costs charged to the applicant.

TRAFFIC & PARKING:

Parking is permitted in designated areas only. The Fire Chief requires that all entries, exits and fire lanes be maintained.

SIGNS: Permits are required for temporary signs. No signs may be affixed to trees, buildings or street fixtures. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.

SMOKING: Smoking is not permitted in any public facility.

FIREWORKS: Fireworks are not permitted without prior approval from the Village of Roscoe. See Village Ordinance regarding Special Event Permits for more details.

BLOCK PARTY

EVENTS: Are required to obtain the signatures of 51% of the households (one signature per household) affected by the street closing before the application will be processed. Complete and attach a map of the area affected.

TENTS: See Village of Roscoe Zoning Administrator.

FIRE

INSPECTIONS: If needed, may be scheduled by calling (815) 623-7867.

SECURITY & TRAFFIC

CONTROL: Events may require the hiring of police officers to provide security and/or traffic control.

FIRST AID &

MEDICAL: Events may require provision of first-aid and medical personnel.

ENFORCEMENT: The Village of Roscoe staff may request that a resident or event participant leave any park or public facility for violation of rules and regulations.

EVENT INFORMATION

Run Triathlon Biathlon Parade
 Walk Bike Tour Street Fair Other

Name of the Event and Sponsoring Organization: MODEL AIRPLANE FLOAT FLY
ROCK VALLEY RC FLYERS CLUB

Purpose of Event: LEARN NEW TECHNIQUES OF FLYING MODEL AIRPLANE ON REEFS

Location of Event: CHICKERY RIDGE LAKE Projected Attendance _____

Address of Producer: 1923 MEADOWS CIRCLE ROCKFORD, IL. 61108

Phone Number: 815 988 6583

Event Date(s): JUNE 10, 2017 & AUG 26, Event Hours 8 AM/PM until 3 AM/PM

Setup/Assembly Date: JUNE 10 & JUL 26 Start Time 7:30 AM/PM

Dismantle Date: 3 PM Completion Time 4 PM AM/PM

Please describe, in specific details, the scope of your setup/assembly work: SETUP CANOPIES

Will this event require use of fireworks? Yes No

Will alcohol be served? Yes No

If yes, please provide the required documentation.

Will there be tents? If so, how many and what size: 8 10X12 CANOPIES

Will this event require signs/banners? If yes, please provide the location, size, height and number of signs/banners, on your site plan. NO

Description of traffic and parking plan (attach a copy).

Will your event require the closing of any Village streets or parking lots? ___ Yes No

If yes, please list any street(s) and parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening. You must attach a copy of a traffic and parking plan and a list of proposed equipment being used to close roads and the name of the responsible party deploying the equipment.

Who is your point of contact for this event?

Name: ORV STEINMETZ

Phone Number: 815 988-6583

SPECIAL EVENT Permit/Application Checklist

- Letter from property owner allowing use of land
- Signed Agreements
- Attached plan for First Aid
- Liquor Application
- Food Permit
- Insurance
- Attached site plan to include: First Aid, Trash Collection, Restrooms, Crowd Control, Tents, Banners and Signs

HELPFUL PHONE NUMBERS

- Roscoe Police Non-Emergency..... 815-623-7338
- Roscoe Public Works 815-877-0746
- Roscoe Village Hall 815-623-2829
- Harlem-Roscoe Fire Dept. (Non-Emergency)..... 815-623-7867
- Winnebago County Health Dept. 815-720-4000

REQUIREMENTS

1. Any event that allows liquor consumption, regardless of attendance numbers, may need security personnel present (police, private, or volunteer). The number and type of security must be approved by the Village prior to the issuance of the permit.
2. Any event that causes temporary road closures, traffic directing, any traffic safety concern or continued traffic disruption must provide qualified security for traffic control. The number and type of security must be submitted to the Village prior to the issuance of the permit.
3. Any Village property or equipment depleted, destroyed or damaged because of the event will be billed to the event organizer at the replacement/repair cost.
4. The permit application shall provide proof of insurance in the sum not less than one million dollars (\$1,000,000) additional requirements may be imposed by the Village.
5. Producers of each event are responsible for any additional costs incurred by the Village as determined by representatives of each department prior to issuance of the Special Event Permit. Village employees needed from the Public Works or Police Department may be hired at their applicable rates. Inquire with each department.
6. Please attach a drawing or map with dimensions accurately depicting proposed location of Special Event.
7. As a condition to the issuance of a temporary Special Event License, the license shall indemnify and hold the Village harmless from claims, demand or cause of action which may arise from activities associated with the Special Event.

COMMENTS: A ROW BOAT WILL BE REQUIRED TO RETRIEVE STALLED AIRPLANES. LIFE VEST WILL BE USED, SAME AS LAST SEVERAL YEARS.

Orn Steinhilber
Applicant Signature

3-2-16
Date

OFFICIAL USE ONLY

APPROVED BY:

Police Department:

Signature

Date

Village Board:

Signature

Date

Cc: Public Works
Harlem-Roscoe Fire or Rockton Fire
Zoning