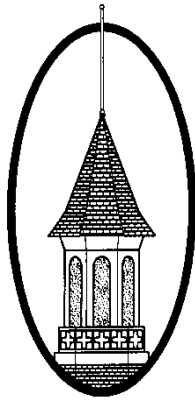


AGENDA
COMMITTEE OF THE WHOLE
May 18, 2021
2200 Harnish Drive
Village Board Room
7:45 P.M.

Trustee Spella– Chairperson
Trustee Steigert
Trustee Glogowski
Trustee Smith
Trustee Brehmer
President Sosine

- AGENDA -

1. **Roll Call – Establish Quorum**
2. **Public Comment – Audience Participation**
(Persons wishing to address the Committee must register with the Chair prior to roll call.)
3. **Community Development**
 - A. Consider Founder's Days Special Event July 22 through 25, 2021 at Spella Park
 - B. Consider Amending Section 29.14 – F, Randall Road Corridor District Sign Regulations, of the Algonquin Sign Code, to reduce the required setback
4. **General Administration**
5. **Public Works & Safety**
6. **Executive Session**
7. **Other Business**
8. **Adjournment**



Village of Algonquin

The Gem of the Fox River Valley

DATE: May 13, 2021

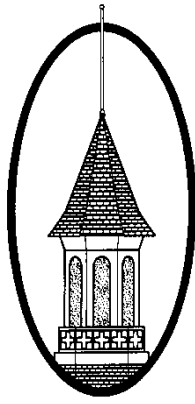
TO: Committee of the Whole

FROM: Francie Sallinger, AICP, Interim Senior Planner

SUBJECT: Public Event/Entertainment License Application - Founders Day

Daniel Barton, on behalf of the Algonquin Founders' Day Inc. organization, is seeking approval of a public event/entertainment license for the 62nd Annual Algonquin Founders' Days Festival and Parade at Spella Park from July 22nd through July 25th. This is a repeat event and includes a festival with a stage, live bands, social garden, carnival, food vendors, children's games, car show, and other social activities. The organizers intend to follow all IDPH and CDC guidelines for the event and there will not be any fireworks this year.

Staff have reviewed the request and recommend approval with the following conditions as outlined in the attached Event Permit.



Village of Algonquin

The Gem of the Fox River Valley

DATE: May 4, 2021

TO: Committee of the Whole

FROM: Francie Sallinger, AICP, Interim Senior Planner

SUBJECT: Public Event/Entertainment License Application - Founders Day

Daniel Barton, on behalf of the Algonquin Founders' Day Inc. organization, is seeking approval of a public event/entertainment license for the 62nd Annual Algonquin Founders' Days Festival and Parade at Spella Park from July 22nd through July 25th. This is a repeat event and includes a festival with a stage, live bands, social garden, carnival, food vendors, children's games, car show, and other social activities. The organizers intend to follow all IDPH and CDC guidelines for the event and there will not be any fireworks this year.

Staff have reviewed the request and recommend approval with the following conditions as outlined in the attached Event Permit.

Approval contingent upon the following:

- The Algonquin Founders' Days Festival Committee shall abide by all provisions of the Algonquin Municipal Code with specific attention to the Public Event/Entertainment section along with all provisions/requirements of the Public Event/Entertainment License Application checklist and the application provided.
- Temporary Food Service permit(s) shall be obtained from the McHenry County Health Department by all food vendors and the necessary inspections shall be allowed.
- The required electrical and fire inspections shall be allowed to be conducted by Village and Fire Department staff.
- A Special Event Permit to sell alcoholic liquor must be obtained from the Village and State Liquor Commissioners.
- In the event of unfavorable weather conditions, the tent area(s) shall be vacated if there is a severe thunderstorm, if there is a tornado warning/watch issued or in the case of high winds or gusts in excess of 40 mph.
- Prior to commencing any of the activities approved by the public event permit, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed
- Special event permit fees must be paid prior to the event

VILLAGE OF ALGONQUIN
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION CHECKLIST



A license is required for all public events. This applies to both for profit and not-for-profit organizations, and includes but is not limited to outdoor exhibitions, shows, carnivals, circuses, concerts, and musical performances. The application packet must be completed in its entirety and submitted at least forty-five (45) calendar days before the Public Event to the Village of Algonquin, Community Development Department, 2200 Harnish Drive, Algonquin, IL 60102.

- All public event requests require a permit from the Village of Algonquin.
- The Village may place conditions on the public event as deemed appropriate to protect the health, safety, and welfare of the public.
- The Village Manager or his/her designee may revoke a public event/entertainment license or a carnival worker permit at any time and demand immediate cessation of the event based upon violations of this code, on-premise criminal acts by the event employees or when the event presents an endangerment to public safety.
- Police officers and all other Village officials shall have free access to the grounds and all booths, shows, and concessions on such grounds at all times to ensure that the event is in compliance with this code.

The Public Event Permit Application must include the following:

- Completed Public Event/Entertainment License Permit Application Form
- Application fee made payable to the Village of Algonquin in the amount of \$50 for each day the public event will run
 - or: Submit proof of not-for-profit status
- Site approval if needed:
 1. Letter of consent from the property owner or;
 2. Letter to the Village Board requesting the use of public property
- Site plan showing the layout of the event
- Minimum Insurance Requirements - **See pages 4 and 5 for requirements.** (Proof of insurance shall be filed no less than 30 days prior to the event or the event shall be subject to cancellation.)
- Electrical Building Permit Application with a copy of the contractor's electrical license and a detailed drawing that includes the source of power and circuitry
- McHenry and/or Kane County Temporary Food Service permit, if applicable (Copy of approval to be provided to Village within 5 days after event.)
- Will liquor be served at this event? Yes No
 - If yes, then the appropriate liquor permit from the Liquor Commissioner must be applied for.
- Will a raffle be conducted as part of this event? Yes No
 - If yes, then the appropriate raffle permit from the Village Clerk must be applied for to the start of the event. (Such permit is limited to Algonquin-based, non-profit organizations only.)

In addition to the above, carnivals and circuses are subject to the following requirements:

- The event shall not exceed 10 days.
- The event shall not be located in or directly adjacent to any developed residential area, with the exception that it may be on church, school, or public park property even if located next to residential property.
- The event must be operated or sponsored by an Algonquin-based, non-profit organization.
- No location may host more than one carnival/circus per year.
- List of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number.
- All carnival/circus employees must complete a background check with the Algonquin Police Department. The carnival operator must provide a list of employees to the Police Department upon application. Each employee must visit the Algonquin Police Department to undergo the background check at least two weeks prior to the event. Employees may stop by the Department, located at 2200 Harnish Drive, any time between 8:00 a.m. and 7:00 p.m., any day of the week. No person will be allowed to work on the public event site if he/she:
 - is a registered sex offender, as defined in the Sex Offender Registration Act (730 ILCS 150/1.1 et seq); or
 - has been convicted of any offense set forth in Article 9 or 11 of the Criminal Code of 1961; or
 - has been convicted of a felony in the past five years; or
 - has been convicted of any other crime involving moral turpitude or violence; or
 - is identified as a known gang member in the Illinois State Police LEADS system.
- Fee paid for background check. (\$500, plus \$50 per employee)
- Copy of Illinois Department of Labor amusement ride permit.
- Completed Village of Algonquin Carnival Operator Questionnaire (see attached page 3).
- Approval received from Police Chief for employees to maintain on the premises overnight, if applicable.

Village of Algonquin
CARNIVAL OPERATOR QUESTIONNAIRE

Please complete all questions and describe or add additional information if appropriate.

1. Does the carnival operator conduct pre-employment or random drug screening of carnival employees?
 yes no

2. Does the carnival operator check the US Department of Justice Sex Offender Registry website prior to hiring an employee?
 yes no

3. Does the carnival operator maintain maintenance and repair records for the past eighteen (18) months?
 yes no

May we inspect these records on site?
 yes no

4. Does each ride have (at the ride location) the appropriate maintenance and operational manual and user's guides as specified by the manufacturer?
 yes no

5. Will you have State inspector and/or third party inspector's reports and records on site and available for inspection?
 yes no

6. Are your procedures in compliance with ASTM F-24 rules, regulations, and standards?
 yes no

7. Are you in compliance with the Illinois Carnival and Amusement Rides Safety Act?
 yes no

8. Are you requesting to have carnival/circus employees live, sleep, or otherwise remain on the event premises overnight?
 yes no

The Village of Algonquin will evaluate the answers to the above questions to determine whether or not a public event license will be issued.

Village of Algonquin Public Event Insurance Requirements

An indemnification and hold harmless agreement signed by the public event licensee in favor of the Village and proof of the following insurance:

1. All public events permits shall be supported by evidence of insurance coverage for the terms of the permit. Prior to commencing any of the activities approved by the public event permit, the applicant, at no expense to the Village, shall obtain and file with the Village, no less than 30 days prior to the event, evidence that its insurance meets the minimum requirements of this Section. All policies of insurance are (1) subject to Village approval of the insurance company, form, and coverage; (2) must be primary to and non-contributory with all other insurance and self-insurance maintained by the Village; and (3) must protect the Village from any and all claims and risks in connection with the permitted activity.

2. Minimum Insurance Requirements:

A. Commercial General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) in the aggregate. Coverage shall be written on an industry standard form no more restrictive than the ISO CG 00 01 1001. This requirement applies to every permit application submitted for approval.

b. Liquor Liability (Dram Shop): One million dollars (\$1,000,000) per occurrence for bodily injury, and property damage, and two million dollars (\$2,000,000) aggregate. This requirement applies when alcohol is being sold or consumed on private or public property.

c. Business Automobile Liability: One million dollars (\$1,000,000) combined single-limit per accident for bodily injury and property damage. Coverage shall be written on an industry standard form no more restrictive than the ISO CA 00 01. This requirement applies when a sponsor, organizer, or vendor is using vehicles as part of the event set-up, take down or being operated in relation to the event.

d. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and employers' liability limits of five hundred thousand dollars (\$500,000) per accident. This requirement only applies when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.

3. Additional Insured Coverage: All insurance policies of event sponsors, coordinators, organizers, and vendors must be endorsed to name the Village as an "Additional Insured" on an industry form no more restrictive than the ISO forms CG 20 26 (CGL) and CA 20 48 (business auto liability) and shall provide for primary and non-contributory coverage limits. A copy of all additional insured endorsements must be supplied with the permit application.

Village of Algonquin
Public Event Insurance Requirements
(Continued)

4. Certificate of Insurance: Certificates of insurance evidencing the insurance coverage required for sponsors, organizers, coordinators, and vendors must be supplied with the permit application.

Insurance certificates must be on Acord 25 form, and must include the following language: “The Village of Algonquin is, and has been, endorsed as an additional insured under the above reference policy number on a primary and non-contributory basis for general liability coverage of the [EVENT NAME] on [DATE OF EVENT] taking place at [EVENT LOCATION].”

5. With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein, and to change the minimum acceptable limits of liability based on the Village’s determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

6. All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.

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Village of Algonquin
PUBLIC EVENT/ENTERTAINMENT LICENSE APPLICATION



In order for the Village of Algonquin to assist you with your Public Event, please fill out the information below and return to Diane LaCalamita at the Ganek Municipal Center (2200 Harnish Drive or dlacalamita@algonquin.org) at least 45 days prior to the event.

Please type or print legibly.

Official Name of the Event: 62th Annual Algonquin Founders' Days Festival and Parade

Sponsoring Organization:

Name: Algonquin Founders' Days Inc. Contact Name: Daniel Barton
Address: P.O. Box 101
City, State, ZIP:
Algonquin, IL. 60102
Phone: [REDACTED]
Email: info@algonquinfoundersday.com

Event Coordinator:

Name: Daniel Barton
Home Address: [REDACTED]
City, State, ZIP: Algonquin, IL. 60102
Phone: [REDACTED]
Email: [REDACTED]

Event Information:

Describe the Nature of the Event: Local community festival with a stage, live bands, social garden, carnival, food vendors childrens games, car show, fireworks show, and other social activities.

New Event _____ Repeat Event Yes If repeat, will anything be different this year? _____
Everything will be the same.

Will be following all IDPH and CDC guidelines for this event. There will not be any Fireworks.

Site Address: Spella Park

Date(s) and Time(s) of the Event: Thursday July 22th at 4:00 pm to Sunday July 25th at 10:00 pm

Rain Date(s), if applicable: _____

Set-Up Date/Time: Tuesday 10:00 a.m.

Maximum Number of Attendees/Participants Expected: 10000 per day

Admission Fee: Yes No _____ If Yes, list fee(s) to be charged:

How will the revenue be used (include donations to non-profit or charitable organizations): The funds go to

supporting the Festival for next year.

Event Website: algonquinfundersdays.com

Event Details:

Describe provided security, including who will be providing the security (name and contact information), hours, and a security plan: Algonquin Founders' Days Inc. Volunteers.

Ryan Seick Vice President [REDACTED]
[REDACTED]

Describe parking or traffic control, including the location of extra parking and the number of spaces allocated, and how overflow parking will be handled: Algonquin Founders' Days has secured parking in the JcPenny parking lot. We have also applied for parking at Jacobs H.S. and have secured parking at the Target parking lot. We will be discussing handicap parking at the library.

Will there be a need for road closures? Yes No If Yes, please explain:

We will need Main Street closed for the parade.
Any closures to the discretion of the Algonquin Police Department.

Are you requesting Algonquin Police Officer(s) presence? Yes No If Yes, to perform what function?

To assist however they believe is necessary

Do you want a fire truck or ambulance present? Yes No If Yes, for what hours and to perform what function? To assist however they believe is necessary

Are you wishing to post temporary sign(s) announcing the event? Yes No If Yes, please describe desired size, location and date(s) that the signage will be displayed: _____

We will work close in hand with the village but will use the typical Algonquin Founders' Days Inc, locations.

Do you wish to serve alcoholic beverages? Yes No

If Yes, do you have DRAM Shop Insurance for the sale/consumption of alcohol? Yes No
If Yes, attach a copy of the policy.

Will you have live entertainment? (e.g. bands, D.J., amplified sound, etc.) Yes No
If Yes, please describe type, band name(s), and hours of performance and if there will be a stage: _____

Please see the attached schedule. The entertainment is the same as the Algonquin Founders' Days Festival line up.

Do you foresee any other special needs for this event? (Physical set-up assistance, waste removal, portable toilets and hand washing stations, electricity, generator, running water, tent(s), etc.): Founders' will use portable toilets and hand washing stations, electricity, and tents. We will use dumpsters and volunteers for clean up.

Do you plan on holding a raffle during this event? Yes No
(Must be an Algonquin-based, non-profit organization)

Name of on-site contact during the event (please print): Dan Barton
On-site contact's cell number: [REDACTED]
On-site contact's work number: Same
On-site contact's home number: Same

Affidavit of Applicant:

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Algonquin to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Algonquin Village Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Algonquin, the State of Illinois, and the United States of America in the conduct of the Public Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

Dan Barton
Signature of Applicant

45/1/2019
Date

Dan Barton
Printed Name of Applicant

SCHEDULE OF EVENTS - (SUBJECT TO CHANGE)

JULY 22nd

SPELLA PARK

4:00pm – FEST OPENS
4-6pm – SPECIAL NEEDS CARNIVAL
5-9:30pm – SOCIAL GARDEN
5pm – TASTE OF FOUNDERS'
5pm – DESIGNATED DRIVER PROGRAM
6pm – CARNIVAL FOR ALL OPENS
6:15pm – NEW AGE AMERICANS (ROCK)
7pm – OPENING CEREMONIES
7:30pm – BAND TBD
9:30pm – LAST CALL
10pm – FEST CLOSSES

JULY 23rd

SPELLA PARK

4:00pm – FEST OPENS
4-6pm – CARNIVAL FOR ALL
5-9:30pm – SOCIAL GARDEN
5:00pm – TASTE OF FOUNDERS'
5:00pm – DESIGNATED DRIVER PROGRAM
5:00pm – SERENDIPITY (COVERS)
7:00pm – LOUNGE PUPPETS (ROCK)
9:00pm – 7TH HEAVEN (PARTY)
10:30pm – LAST CALL
11pm – FEST CLOSSES

JULY 24th

DOWNTOWN ALGONQUIN

11:00am – FOUNDERS' DAYS TOGETHER AGAIN PARADE

SPELLA PARK

10am-2pm – CAR SHOW
2pm – FESTIVAL OPENS
2-6pm – CARNIVAL WRISTBANDS (\$25)

2-10:30pm – SOCIAL GARDEN
2pm – TASTE OF FOUNDERS'
2pm – DESIGNATED DRIVER PROGRAM
2:30pm – ROCK BAND KARAOKE (SING LIVE)
4:30pm – PARADE WINNERS ANNOUNCED
5:00pm – THE BELVEDERES (CLASSIC ROCK)
6:00pm – CARNIVAL REGULAR PRICES
7:00pm – PETTY KINGS (TOM PETTY)
9:00pm – AMERICAN ENGLISH (BEATLES)
10:30pm – LAST CALL
11pm – FEST CLOSSES

JULY 25th

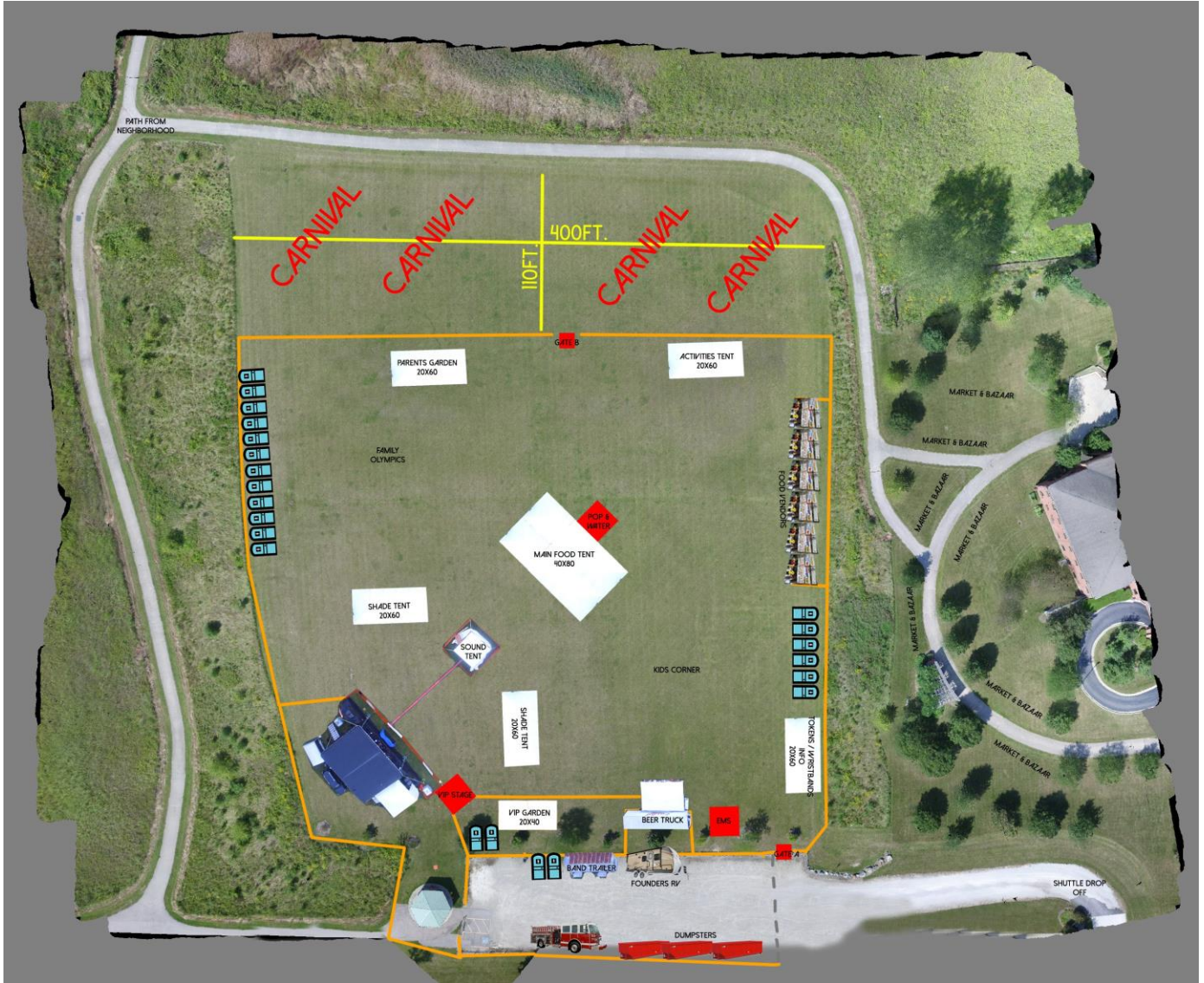
ALGONQUIN MIDDLE SCHOOL

7:00am – FOUNDERS' RUN CHECK-IN
8:00am – FOUNDERS' RUN – 1 MILE
8:30am – FOUNDERS' RUN – 10K, 5K
8:40am – FOUNDERS' 5K WALK

SPELLA PARK

10am-4pm – BUSINESS EXPO
10am-4pm – MARKET & BAZAAR
10am – ANIMAL RESCUE
10am – MEIJER KID'S CORNER
10am – CHILDREN'S GAMES
2pm – FESTIVAL OPENS
2-6pm – CARNIVAL WRISTBANDS (\$25)
11am – 10pm – SOCIAL GARDEN
11am – TASTE OF FOUNDERS'
11am – DESIGNATED DRIVER PROGRAM
12pm – CARNIVAL REGULAR PRICES
1:30pm – FAMILY OLYMPICS
5:30pm – JIMMY NICK (R&B)
7:30pm – BELLA CAIN (COUNTRY)

8:30pm – LAST CALL
9pm – FEST CLOSSES





VILLAGE OF ALGONQUIN
COMMUNITY DEVELOPMENT DEPARTMENT

– M E M O R A N D U M –

DATE: May 12, 2021

TO: Committee of the Whole

FROM: Francie Sallinger, Interim Village Planner

SUBJECT: Randall Road Corridor – Sign Code Amendment

Many Algonquin businesses along Randall Road have been impacted by multi-year construction that has taken place as part of McHenry County's Randall Road Corridor Improvements. Some businesses had to remove their signs and some experienced takings or other modifications of their properties that would make it difficult to re-locate their signs in the original locations. In response, staff proposes amending the Village Sign Code to reduce the existing requirement for a 5-foot minimum setback to a minimum 1-foot setback for signs in the Randall Road Corridor District.



STAFF REPORT FROM THE DEPARTMENT OF Community Development

Jason C. Shallcross, AICP
Director of Community Development

Francie Sallinger, AICP
Acting Senior Planner

DATE: May 11, 2021

CASE NUMBER

2021-03

COMMITTEE OF THE WHOLE DATE

May 18, 2021

APPLICANT/PROPERTY OWNER

Village of Algonquin

PROPERTY ADDRESS/LOCATION

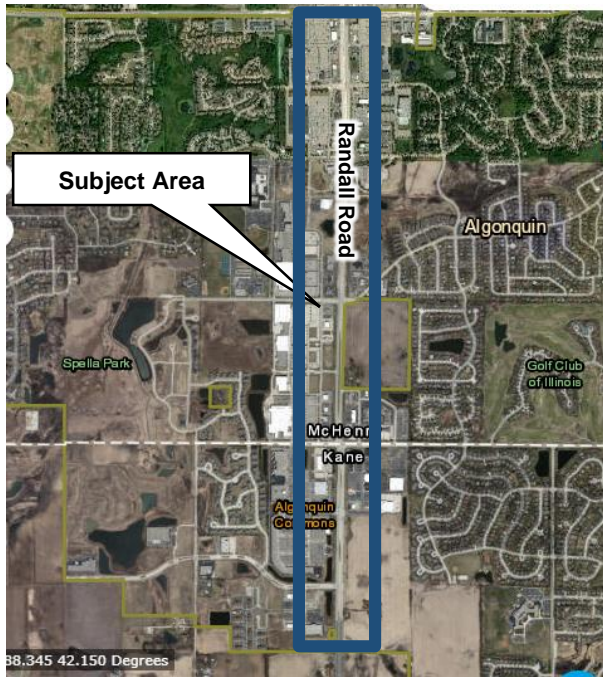
Randall Road Corridor District

BRIEF SUMMARY OF REQUEST

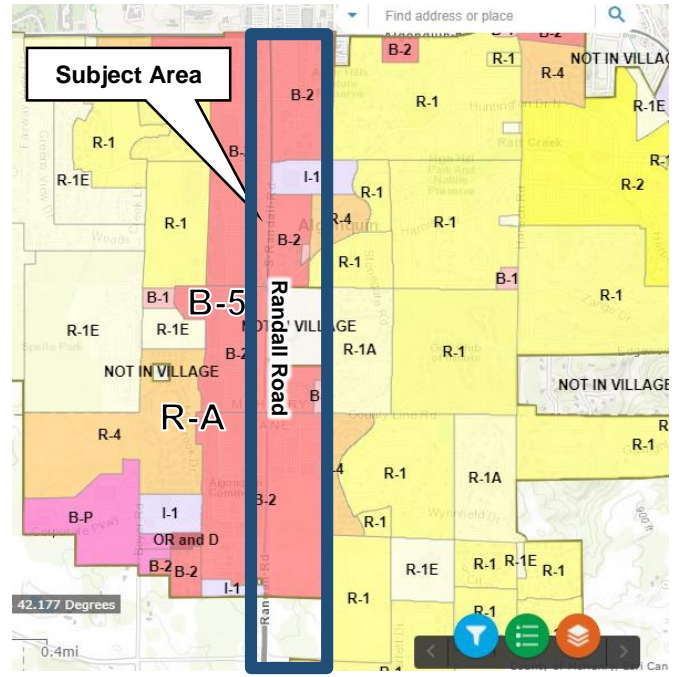
In order to compensate for the road construction and takings that have resulted as part of the Randall Road Corridor Improvements, Village staff proposes a text amendment to the Sign Code to reduce the current 5-foot minimum setback to 1-foot for properties located in the Randall Road Corridor District.

The Village’s Comprehensive Plan calls for “a visually pleasing and efficiently organized community, with proper regard for economic practicality, convenience, historic richness and aesthetics.”

2021 Aerial Image



2021 Village of Algonquin Zoning Map



EXISTING ZONING

B-2, I-1

EXISTING LAND USE/SITE IMPROVEMENTS

Commercial properties

SURROUNDING ZONING & LAND USE

B-2, R-1, R-4
Commercial and residential

SIZE OF PROPERTY

N/A

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

Subject Property

The text amendment would apply to all properties located within the Randall Road Corridor District which is defined in Chapter 29 - Sign Code as: "All parcels, properties, and establishments located within one-half mile west and one-half mile east of the Randall Road right-of-way from Algonquin Road on the north to the Village boundaries on the south."

Summary of Proposal

Many Algonquin businesses along Randall Road have been impacted by multi-year construction that has taken place as part of McHenry County's Randall Road Corridor Improvements. Some businesses had to remove their signs and some experienced takings or other modifications of their properties that would make it difficult to re-locate their signs in the original locations. In response, staff proposes amending the Village Sign Code to reduce the existing requirement for a 5-foot minimum setback to a minimum 1-foot setback for signs in the Randall Road Corridor District.

Existing landscaping requirements of the Sign Code will remain and be enforced: "all freestanding signs shall be located in a landscaped area separated and protected from vehicular circulation, pedestrian movement and parking areas. A minimum of 2 square feet of landscaping is required for every 1 square foot of sign face erected. Freestanding signs shall be landscaped at their base in a way that is harmonious with the landscape concept of the whole site. Landscaping shall form an attractive, dense cluster at the base of a ground sign, or around the support(s) of a pole or pylon sign, that is equally attractive in winter and summer, such as evergreens. Landscaping shall not obstruct the line of sight of motorists or pedestrians."

STAFF RECOMMENDATION

Staff finds that this text amendment to the sign code would be in the best interest of the Village. Staff recommends that the Committee of the Whole recommends to the Village Board to adopt staff's findings and recommend **approval** of the following motion:

1. Item #1 of Section 29.14 – F, Randall Road Corridor District Sign Regulations, of the Algonquin Sign Code, shall be amended to add item "f", as follows: There shall be a minimum required setback of one (1) foot from the property line fronting Randall Road.

The Village Board's decision is final for this case.

ATTACHMENTS:

ADMINISTRATIVE CONTENT
(Zoning Request Application, Responses to Standards, etc...)

PLANS
(Plat of Survey, Site Plan, etc.)

OTHER
(Supplemental Information, Public Comments Received, etc...)

I concur:

Jason C. Shallcross, AICP
Director of Community Development