

CITY OF O'FALLON, ILLINOIS
ORDINANCE NO. 4377

ORDINANCE AMENDING TITLE XI
CHAPTER 118, SECTION 118.01 – 118.03
SPECIAL EVENTS

WHEREAS, The City of O'Fallon is a home rule unit and may exercise any power and perform any function pertaining to the governing affairs including, but not limiting to, the power to regulate for the protection of its citizens regarding the public health, safety, morals, welfare and license; and

WHEREAS, The City of O'Fallon also has the authority to police the manner of operation of food vending and sales by requiring the submission of an application for a Special Event Permit.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF O'FALLON, ST. CLAIR COUNTY, ILLINOIS AS FOLLOWS:

Section 118.01 Definition.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

SPECIAL EVENT. Any outdoor or seasonal event, such as a tent sale, warehouse sale, sidewalk sale, craft fair, carnival, picnic, contest, game, sporting event, rodeo, 5K run, produce stand, Christmas tree sales lot, tropical snow stand or similar promotion event.

A **SPECIAL EVENT** may not exceed six months in duration per calendar year.

(Prior Code, § 118.01) (Ord. 1818, passed 1-29-1996; Ord. 1917, passed 6-2-1997; Ord. 3663, passed 4-19-2010)

Section 118.02 Permit Required; Procedures; Fee.

A) Special events, as defined in § 118.01, require a special events permit.

(B) An application for a special events permit must be filed with the Community

Development Department not less than three weeks prior to the first day of the special event. The

Community Development Department will coordinate review of the permit with affected city

departments. Cost for permit issuance is \$50 for "for-profit" applicants. There will be no permit

charge for non-profit organizations. Proof shall be provided of non-profit status.

(C) With each special events permit application, the applicant must also provide the following related information (if applicable):

(1) Traffic and parking plan (parking area; street closing or one-way restrictions; traffic control points where police assistance may be needed; overflow parking areas); anticipated crowds; estimated attendance;

(2) Contingency plans for rain (relocation or rescheduling of events; alternative parking areas; method of notifying the public of changes);

(3) Proof of liability insurance; and if the event is held on city property, the city should be named as an additional insured in the amount of \$1,000,000;

(4) Damage bond or cash deposit to protect city facilities (this would be mainly for out-of-town sponsors) in the amount of \$500,000;

(5) Health permits for all food concessions;

(6) Liquor license information for beer sales (including hours of sale);

(7) Plans for toilet facilities;

(8) A list of for-profit vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to event;

(9) A security plan;

(10) ADA compliance;

(11) The name and phone number for the person in charge of the event and a secondary contact; and

(12) Special consideration requests, i.e., city-provided assistance requested (Street Department, IDOT) (for street closings, signalization and detour routes), (Parks Department,

Police, Fire and EMS support), being as specific as possible (fees may be charged for these services).

(D) Temporary signs for a special event shall be permitted in accordance with the sign ordinance. Any request that exceeds or is not authorized shall not be approved.

(E) Electrical inspections are required for all exterior electrical connections. The City Electrical Inspector must be contacted a minimum of 24 hours prior to inspection.

(Prior Code, § 118.02) (Ord. 1818, passed 1-29-1996; Ord. 1917, passed 6-2-1997; Ord. 3663, passed 4-19-2010) Penalty, see § 10.99

Section 118.03 Permit Approval

(A) *Approval by Director of Community Development or City Administrator.* The Director of Community Development or City Administrator shall review and may approve certain special events; provided they meet the following requirements:

(1) The event is requested by an existing licensed business within the city or by a non-profit organization with approval of an existing licensed business within the city and is located on its business property or is held on city property and does not require the closure of public streets;

(2) The duration of the event will not exceed five days;

(3) The event will not require the issuance of a liquor or firearms permit; If the applicant already holds a liquor license with the City of O'Fallon, the special event permit request can be administratively approved.

(4) A special event has not or will not be held more than five previous times during any calendar year at the same location;

(5) Event requires no more than an incidental amount of city services, as determined by the Director or City Administrator; and

(6) No off-premises signage or ribbons are requested, other than temporary non-commercial signs authorized without a permit under § 157.163. If the applicant is requesting signage and the request meets current code, it can be administratively approved.

(B) *Approval by Director of Community Development or City Administrator for reoccurring special events.* In addition to the requirements of division (A) above, the Director of Community Development shall review and may approve certain special events provided they meet the following requirements:

- (1) A special event that has been approved by the City Council for at least (1) year immediately preceding the current application and is substantially the same as previously approved may be approved administratively.
- (2) Special events held within a parking lot serving the sponsoring business may be approved administratively when the event will not adversely affect traffic flow, pedestrian safety, emergency access, or the availability of customer parking. Events with anticipated impacts shall require review and approval as otherwise provided in this chapter.
- (3) All mobile food trucks, mobile food vendors or sponsors of an event, including food trucks, food vendors must comply with sections § 112.21 and 112.22.
- (4) The event has not been objected to by any of the following: a department head, the City Administrator, the Mayor or a positive vote of any committee; and
- (4) If all of these conditions are not met, the special event permit request shall be submitted to the City Council for consideration.

(C) *Approval by City Council.* All other requests for special permits not approved by the Director of Community Development or City Administrator shall go before the City Council for approval.

(Prior Code, § 118.03) (Ord. 1818, passed 1-29-1996; Ord. 1917, passed 6-2-1997; Ord. 3663, passed 4-19-2010; Ord. 3807, passed 10-7-2013; Ord. 3931, passed 5-2-2016)

Upon its passage and approval, this Ordinance shall be in full force and effect ten (10) days after its publication in pamphlet form as required by law.

Passed by the City Council this 5th day of October 2026.

ATTEST:

(seal)



Jerry Mouser, City Clerk

Approved by the Mayor this 5th day
of October 2026.

Eric Van Hook, Mayor

ROLL CALL:	Rosenberg	Muyleart	Lotz	Stoffel	Carney	Fohne	Roach	SUB TOTALS
Aye	X	X	X	X	X	X	X	7
Nay								0
Absent								0

ROLL CALL:	Newcomb	Hudson	Blackburn	Vorce	Campbell	Parchman	Ford	SUB TOTALS	SUM OF TOTALS
Aye	X	X	X	X	X	X	X	7	14
Nay								0	0
Absent								0	0