



**Village of Algonquin**  
**Minutes of the Committee of the Whole Meeting**  
**Held On July 19, 2022**  
**Village Board Room**  
**2200 Harnish Dr. Algonquin, IL**

**AGENDA ITEM 1:** Roll Call to Establish a Quorum  
Trustee Glogowski, Chairperson, called the Committee of the Whole meeting to order at 8:09 p.m.

Present: Trustees Jerry Glogowski, John Spella, Laura Brehmer, Maggie Auger, Brian Dianis, Robert Smith and President Debby Sosine.

A quorum was established

Staff Members Present: Village Manager, Tim Schloneger; Public Works Assistant Director, Michele Zimmerman; Community Development Director, Jason Shallcross; Police Chief, John Bucci; Village Clerk, Fred Martin; and Village Attorney, Kelly Cahill.

**AGENDA ITEM 2:** Public Comment  
None

**AGENDA ITEM 3:** Community Development  
Mr. Shallcross:

**A. Consider a Special Event Permit for St. Margaret Mary's Summer Fest on August 27, 2022**

Magda and Pawel Kopec, on behalf of the St. Margaret Mary Church is seeking approval of a public event/entertainment license for the St. Margaret Mary Church Summerfest on August 27th, 2022 with set-up on August 19th, August 26th, and the morning of the event. This is an event that includes a festival with a live band from 2:00PM until 10:00PM, educational opportunities, food vendors, children's games, and other social activities. The organization requests presence of Algonquin Police and Algonquin Fire to be present mainly for the educational purposes of children. They will utilize the parking on-site and additional parking will not be needed. The organizers intend to follow all IDPH and CDC guidelines for the event The applicant has applied for two (2) temporary banners located at both entrances to the church/school parking lot. The dimensions of these temporary banners shall be four (4') by three (3') feet in dimension.

**DISCUSSION:**

Staff has reviewed the request and recommends approval with the following conditions outlined below.

**RECOMMENDATION:**

Approval contingent upon the following:

- Village Police officers and other officials shall have free access to the event at all times to ensure that the event is in compliance with the Municipal Code;
- All garbage/debris from the event shall be deposited in on-site trash bins by the event coordinator; The required electrical, stage, and fire inspections shall be allowed to be conducted by Village and Fire Department staff;
- 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;
- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed;
- Public Event License Fees must be paid prior to the event;
- A Special Event Permit to sell alcohol must be obtained from the Village and State Liquor Commissioners;
- The event coordinator is responsible for suspending or canceling the event in case of structural concerns, electrical malfunctions, or storms that may include wind in excess of 40 mph, lightning, tornado warnings, unruly crowds, or any other issues that may pose a risk or danger to the public;
- The St. Margaret Mary Summerfest 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;

- Prior to commencing any of the activities approved by the Public Event License, 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;
- The five (5) temporary banners shall not be installed more than 30 days prior to event and taken down the day after. A temporary sign permit shall be required.
- No alcohol shall be served in areas none compliant with our Auxiliary Liquor Design Guidelines. Areas must be fenced off.
- All employees with approved BASSET training shall be present when alcohol is being served on site.
- There shall not be cooking within a tent that is attached to a dining tent. Food vendors can use an “ezup” type tent over their cooking areas so long as its not attached to a dining tent. This tent shall be at least 20 feet (20’) from the dining tent.
- There shall be at least one fire extinguisher within 75 feet (75’) of the cooking area.
- Should propane tanks be used for cooking equipment, the tanks shall be secured to prevent tipping.
- Site plan utilized shall be approved by all staff member

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

### **B. Consider a Special Event Permit for Art on the Fox on September 10 and 11, 2022**

The Village of Algonquin is seeking approval of a Public Event License for the Art on the Fox art festival that will take place in downtown Algonquin on September 10 and 11, 2022. This event is being put on by the Village of Algonquin and organized by Amdur Productions, Inc. The Art on the Fox is a free public cultural event that features original art of all medias and also live music. The Art on the Fox last occurred in 2021 on Main Street. After last year's success, the festival is planned to return to Main Street between Algonquin Road and Madison Street. Police and Fire have given preliminary approval of the event map and Public Works has preliminarily approved the street closure. The Art on the Fox will have two 8x8 platform stages with live music from 10 am - 5 pm on both days. One of the stages will be located at the north end of Main Street near Algonquin Road and the other stage will be located at the south end of Main Street near Madison Street. Along with the platform stages, approximately 85 artist booths are planned to be located along Main Street.

Staff request the Village Board approve the Public Event Permit for Art on the Fox for September 10 and 11, 2022, waiving the serving and consumption of alcohol restrictions, within the designated area, for certain permitted licensees: Bold American Fare, Whiskey and Wine, Cucina Bella, Creekside Tap, Bullseye, Cattleman's Burgers and Brew, and The Black Bear Bistro. It will be the responsibility of the current liquor license holder to apply to the State of Illinois for a Special Use Permit with certain guidelines for alcohol sales during Art on the Fox.

To prove that customers have been carded, businesses will provide wristbands when the customer purchases alcohol. The wristband will be one color (Yellow) with an Art on the Fox logo. If any of the businesses wish to sell outside of their licensed area, they will need to obtain a Special Event Permit from the State of Illinois. The festival may also include food vendors that would sell products different from those offered by downtown restaurants.

Staff has reviewed the request and recommends approval with the following conditions:

- The applicant 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 Public Event Liquor Permit to sell alcoholic liquor must be obtained from the Village and State Liquor Commissioners OR proof of Village permission to have downtown restaurants sell alcohol for consumption off-premises.
- In the event of unfavorable weather conditions, the tent area( s) shall be vacated if there is a severe thunderstorm, ifthere is a tornado warning/watch issued, or in the case of high winds or gusts in excess of 40 mph.

- Final site and circulation plans are subject to review and approval by CD Staff, Police, Fire, and Public Works as needed.

Following discussion, it was the consensus of the Committee to move this item forward to the Village Board for approval.

**C. Consider a Front Yard Setback Variance for 628 Gaslight Drive**

Calvin Braker, the “Petitioner,” is requesting one (1) variation for the parcel at 628 Gaslight Drive, the “Subject Property,” to allow for a front yard setback reduction of four feet (4’) to accommodate a new covered front porch. The Subject Property is located in the R-1 zoning district, but has a larger front yard setback per the plat of subdivision.

**BOARD/COMMISSION REVIEW:**

The Planning and Zoning Commission reviewed the request and held a Public Hearing for Front Yard Setback Variance at 628 Gaslight Drive at the July 11th, 2022, Planning and Zoning Commission Meeting (See the attached P&Z staff report for Case No. PZ-2022-12). One citizen from the public made comment at the Public Hearing to suggest approval and encouragement of the variance request.

After some discussion regarding the setting of precedence’s and the standards for a variation, the Planning and Zoning Commission accepted staff’s findings as the findings of the Planning and Zoning Commission and did not recommend approval of the variance request.

The Petitioner also brought a neighborhood petition signed by twenty (20) Gaslight Terrace Residents to display the support of many surrounding property owners.

**DISCUSSION:**

Calvin Braker, the “Petitioner,” is requesting one (1) variation for the parcel at 628 Gaslight Drive, the “Subject Property,” to allow for setback reduction of four feet (4’). The variation request is required to accommodate the Petitioner’s proposed eight foot (8’) wide front covered porch. The Zoning District Bulk Chart in the Village’s Zoning Code requires a minimum front yard setback of thirty feet (30’) in the R-1 One Family Dwelling Zoning District. However, the Gaslight Terrace Subdivision plat of subdivision requires a forty foot (40’) minimum front yard setback for all lots in the subdivision. The Gaslight Terrace subdivision is more restrictive than the R-1 Zoning District per the 1973 Plat of Subdivision.

**RECOMMENDATION:**

Staff recommends denial of the Front Yard Setback Variance for 628 Gaslight Drive, as outlined in the staff report for case PZ-2022-12, of the following motion:

- “To deny a variation to allow a four-foot (4’) reduction to the front yard setback of the Subject Property also known as 628 Gaslight Drive”
- Attorney Cahill advised that a Super Majority of the Board would be required to overrule the Planning & Zoning recommendation.

Following lengthy discussion, on the variation request, the Committee of the Whole agreed (2-4) to place the item on the omnibus/consent agenda at the next Village Board Meeting. As such, the request will proceed as “New Business” on the next regularly scheduled Village Board Meeting.

**AGENDA ITEM 4:** General Administration  
None

**AGENDA ITEM 5:** Public Works & Safety  
None

**AGENDA ITEM 6:** Executive Session  
None

**AGENDA ITEM 7:** Other Business  
None

**AGENDA ITEM 8:** Adjournment  
There being no further business, Chairperson Glogowski adjourned the meeting at 8:58 p.m.

Submitted: \_\_\_\_\_  
Fred Martin, Village Clerk