

PLAN COMMISSION

COMMUNITY DEVELOPMENT STAFF REPORT

Temporary Use Permit for Evolet Eve One Year Anniversary Celebration

July 7, 2021

Project Number

TUP2021-1003

Applicant

Monica Lefever – Evolet Eve Wineshop

Approvals Sought

Temporary Use Permit



LOCATION MAP

EVENT DETAILS

Schedule: Monica Lefever, owner of Evolet Eve Wineshop (the "Applicant"), is requesting approval of a Temporary Use Permit to conduct a one year celebration event on Friday, August 13, 2021 from 2 p.m. until 10 p.m. The Applicant conducted a similar grand opening event in the private parking lot located on the side of the building in the summer of 2020. Approximately 350 individuals attended that event.

Location: As illustrated in the proposed event site plan attached as Exhibit A, the proposed event would be held in the dead-end section of Stafford Place located north of the multi-tenant building the Evolet Eve Wineshop is located in and east of Warren Avenue. This section of Stafford place would be closed to vehicle use the entire day on August 13 until the event improvements are removed before 10 a.m. on Saturday, August 14. The proposed event space would be defined on the east by the existing outdoor seating area located in front of the Evolet Eve Wineshop and on the remaining sides by a

combination of portable bike rack barriers, temporary mesh safety fencing, and caution tape.

Parking: During the period when the above noted section of Stafford Place is closed, resident and business occupants of the building and their visitors/customers would need to park in the private parking lot on the west side of the building and/or in any of the existing public parking located in the surrounding area. The Applicant is planning to encourage event attendee's to walk or bike to the event in the promotional materials that will be distributed to publicize the event.

Tasting Tent: The event would include a large "Tasting Tent" where samples of the various alcoholic products sold at Evolet Eve Wineshop would be made available to adults of legal drinking age that have purchased a ticket allowing access to the "Tasting Tent". Servers within the Tasting Tent will all be Basset Trained. All individuals wishing to consume alcoholic beverages would be required show a valid State Id to prove they are at least 21 years of age. Once it is confirmed they are of legal drinking age, they would then be issued a wristband that allows them to access the Tasting Tent. This is the same system the Park District uses to control access to alcoholic beverages in the beer tent during the Summer Daze and Car Show event.

Food Trucks: The Applicant is working to secure commitments from three independent food truck operators to provide service at the event. As illustrated on Exhibit A, the food trucks will be stationed within the event space.

Entertainment: The Applicant is also working to secure a commitment from a local musician band to entertain at the event. The entertainment would be setup at the east edge of the event space adjacent to the existing outdoor seating area. According to the Applicant, the band/musician would provide entertainment between the hours of 6-9 p.m.

Miscellaneous: The Applicant is planning to provide three temporary bathrooms one of which will be handicapped accessible. The temporary bathrooms will be located in the northwest corner of the event space. Garbage cans and garbage collection will be provided under contract by the same vendor that supplies the event tent.

ANALYSIS

According to the provisions of Section 1.D.4. *TEMPORARY EVENTS* of the Warrenville Zoning Ordinance, the proposed event requires formal temporary use permit approval from the City Council because it involves (i) a street closure and (ii) the serving of alcohol. **The Plan Commission reviews and makes recommendations on Temporary Use Permit requests that require City Council approval.**

The following application documents have been submitted to the Community Development Department and distributed to the Plan Commission/Zoning Board of Appeals. Additional copies of any or all of these documents are available upon request and can be reviewed at the Community Development Department office.

1. Application for Temporary Use Permit signed by Monica Lefever, dated May 18, 2021.

2. Evolet Eve Wineshop One-Year Anniversary Celebration Event aerial photo based site plan, revised on July 6, 2021.

City staff from the Administration, Finance, Community Development, Police, and Public Works Department have reviewed the application materials for this temporary event. Community Development Department staff had a multiple follow up conversations and meetings with the Applicant regarding the proposed scope and operation of the event. Based on this review and subject to the event being operated in compliance with the recommended approval conditions listed on attached Exhibit B, staff does not expect the one-day event will have an undue deleterious impact on the character of the area or the existing residents and businesses operating in the adjacent buildings. Furthermore, staff does not anticipate the event will result in the creation of significant traffic congestions issues or unsafe parking situations.

CONCLUSION

Based on the above-noted findings, staff recommends ***the Plan Commission recommends the City Council grant conditional approval of a Temporary Use Permit which would allow Evolet Eve to conduct a One Year Anniversary Celebration Event on the dead-end section of Stafford Place subject to the event being conducted in accordance with the information contained in the July 7, 2021, Community Development Department Staff Report, the Applicant's May 18, 2021, application, the revised July 6, 2021, event site plan, and the staff recommended Temporary Use Permit conditions attached to the July 7, 2021, Staff Report as Exhibit B.***

Exhibit A: Proposed Event Site Plan

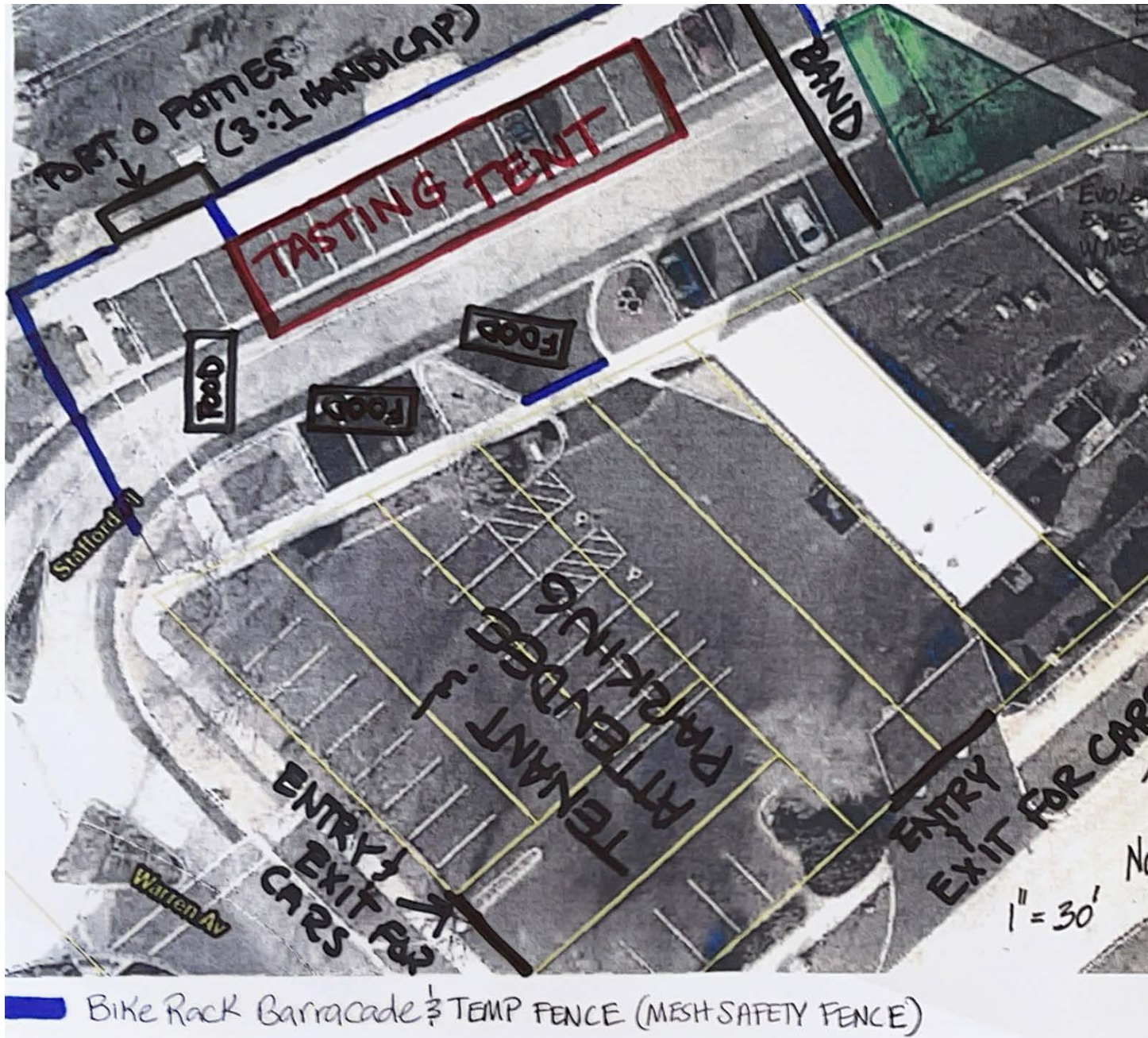


Exhibit B: Staff Recommended Temporary Use Permit Approval Conditions

1. License/Hold Harmless Agreement

- At least 10 days prior to event, Applicant shall execute a new license agreement with the City that would cover the entire area of public property this event will occupy. The form of license agreement will be similar to what the applicant previously executed for its existing outdoor seating operation.

2. Food Truck Related

- Food truck vendors will need to obtain a City of Warrenville Business License and a Warrenville Food Handlers License if the food truck business is Warrenville based.
- Food truck vendors shall possess a current DuPage County Health Department permit.

3. Tent Related Requirements

- Applicant shall obtain a building permit to install tent at least 10 days in advance of the event.
- No tent stakes or temporary fencing posts are allowed to be pounded into the asphalt or concrete in the City ROW.

4. City Inspection Requirements

- A final event set up inspection shall be conducted by the Community Development Department the morning of the event. The Applicant shall promptly rectify any issues or concerns identified by City staff during this inspection.

5. Insurance

- At least ten days in advance of the event, Applicant shall provide certificates of insurance that:
 - Evidences general liability and workers comp insurance specifically covering the event and naming the City as an additional insured.
 - Evidences dram shop insurance specifically covering the event.

6. Liquor license Related

- At least 10 days in advance of the event, Applicant shall obtain a temporary Class D liquor License from the Finance Department for this event. Contact Finance Director Dahlstrand for details.
- Secure any and all required State of Illinois special use permit liquor licenses required for this type of event.

7. *Garbage and Refuse*

- The Applicant shall promptly clean-up and properly dispose of all garbage and refuse created by the event.

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8. *Event Space:*

- Except for areas where event attendees will be allowed to enter or exit the event, the entire perimeter of the event space shall be defined by a combination of portable bike rack barriers, temporary mesh safety fencing, and caution tape.
- The public sidewalk along the north side of Stafford Place shall not be included in the event space.
- Temporary portable toilets shall not be located on the public sidewalk or the adjacent DuPage County owned property to the north of the sidewalk.
- The event space shall be promptly dismantled and Stafford Place shall be reopened for automobile access before 10 a.m. on Saturday, August 14.

9. *Building owner and tenant notification requirements*

- At least one week in advance of the event, Applicant shall provide written notices to the owner and all tenants in the building that identify the location, date, hours of operation, and parking restrictions associated with the event.