



Meeting Date: Thursday, February, 12, 2026
Meeting Time: 5:00 P.M.
Meeting Location: Council Chambers
118 Hillsboro Avenue

ADMINISTRATIVE AND COMMUNITY SERVICES COMMITTEE AGENDA

Committee Members

Elizabeth Grant, Chair

Will Krause

Andrea Miracle

-
1. Roll Call
 2. Approval of Minutes from the January 29, 2026 ACS meeting [Pg. 3](#)
 3. Public Comment
 4. New Business
 - A. Resolution Approving a Sign Variance for 7371 Marine Road (Edwardsville Moose Lodge) [Pg. 4](#)
 - B. Approval of an Ordinance Amending Chapter 1250.13 – Off-street parking and loading; tables of the Codified Ordinances of the City of Edwardsville – **First Reading** [Pg. 21](#)
 - C. Approval of an Ordinance Amending Chapter 1228 – Landscaping and screening of the Codified Ordinances of the City of Edwardsville – **First Reading** [Pg. 36](#)
 - D. Approval of an Ordinance Certifying the Official Zoning Map of the City of Edwardsville, Madison County, Illinois – **First Reading** [Pg. 51](#)
 - E. Approval of RASE Board Items from the February 3, 2026 meeting: [Pg. 55](#)
 - i. Earth Day – Nature Preserve Foundation (Saturday, April 18)
 - ii. Celebrating the Spirit of 1776 – Madison County Historical Society (Sunday, June 28)
 - iii. Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15)
 - iv. Unity Fest – Edwardsville Unity (Saturday, September 26)
 - v. Edwardsville Book Fair – Edwardsville Library (Saturday, October 3)
 - vi. Living History Day – Madison County Historical Society (Sunday, October 4)

If prospective attendees require an interpreter or other access accommodation, please contact the Edwardsville City Clerk's office at 618-692-7500 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations.

Administrative and Community Services Committee Minutes

January 29, 2026 5:00 P.M. at City Hall

Approved Date: _____

Signature: _____

PRESENT:

Elizabeth Grant
Andrea Miracle
Ryan Zwijack
James Arnold

Jeanne Wojcieszak
Cathy Hensley
John Falcone
Don Munsch

EXCUSED

Will Krause

1. Roll Call
2. Approval of Minutes from the January 15, 2026 ACS meeting – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
3. Public Comment
4. New Business
 - A. Approval to Award the 246 N Main St. Asbestos Abatement to Cempro Services of IL, LLC in the amount of \$57,230.00 – Motion to approve (Grant), seconded (Miracle) and voted all ayes to forward to Council
 - B. Approval of an Ordinance Amending Chapter Two, Article XI, Section 701 – City Official Expense and Reimbursement Policy – **Second Reading** – Motion to approve (Grant), seconded (Miracle) and votes all ayes to forward to Council
5. Old Business
6. Correspondence & Announcements:
7. Boards & Commissions:
 - A. Plan Commission
 - B. Zoning Board of Appeals
 - C. Human Relations Committee
 - D. Historic Preservation Commission
 - E. Edwardsville Environmental Commission
 - F. Bicycle and Pedestrian Advisory Committee
 - G. Recreation, Arts and Special Events Board
 - H. Library Board
 - I. Band Board
9. Next ACS Meeting: Thursday, February 12, 2026 at 5:00 p.m. in City Hall Council Chambers, 118 Hillsboro Ave.
10. Adjournment – Motion to adjourn (Grant), seconded (Miracle)

CITY COUNCIL MEETING: Tuesday, February 3, 2026 at 7:00 p.m. at City Hall Council Chambers, 118 Hillsboro Ave.



DATE: February 12, 2026

ACTION ITEM TITLE: Resolution Approving Sign Variances for 7371 Marine Road (Moose Lodge 1561)

ORIGIN: Public Works

SUMMARY:

The applicant is requesting three sign variances to install a dynamic display sign at 7371 Marine Road for Moose Lodge 1561. The first variance is to allow the proposed dynamic display sign within 200 feet of a residentially zoned property. The second variance is to allow the proposed dynamic display sign without at least six inches of masonic frame that matches the front building façade. The third variance is to allow the proposed dynamic display sign to be greater than 15-square feet in this location. The Sign Ordinance (Sec. 94-46) does not allow dynamic display signs within 200 feet of a residentially zoned property, and signs within 300 feet are subject to supplemental standards. The proposed dynamic display sign is not permitted under the 200 feet requirement, and it does not meet two of the supplemental standards for a dynamic display sign under the 300 feet provision. Therefore, the proposed sign must seek three sign variances for it to be installed at this location and in this style.

RATIONALE:

Staff recommends approving the first and third sign variances, and denying the second sign variance. None of the proposed variances are consistent with the intent and purpose of the Sign Ordinance, but the proposed sign may not be detrimental to public welfare due to its placement within the subject property. In addition, the first and third proposed sign variances alleviate the property's locational hardship and are the minimal deviation from the requirements. The second variance, however, is not the minimum deviation from the requirements. The second variance is the result of reusing the existing freestanding sign frame rather than over burdensome requirements.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLANS:

N/A

SUGGESTED COUNCIL ACTION:

Staff is recommending approval of the first and third sign variances, and denial of the second sign variance.

RESOLUTION NO. _____
RESOLUTION AUTHORIZING A SIGN VARIANCE FOR
MOOSE LODGE 1561 AT 7371 MARINE ROAD

WHEREAS, Moose Lodge 1561 has requested to install a dynamic display freestanding sign on the site of 7371 Marine Road; and

WHEREAS, a dynamic display sign is not allowed to be within 200 feet of a residential zoned property; and

WHEREAS, a dynamic display sign is not allowed to be greater than 15-square feet in these locations, and

WHEREAS, the proposed variances are not consistent with the intent and purpose of this chapter. The sign may not be detrimental to the public welfare due to the placement of the sign within the subject property; and

WHEREAS, the proposed variances alleviate the property’s locational hardship and are the minimum deviation from the requirements; and

WHEREAS, the request to install a dynamic display sign within 200 feet of a residential zoned property and that is greater than 15-square feet has been duly considered and recommended for [REDACTED] with a vote of -- ayes and -- nays by the Administrative and Community Services Committee of the City Council;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EDWARDSVILLE THAT:

A variance for Moose Lodge 1561 to install a dynamic display sign within 200 feet of a residential zoned property and that is greater than 15-square feet on the site of 7371 Marine Road is [REDACTED].

ADOPTED this _____ day of _____, 2026 pursuant to a roll call vote as follows:

- Ayes:
- Nays:
- Absent:
- Abstention:

APPROVED by me this _____ day of _____, 2026.

By: _____
Art Risavy, Mayor
Edwardsville, Madison County, Illinois

ATTEST, Filed in my office, this
_____ day of _____, 2026

By _____
Michelle Boyer, City Clerk
Edwardsville, Madison County, Illinois

RECEIVED
JUL 28 2025



BY: _____ APPLICATION FOR
SIGN INSTALLATION PERMIT

<input type="checkbox"/> Permit Issued	Sign Application No. <u>31457</u>
<input type="checkbox"/> Permit Denied	Date Submitted: <u>07/23/25</u>
Reason: _____	Date Approved: _____

FEE: \$10.00 (per Sign)	FEE: \$20.00 (per Electrical Permit, if Applicable)
Fee Paid: _____	Electrical Permit Required: _____
Date: _____	Electrical Permit Number: _____

Please provide a rendering of the proposed sign showing dimensions and area.

- 1) Location of Property:
Address: 7371 Marine Rd, Edwardsville, IL 62025
Parcel I.D. Number: 10-1-16-07-00-000-020.004 Zoning: Not Listed on GIS
- 2) Applicant's Name: Gabriella Sharman Phone: [REDACTED]
Email Address: [REDACTED]
Address: P.O. Box 695
City: Ross State: OH Zip Code: 45061
- 3) Name of Property Owner(s) if other than Applicant:
Email Address: [REDACTED]
Name: Jim Acra Phone: [REDACTED]
Address: 7371 Marine Rd
City: Edwardsville State: IL Zip Code: 62025
- 4) Sign Installer:
Name: Apex Construction and Remodeling LLC Phone: [REDACTED]
Email Address: [REDACTED]
Address P.O. Box 695
City: Ross State: OH Zip Code: 45061
- 5) Cost of sign: 26,341
- 6) Road Frontage:
Width of building front tenant space (when applicable): 114.57ft Ft. (Required)

Application Continues on Next Page

Permanent Sign Permit Application

- 7) Proposed sign is:
 New Sign Addition to Existing Signage Replacement of Existing Sign
- 8) Expected Date of Installation: TBD - Sign has yet to be fabricated
- 9) Proposed Type of New Sign (Check One):
 Freestanding Flush-Mounted (height of placement _____)
 Projecting Dynamic Display
 Window Other Replacement illuminated cabinet
- 10) Size of Proposed New Sign
 Sign Height: 5'-2" Sign Width: 6'-4" Base Height (if applicable): (Going on existing sign on site, no new base)
 Total Sign Area: 33.28sqft
- 11) Size of Existing Signage
 A. Total Existing Signage (Square Feet): 36.50
 Does existing signage contain a freestanding sign? Yes* No
**If you marked yes, please answer question B.*
 B. Size of Existing Freestanding Signage (If Applicable)
 Sign Height: 72 3/4" Sign Width: 72 3/4" Base Height: 36 1/4"
 Total Height (Sign Height + Base Height): 72 3/4"
 Total Sign Area: 36.50
total width x height is 72 3/4 inches x 72 3/4
 the top section is 36 1/2 inches and the bottom is 36 1/4 inches.
- 12) Illumination of Sign: Non-Illuminated Flood Lights
 Back-Lighted Neon (Variance Required)
- 13) Hours of illumination: From All Day (a.m./p.m.) to All Day (a.m./p.m.)
- 14) Does sign include changeable copy? Yes No
- 15) Will any of the lighting on the sign be moving or blinking? Yes No
- 16) Will sign contain animated or dynamic display? Yes No
 Applicable area of animation or dynamic display 3'-2" ft. x 6'-4" ft.
Include specifications of display with application.

Application Continues on Next Page

Permanent Sign Permit Application

I certify that all of the above statements and those contained in any papers or plans submitted herewith are true and accurate. I also understand that changes in plans or specifications shall not be made without written approval of this office. Failure to comply with these regulations shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

All signatures are required for the permit to be processed.

Applicant:

Signature: [Redacted] Date 07/23/25
Printed Name Gabriella Sharman

Business Owner:

Signature: [Redacted] Date 07/24/25
Printed Name James Acra

Property Owner:

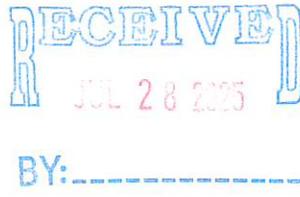
Signature: [Redacted] Date 07/24/25
Printed Name James Acra for Edwardsville Moose Lodge 1561

For Office Use Only

Zoning Administrator _____ Approval Disapproval Date: _____
Comments: Call (618)-692-7535 to request an inspection when the sign installation is complete.

Electrical Inspector (If applicable) _____ Approval Disapproval Date: _____
Comments:

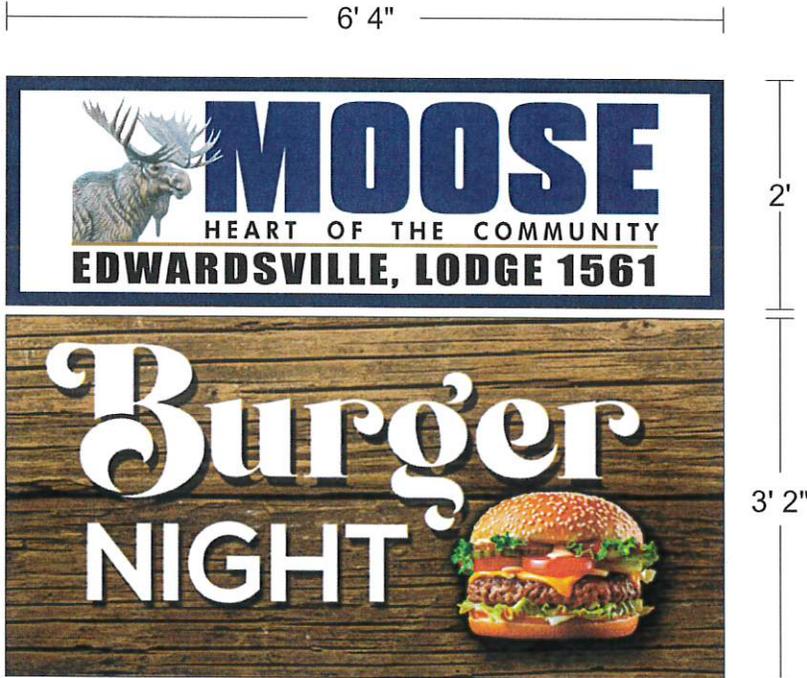
Final Inspection Complete Date: _____



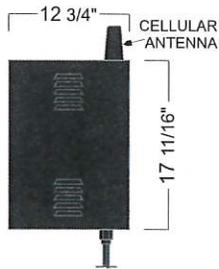
1054551-2-s Photoshop File

Flat Surface Dimensions: 21" x 73"

With 1.5" Bleed: 24" x 76"



Remote control box with ethernet cable



Original Sold Sketch



1-800-237-3928 stewartsigns.com

Atlas 10.66mm 90x180

Sk: 1054551-2-s Cust: 3201152

7/7/2025 F/cLane SOLD

Scale: 5/8"=1' ID/Support color: Royal Blue

Signature _____

Date _____

Please confirm that all lettering, colors and graphics are correct before signing. Changes to artwork after signature is received will incur a \$500 art change fee.



This custom artwork is not intended to provide an exact match for ink, vinyl, paint, or LED color. Signs are designed for an illuminated graphic and art is based off of this premise. Non-illumination during daylight hours may result in graphics of varying appearance. Brickwork and masonry are not included in the proposal with the exception of Cornerstone products. Measurements shown are approximations; final product dimensions may vary. LED images shown are simulated to replicate optimum viewing distance. Original design, do not duplicate.

RECEIVED
JUL 28 2005

BY: _____

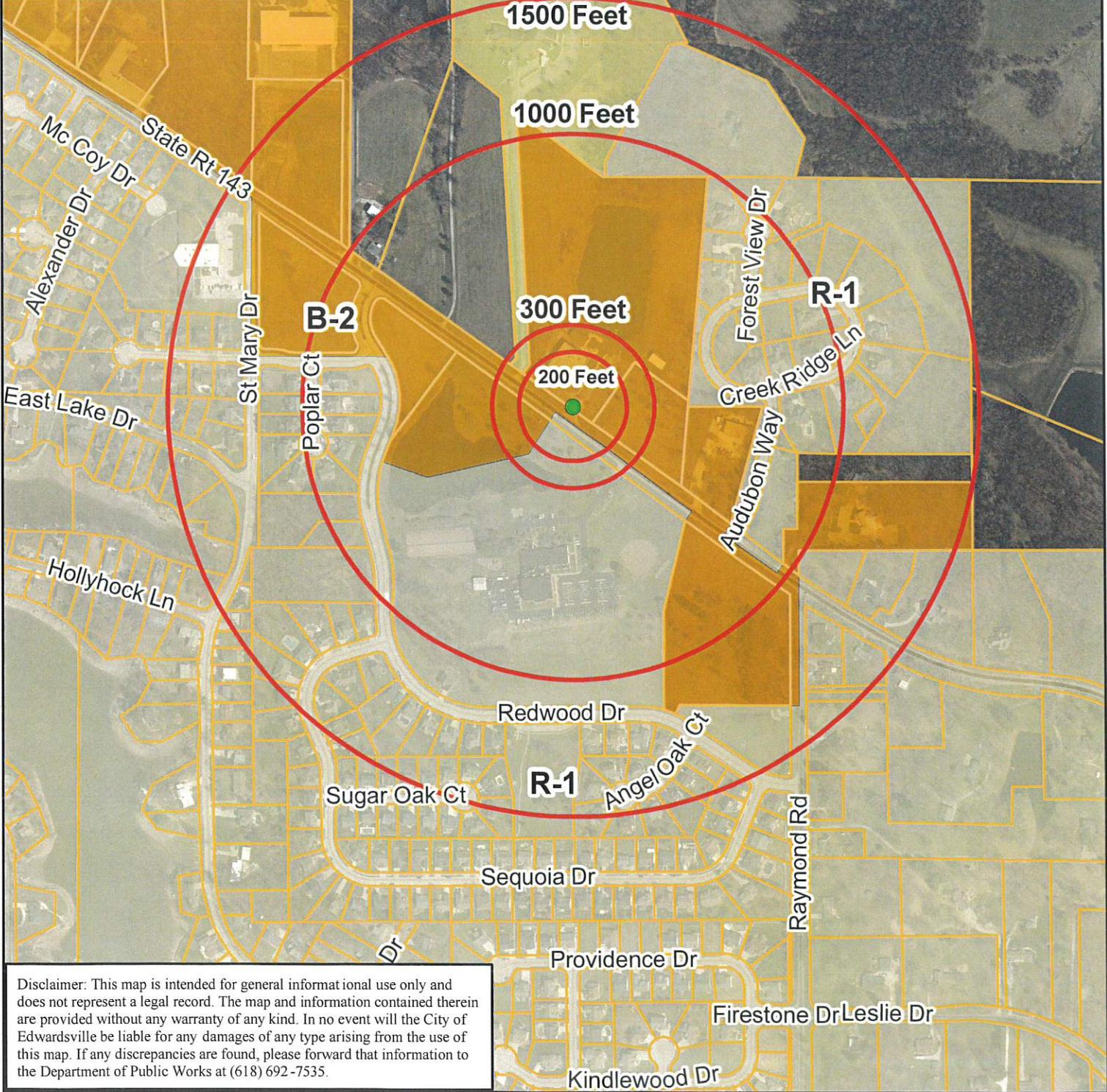




7371 Marine Rd

2022 Aerials
0 250 500 Feet N

- Current Sign Location
- 1500 Ft
- 1000 Ft
- 300 Ft
- 200 Ft
- Parcels (approx)



Disclaimer: This map is intended for general informational use only and does not represent a legal record. The map and information contained therein are provided without any warranty of any kind. In no event will the City of Edwardsville be liable for any damages of any type arising from the use of this map. If any discrepancies are found, please forward that information to the Department of Public Works at (618) 692-7535.



RECEIVED
FEB 0 2026

**REQUEST FOR VARIANCE
ADMINISTRATIVE & COMMUNITY SERVICES COMMITTEE
AND CITY COUNCIL
EDWARDSVILLE, IL**

(Do not write in this space - for office use only)
Parcel ID No. 10-1-16-07-00-000-020 Zoning District _____
Flood Zone: _____ 004

VARIANCE REQUEST NO. 2026-04
DATE 1/29/26
Fee Amount \$ 150.00 Date Pd 1/29/26

Date set for ACS meeting/hearing: 2/12/26
Action by ACS:
 Denied _____
 Approved _____
 Approved with modification _____

Date set for City Council meeting/hearing 2/17/26
Action by CC:
 Denied _____
 Approved _____
 Approved with modification _____

Instructions to applicants:

- 1) This application for a Variance **must** be complete.
- 2) All requests for Variance **must** include a survey & site plan with the application showing the information listed in item 8 paragraphs a) and b).
- 3) For sign variances, a schedule providing reasonable guarantees for the completion of sign installation **must** be provided.
- 4) All information required with this application **must** be provided **before** a hearing will be scheduled for the next regularly scheduled Administrative & Community Services Committee meeting.
- 5) The applicant or his attorney or duly-authorized agent must appear at the hearing and present this case to the Administrative & Community Services Committee or the case will not be heard and fees forfeited.
- 6) Standard for Variances: The City Council shall not grant any variance unless, based upon evidence presented to them, they determine that:
 - A. The proposed variance is consistent with the intent and purpose of this chapter, and will not cause injury to the area in which the subject property is located or be detrimental to the public welfare in any way; and
 - B. The proposed variance is the minimum deviation from the requirements that will alleviate the difficulties/hardship while protecting the broader public interest.

The burden of providing substantiating evidence rests with the applicant. Applicants are encouraged to contact the Office of the Zoning Administrator should they have any questions concerning the application.

1. Name of Applicant(s) James Acra for Edwardsville Moose Lodge 1561
Email Address _____
Address: 7371 Marine Road Phone _____
City Edwardsville State IL Zip 62025

2. Property interest of applicant:
 Owner Contract Purchaser Lessee Other _____

3. Name of Owner(s) Edwardsville Moose Lodge 1561
Email Address _____
Address: 7371 Marine Road Phone _____
City Edwardsville State IL Zip 62025

4. Location of Property:
Address of property as assigned by the 911 coordinator is 7371 Marine Road , Edwardsville IL 62025
Property Parcel ID # 10-1-16-07-00-000-020.004

5. Present zoning classification of the property B-2

Request for Variance
Administrative & Community Services Committee/City Council
City of Edwardsville
Page Two of Three

6. Present/proposed use of property (If any uses or buildings on the property are non-conforming, so state): To use a new LED sign to replace our old manual sign

7. Variance Request:
State the specific variance that is being sought and cite relevant paragraphs of the Ordinance by section number (if known). TO HAVE A DYNAMIC SIGN WITH IN 200 FT OF A R-1 ZONED PROPERTY
SEC.94-46 DYNAMIC DISPLAY SIGNS 1-Diii

State why the variance request should be taken into consideration and what exceptional or extraordinary circumstances or conditions apply for this variance as referred to in the application (attach additional pages if necessary).
SEE ATTACHED

8. a) Variance requests for fencing and freestanding sign placement require a survey completed by a licensed land surveyor showing the existing site conditions. The survey must include the property lines, easements, all structures and improvements i.e. principal structure, accessory structures, pool, existing fence (if applicable), driveways, off-street parking area etc.

b) Any proposed structures, fences, signs, etc are to be identified on a site plan indicating the setbacks from existing structures and property lines.

9. I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Edwardsville, Illinois for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law.

[Redacted Signature]

Applicant(s)
James D Acra

Printed Applicant(s) Name

12/8/2025

Date

[Redacted Signature]

Owner(s)
Edwardsville Moose Lodge 1561

Printed Owner(s) Name

12/8/25

Date

Subject: Request for Variance – Section 94-46 1-Diii (question #7 on Variance form)

Dear Planning Department,

I am writing on behalf of Edwardsville Moose Lodge 1561 to formally request a variance to Section 94-46 1-Diii of the City of Edwardsville Codified Ordinances.

The proposed sign will be located on the same spot on our property. The church across the street is zoned R-1, owned by St. John's United Methodist Church. This property spans over 24 acres and includes both commercial and residential buildings. The nearest residential structures are located more than 1,100 feet from the proposed sign location and do not have a direct line of sight to it. Let it also show that the County of Madison has the Church listed as commercial property and the home as residential again which is over 1,100 feet from the sign.

We have attached a letter from St. John's Church indicating that they have no concerns or objections to the installation of the new sign.

This sign is intended to improve the operational efficiency of our Lodge. Currently, our manual sign must be updated multiple times per week, which requires significant volunteer effort and offers limited space for event promotion. The proposed LED sign will allow updates to be made remotely via computer or mobile device, with the ability to schedule changes in advance. This will greatly enhance our ability to communicate upcoming events and activities to the community.

We appreciate your time and consideration of this request and respectfully ask that you approve the proposed variance.

Sincerely,

Edwardsville Moose Lodge 1561



ST. JOHN'S UNITED METHODIST
CHURCH

Oct 21, 2025

Edwardsville Moose Lodge 1561
7371 Marine Road
Edwardsville, IL 62025

To Whom It May Concern:

Thank you for reaching out regarding the proposed sign change at the Moose.

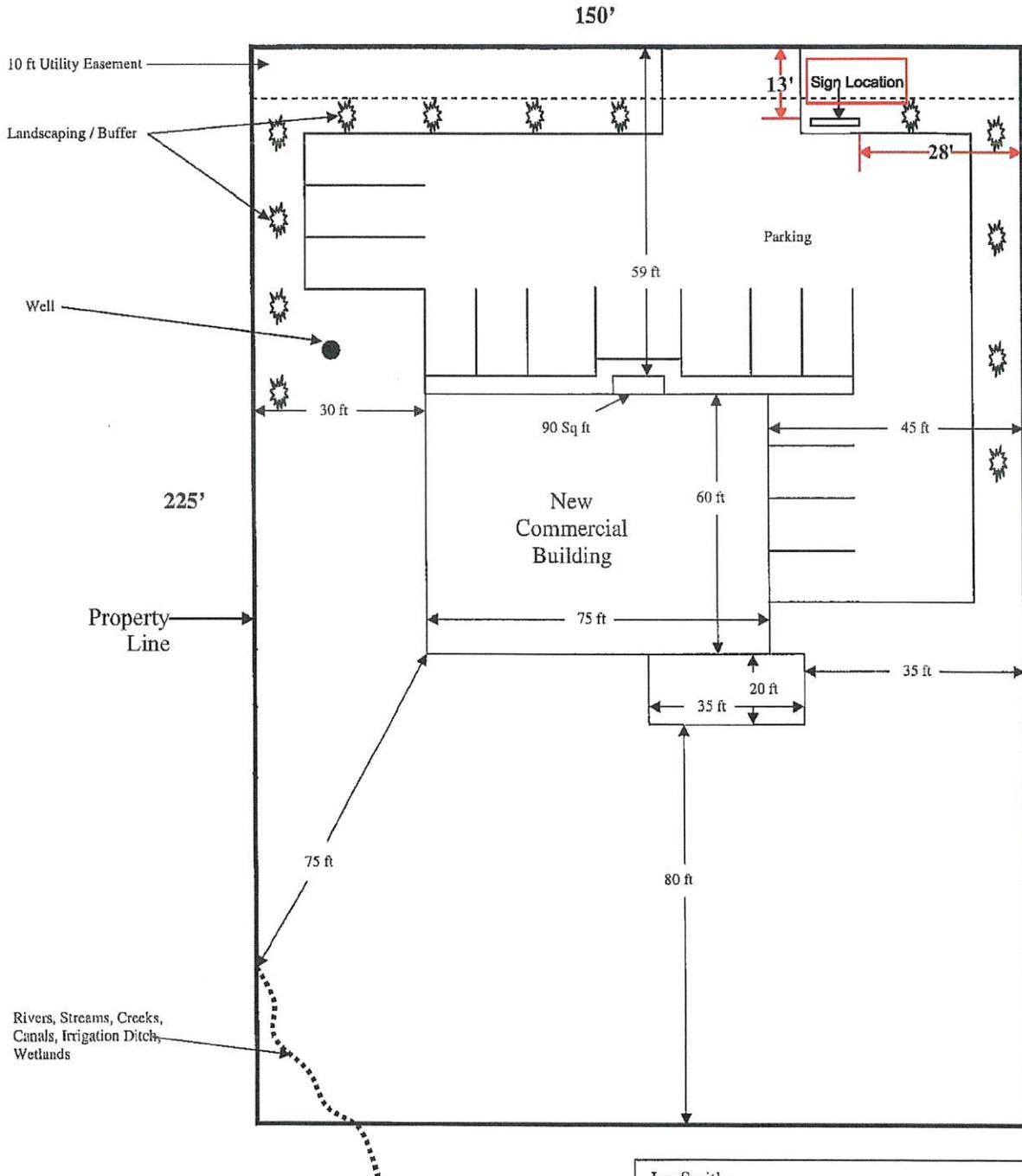
St. John's UMC does not have any concerns or objections to the Moose changing their sign to have electronics/graphics.

Leesa D. Zick
Chair, St John's UMC Trustees

RECEIVED
OCT 21 2025
BY: _____

What is a Site Plan?

A key component in getting a sign project approved is a property site plan. Many jurisdictions will require one before moving forward in the permitting and installation process. A site plan usually shows measurements along with a building footprint, roadways, parking, drainage facilities, sewer lines, water lines, trails, lighting, landscaping, and a location where the sign will be placed. The site plan helps the reviewing agency check for conflicts with neighbors, building codes, or surrounding utility lines before a permit is issued. Once the plan and permit is approved, it will be used by the installer when laying out the location for your new Stewart sign.



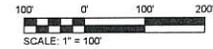
SAMPLE SITE PLAN

NOTE: All easements must be shown and identified.

Joe Smith
 100 W. Anywhere Street
 Parcel # 55-55-55-55-5555
 Ph. 555-555-5555
 Scale: 1" = 30'
Put Drawing Scale Here

PLAT OF SURVEY

of part of the Southwest Quarter of the Southeast Quarter and part of the Southwest Quarter of Section 7, Township 4 North, Range 7 West of the Third Principal Meridian, Madison County, Illinois



SURVEYED PROPERTY BEING THE TRACT OF LAND DESCRIBED IN THE WARRANTY DEED TO ILLINOIS LODGE NO. 1561, LOYAL ORDER OF MOOSE AS RECORDED ON SEPTEMBER 19, 2011 IN BOOK 4452, ON PAGE 1246, IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS.

DESCRIPTION OF RECORD
Part of the Southwest Quarter of the Southeast Quarter and a part of the Southwest Quarter of Section 7, Township 4 North, Range 7 West of the Third Principal Meridian, Madison County, Illinois, being more particularly described as follows:

Commencing at a stone at the Southeast corner of the West Half of the Southwest Quarter of said Section 7, thence North 00 degrees 00 minutes 28 seconds East (assumed bearing), along the East line of said West Half, 50.0 feet, thence North 89 degrees 56 minutes 32 seconds West 50.0 feet, thence South 00 degrees 00 minutes 28 seconds West 141.08 feet to the centerline of Marine Road (S.A.R. 6) (IL RTE 143), 60 feet in width, said point being the beginning of a 5,729.62 foot radius non-tangent curve to the right, whose center bears North 33 degrees 05 minutes 44 seconds East, thence North, along said curve and centerline, through a central angle of 32 degrees 17 minutes 38 seconds, an arc distance of 229.39 feet, thence North 54 degrees 36 minutes 38 seconds West 216.21 feet to the point of beginning of the tract herein described, thence continuing North 54 degrees 36 minutes 38 seconds West, along said centerline, 721.30 feet to the beginning of a 29,647.90 foot radius tangent curve to the left, thence along said curve and centerline, through a central angle of 00 degrees 02 minutes 34 seconds, an arc distance of 21.27 feet, thence North 35 degrees 23 minutes 22 seconds East 80.00 feet to an iron pin, thence North 03 degrees 01 minute 52 seconds, West 917.56 feet to a concrete monument, thence South 64 degrees 24 minutes 10 seconds East 415.77 feet to a concrete monument at the Southwest corner of the Northwest Quarter of said Southeast Quarter, thence North 89 degrees 19 minutes 33 seconds East, along the South line of said Northwest Quarter the Southeast Quarter, 365.78 feet to an iron pin set, thence South 04 degrees 41 minutes 02 seconds West 1,177.82 feet to the point of beginning.

Excepting therefrom all coal underlying with the right to mine and remove the same;

Excepting therefrom a tract described as follows:

Part of the Southwest Quarter of the Southeast Quarter and a part of the Southwest Quarter of Section 7, Township 4 North, Range 7 West of the Third Principal Meridian, Madison County, Illinois, being more particularly described as follows:

Commencing at a stone at the Southeast corner of the West Half of the Southwest Quarter of the Southwest Quarter of said Section 7, thence North 00 degrees 00 minutes 28 seconds East (assumed bearing), along the East line of said West Half, 50.0 feet, thence North 89 degrees 56 minutes 32 seconds West, 50.0 feet, thence South 00 degrees 00 minutes 28 seconds West, 141.08 feet to the centerline of Marine Road (S.A.R. 6) (State Route 143), 60 feet wide, said point being the beginning of a 5,729.62 foot radius non-tangent curve to the right, whose center bears North 33 degrees 05 minutes 44 seconds East, thence North, along said curve and centerline through a central angle of 02 degrees 17 minutes 38 seconds, an arc distance of 229.39 feet, thence North 54 degrees 36 minutes 38 seconds West, 216.21 feet to the point of beginning of the tract herein described, thence continuing North 54 degrees 36 minutes 38 seconds West, along said centerline, 417.82 feet, thence North 35 degrees 23 minutes 22 seconds East, 303.21 feet, thence South 54 degrees 36 minutes 38 seconds East, 237.74 feet, thence South 04 degrees 41 minutes 02 seconds West, 352.66 feet to the point of beginning containing 2.29 acres, more or less.

Subject to the right-of-way of said Marine Road, along the Southwesterly side of the above described tract of land.

NOTE
BEARINGS ARE REFERENCED TO THE ILLINOIS COORDINATE SYSTEM OF 1983, 33 ZONE (BELLEVILLE ZONE 29).

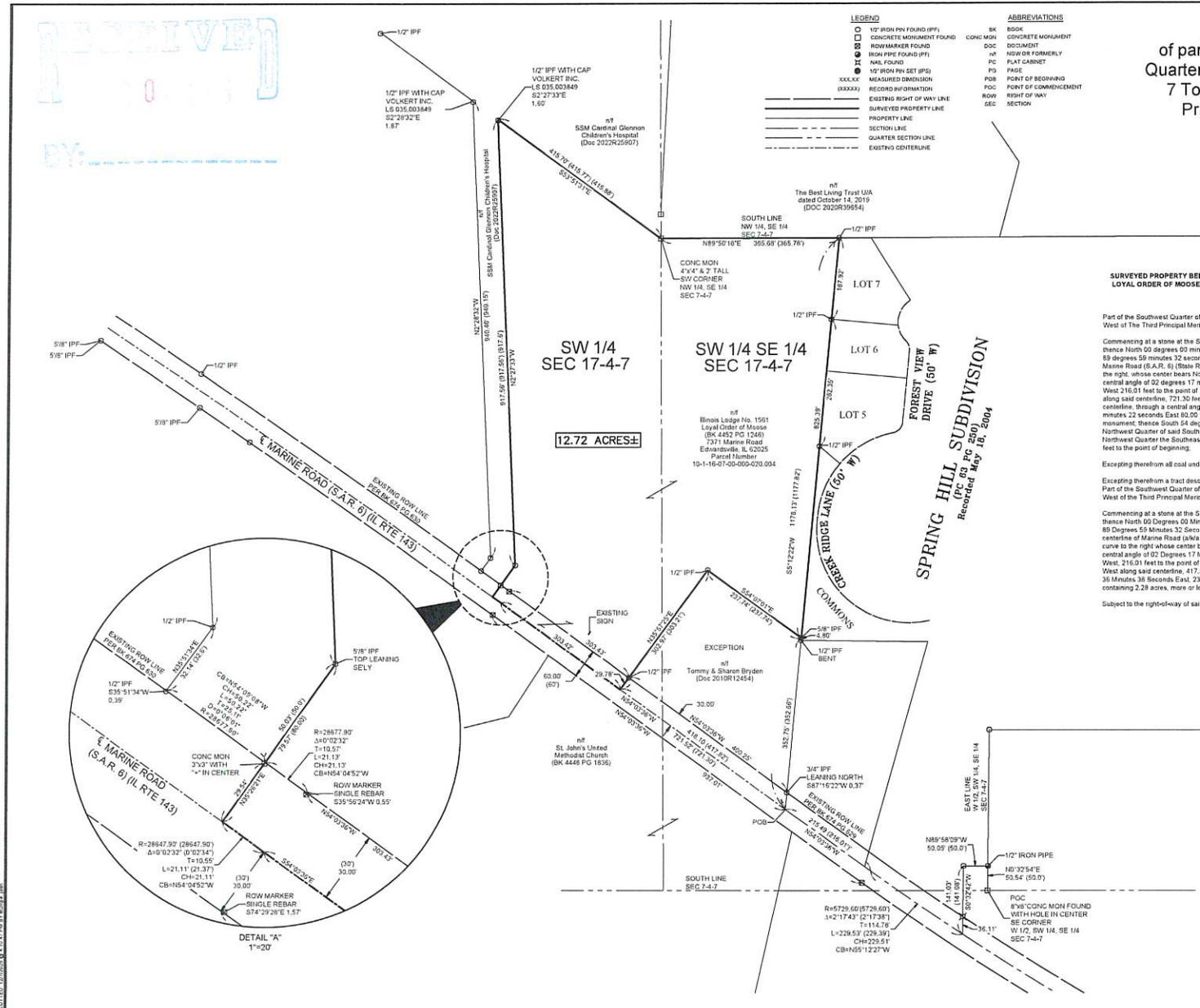
I, THE UNDERSIGNED ILLINOIS PROFESSIONAL LAND SURVEYOR, DO HEREBY DECLARE THAT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THIS IS A CORRECT REPRESENTATION OF A SURVEY MADE UNDER MY DIRECT, THE REQUEST OF AND FOR THE EXCLUSIVE BENEFIT OF THE OWNERS OR THEIR REPRESENTATIVES. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

JOSHUA A. STUMPE DATE 11-30-25
I.P.S. NO. 3737 EXP. DATE 11-30-25

IT IS NOT WARRANTED THAT THIS PLAT CONTAINS COMPLETE INFORMATION REGARDING DEDICATIONS, EASEMENTS, RIGHTS OF WAY, OR OTHER ENCUMBRANCES. FOR COMPLETE INFORMATION, A TITLE OPINION OR COMMITMENT FOR TITLE INSURANCE SHOULD BE OBTAINED.

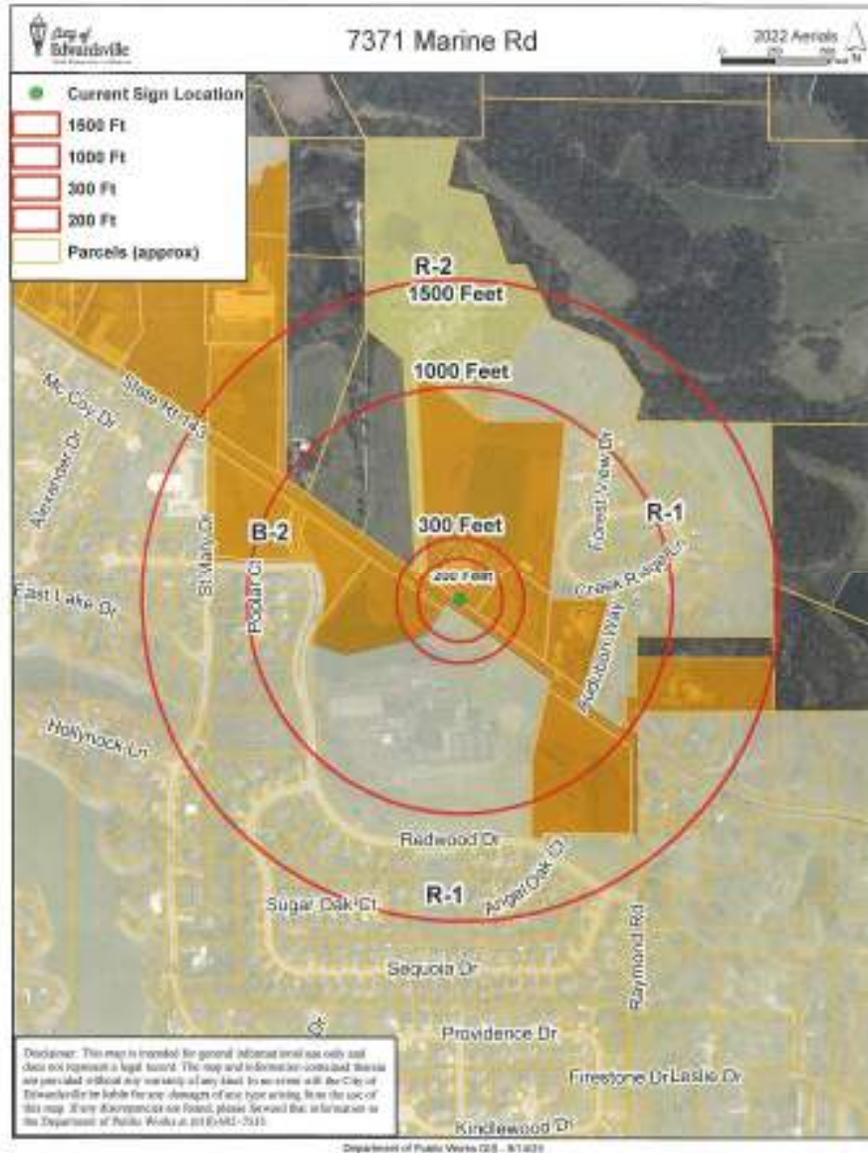
SURVEYED	JES/12/25	PLAT PREPARED FOR Loyal Order Of Moose Lodge 1561
DRAWN	JES/12/25	
CHECKED	JES/12/25	
APPROVED	JES/12/25	
REVISIONS		
FIELD WORK COMPLETED		DESIGN FIRM NUMBER 19462012, EXPIRES APRIL 30, 2027
PROJECT NO.	51002-100	DATE December 7, 2025
		SHEET 1 of 1

- LEGEND**
- 1/2" IRON PIN FOUND (IPF)
 - CONCRETE MONUMENT FOUND
 - ROW MARKER FOUND
 - IRON PIPE FOUND (IP)
 - NAIL FOUND
 - 1/2" IRON PIN SET (IPS)
 - XXXXX MEASURED DIMENSION
 - (XXXXX) RECORDED INFORMATION
 - EXISTING RIGHT OF WAY LINE
 - SURVEYED PROPERTY LINE
 - PROPERTY LINE
 - SECTION LINE
 - QUARTER SECTION LINE
 - EXISTING CENTERLINE
- ABBREVIATIONS**
- BK BOOK
 - CONC MON CONCRETE MONUMENT
 - DOC DOCUMENT
 - IPF IRON PIPE FOUND
 - IP IRON PIPE
 - PC PLAT CABINET
 - PS PAGE
 - POB POINT OF BEGINNING
 - POC POINT OF COMMENCEMENT
 - ROW RIGHT OF WAY
 - SEC SECTION



THIS PLAT WAS PREPARED BY JES/12/25 AND DRAWN BY JES/12/25. THE SURVEY WAS CONDUCTED ON 11/30/25. THE PLAT IS SUBJECT TO THE ILLINOIS COORDINATE SYSTEM OF 1983, 33 ZONE (BELLEVILLE ZONE 29).

**ZONING ADMINISTRATOR’S REPORT
Case 2026-04 – Sign Variance Request
7371 Marine Road – PID 10-1-16-07-00-000-020.004
February 12, 2026**



APPLICANT:

Gabriella Sherman – Apex Construction and Remodeling, LLC

LOCATION:

The subject property is located at 7371 Marine Road.

SIGN VARIANCE REQUEST AND OVERVIEW

The applicant is requesting three sign variances to install a freestanding dynamic display sign at 7371 Marine Road for Moose Lodge 1561. The proposed dynamic display sign would replace the existing manually operated freestanding sign. However, it would be within 200 feet of a residential zoned property, which the Sign Ordinance (Sec. 94-46) does not allow.

Additionally, a dynamic display sign within 300 feet of a residential zoned property is subject to supplemental standards (Sec. 94-46). The proposed dynamic display sign would not meet two of the supplemental standards: one, the sign would not be framed by a minimum of six inches of brick, stone, or masonry matching the front façade of the building and two, the dynamic display portion would exceed the maximum area allotted for such a sign (15-square feet). The dynamic display sign’s design does not include any proposed masonic framing and would be approximately 20-square feet. Therefore, the proposed sign the applicant submitted would not be allowed under the Sign Ordinance, where variances are needed for this sign to be placed at this location and in this style.

AREA LAND USE AND ZONING

The subject property is zoned “B-2” Commercial/Business District and is an institutional use. The adjoining properties are zoned and used as follows:

Direction	Zoning District	Use
North	“R-1” Single Family Residential District & “R-2” Multiple Family Residential District	Single Family Dwelling & Institutional
South	“B-2” Commercial/Business District & “R-1” Single Family Residential District	Vacant & Institutional
East	“B-2” Commercial/Business District & “R-1” Single Family Residential District	Vacant & Single Family Dwellings
West	“R-2” Multiple Family Residential District	Institutional

APPLICABLE SECTION OF ORDINANCE

Sec. 94-46. – Dynamic Display Signs.

Variance 1:

(iii) In no instance shall a dynamic display sign be placed closer than 200 feet from any residentially zoned property.”

Variance 2 and 3:

(i) Signs with dynamic displays are to be located at least 300 feet from any residentially-zoned property or, if placed at a distance of 300 feet or less, meet the following criteria: 1) Be a flush-mounted sign placed on the building or a free-standing (monument style) sign structure; 2) Free-standing sign structures with a dynamic display shall have a maximum height of six feet as measured from surrounding pre-construction grade with a sign face framed by a minimum of six inches of brick, stone, or masonry material matching the front façade of the building. The dynamic display portion of the sign must be placed on the lower half of the monument sign and the dynamic display sign area shall be no greater than 15 square feet; and 3) Be turned off between the hours of dusk until dawn.

STANDARDS FOR VARIANCE:

- A. *The proposed variance is consistent with the intent and purpose of this chapter, and will not cause injury to the area in which the street graphic is located or be detrimental to the public welfare in any way.*

The proposed variances are not consistent with the intent and purpose of this chapter. The proposed sign may not be detrimental to the public welfare due to the placement of the sign within the subject property.

- B. *The proposed variance is the minimum deviation from the requirements that will alleviate the difficulties/hardship while protecting the broader public interest.*

The proposed variances to allow a dynamic display sign within 200 feet of a residentially zoned property and that is greater than 15-square feet alleviate the property's locational hardship and are the minimal deviation from the requirements.

The proposed variance to allow a dynamic display sign without a minimum frame of six inches of brick, stone, or masonry matching the front façade is not the minimum deviation from the requirements. This proposed variance is the result of reusing the existing freestanding sign frame rather than over burdensome requirements.

STAFF RECOMMENDATION:

Staff recommends approving the first and third sign variances and denying the second sign variance.



DATE: February 12, 2026

ACTION ITEM TITLE: Approval of an Ordinance Amending Chapter 1250.13 – Off-Street Parking and Loading; Tables of the Codified Ordinances of City of Edwardsville

ORIGIN: Public Works

SUMMARY:

The attached ordinance amendment will modify Section 1250.13 – Off-Street Parking and Loading; Tables in its entirety with the most significant changes being the following:

1. Changing parking minimum requirements to parking maximum requirements
2. Allowing no more than a double row of parking between the principal structure and the highest classified right-of-way
3. Revising the off-street parking waiver process for developers wanting more parking than what is permitted
4. Removing landscaping requirements
5. Restructuring the ordinance’s layout with minor clarifications and revisions

RATIONALE:

The proposed text amendment would simplify and streamline the off-street parking and loading review processes and would simplify the enforcement of this ordinance.

COMPLIANCE WITH COMPREHENSIVE PLAN:

N/A

SUGGESTED COUNCIL ACTION:

Approval

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 1250.13 OF APPENDIX B (ZONING) OF THE CODIFIED ORDINANCES OF THE CITY OF EDWARDSVILLE REGARDING Off-Street Parking and Loading

WHEREAS, the Corporate Authorities of the City of Edwardsville may establish regulations pertaining to zoning within the City of Edwardsville; and,

WHEREAS, Chapter 1250.13 of Appendix B, Zoning, provides regulation in regard to Off-Street Parking and Loading; and,

WHEREAS, the proposed text amendments to Chapter 1250.13 will allow for simplified and streamlined processes for all aspects of the Off-Street Parking and Loading ordinance by revising the off-street parking and loading code in it’s entirety; and,

WHEREAS, the Plan Commission did hold a properly noticed public hearing on February 4, 2026 and recommended approval of the proposed amendments to Chapter 1250.13 of Appendix B (Zoning) by a vote of 6 ayes and 0 nays.

WHEREAS, the Administrative and Community Services Committee of the City of Edwardsville did on February 12, 2026, after review and discussion, by a vote of **___ ayes and ___ nays**, recommend approval of the proposed text amendment; and,

NOW, THEREFORE IT BE ORDAINED BY THE CITY EDWARDSVILLE CITY COUNCIL, MADISON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. RECITALS. The facts and statements contained in the preamble of this Ordinance are found to be reasonable and correct and are hereby adopted as part of this Ordinance.

SECTION 2: OFF-STREET PARKING AND LOADING; TABLES. Section Chapter 1250.13 hereby modified as shown in Exhibit A, adding and striking language as described.

SECTION 3. SEVERABILITY. Each section and each part of each section of this Codified Ordinance is hereby declared to be an independent section or part of a section, and if any such section or part of a section, or any provision thereof is held to be invalid, the remaining sections or parts of sections shall not be affected thereby.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED by the City of Edwardsville City Council, Madison County, Illinois this _____ day of _____, 2026, pursuant to a roll call as follows:

- AYES:
- NAYS:
- ABSENT:
- ABSTENTION:

APPROVED by me this _____ day of _____, 2026

By: _____
Art Risavy, Mayor of the
City of Edwardsville,
Madison County, Illinois

ATTESTED, Filed in my office,
this _____ day of _____, 2026

By: _____
Michelle Boyer, Clerk of the City of Edwardsville
Madison County, Illinois.

1250.13 Off-Street Parking and Loading; Tables.

- a) **Purpose:** The purpose of this section is to provide suitable accommodations for vehicle and bicycle parking without permitting undesirably large parking fields, alleviate or prevent congestion of the public streets, and to promote the safety and welfare of the public by establishing minimum and maximum requirements of the off-street parking and loading and unloading of merchandise and products in accordance with the use to which property is put.
- b) **Applicability of section:**
- 1) Off-street parking and loading shall be provided in accordance with this section and for all structures and uses erected or established after the effective date hereof.
 - 2) Off-street vehicle parking spaces shall not be provided in an amount that is more than the amount specified in this section unless the maximum parking requirement is waived or mitigated as provided in this section.
- c) **Prohibited Uses of Off-Street Parking**
- 1) Off-street parking facilities accessory to residential uses developed in any residential district in accordance with the requirements of these subsections shall be used solely for the parking of passenger vehicles owned by occupants of the dwelling structures to which such facilities are accessory, or by guests of such occupants.
 - 2) Off-street parking facilities accessory to residential structures shall not be used for storage of commercial vehicles, motor homes, boats and other such accessory transportation vehicles, or for the parking of vehicles belonging to the employees, owners, tenants, visitors or customers of business or manufacturing establishments.
 - 3) No commercial vehicle exceeding one ton cargo capacity shall be parked anywhere or in any residential district except for normal loading, unloading, and service calls, nor shall any vehicle repair work be conducted on any residential parking lot located in said districts.
 - 4) Properties in business, manufacturing, institutional, and MU-1 Districts that are used for commercial or mixed-use purposes are not permitted to construct or use residentially zoned lots for off-street parking.
- d) **Existing parking and loading facilities:**
- 1) Off-street parking areas that exist in the front yard may remain, provided no additional parking is added in the front yard. Any additional parking shall be in the rear yard or side yard, as required in under this section.
 - 2) If a residential building or structure is damaged or destroyed and then repaired or rebuilt, the same amount of parking and loading spaces that existed before the damage must be restored. However, no extra parking or loading spaces are required beyond what was originally there.
 - 3) Whenever the use of any residential structure or premises is intensified through addition of dwelling units then such changes shall meet the off-street parking space requirements of this code. Based on the application of this code, additional parking and loading facilities commensurate with such increases in use-intensity may be required.
 - 4) Any nonconforming off-street parking area or facility which existed lawfully at the time of the adoption of this title and which remains nonconforming, and any such parking area or facility which shall become nonconforming, upon adoption of this title or any subsequent amendments thereto, may continue subject to the regulations under this section.

- 5) Repairs and routine maintenance of a nonconforming parking area or structure will be permitted as long as the configuration is not substantially altered as a result of the work. For the purpose of this section, repairs and routine maintenance shall be defined as resealing, concrete patching, and restriping without changing the configuration of the parking lot. Lighting requirements for nonconforming parking area or structures in parking lots are separate and are defined in Section 1250.10. All repairs and routine maintenance must adhere to State and Federal regulations.

e) General Off-Street Parking design standards:

- 1) Off-street parking with no principal structure shall be 30 feet from the front and side property lines.
- 2) Off-street parking spaces shall be at least nine feet wide and 19 feet in length and shall have at least eight feet of vertical clearance.
- 3) The length of parallel parking spaces shall be a minimum of 22 feet.
- 4) Every space shall be situated so that no part of any parked vehicle overhangs or infringes on the public right-of-way.
- 5) Parking space markings shall be made and restored as often as necessary to clearly delineate each parking space as determined by the administrator.
- 6) Off-street parking located on the same lot as occupied by the use served may be open to the sky or enclosed in a building or covered with a solar energy system that does not affect the function of the off-street parking and loading areas and adheres to solar energy systems requirements as per Section 1248.02.21.
- 7) Aisles within parking lots shall be sufficiently wide to permit safe and sufficient vehicular movements in the aisles, and into and out of parking spaces as depicted in the table below:

Angle of Parking	Minimum Aisle Width in Feet	
	One-Way	Two-Way
90°	22	22
60°	18	22
45°	14	22
Parallel	14	22

- 8) Off-street parking and loading areas shall be designed so that ingress to or egress from a parking space is from an aisle or driveway, not directly from the public right-of-way. Such areas shall be so arranged that vehicles at no time shall be required to back into any street or roadway to gain access thereto. (See Diagram 1 of this subsection.)
- 9) No accessway to any off-street parking shall be located within 50 feet of any corner formed by the intersection of the rights-of-way of two or more streets. At intersections where traffic-control devices are installed, the administrator may increase this requirement as necessary to prevent traffic hazards.
- 10) Off-street parking area accessways (including residential driveways) and public streets shall be aligned to form - as closely as feasible, right angles to the street.
- 11) The bi-directional accessway to every off-street parking area shall be at least 24 feet wide unless two adjoining one-way drives, each 12 feet wide at a minimum, are provided.

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- 12) The location and maximum width of the curb cut(s) providing ingress and egress to any public right-of-way or adjoining properties from the parking lot shall be as approved by the director of public works.
 - 13) A cross-access easement or other appropriate legal instrument or agreement guaranteeing permanent access between the property and the proposed development is located and its adjacent properties shall be provided.
 - 14) All ADA parking requirements shall be met.
 - 15) Exterior lighting shall be provided as required in Chapter 1250.10 - Exterior Lighting Controls.
 - 16) Landscaping shall be provided as required in Chapter 1228- Landscaping and Screening
- f) **Loading Design Standards.** All off-street loading facilities shall conform to the minimum standards indicated below:
- 1) Every required off-street loading space shall be at least 12 feet wide and 45 feet long exclusive of aisle and maneuver space, and shall have vertical clearance of at least 14 feet. In no case shall a vehicle being loaded or unloaded overhang into the public right-of-way.
 - 2) Every off-street loading space shall have vehicular access to a street or alley. Such accessway shall be at least 12 feet wide.
 - 3) Every off-street loading spaces that is required or provided shall be located on the same parcel of land as the use served, and not closer than 50 feet of the intersection of the rights-of-way of two or more streets, and not on required front yards
- g) **Off-street parking and loading areas material requirements:** Parking areas shall be graded and improved with:
- 1) A minimum of six inches of Portland cement concrete on a four inch thick aggregate base or lime/Portland cement stabilized base; or
 - 2) A minimum of 1.5 inches of surface course and 1.5 inch binder course with a total thickness minimum of 4" of hot mix asphalt paved on six inches of compacted aggregate base binder;
 - 3) Oil and chip or an aggregate surface is not permitted.
 - 4) A minimum of six inches of continuous vertical barrier curbing, exclusive of ingress/egress points, around the perimeter of all parking lots. Said curbing shall be of Portland cement concrete. The same curbing shall be used for interior islands. Reference IDOT Standards Specifications for Road and Bridge Construction Type B-6.XX Barrier Curb. Off-street parking lots within the "M-1" Light Manufacturing District with structures over 100,000 square feet do not have to provide a 6" curb but shall still adhere to 1250.13 (i)(8).
 - 5) New residential construction is required to provide concrete or hot mix asphalt concrete for their driveway and off-street parking.
- h) **Residential districts and properties zoned MU-1 which are used for strictly residential uses:**
- 1) Off-street parking spaces for any residential zoning district or residential use shall be located on the same lot as the use.
 - 2) Off-street parking spaces shall not be located in any front yard. They shall be located in the side and rear yards. All driveways/pavement must lead to an off-street parking space.
 - 3) Off-street parking shall be at least 5 feet from the side and rear property lines.
 - 4) Each parking space accessory to a multi-family dwelling shall be unobstructed so that no vehicle need be moved in order to allow another vehicle to enter/exit the parking area.

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- 5) All off-street parking spaces for non-dwelling uses located in any residential district shall be located on the same lot as the use serviced. However, the administrator may allow such parking facilities to be located on another parcel within 200 feet of the use served if the "same lot" requirement is not feasible.
 - 6) Residential parking minimums are subject to the exceptions outlined in the small lot overlay in Section 1250.06.02.
- i) ***Business, manufacturing, and institutional districts, as well as MU-1 properties used for commercial or mixed-uses:***
- 1) No more than a double row (single access) of off-street parking shall be permitted between the principal structure and the highest classified right-of-way. All remaining parking shall be in the side or rear yards.
 - 2) Off-street parking for dwellings located in any commercial district shall either be located on the same lot as the dwelling or another parcel within 200 feet of the residential premises.
 - 3) Off-street parking for any commercial or industrial use located in any commercial or manufacturing district shall be located within 500 feet of the use serviced; provided, that no portion of any such parking lot shall extend into any residential district except by written permission of the zoning administrator.
 - 4) Off-street parking areas, or internal drives, except for ingress/egress drives, shall not be closer to any street right-of-way than three feet and to the side and rear lot lines than five feet. (See Diagram 2 of this subsection)
 - 5) No off-street parking or loading areas, or internal drives shall be permitted within the street right(s)-of-way.
 - 6) No off-street parking areas, ingress/egress drives, or internal drives shall be located within three feet of a building.
 - 7) Sidewalks shall be provided along the perimeter of the building adjacent to the drive aisle and/or off-street parking area. The sidewalk shall be a raised concrete having a minimum width of three feet when adjacent to a drive aisle or five feet when abutting patron parking spaces that are not parallel to the sidewalk in design and may be placed in the three feet buffer area between the parking surface and the building.
 - 8) For "B-1" and "MU-1" Zoning Districts, access to parking shall be provided via a drive aisle that is a minimum of 20-feet wide and a maximum of 24-feet wide for bi-directional traffic. For one-way traffic, a drive aisle that is a minimum of 12 feet wide shall be required.
- j) ***Computation of required parking/loading spaces:***
- 1) In computing the number of spaces required by this title, the zoning administrator shall apply the following rules:
 - A) In computing parking space requirements based on the number of employees, the maximum number of employees on the premises at any period of the day shall be used. "Employee parking" means one parking space shall be required per one and one-half employees, unless otherwise stated.
 - B) In computing parking or loading space requirements on the basis of building floor area, the gross floor area shall be used.
 - C) Whenever it is necessary to translate gross parking lot area into number of parking spaces, 350 square feet of gross area shall be deemed one parking space.
 - D) If computation of the number of parking or loading spaces required by this title results in a fractional space, any fraction of one-half or more shall be counted as one space.

k) *Parking exceptions.*

- 1) For the purpose of calculating parking requirements, the following types of parking spaces shall not count against the maximum parking requirement:
 - A) Accessible parking;
 - B) Spaces with electrical vehicle charging stations
 - C) On-street parking; and
 - D) Structured parking, underground parking, and parking within, above or beneath the building(s) it serves.
- 2) If application of the maximum parking standard would result in fewer than six parking spaces, the development shall be allowed six parking spaces.
- 3) Maximum parking waiver.
 - A) *Parking demand study.* Requests to exceed the maximum parking requirement shall be accompanied by a parking demand study demonstrating how the maximum number of parking spaces specified in this section is insufficient for the proposed development. Such a study shall include estimates of parking demand based on recommendations of the Institute of Transportation Engineers (ITE), or other acceptable estimates as approved by the zoning administrator, and should include other reliable data collected from uses or combinations of uses that are the same as, or comparable with, the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity and location. The study shall document the source of data used to develop the recommendations.
 - B) *Review criteria.* A request to waive the maximum parking requirement must demonstrate how it is meeting the following criteria:
 - (1) The proposed development has unique or unusual characteristics such as high sales volume per floor area or low turnover, that create a parking demand that exceeds the maximum ratio and that typically does not apply to comparable uses;
 - (2) The parking demand cannot be accommodated by on-street parking, shared parking with nearby uses, or by increasing the supply of spaces that are exempt from the maximum ratio;
 - (3) The request is the minimum necessary variation from the standards; or
 - (4) *Design requirements for excess parking.* Parking that is provided in excess of the maximum parking requirement shall be subject to the review process as outlined in this section. As part of that review, it is the discretion of the Zoning Board of Appeals to impose additional requirements on the excess parking spaces subject to the review for compliance by the Public Works Director. Such additional requirements may include, but are not limited to increased internal landscaping, additional screening, or brick pavers.
 - C) *Review process.* An application for a maximum parking waiver shall be forwarded to the Zoning Board of Appeals and shall follow the requirements listed in Section 1244.02.3, Variance.
- 4) Minimum parking exception
 - A) Requests to reduce the number of required parking spaces when a minimum number is required by this section shall follow the requirements listed in Section 1244.02.3, Variances.

MAXIMUM PARKING AND LOADING SPACES		
USE	NUMBER OF ALLOWED PARKING SPACES	NUMBER OF ALLOWED LOADING SPACES
Educational, Institutional or Recreational		
Churches, auditoriums	1 space per 3 seats in the largest seating area	N/A
Hospitals	1 space per 2 beds plus employee parking	To 50,000 square feet of floor area - 1 space 50,001 to 100,000 - 2 spaces; 100,001 to 200,000 - 3 spaces
Libraries, museums	1 space per 500 square feet of floor area	On review by Administrator
Municipal or privately-owned recreation center or community building	1 space for each 2 employees plus spaces adequate in number as determined by Administrator to serve visitors	N/A
Nursing homes	1 space per 4 beds plus employee parking	To 50,000 square feet of floor area - 1 space; 50,001 to 100,000 - 2 spaces; 100,001 to 200,000 - 3 spaces
Elementary and junior high schools	1 space for every 20 students that the building is designed to accommodate, plus employee parking	On review by Administrator
Child day care centers	1 space per employee plus either of the following: a) 2 parking spaces for the first 10 children plus 1 parking space for every 10 additional children, or fraction thereof; or b) A drive through facility with adequate "pullover" space out of the flow of driveway traffic for 2 additional vehicles	
Senior high schools	1 space for every 4 students over age 16 that the building is designed to accommodate plus employee parking	
Colleges, business professional and trade schools	1 space for every 3 students that the building is designed to accommodate plus employee parking	
Commercial, Office Services Use		
All retail and commercial service uses not denoted below	1 space per 300 square feet of gross floor area	To 10,000 square feet of floor area—1 space; more than 10,000 square feet—1 space plus 1 additional space per 50,000 square feet of floor area in excess of 10,000 square feet

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(Supp. No. 48)

Banks, savings and loans—walk-in	1 space per 300 square feet of floor area, plus employee parking	To 30,000 square feet of floor area—none; 30,001 to 100,000—1 space; more than 100,000 square feet—1 space plus 1 additional space per 100,000 square feet of floor area in excess of 100,000 square feet
Banks, savings and loans—drive-thru lanes	3 stacking spaces per drive-thru lane	To 30,000 square feet of floor area—none; 30,001 to 100,000—1 space; more than 100,000 square feet—1 space plus 1 additional space per 100,000 square feet of floor area in excess of 100,000 square feet
Bowling alleys	4 spaces per bowling lane plus additional spaces for affiliated uses such as restaurants and saloons	Not applicable except as required for affiliated uses
Car washes	5 spaces per wash lane	N/A
Furniture and appliance stores	1 space per 600 square feet of floor area	To 25,000 square feet of floor area—2 spaces; more than 25,000 square feet of floor area—2 spaces plus 1 additional space per 25,000 square feet of floor area in excess of 25,000 square feet
Laundromats	1 space per 3 washers plus 1 space per employee	
Office generally, except medical and dental	1 space per 200 square feet of floor area	To 30,000 square feet of floor area—none required; 30,001 to 100,000—1 space; more than 100,000—1 space plus 1 additional space per 100,000 square feet of floor area in excess of 100,000 square feet
Medical and dental offices	1 space per 200 square feet of gross floor area or 3 spaces per unit (exam room/table/chair), whichever is greater	N/A
Mortuaries	1 space per 4 seats or 1 space per funeral vehicle, but not less than 20 spaces per chapel or view room	1 space per 10,000 feet or more of floor area
Personal Services	1 space per 100 square feet of gross floor area	
Planned Unit Developments	As stated on the Planned Unit Development	As stated on the Planned Unit Development
Restaurants—indoor seating	1 space per 2 seats	1 space per unit having 10,000 square feet of gross floor area
Restaurants—Drive In	1 space per 30 square feet	1 space per unit having 10,000 square feet of gross floor area

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(Supp. No. 48)

Restaurants—Drive Thru Lane	See Section 1248.02.30	
Service stations	2 spaces per service stall plus employee parking	N/A
Shopping Center—individual tenant uses shall not be reviewed or calculated other than if there are multiple buildings which are being reviewed separately	6 spaces per 1,000 square feet of gross floor area (multiple buildings may be reviewed separately regarding parking regulations)	To 10,000 square feet of floor area—1 space; more than 10,000 square feet—1 space plus 1 additional space per 50,000 square feet of floor area in excess of 10,000 square feet
Taverns/saloons	1 space per 2 seats	1 space per structure having 10,000 square feet or more of gross floor area
Theaters, indoors	1 space per 4 seats	N/A
Vehicle sales	1 space per 300 square feet of enclosed floor area and up to 10,000 square feet of open area	As determined by the Zoning Administrator

MINIMUM PARKING AND LOADING SPACES		
USE	NUMBER OF REQUIRED PARKING SPACES	NUMBER OF REQUIRED LOADING SPACES
Dwelling or Lodgings		
Hotels/motels	1 parking space per lodging unit plus employee parking and additional spaces must be considered for affiliated uses such as restaurants and taverns, conference rooms	1 space if the use has 20,000 square feet or more of area.
Boarding house or lodge	1 space per lodging unit plus employee parking and additional spaces for affiliated uses such as restaurants and taverns	1 space if the use has 20,000 square feet or more of area.
Bed & Breakfast	1 space per rental unit	
Short-Term Rentals	1 space per rental unit	
Mobile homes	2 spaces per dwelling unit	N/A
Multiple-family dwelling	2 spaces per dwelling unit OR 1 per bedroom	N/A
Single-family dwelling	2 spaces per dwelling unit OR 1 per bedroom	N/A
Multi-family dwellings in a B-1 or MU-1 zoning district	1 space per dwelling unit	N/A
Single-family dwelling in a B-1 or MU-1 zoning district	1 space per dwelling unit	N/A

MAXIMUM PARKING AND LOADING SPACES		
USE	NUMBER OF REQUIRED PARKING SPACES	NUMBER OF REQUIRED LOADING SPACES
Manufacturing		
Any manufacturing, warehousing or other industrial use	1 space per company vehicle, 1 visitor space per 25 employees on major shift plus employee parking	To 20,000 square feet of floor area—1 space; 20,001 to 50,000—2 spaces; 50,001 to 90,000—3 spaces; above 90,000 square feet—3 spaces plus 1 additional space per 50,000 square feet of floor area in excess of 90,000 square feet

l) Vehicle stacking standards.

- 1) All land uses with a drive through component shall be required to maintain minimum vehicle stacking as outlined in this section.
- 2) Each vehicle stacking spaces shall be a minimum of 10 feet in width and 20 feet in length with the exception of spaces along a curve, which shall be a minimum of 12 feet in width.
- 3) The vehicle stacking lane for a drive through shall not be within the required drive aisle.
- 4) The number of stacking spaces shall be provided as follows:

LAND USE	MINIMUM NUMBER OF STACKING SPACES
Restaurant	4 in accordance with Section 1248.02.30
Bank	3
Car wash	5 spaces per wash lane
All other uses	3

m) Bicycle parking.

- 1) Design
 - A) Each bicycle parking facility shall include a metal anchor sufficient to secure the bicycle frame and accept a U-shaped lock. Acceptable examples include: inverted U, wave, post and ring, campus style, lightning bolt, and swerve. Similar styles may be accepted if they allow easy securing of the bicycle frame and wheel as determined by the zoning administrator.
 - B) Each bike rack element shall adhere to the following: One (1) space shall be considered the space required to allow for an adult bicycle to be mounted securely to the bicycle rack element.

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- C) Each bicycle parking space shall maintain the following minimum clearances:
 - (1) Two (2) feet from any obstruction,
 - (2) Four (4) feet from the center of parallel or angled bicycle racks,
 - (3) Eight (8) feet end to end.
 - 2) Location
 - A) Bicycle parking facilities for nonresidential developments shall be located within of 50 feet from the building entrance, or shall be located at least as close as the closest parking space. Said bicycle parking shall not impede pedestrian traffic (5 foot minimum width access)
 - B) Bicycle parking shall be placed on a site with direct access to internal walkways, public sidewalks, or similar pedestrian accommodations to avoid direct conflict with vehicles.
 - C) Bicycle parking is permitted within the front yard.
 - 3) Spaces required
 - A) All nonresidential developments which provide off-street parking facilities shall provide bicycle parking facilities (bike racks) at a ratio of at least one bicycle parking space for every ten parking spaces. No more than 10 spaces shall be required.
 - B) Multi-family developments shall provide bicycle parking facilities for building residents at a ratio of at least one bicycle parking space for every three dwelling units. This requirement can be met by indoor bicycle parking. Such bicycle parking facilities must be provided near the building entrance accessible to the street.

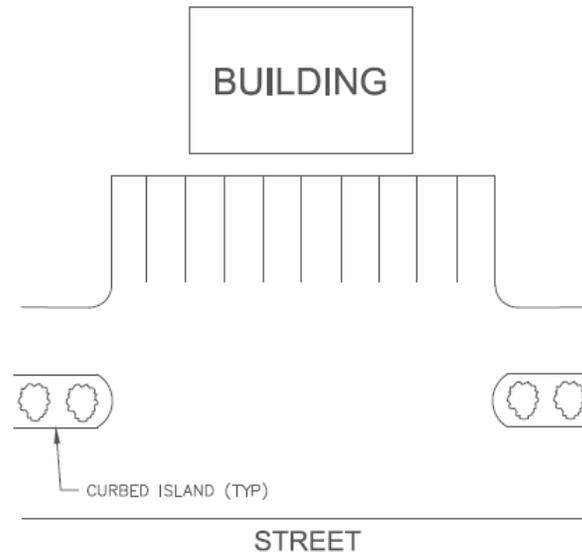
Definitions -

Bicycle Parking Space- a bicycle parking space shall be defined as an area where one (1) bicycle may be securely stored with both wheels resting on a stable surface and facilitate locking without interference to adjacent bicycles.

Bicycle Rack Element – A fixed structure design to securely support and lock one or more bicycles and designed to not cause damage to bicycles.

Bicycle Parking Facility – A designated area or structure intended for securing bicycles on a bicycle rack element. The bicycle parking facility is an accessible platform connected to an accessible route.

INCORRECT



CORRECT

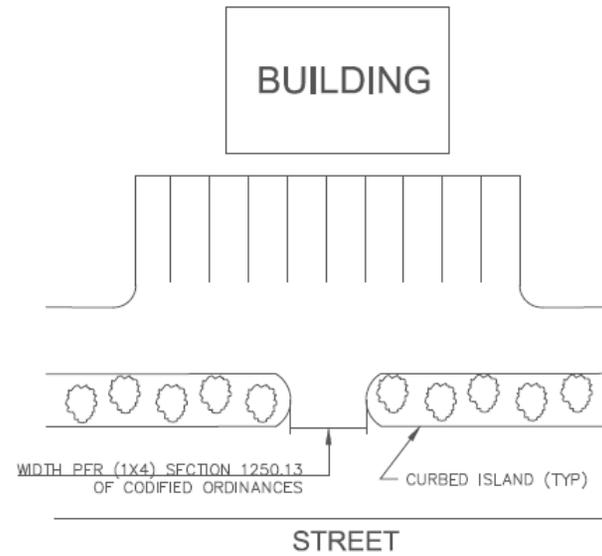


DIAGRAM 1

FOR ILLUSTRATIVE PURPOSES ONLY
NOT TO SCALE

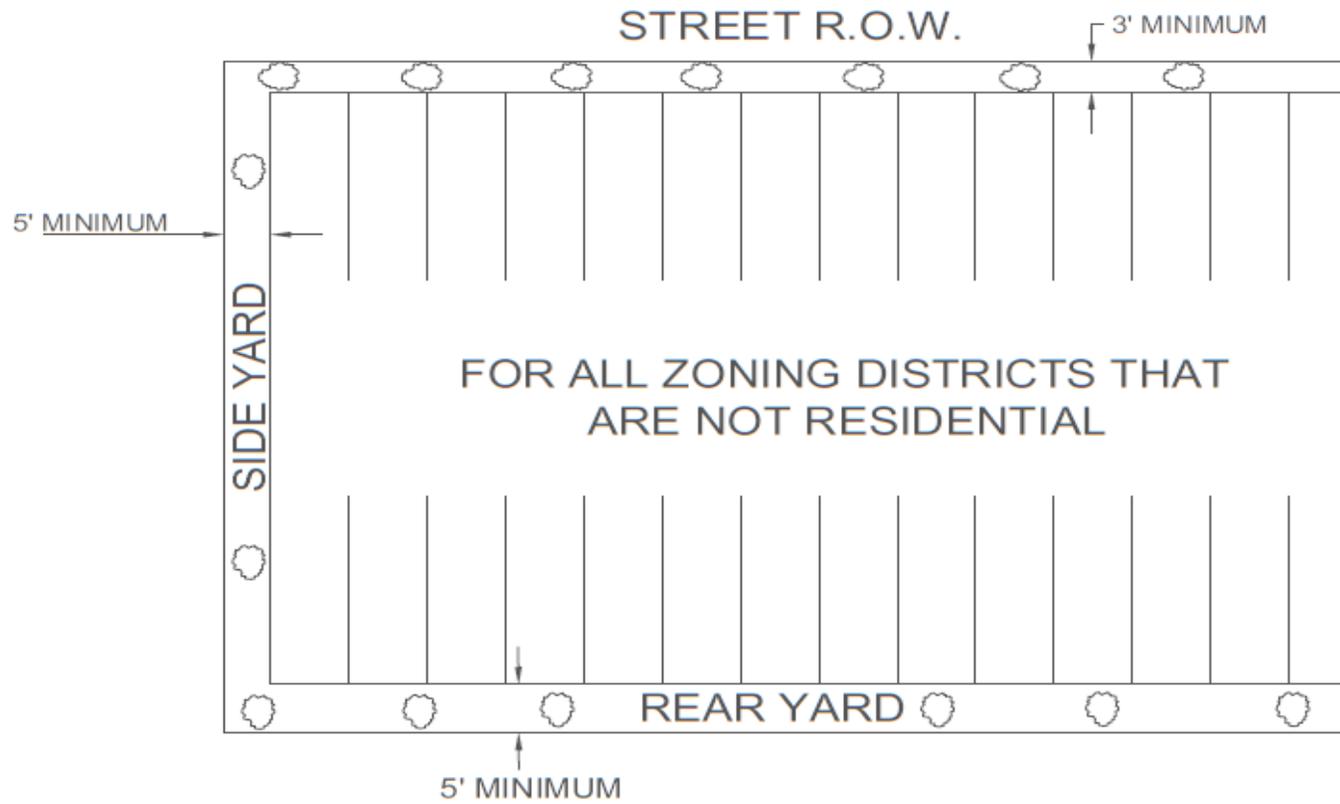


DIAGRAM 2

FOR ILLUSTRATIVE PURPOSES ONLY
NOT TO SCALE



DATE: February 12, 2026

ACTION ITEM TITLE: Approval of an Ordinance Amending Chapter 1228 – Landscaping and Screening of the Codified Ordinances of City of Edwardsville

ORIGIN: Public Works

SUMMARY:

The attached ordinance amendment will modify Section 1228 – Landscaping and Screening in its entirety with the most significant changes being the following:

1. Revising landscape minimums from point requirements based on roadway frontage to landscape coverage requirements for lot yard and parking lot areas
2. Requiring native vegetation
3. Changing the Transitional Buffer Yard plant-only screening to require more shade trees and shrubs and less evergreen trees
4. Restructuring the ordinance's layout with minor clarifications and revisions

RATIONALE:

The proposed text amendment would simplify and streamline the landscaping and screening review processes and would simplify the enforcement of this ordinance.

COMPLIANCE WITH COMPREHENSIVE PLAN:

N/A

SUGGESTED COUNCIL ACTION:

Approval

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 1228 OF APPENDIX B (ZONING) OF THE CODIFIED ORDINANCES OF THE CITY OF EDWARDSVILLE REGARDING LANDSCAPING AND SCREENING

WHEREAS, the Corporate Authorities of the City of Edwardsville may establish regulations pertaining to zoning within the City of Edwardsville; and,

WHEREAS, Chapter 1228 of Appendix B, Zoning, provides regulation in regard to Landscaping and Screening; and,

WHEREAS, the proposed text amendments to Chapter 1228 will allow for simplified and streamlined processes for all aspects of the Landscaping and Screening ordinance by revising the landscaping and screening code in it’s entirety; and,

WHEREAS, the Plan Commission did hold a properly noticed public hearing on February 4, 2026 and recommended approval of the proposed amendments to Chapter 1228 of Appendix B (Zoning) by a vote of 6 ayes and 0 nays.

WHEREAS, the Administrative and Community Services Committee of the City of Edwardsville did on February 12, 2026, after review and discussion, by a vote of ____ ayes and ____ nays, recommend approval of the proposed text amendment; and,

NOW, THEREFORE IT BE ORDAINED BY THE CITY EDWARDSVILLE CITY COUNCIL, MADISON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. RECITALS. The facts and statements contained in the preamble of this Ordinance are found to be reasonable and correct and are hereby adopted as part of this Ordinance.

SECTION 2: LANDSCAPING AND SCREENING. Section Chapter 1228 hereby modified as shown in Exhibit A, adding and striking language as described.

SECTION 3. SEVERABILITY. Each section and each part of each section of this Codified Ordinance is hereby declared to be an independent section or part of a section, and if any such section or part of a section, or any provision thereof is held to be invalid, the remaining sections or parts of sections shall not be affected thereby.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

PASSED by the City of Edwardsville City Council, Madison County, Illinois this _____ day of _____, 2026, pursuant to a roll call as follows:

- AYES:
- NAYS:
- ABSENT:
- ABSTENTION:

APPROVED by me this _____ day of _____, 2026

By: _____
Art Risavy, Mayor of the
City of Edwardsville,
Madison County, Illinois

ATTESTED, Filed in my office,
this _____ day of _____, 2026

By: _____
Michelle Boyer, Clerk of the City of Edwardsville
Madison County, Illinois.

CHAPTER 1228 LANDSCAPING AND SCREENING

1228.01 Purpose.

The purposes of this chapter are as follows:

- (a) To achieve the communitywide goal of developing the visual appeal of public/private open space as stated in the city's comprehensive plan.
- (b) To recognize trees and landscape vegetation as critical infrastructure that stabilize the city's ecological balance by contributing to air purification, oxygen regeneration, carbon storage, groundwater recharge, and stormwater management, while also mitigating the negative impacts of adjacent land development, noise, glare, wind, heat, and climate change
- (c) To provide buffering between single-family land uses and multiple-family, office, commercial, and industrial land uses.
- (d) To ensure that the local stock of trees and other vegetation is replenished.
- (e) To safeguard and enhance property values and to protect public and private investment.
- (f) To preserve and protect the unique identity and environment of the city and preserve the economic base available to the city by such factors.
- (g) To encourage the preservation of existing trees that provide valuable benefits to the urban environment, which can only be fully replaced after decades if removed.
- (h) To protect the public health, safety and general welfare.
- (i) To provide a minimum amount of landscape material to achieve the above objectives. However, flexibility in landscape design and landscaping efforts that reasonably exceed the minimum requirements of this chapter are encouraged.
- (k) To ensure the proper provision, installation, maintenance, and appearance of landscape infrastructure installed in compliance with the city's adopted codes for land development.

1228.02 Applicability.

- (a) It is the intent of this chapter that the terms and conditions set forth herein shall be equally applied throughout the community based on the common factors of zoning district, land use, site conditions and development impacts.
- (b) The landscaping requirements set forth in this chapter shall apply to all zoning districts as specified herein.
- (c) No application for any action requiring compliance with this chapter shall be considered for approval without the required landscape plans or other equivalent drawings/documents specified in this chapter. All landscaping plans are subject to review and comment by the Public Works Director or official staff designee(s), who shall be the only individual(s) authorized to accept, reject or modify plans that are submitted for review and approval.
- (d) All applications for new planned unit developments (PUDs) and building permit applications for new construction shall include a landscape plan that complies with the requirements of this chapter, regardless of the occupancy type, structure type, proposed land use or zoning district. Exemptions include:

- (1) Interior tenant finishes, façade remodels, and similar work that does not expand structure footprints or alter the site as long as the development remains in compliance with previously approved landscape plans.
 - (2) Common improvements on existing residential lots, such as but not limited to new or replacement of uncovered and covered decks, sheds or detached garages, building additions, or patios.
- (e) All zoning lots or parcels shall be subject to these applicability requirements, except those properties that meet one of the following conditions at the time of application:
- (1) Any property specifically exempted from landscape requirements by the municipal code;
 - (2) Any property subject to a waiver or modification of certain applicable landscape requirements, which has been approved by variance, special use or other ordinance adopted by the City Council.
- (f) All required plans, plats, drawings and documents showing the location of street trees shall demonstrate compliance with the applicable performance standards of this chapter and the City's Arboricultural Specifications Manual as may be modified by the approval of the Edwardsville Environmental Commission.

1228.03 Landscape plan.

- (a) No application requiring a landscape plan per Section 1228.02 shall be considered for approval without containing all of the following required information and elements. As necessary to depict and present all required content, landscape plans may consist of multiple sheets.
- (1) North arrow (approximate), scale (approximate), date of preparation and revisions, name of designer/drafter;
 - (2) Approximate location of all buildings, structures, and pavement that are proposed or will remain on-site;
 - (3) Approximate location of all existing or proposed watercourses, ponds, lakes;
 - (4) Approximate location, size, and common name of any existing trees or shrubs/grasses that are to remain;
 - (5) Approximate location of all landscaping that is proposed for the site including any trees, shrubs, ground cover, ornamental grasses, and flower beds (plants should be represented on the drawing at approximately one-half of their mature size);
 - (6) Approximate location of any existing or proposed signs, walls, fences, berms (approximately one foot contour intervals), site furniture, lights, fountains, and sculptures on the site;
 - (7) Approximate location of all property lines;
 - (8) Approximate location of all curb lines of existing or proposed streets, alleys, and parking lots;
 - (9) Approximate location of all sidewalks that are proposed for the site or currently adjoin the site;
 - (10) Approximate location of all existing and proposed easements;
 - (11) Square footage of all landscape islands, yard areas, and parking lot areas;
 - (12) Elevation drawings (side views) of proposed structures showing the proposed landscaping for front and corner side lots (where applicable);
 - (13) Any additional information that the building official determines is necessary to adequately review the proposal.

- (b) Sketches and drawings required and as set forth in this section are not required to be professionally produced or created by licensed professionals.
- (c) Sketches and drawings shall include or be accompanied by a plant list that describes the common name, quantity and size at installation (planting) of each proposed plant.

1228.04 General minimum landscaping requirements.

- (a) All developed zoning lots, except those that are specifically exempted from landscape requirements or subject to a waiver by way of approved ordinance shall provide landscaping as provided in this section. The minimum required landscape area and plantings for a zoning lot and required off-street parking areas shall be determined by zoning district and/or land use as provided in this section.
- (b) When required, the Supplemental Landscaping and Transitional Buffer Yard (TBY) shall be required in addition to the minimum requirements for zoning lots and off-street parking lots.
- (c) **Single-family use requirements.** Zoning lots developed for single-family use in any zoning district shall require the planting of trees according to lot size as provided below.

(1)

Lot Area	Tree Requirement
First 7,500 square feet	1 Small Shade Tree
7,501 square feet – 21,780 square feet	1 Small Shade Tree and 1 Medium or Large Shade Tree
Every additional 21,780 square feet	1 Medium or Large Shade Tree per 21,780 square foot increment

- (2) At least one tree shall be provided in the front yard as zoning setbacks allow related to utility placement. It is recommended that a ten (10) foot setback be maintained from any overhead utilities.
- (3) Required trees for single-family dwellings shall be used to meet the minimum requirement of street trees for the subdivision.
- (4) The schedule above represents the minimum tree sizes required. Larger classes of trees may be substituted where sufficient yard area exists.
- (5) Duplexes, townhouses, and condominiums shall not be considered single-family uses and shall be subject to the requirements for two-family or multiple-family dwellings.

(d) **Requirements for all uses other than single-family dwellings.**

- (1) Lots that are developed for any use other than single-family dwellings shall be subject to the minimum landscaping requirements schedule below.
- (2) Tables 1 & 2 shall be used in determining minimum landscaping coverage requirements and classifying required plants. Additional requirements for tree preservation can be found in Section 1228.10.

Table 1 Minimum Landscaping Requirements Schedule

Zoning District	Land Use Description	Applicable Landscape	Minimum Required Landscape Coverage	Basis of Calculation
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		Area	Lg. or Med. Shade Trees	Small Shade Trees	Shrubs/Grasses	
R-1	If applicable, minimum requirements for land uses other than single-family shall be determined by the land use description in this table that best fits the use, as determined by the Public Works Director or official staff designee(s).					
R-2	(A) Two-family	Yards	700 sq. ft.		-	Per front yard of each dwelling unit
	(B) Multiple-family	Yards	30%	15%	5%	Total Yard Area
MU-1	Mixed Uses	Parking lots	20%	10%	5%	Parking Lot Area*
		Yards	20%	10%	3%	Total Yard Area
B-1	Central Business District	Parking lots	20%	10%	5%	Parking Lot Area*
		Yards	15%	10%	3%	Total Yard Area
B-2	Commercial	Parking lots	20%	10%	5%	Parking Lot Area*
		Yards	30%	15%	5%	Total Yard Area
M-1	Light Industrial	Parking lots	20%	10%	5%	Parking Lot Area*
		Yards	25%	10%	5%	Total Yard Area

*Calculations and distribution of plantings shall include loading areas.

Table 2 Classification of Required Plantings

Plant Classification	Canopy Coverage Credit Per Tree		Minimum Size (at planting)
	New Tree/Shrub/Grasses	Existing Tree	
Large Shade Tree	1,000 sq. ft.	1,500 sq. ft.	2½-inch caliper
Medium Shade Tree	700 sq. ft.	1,050 sq. ft.	2½-inch caliper
Small Shade Tree	350 sq. ft.	525 sq. ft.	1½-inch caliper
Large Evergreen Tree	100 sq. ft.	150 sq. ft.	8 feet in height AND 2-inch caliper
Small Evergreen Tree	50 sq. ft.	75 sq. ft.	4 feet in height AND 1-inch caliper
Shrub/Grasses	30 sq. ft.	-	3-gallon container

Evergreen trees are not required, but may be used to satisfy up to 20% required tree coverage area for yard areas only. This substitution shall not be allowed for trees required in parking areas. In doing so, large evergreens may be substituted for required large or medium shade trees and small evergreens may be substituted for small shade trees with canopy coverage credited at the above rates.

- (e) **Additional landscaping requirements.** All open yard areas and landscape beds that are not occupied by required trees and shrubs/grasses shall be planted and maintained in accordance with applicable provisions of the municipal code.
 - (1) Open yard areas: Yard areas containing no improvements or utilities shall be planted and maintained with vegetative ground cover. Any mix of the following types of ground cover shall be allowed:
 - a. Turf grass. May be installed as seed or sod. Shall be maintained at a height of 8 inches or shorter.

- b. Low growing broadleaf evergreen plants. Shall include only non-invasive species recognized and commonly used as ground cover, such as Pachysandra. Must be planted together in continuous beds, mulched with hardwood or cypress mulch, that provide full coverage within two years of planting. Shall be maintained at a height of 12 inches or shorter.
- (2) Managed natural landscapes: Managed natural landscapes shall be allowed when provided and maintained in compliance with Section 122.56 of the municipal code.
- (3) Street yard planting strip: No landscaping shall be planted that would impede the function of the sidewalk or roadways.
- (4) Landscape beds: All required trees and shrubs/grasses shall be installed in mulched (hardwood or cypress) or rocked landscape beds, except those beds adjacent to parking lots where rocked beds are not allowed. Any areas within landscape beds that are not occupied with required trees or shrubs/grasses may be planted with non-invasive vegetation exceeding the minimum requirements. This may include any species of ornamental grass, plant, flower, bush, vegetable, fruit, shrub or tree allowed under the municipal code
- (f) **Distribution of required landscaping:** After calculating the required number of trees and shrubs/grasses based on the minimum landscape coverage percentages, required amounts shall be distributed across the yard as indicated below.
 - (1) Parking lots and loading areas. Calculations shall include loading areas. The number of required parking lot trees and shrubs/grasses shall be distributed through parking and loading areas as required in Sections 1228.05 and 1228.06.
 - (2) In meeting the requirements of the Minimum Required Landscaping Coverage, the trees and shrubs/grasses should be generally evenly distributed throughout the site. Excessive grouping of plants and/or large areas without landscaping shall be avoided.
 - (3) In addition, plant selections shall adhere to the following:
 - A. At least seventy-five (75%) of the minimum quantities required for each plant class shall be native as defined herein.
 - B. No individual plant or tree species shall account for more than one-fifth (20%) of the minimum requirements for a plant class.
- (g) **Rounding of Calculations:** Calculations that result in a fraction when determining minimum landscape requirements shall be rounded according to the provisions below.
 - (1) In calculating required landscape area for a zoning lot, parking lot, or specific yard area, fractions less than one-half ($1/2$; 50%; .50) shall be rounded down to the next whole number. Fractions equal to or greater than one-half ($1/2$; 50%; .50) shall be rounded up to the next whole number.
 - (2) All calculations to determine the minimum required quantities of trees or shrubs/grasses for a zoning lot, parking lot, or specific yard area shall be rounded up to the next whole number.

1228.05 Parking lot minimum landscaping requirements.

- (a) A landscaped island shall be located at the end of any double row of parking spaces. Landscape islands should be a minimum of two parking spaces.
- (b) Where any row of parking exceeds 15 spaces, a landscaped island shall be installed
- (c) The minimum required parking lot landscaping area, trees, and shrubs/grasses shall be distributed in a reasonably balanced manner throughout off-street parking lots, subject to the provisions below. Evergreen trees shall not be substituted in lieu of required shade trees within interior curbed islands.
 - (1) In distributing trees, the required medium or large shade trees shall first be allocated to interior curbed islands and medians. Upon satisfying this condition:

- A. Any remaining medium or large shade trees may be applied to other landscaped areas of the parking lot.
 - B. Within any remaining interior islands or medians remain, small shade trees may be substituted in lieu of required medium or large shade trees
- (2) When a parking lot has less than 50 vehicle spaces or parking only along a single aisle, landscaping may be placed within interior curbed parking islands and/or within ten feet of the perimeter of the parking lot.
 - (3) When a parking lot has 50 or more parking spaces, required shade trees shall be planted in curbed islands within the interior of the parking lot so as to interrupt large expanses of pavement and to provide shading within the interior of parking lots.
- (d) The minimum size for all parking lot landscape planting areas, including each curbed island and median, shall not be less than 150 square feet per tree plus 30 square feet per shrub planted in each area.
 - (e) Trees shall not be planted in any area with a width of less than five feet.
 - (f) Shrubs/grasses shall not be planted in areas having a width of less than four feet.
 - (g) Loading areas shall be included in the parking lot area used to calculate minimum parking lot landscaping. Loading areas that are subject to Section 1228.07 transitional buffer yard (TBY) requirements shall provide the TBY in addition to the minimum landscape requirements.
 - (h) Each curbed landscape island and median shall include sufficient plant materials (trees, shrubs, and ground cover, as indicated) to cover a minimum of 75 percent (75%) of the curbed island area. Any areas in a landscape island that are not covered by plant materials shall be fully mulched to achieve 100 percent coverage. Turf grass (sod or seed) shall not be considered ground cover for the purpose of satisfying the minimum coverage requirement for parking lot landscape islands.

1228.06 Supplemental parking lot landscaping standards by zoning district.

Zoning lots located in the districts listed below shall be subject to supplemental standards as indicated.

- (a) ***B-1 Central business district and MU-1 Downtown mixed use district.***
 - (1) In no instance shall any landscaping or screening: block views of parking area access or drive aisles; creating unsafe driving or walking conditions.
 - (2) The Public Works Director or official staff designee(s) shall be authorized to approve the following administrative adjustments for zoning lots with insufficient area or constrained parking lot area are limited in size, which makes landscaping impractical or creates adverse impacts on the site or adjacent right-of-way.
 - A. Allow for the substitution of small shade trees in lieu of medium or large shade trees, without reducing the number of required trees.

(b) **B-2 Commercial / business district.**

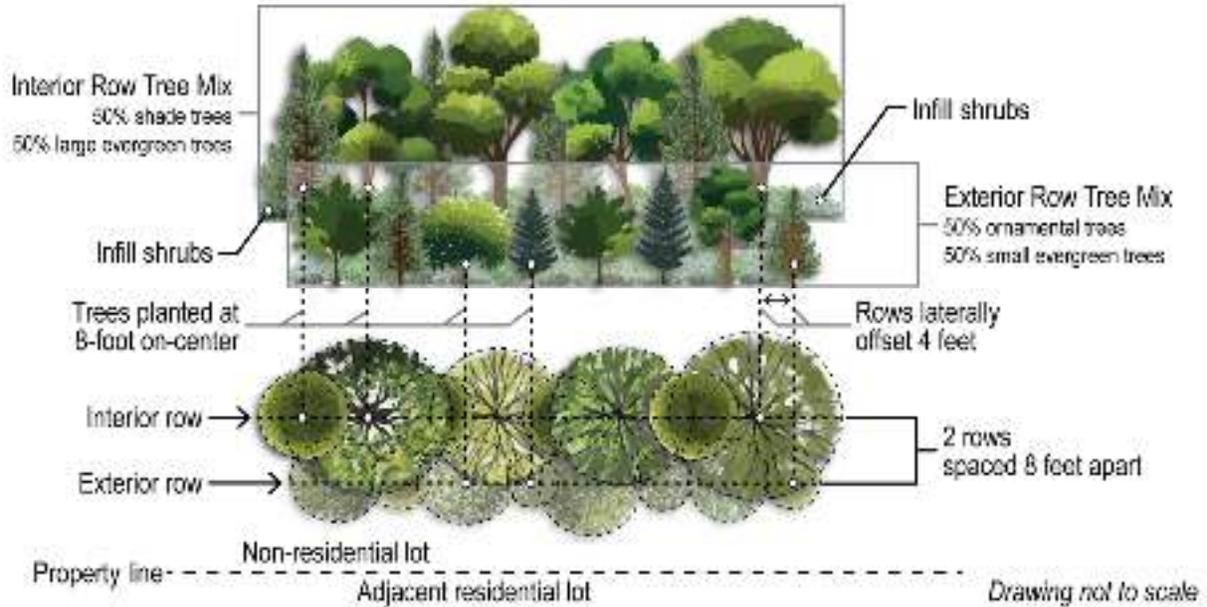
- (1) Any parking spaces abutting a right-of-way shall be screened and located behind a row or hedge of shrubs or tall grasses maintained at a mature height of at least three feet and creating a solid landscaped screen, designed and installed to minimize views of vehicles from the public way.
- (2) Along the side and rear lot lines of any lot abutting any residential district, screening (a wall, solid fence, or closely planted shrubbery) at least six feet high and of sufficient density to completely block the view of the off-street parking area from the adjacent residential property shall be installed.

1228.07 Transitional buffer yard requirement and landscaping.

- (a) Any land use or development which abuts or is within 50 feet of any residential zoning district or use shall be required to provide a transitional buffer yard (TBY) unless otherwise relieved of this requirement by ordinance. A TBY shall be provided on every side that is adjacent to any residential zoning district or use.
- (b) Any lot developed for multi-family or use that abuts or is within 50 feet of any single-family residential district or use shall also be required to provide a TBY.
- (c) TBY shall be provided along the property line (s) which would be the most effective at screening for the residential district or use as determined by Public Works Director or official staff designee(s).
- (d) Public local access and secondary roads (per Table SA "Street Design Specifications" in the Land Development Code) private roadways, and/or easements of access which may be situated on the boundary line between zoning districts shall not be construed as relief from the requirement for a non-residential or multi-family property from adhering to the TBY requirements of this section. In instances where zoning district boundaries are situated on streets classified as collector or arterial roadways (as defined in Table SA) all landscaping provisions of this chapter shall apply.
- (e) *Depth or width of yard:* The developed lot, as described above, is required to have a TBY that is ten percent of the lot width or depth, whichever is more applicable due to the impact on adjacent property: However, no TBY shall be less than ten feet and not required to be more than 25 feet of the required yard dimension for the applicable zoning district, whichever is more stringent.
- (f) *Reduction of TBY requirements:* In cases where a transitional buffer yard is required, the Public Works Director or official staff designee(s) shall have authority to reduce the TBY requirements by no more than 20 percent.
- (g) *Prohibited material in TBY:* Any TBY required pursuant to this chapter shall be maintained as a planted or landscaped area only. No driveways, refuse containers, storage areas, aisleways, vehicular maneuvering areas, sidewalks, or structures of any form shall be located within the TBY. However, if an emergency exit into the TBY is required by code, a concrete pad of no more than 25 square feet or as required by said building codes may be placed at grade level immediately outside the required exit.
- (h) *Berms, landscaping, fences and walls in the TBY:* Transitional buffer yards shall be comprised of one or more of the following: A landscape berm tree and shrub plantings, a wall, or solid fence. Whichever single type or combination of these alternatives are used, this screen shall be at least six feet high and of sufficient density to completely block the view from the adjacent residential property. If a wall or fence is selected, a row of trees containing a mix of medium/large shade trees, and small shade trees, shall be placed on the exterior portion (the side of the fence facing adjacent property owners) of the fence or wall on eight-foot centers at a height of six feet in order to break up the profile of the fence or wall.
 - (1) Minimum required TBY landscaping for each plant class shall include at least one-half (50%) native species.
 - (2) No single species of tree or shrub shall account for more than one-fifth (20%) of minimum required TBY landscaping for a given plant class.
- (i) **Plant-only screening.** If only plants are used as screening, the TBY must be designed and include a mix of trees and shrubs/grasses that will achieve a 100 percent (100%) screen to a height of six feet at installation.

- (1) *Plant materials and layout.* Landscaping shall contain a mix of trees and shrubs/grasses, installed in two rows spaced eight feet apart, as illustrated in Figure 2 and provided below.
 - A. The interior row (facing the subject zoning lot) shall contain 50% medium or large shade trees and 50% large evergreen trees spaced at eight feet on-center. No specific pattern is required.
 - B. The exterior row (facing the adjacent zoning lot) shall contain a mix of 50% small shade trees and 50% small evergreen trees spaced at eight feet on-center. No specific pattern is required, but the row should be offset laterally from the interior row by eight feet.

Figure 2: Illustration of Plant-only Screening Layout



- C. Shrubs/grasses with a mature height of at least three feet shall be provided in an amount at least equal to the total number of trees in both rows. No specific pattern or mix of evergreen and deciduous shrubs/grasses is required. However, species selection and plant placement shall be designed to achieve the required screening. The Public Works Director or official staff designee(s) shall be authorized to require infill plantings where required 100% screening to a height of six feet has not been achieved within five years.
- (2) Stands of existing vegetation containing no invasive plants, which provide the required 100% screening may be preserved and counted toward the TBY screening requirement, upon approval of the Public Works Director or official staff designee(s).
- (j) *Maintenance and replacement:*
- (1) All plantings in association with TBY requirements shall be properly maintained and/or replaced if determined necessary by the public works director or his/her designee. All landscaping installed to replace dead or dying evergreens shall be replaced with planting of equal height and width to what remains or ten feet in height, whichever is less. For example, if an evergreen tree is removed and the other evergreens in the TBY are 11 feet tall, the replacement evergreen must be at least ten feet tall.
 - (2) The property owner is solely responsible for the maintenance and replacement of the fence, wall, berm and/or landscaping, In instances where the Public Works Director or official staff designee(s) has determined that the TBY is not being properly maintained, steps may be taken by the city to compel compliance with this section, including, but not limited to 1) a lien placed on the property; 2) water

service to the property shut off; and/or 3) liquor licenses being suspended or not renewed. Such action will be determined through the city's municipal court process.

- (3) *Appeals concerning transitional buffer yards (TBY)*: Appeals regarding the enforcement of the transitional buffer yard (TBY) requirements may be submitted in accordance with Section 1228.12 of this Chapter.

1228.08 Incentive for preserving existing trees.

- (a) Preservation of non-invasive trees in good condition is encouraged. Each tree preserved on-site shall receive a 50% bonus credit applied toward minimum landscape requirements, which is equal to 1.5-times the coverage assigned to new trees, as provided in Table 2. Existing vegetation may be preserved in meeting TBY requirements as provided in Section 1228.08(b). Parking lots shall not be subject to this incentive.
- (b) In exercising this incentive, only trees 6 inches or greater measured at 4.5 height from ground shall be counted toward minimum requirements.
- (c) The intent to take advantage of this tree preservation incentive shall be clearly indicated at the time of application.
- (d) The standards and provisions of Section 1228.04 shall apply to any existing tree or shrub depicted on a tree preservation and protection plan that is used to satisfy the requirements of this chapter.
- (g) All trees retained under this section shall be protected against damage from construction activities within at least 10 feet of the trunk's base. Within this tree protection zone (TPZ), there shall be no disturbance to soil or any part of the tree, above or below ground during construction.
 - (1) The minimum standards for tree protection shall be those outlined in the city's Arboricultural Specifications Manual (Tree Preservation section) or other applicable standards adopted by the city for the protection of trees against construction activities.
 - (2) At the discretion of the Public Works Director or official staff designee(s), the required TPZ may be expanded in area as deemed necessary to protect the root system and canopy.

1228.09 Performance standards.

- (a) In meeting the minimum requirements of this chapter, all landscape plans shall comply with the performance standards of this section, including any standards referenced therein. Furthermore, all street trees required under the city's Land Subdivision Code shall be subject to the same standards, unless specifically exempted or otherwise indicated herein.
- (b) Landscaping shall not hinder the vision of motorists and pedestrians where unobstructed visibility is reasonably necessary for safe movement while entering, leaving or moving within the developed site or adjacent property.
- (c) Landscaping materials shall be selected and placed in such a manner that they do not interfere, obstruct or damage existing utilities.
- (d) Landscaping materials shall be selected and placed so that the safe use of surrounding properties is not inhibited.
- (e) Landscaping shall be selected and placed with consideration for the ultimate growth that will be achieved over time.
- (f) Landscaping with thorns, berries, and other potentially harmful plant characteristics shall be carefully placed to avoid possible harm to persons and property on and off the developed site.
- (g) Trees shall be maintained so as to prevent limb breakage that has significant and apparent potential for causing harm to property or life.
- (h) No tree larger than a small shade tree shall be planted in locations where overhead utilities or other overhead conflicts exist. This shall be an allowable substitution in cases where a larger tree class would otherwise be required, which shall not be construed as non-compliance.

- (i) Invasive species shall not be used to satisfy the requirements of this chapter. This shall apply to any species considered invasive by the Public Works Director or official staff designee(s); or listed as invasive in any document or policy adopted by Ordinance of the City of Edwardsville.
- (j) All zoning lots developed for a use other than single-family residential shall be provided a mechanical in-ground irrigation system within yard areas planted with turf grass.

1228.10 Plant selection and landscaping materials.

- (a) *Plant selection:* All plant materials shall be capable of withstanding the extremes of individual site microclimates. Selected plants and trees shall be suitable for planting in Edwardsville per the current US Department of Agriculture Hardiness Zone Map. At the time of this writing, Edwardsville is in Hardiness Zone 7a, per the 2023 USDA map.
- (b) *Prohibited trees and shrubs:* The trees and shrubs listed below shall be prohibited for use in meeting any of the requirements of this chapter, and subject to any noted provisions.

<u>SCIENTIFIC NAME</u>	<u>COMMON NAME</u>
(1) <i>Ailanthus altissima</i>	Tree-of-heaven
(2) <i>Elaeagnus angustifolia</i>	Russian olive
(3) <i>Elaeagnus umbellata</i>	Autumn olive
(4) <i>Euonymus spp.</i>	Only invasive species are prohibited.
(5) <i>Fraxinus spp.*</i>	Ash trees that are not pest/disease resistant are prohibited.
(6) <i>Lonicera spp.</i>	Honeysuckle (all species)
(7) <i>Morus spp.</i>	Mulberry trees (all species)
(8) <i>Paulownia tomentosa</i>	Empress (Princess) tree
(9) <i>Prunus cerasifera</i>	Purpleleaf plum
(10) <i>Pyrus calleryana</i>	Callery (Bradford) pear
(11) <i>Ulmus spp.</i>	Elm trees that are not pest/disease resistant are prohibited.
(12) Any unlisted plant species identified as invasive by the Public Works Director or official staff designee(s); or listed as invasive or prohibited in any document or policy adopted by Ordinance of the City of Edwardsville.	

1228.11 Landscape maintenance.

- (a) *Responsibility:* The owner of the premises shall be responsible for the watering, maintenance, repair, and replacement of all landscaping, fences and other visual barriers including refuse disposal area screens which have died (in the case of plant material) or fallen into disrepair (in the case of fences and screens).
- (b) *Plant materials:* All required plant materials shall be installed in compliance with the approved landscape plan and maintained in a healthy, vigorous growing condition. They shall be replaced as necessary, and shall be kept free of refuse and debris.
- (c) *Fences and walls:* All fences, walls and other barriers shall be maintained in good repair, meaning structurally sound and attractive in appearance. All fences, required or otherwise, shall be subject to the requirements of Section 1248.02.2 –Fences, walls, hedges.

1228.12 Landscape Plan Compliance Review.

- (a) Any person aggrieved by any decision or order of the Public Works Director or official staff designee(s) in any matter related to the interpretation or enforcement of any provision of this chapter may submit such an

appeal in writing to the zoning board as provided in Chapter 1244.02.1. Said board may uphold, reverse or amend the denial and the board's decision shall be final within the purview of this chapter.

1228.13 Zoning variances, special use permits and planned unit developments.

- (a) Persons having petitioned the appropriate body of the city for a variance from building or zoning codes, a special use permit or planned unit development authorization shall include with such petition a written explanation thoroughly summarizing the net difference the petition, if approved, will have on landscaping obligations described herein.
- (b) Nothing herein is intended to negate, reduce or replace additional requirements set forth in the land development chapter or the codified ordinances of the city.

1228.14 Minor adjustments to previously approved landscape plan.

- (a) If a petitioner desires to adjust a plan after it has been approved, proposed changes must be submitted in writing to the Public Works Director or official staff designee(s).
- (b) The Public Works Director or official staff designee(s) shall have the authority to approve the proposed amendment and determine whether a suitable substitution to the originally approved plant materials has been provided.

1228.15 Compliance Review of Landscaping Improvements.

- (a) Compliance with the terms and conditions of this chapter is required prior to the issuance of an occupancy permit. However, temporary or conditional occupancy permits may be issued to developers, upon written request, at the discretion of the Public Works Director or official staff designee(s) for the following reasons:
 - (1) When developments or projects subject to city building permit requirements are otherwise completed outside of the recommended planting season for the trees or shrubs/grasses included in the approved landscape plan, and/or
 - (2) When developments or projects subject to building permit requirements have been or will likely be adversely affected by unreasonable weather conditions, or
 - (3) When other conditions beyond the control of the developer have been substantiated as adversely affecting completion of landscaping requirements; however,
 - (4) Temporary or conditional occupancy permits may be provided for a period not longer than ninety (90) days from the date of eligibility and may be renewed or extended at 90-day intervals but shall not exceed a combined total of one year.
- (b) Any person in violation of this provision shall be considered in violation of the city's adopted building and zoning codes.

1228.16 Penalty.

Noncompliance with maintenance standards: A property owner or developer, notified by the Public Works Director or official staff designee(s), and determined as in violation of the provisions of this chapter shall be granted a reasonable time period, subject to the course of action established by the Public Works Director or official staff designee(s), within which to establish or reestablish compliance. If said violation is not corrected within the given period of time, the property owner shall be subject to a fine as set forth in section 1-10 of the municipal code.

1228.17 Definitions.

- (a) The meaning of words, terms and phrases that are defined in Section 1228.19(d) below shall be used in interpreting, administering and enforcing this chapter.
- (b) Any undefined words, terms, and phrases used in this chapter shall have the same meaning commonly used in the other relevant official documents of the City of Edwardsville.

(c) In the event conflicting definitions are found, the Edwardsville Arboricultural Specifications Manual shall supersede when defining words, terms, or phrases used in the context of tree/shrub biology, taxonomy, planting practices, and technical specifications. Otherwise, the Public Works Director or official staff designee(s) shall determine the definition to be used, based on the context surrounding the specific use of the word, term, or phrase in question and the specific circumstances of the case under review.

(d) Definitions.

Caliper measurement: The measure of a tree's diameter made at 6 inches above the ground line if less than or equal to 4 inches; or at 12 inches above the ground line if greater than 4 inches.

Canopy: The branches and foliage that make up a tree or shrub's crown.

Coverage: The area of land surface covered by a tree or shrub's canopy as seen from above (plan view).

Evergreen tree (large): A non-invasive evergreen tree species with a mature height of 30 feet or taller.

Evergreen tree (small): A non-invasive evergreen tree species with a mature height of less than 30 feet.

Installation: The act of planting a tree or shrub.

Invasive: A species that is out of its original biological community. Its introduction into an area causes or is likely to cause economic or environmental harm, or harm to human health. An invasive species has the ability to thrive and spread aggressively outside its natural range. An invasive species that colonizes a new area may gain an ecological edge since the insects, diseases, and foraging animals that naturally keep its growth in check in its native range are not present in its new habitat.

Monoculture: A population dominated by one single species or very few species.

Native: A plant species, including varieties/cultivars, which grows native in the State of Illinois or the Midwest.

Shade tree (large): Any species of deciduous tree, including varieties/cultivars, with a mature height of 50 feet or more.

Shade tree (medium): Any species of deciduous tree, including varieties/cultivars, with a mature height between 30 and 50 feet.

Shade tree (small): Any species of deciduous tree, including varieties/cultivars, with a mature height of 30 feet or less.

Shrubs/Grasses: Non-invasive woody deciduous or evergreen perennial plants with multiple stems branching from near the base. An grass species with deep fibrous roots with fine, medium or coarse blades. Shrubs and grasses are low-growing and frequently maintained at a height between 2 and 8 feet.

Street tree: A tree found in the right-of-way of a street or road.

Yard: The open spaces between a building or structure and the lot line. For the purposes of calculation landscaping area, the yard area shall be considered as starting ten (10) feet from the perimeter of the parking lot. The area within the ten (10) feet shall count towards the parking lot landscaping requirements.



DATE: February 12, 2026

ACTION ITEM TITLE: Ordinance Certifying the Official Zoning Map of the City of Edwardsville, Madison County, Illinois

ORIGIN: Public Works

SUMMARY:

The City is required by State Statute for the Official Zoning Map to be adopted and published annually. Section 1246.02(b) of the Codified Ordinances indicates that the Official Zoning Map shall be identified by the signature of the Mayor and attested by the City Clerk and bear the seal of the City and the date of adoption of the map.

RATIONALE:

The map is updated annually to reflect amendments and actions approved by Council throughout the preceding year.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN:

Complies with Codified Ordinances and State Statute

SUGGESTED COUNCIL ACTION:

Approval

ORDINANCE NO. _____

ORDINANCE CERTIFYING THE OFFICAL ZONING MAP OF THE CITY OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS

WHEREAS, the zoning map is updated to incorporate and reflect the changes made to the map through amendments and actions approved by council during the preceding year; and

WHEREAS, the city is required by state statute to cause the official zoning map to be adopted and published; and

WHEREAS, Section 1246.02(b) of the codified ordinance of the City of Edwardsville stipulates the official zoning map shall be identified by the signature of the mayor and attested by the city clerk, and bearing the seal of the city along with the date of adoption;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, Madison County, Illinois as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. APPROVAL AND ADOPTION. The 2026 Zoning Map as shown in Exhibit A is hereby approved and adopted by the Corporate Authorities as the Official Zoning Map of the City of Edwardsville.

SECTION 3. CONFLICT. Any ordinance in conflict with this amendment is hereby repealed.

SECTION 4. SEVERABILITY. Each section and each part of each section of this Codified Ordinance is hereby declared to be an independent section or part of a section, and if any such section or part of a section, or any provision thereof is held to be invalid, the remaining sections or parts of sections shall not be affected thereby.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

ADOPTED THIS ____ DAY OF _____, 2026, pursuant to a roll call vote as follows:

Ayes:

Nays:

Absent:

Abstentions:

APPROVED by me this ____ day of _____, 2026

Art Risavy, Mayor
City of Edwardsville

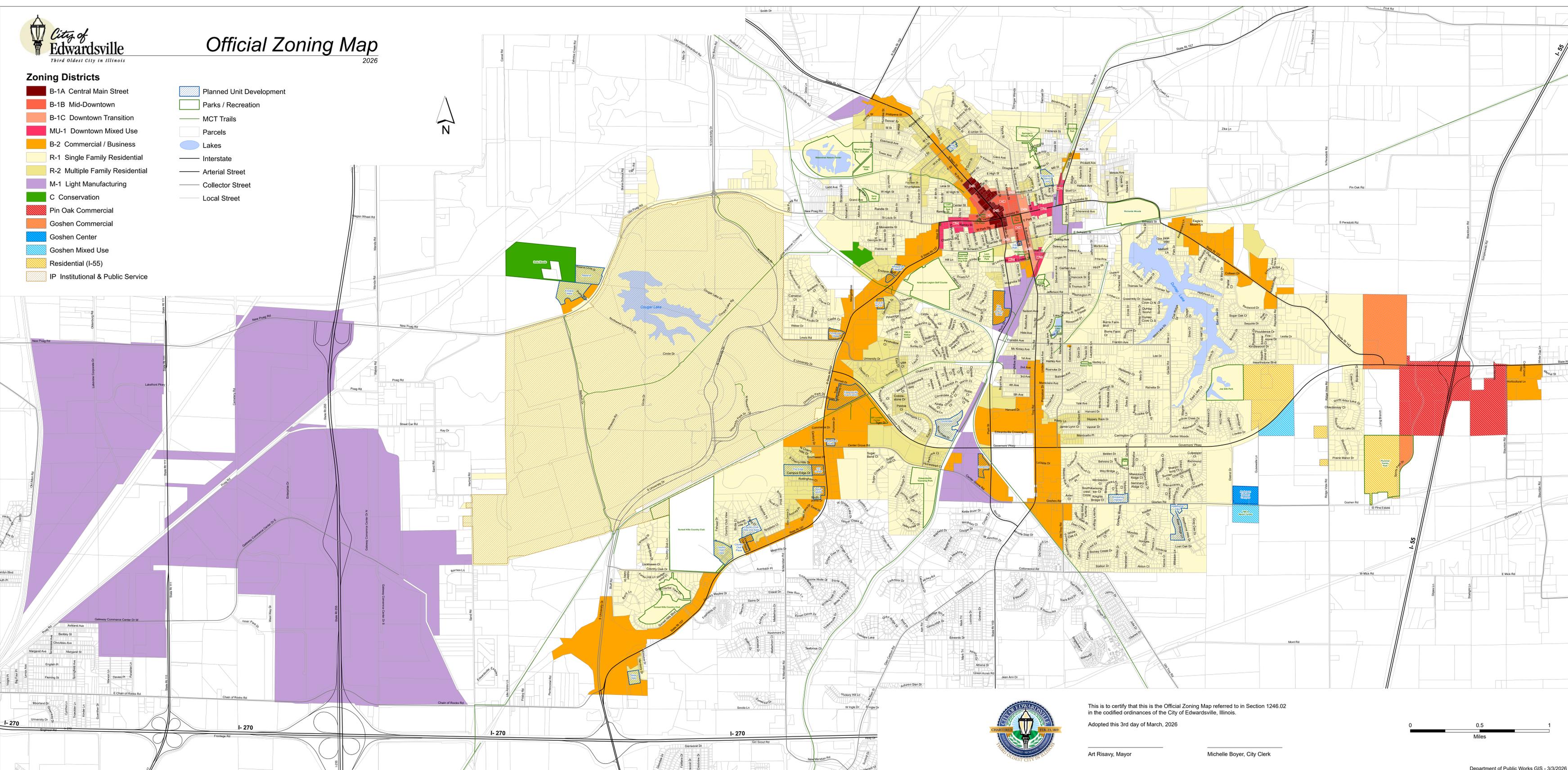
Attest:

Michelle Boyer, City Clerk
City of Edwardsville

Zoning Districts

- B-1A Central Main Street
- B-1B Mid-Downtown
- B-1C Downtown Transition
- MU-1 Downtown Mixed Use
- B-2 Commercial / Business
- R-1 Single Family Residential
- R-2 Multiple Family Residential
- M-1 Light Manufacturing
- C Conservation
- Pin Oak Commercial
- Goshen Commercial
- Goshen Center
- Goshen Mixed Use
- Residential (I-55)
- IP Institutional & Public Service

- Planned Unit Development
- Parks / Recreation
- MCT Trails
- Parcels
- Lakes
- Interstate
- Arterial Street
- Collector Street
- Local Street



This is to certify that this is the Official Zoning Map referred to in Section 1246.02 in the codified ordinances of the City of Edwardsville, Illinois.

Adopted this 3rd day of March, 2026

Art Risavy, Mayor

Michelle Boyer, City Clerk



EDWARDSVILLE PARKS DEPARTMENT MEMORANDUM

To: Elizabeth Grant, Chairman
Administrative & Community Services

From: Grace Pellock, Special Events and Marketing Coordinator
Parks and Recreation

Date: Monday, February 9, 2026

Subject: Forwarded Items from Recreation, Arts & Special Events Board

At the regular meeting of Recreation, Arts & Special Events Board on Tuesday, February 3, the Board reviewed the following request for Community events:

1. Earth Day – Nature Preserve Foundation (Saturday, April 18)
2. Celebrating the Spirit of 1776 – Madison County historical society (Sunday, June 28)
3. Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15)
4. Unity Fest – Edwardsville Unity (Saturday, September 26)
5. Edwardsville Book Fair – Edwardsville Library (Saturday, October 3)
6. Living History Day – Madison County Historical Society (Sunday, October 4)
7. Wags at the Watershed – Partneres for Pets (Saturday, November 7)

Earth Day has been approved as it stand in the application. This year Nature Preserve Foundation will be hosting a bike ride rather than a run. This will start at Richards woods, ending at the Watershed using MCT trails. They will have the same educational activities and community tables that they have had in the past along with guided walks around the property.

Celebrating the Spirit of 1776 was approved as it stands in the application. MCHS will be kicking off a week of activities and events to celebrate the 250th anniversary of the Declaration of Independence. They will kick off the festivities in City Park with a program including re-enactors, an explanation of the declaration, and a display of a large cardboard birthday cake made with other community organizations.

Edwardsville Rotary Criterium was approved as it stands in the application. The Edwardsville Rotary is proposing to kick off the weekend on Friday night in City Park with a live band, food, and drinks. The race will then take place the next day starting at noon. They are proposing a new route starting on S Buchanan St., turning left on E Vandalia St, turning left onto S Main St., left onto E Schwarz St., back to S Buchanan St..

Unity Fest was approved as it stands in the application with no significant changes from previous years.

Edwardsville Book Fair was approved as it stands in the application with no significant changes from previous years.

Living History Days was approved as it stands in the application with no significant changes from previous years.

Wags at the Watershed was approved as it stands in the application with no significant changes from previous years.

The events were approved and reviewed by the Recreation, Arts & Special Events Board. The event has also been reviewed by a representative from the police department.

The Board recommends the Administrative and Community Services Committee approve the above event for forwarding to the City Council at the next meeting.



Meeting Date: February 3, 2026

Meeting Time: 5:00 P.M.

Meeting Location: City Council Chambers

118 Hillsboro Ave

Recreation, Arts & Special Events (RASE) Board Meeting Agenda

RASE Board Members

Janet Haroian, Chair

Tanner Alexander

Tony Green

Suzanne Weiss

Jeanette Mallon

Josh Fark

Lauren Szakielo

- I. ROLL CALL**
- II. PUBLIC COMMENT**
- III. APPROVAL OF MINUTES**
 - A. October 7, 2025 - Regular Meeting Minutes
- IV. EVENTS & FACILITIES REQUEST**
 - A. Earth Day– Nature Preserve Foundation (Saturday, April 18)
 - B. Celebrating the Spirit of 1776 – Madison County Historical Society (Sunday, June 28)
 - C. Edwardsville Rotary Criterium – Edwardsville Rotary (Friday, August 14 and Saturday, August 15)
 - D. Unity Fest – Edwardsville Unity (Saturday, September 26)
 - E. Edwardsville Book Fair – Edwardsville Library (Saturday, October 3)
 - F. Living History Day – Madison County Historical Society (Sunday, October 4)
 - G. Wags at the Watershed – Partners for Pets (Saturday, November 7)
- V. RECREATION REPORT**
- VI. PROGRAM REPORT**
- VII. WILDEY PROGRAM REPORT**
- VIII. RP LUMBER CENTER REPORT**
- IX. DIRECTOR’S REPORT**

**Recreation Arts and Special Events
Board Meeting Minutes
October 7, 2025**

Approved Signature: /s/ J. Haroian _____

By Approval Date:

- I. Meeting was called to order at 5:00 p.m. by Janet Haroian. The meeting was held in person at City Hall. Members in attendance at City Hall were Lauren Szakielo, Josh Fark, Jeanette Mallon, Suzanne Weiss, Tony Green, and Tanner Alexander.

Parks staff in attendance at City Hall included Nate Tingley, Grace Pellock, Canee' Brown, Phil Zamora, Matt Clark, and Lydia Bond.

and Lt. Matt Senci were also in attendance.

- II. There were no public comments.

- III. Minutes read from the September meeting –

Suzanne Weiss motioned to approve the minutes as written, and Jeanette Mallon seconded the motion. The minutes were approved as written.

Events and Facilities Requests:

Ugly Christmas Sweater 5K – Trinity Lutheran (Saturday, December 13):

Grace Pellock presented the Ugly Christmas Sweater 5K special event application on behalf of Trinity Lutheran.

The Start and Finish lines will both be in the Trinity Lutheran Church front parking lot. The route will use N Fillmore St and Chapman St, to the MCT trail, where they will continue down to Old Carpenter Rd. From there, they will turn around and head back the same way to Trinity Lutheran's front parking lot. The estimated start time is 9 AM and estimated end time is 10:30 AM.

Motion to approve (Fark) Trinity Lutheran Ministries, seconded (Szakielo) and voted all ayes to forward to ACS.

IV. Recreation Report

Canee' Brown gave the Recreation Report.

- a) Fall adult basketball league began in September. We originally had 5 teams, but we shifted one team to our winter league due to competitive balance.
- b) Youth basketball league registration was extended for one day. We currently have 120 participants to date. Numbers are a bit lower due to other area programs.
- c) Our AVP tournament went really well. Our women's champions were from Florida and Georgia, and our men's champions were from California and Nova Scotia.
- d) Our adult softball playoffs are starting soon at Plummer Family Park.
- e) Adult kickball playoffs are in two weeks for our co-ed and women's teams.
- f) Youth Kickball Day tournament is set for October 13th, when school is out for Columbus Day. We have 85 kids registered. It'll be from 9:30 AM to 4:00 PM. We provide games, pizza, and concessions. We are adding Spikeball this year.
- g) Our youth pickleball league currently has 16 kids. They get lessons, as well as games.
- h) Metro East Mayhem Rugby continues to be a great partner for us, and we have seen an increased interest this season. We're hoping for a 2026 youth tournament.
- i) YMCA's fall soccer season is wrapping up in the next few weeks.
- j) SLYSA games are continuing to run through the end of November.
- k) We will host Play It Forward Sportz (softball) for three tournaments and Savy Sports (softball) for one tournament this October.
- l) We will also be hosting OMG Pickleball's 5th Annual Harvest Classic Pickleball Tournament, and that will run from October 9th to October 12th.

V. Program Report

Grace Pellock gave the Program Report.

- a) Our September movie in the park was "Wicked". This was our largest turnout for summer movies. The event included Glinda to take pictures with before the movie started. Local businesses offered themed specials. Overall, it was a successful event.

- b) Family Campout was also a huge success. We had 32 families in attendance and some really beautiful weather for this event.
- c) Our Halloween Party in the Park is set for Saturday, October 25th. We currently have 14 businesses signed up to come and pass out candy.
- d) Santa has been booked for Nickel Plate Station visits for the year. His arrival to Nickel Plate will be on Saturday, November 29th. He will make his grand entrance in the city firetruck and the event will include train rides, free cookies, hot chocolate, and more at the Children's Museum.
- e) Winter Market Festival will be Saturday, December 6th. We currently have 30 vendors signed up. The market will be in City Park and include our annual tree lighting ceremony, carolers, and food trucks.
- f) Pumpkin Glow is this coming weekend at the Watershed.
- g) Friends of Leclaire movie night is also this Saturday at Leclaire Field.
- h) The last day of Goshen Market will be on Saturday, October 18th.
- i) Leclaire Parkfest will be on Sunday, October 19th
- j) Edwardsville Halloween Parade will be on October 31st.

VI. R.P. Lumber Center Report

Phil Zamora gave the R.P. Lumber Center Report.

- a) We have a new full-time coordinator, Matt Clark, who has been at the Center since its opening.
- b) The Center's current Learn to Skate session has 101 participants. The next session starts October 25th.
- c) High school hockey has 82 games scheduled at RPLC, plus championships and all-star games.
- d) EHS Hockey Fights Cancer games start on Friday, October 10th, and continue almost every Friday evening through January.
- e) Try Skating for Free this Saturday is an event being hosted at the center in partnership with U.S. Figure Skating and the St. Louis Sports Commission. They are going to be raffling off 14 Learn to Skate registrations.

I. Wildey Theatre Report

Amanda Prior-Alton gave the Wildey Theatre Report.

- a) September had four sold out shows, featuring Thunderstruck, Artimus Pyle, Man in Black, & Jump.
- b) We hosted three weddings and three private parties in September.
- c) Coming up, we have two nights with the bands Blood Brothers, Heartsfield, and Rare Earth. Tribute bands include Bohemian Queen, Mersey Beatles, and Sabbath. We have twelve concerts scheduled in October.
- d) We have three weddings, four private events, and three corporate events in October.
- e) We're hosting the Continental Convo on October 3rd.
- f) On October 16th, we're hosting the city employee flu shot clinic, as well as coordinating with the Library to host a night with author Troy Taylor.
- g) On October 25th we will be participating in the city's Downtown Trick or Treat event. We'll be handing out candy as well as popcorn.
- h) Our Tuesday movies for the month of October will be Ghostbusters on the 7th, Rosemary's Baby on the 14th, Abbott & Costello Meet Frankenstein on the 21st, and Hocus Pocus on the 28th.

II. Directors Report

Nate Tingley gave the Directors Report.

- a) The laborers continue utilizing the forestry mulcher at Richards Woods.
- b) They assisted with painting Leon Corlew Splash Pad and restrooms alongside the local Painters' Union. Training crews repainted the splash pad surface, bathrooms, and doors.
- c) In addition, our laborers helped facilitate Volunteer Day with Father McGivney High School students who assisted with various parks tasks, such as raking and mulching. Volunteers worked at Drda Woods, Richards Woods, and Leon Corlew.

- d) Their recent work also includes clean up at City Park, maintenance at Plummer Family Park, installation of a new shade structure at Brent Leh Dog Park, mulching various parks, and preparation for upcoming special events.
- e) Our horticulture coordinator, Marc Miller, has continued his work on the 50/50 Tree Planting Program, fall tree plantings in our parks, and the installation of watershed signage. He has also been working on the Goshen Island landscape project and the coordination of the SIUE grant for right-of-way trees.
- f) Darin Lee, our Parks Superintendent, has been overseeing projects like the completion of the Children's Museum water line replacement and the installation of the new shade structure at Brent Leh Dog Park.
- g) The Leclaire Park retaining wall project is out for bid. The scope of work includes removing/replacing the upper wall and the lakeside wall, with the lake being lowered about 3ft during construction. The design features a wall to stop short of the shoreline for a grass slope with mower access and a bench integrated into the wall for seating.
- h) Shortly after the AVP tournament, we held a debrief and post-event review, along with planning for next year.
- i) We are working with TWM on the Crocker Gardens and Gerber & Governors properties.
- j) We have also acquired the Goshen & Gerber parcel, where there potentially will be a roundabout.

Haroian adjourned the meeting at 5:40 PM.

The next meeting is scheduled for November 4, 2025.

Minutes submitted by: Lydia Bond



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Earth Day 2026
(please provide final and full name of event)

Date Requested for Event 4, 18, 2026 Nature of Event Education

Applicant Name Adam Davis Age [redacted] Date of Birth [redacted]

Daytime Contact # [redacted] Email: [redacted]

Business/Organization Name Nature Preserve Foundation IRS 501(c) Tax Exempt # [redacted]

Address 1591 Tower Ave City/State/Zip Edwardsville IL 62025

Office Contact # () - Email:

Additional Responsible Parties: Name Phone/Email

Name Phone/Email

EVENT SPECIFICS

Total Reservation Time 7 : 30 (a.m.) / p.m. TO 1 : 00 a.m. / (p.m.). (Include set up and tear down)

Actual Event Time 8 : 30 (a.m.) / p.m. TO 12 : 30 a.m. / (p.m.)

Expected # of attendees 400

Purpose of Event Education

Please provide a full description of your event in detail (REQUIRED).

This is NPF's Annual Earth Day Celebration at the Watershed. This year, instead of hosting a 5K, we are featuring a community bike ride from Richards woods to the watershed along the MCT Bike trail system. At the Watershed we will have educational activities, community tables, native plants and guided walks around the Property.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: Watershed Nature Center + Parking Lot. (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

- | | | |
|---|---|--|
| <input type="checkbox"/> Bandstand Use | <input type="checkbox"/> Security Fence | <input checked="" type="checkbox"/> Trash Cans |
| <input checked="" type="checkbox"/> City Barricades | <input type="checkbox"/> Sidewalk Closure | <input type="checkbox"/> Vendors |
| <input checked="" type="checkbox"/> Electricity | <input type="checkbox"/> Street Closure | <input type="checkbox"/> Water Usage |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Traffic Control | |

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Decorations/Signs/Display |
| <input type="checkbox"/> Port-a-pots | <input type="checkbox"/> Tents | |

Other (Specify) See Attached

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

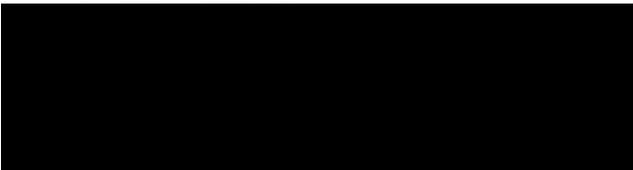
All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Butch Moore to play acoustic music during the event.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Sig 

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

[Redacted]

An application fee of \$250 shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

[Redacted]

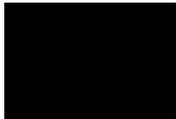
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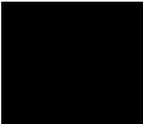
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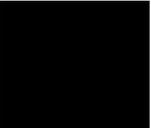
Charges for Use of City Personnel (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.



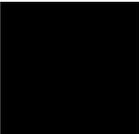
Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.



Contractor Usage and Fees. At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.



Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.



Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

[Redacted]

I am over 21 years of age.

[Redacted]

I agree to adhere to all policies set forth by the City of Edwardsville.

[Redacted]

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

[Redacted]

All information, to the best of my knowledge, provided on this form is truthful.

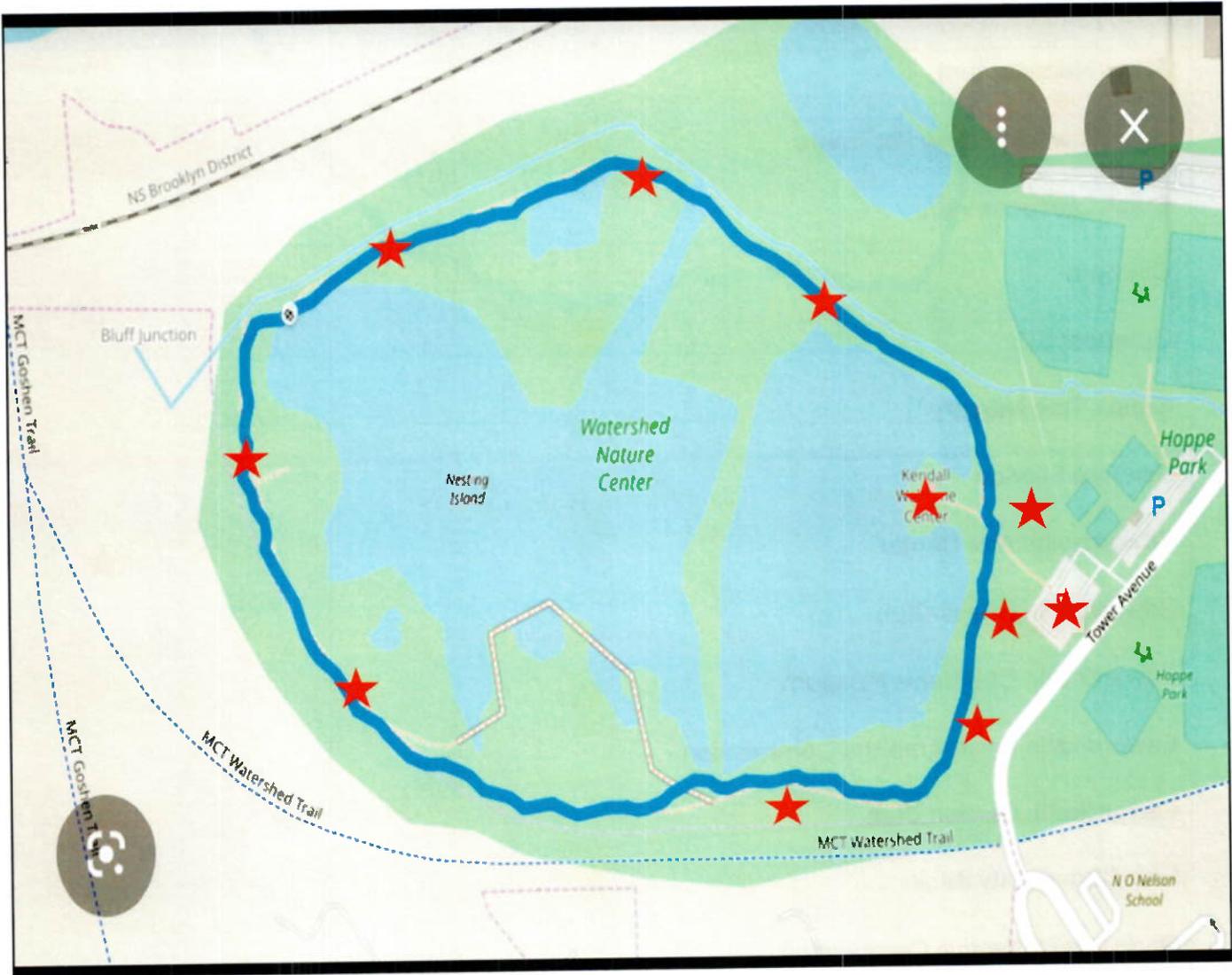
Applicant Signature

[Redacted Signature]

Date 2 / 3 / 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Earth Day April 18, 2026 at the Watershed Nature Center



★ = Vendor and educational programming areas

Vendor List:

*Vendor registration will remain open through April 2026. See list below of past vendors being reinvited to join.

Amazing Smiles Orthodontics
Afterwords Books
Albert Cassens Elementary Garden Club

Earth Day April 18, 2026 at the Watershed Nature Center

Arbor Management
Bow Wow and Meow Pet Treats
Breck Landscaping
Chiropro
Compost STL
Crain's Tree Nursery
Dex Tree Service
Edwardsville Arts Center
Edwardsville Chess Club
Edwardsville Children's Museum
Edwardsville Environmental Commission
Edwardsville Garden Club
First Community Bank
Good Dirt Collective Composting
Green Earth
Great Rivers Greenway
Hawkeye Irrigation
InterRooted Farms
Jean Lewis Homes at Keller Williams
Joe DeVary - Country Financial
Just Us Goats, LLC
KML Remodeling

Earth Day April 18, 2026 at the Watershed Nature Center

Madison County Kids
Madison Mutual
National Great Rivers Research and Education
New Earth Farm
NfuseIV
Orange Theory
Petaled Pail
Prairie Farms
Riverbend Astronomy Club
RunWell
Scott Credit Union
Southwest Illinois Wild Ones
The Cyclery Edwardsville
The Mercantiques
Tzinberg & Associates
Wood Acres Farm & Flowers
Woodland Cemetery



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name "Celebrating the Spirit of 1776"
(please provide final and full name of event)

Date Requested for Event 6/28/2026 Nature of Event Educational

Applicant Name Stephen Hansen
Madison County Historical Society Age [redacted] Date of Birth [redacted]

Daytime Contact # ([redacted]) Email: [redacted]

Business/Organization Name MCHS IRS 501(c) Tax Exempt # [redacted]

Address 801 N. Main St. City/State/Zip Edwardsville, IL 62025

Office Contact # () - Email: [redacted]

Additional Responsible Parties: Name Stephen Hansen Phone/Email [redacted]
Name Fred Faust Phone/Email [redacted]

EVENT SPECIFICS

Total Reservation Time 12: noon a.m. / p.m. TO 4:00 a.m. / (p.m.) (Include set up and tear down)

Actual Event Time 1:30 a.m. / p.m. TO 3:30 a.m. / p.m.

Expected # of attendees 250

Purpose of Event Educational and

Please provide a full description of your event in detail (REQUIRED).

The MCHS and EPL will provide a program to celebrate the 250th anniversary of the Declaration of Independence. Re-enactors will portray Benjamin Franklin and Abigail Adams from the Bandstand. Other re-enactors will provide interpretation and explanation of the Declaration of Independence. The EPL + Children's Museum will have families decorate and large cardboard birthday cake (moveable)

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____
Joe Glik Park _____

Leclaire Park _____
Leon Corlew Park _____

Vadalabene Fields _____
Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

_____ Security Fence

Trash Cans

_____ City Barricades

_____ Sidewalk Closure

_____ Vendors

Electricity

_____ Street Closure

_____ Water Usage

Restrooms

_____ Traffic Control

_____ Lake Use

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

_____ Decorations/Signs/Display

_____ Port-a-pots

_____ Tents

Other (Specify) _____

Event Has Alcohol? YES NO

How will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served. There is no fee for this application. Event coordinator must contact the Madison County Health

Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES **NO**

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____ *N/A*

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

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Applicant is a Not-For-Profit? YES NO

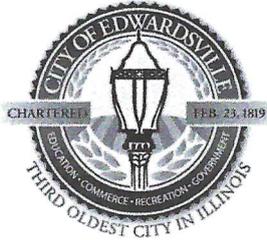
If NO, Name of Charity _____

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3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

█ I am over 21 years of age.

█ I agree to adhere to all policies set forth by the City of Edwardsville.

█ I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

█ All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signatur █

Date 1 / 27 / 26

Note: The person applying for a permif shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Madison County Historical Society
CELEBRATING THE SPIRIT OF 1776
Event Planning Guide

Who Are You?

The Madison County Historical Society (MCHS) is a private non-profit 501.c.3 organization. The MCHS purpose is to “open doors” to history through its library, museum, and educational programs. Its activities include a newsletter, speaker series, educational programs, online exhibits, and a variety of other public educational programs designed to preserve our history and inform the public about Madison County’s rich and diverse history. More information can be found at www.madcohistory.org.

Purpose of Event

MCHS, in partnership with the Edwardsville Public Library, will provide a program to celebrate the 250th anniversary of the Declaration of Independence. The purpose of the event is to provide the public with an engaging educational program that celebrates the semiquincentennial of the U.S.

What Are You Planning?

The program “Celebrating the Spirit of 1776” on Sunday, June 28th at City Park will feature re-enactors portraying Benjamin Franklin, Abigail Adams and other historic figures from 1776. We will also decorate a large cardboard birthday cake, which will be coordinated by the Public Library and the Children's Museum. Lastly, we will have exhibits on the Declaration of Independence hosted by re-enactors who will explain the exhibit.

What does this event offer the community?

“Celebrating the Spirit of 1776” offers the community an entertaining way to engage with its history. Attendees can learn about our shared past while learning important aspects about our history.

Event dates and hours

The program will be on Sunday, June 28th, from noon until 4:30 at City Park.

Set up/tear down

Fencing

None.

First Aid

No special arrangements are needed.

Lay-out

See attached map for City Park for the Chautauqua.

Noise

There will be amplification for speakers. The event will be completed by 4 p.m.

Food

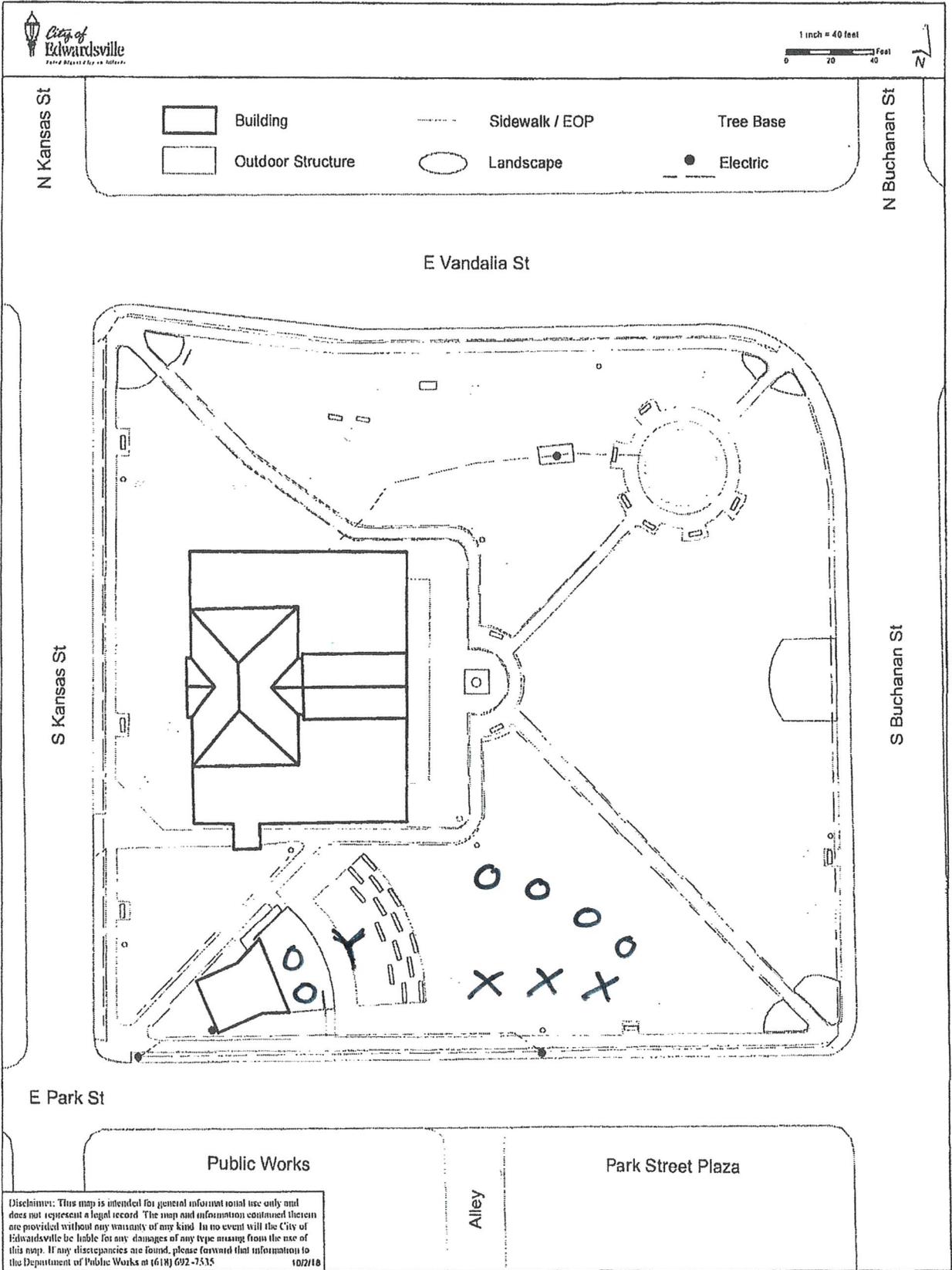
MCHS will be selling beverages.

Street Closure

None required.

Special Effects

None.



X = information tents
 O = temporary exhibits + re-enactors
 Y = cake decorating

January 22, 2026

TO: Members of the Recreation, Arts and Special Events Board

CC: Mayor Art Risavy, City Administrator Eric Williams, Public Works Director Ryan Zwijack, Police Chief Mike Fillback, Fire Chief Brendan McKee, Parks & Recreation Director Nate Tingley, Economic Development Director James Arnold, Superintendent of Streets & Fleet Matt Taul, Lieutenant Matt Senci, Special Events & Marketing Coordinator Grace Pellock.

On behalf of the Edwardsville Rotary Club, it is my honor to request the date(s), and new location for our 16th Edwardsville Rotary Criterium Festival.

Last year we explored the possibility of the attached course and use of City Park for the Criterium. Due to the fact construction did not prohibit the use of the "normal" course route, and unexpected detour cost, we returned and had a successful 2025 race. With Main St construction, and our normal Entertainment Zone area to be under construction, we request the use of the new course and the use of City Park.

Speaking on behalf of the Edwardsville Rotary Club, I believe the City Park will provide a vibrant location for the heart of this event. Many services are already there needed to conduct such a large endeavor. The course will provide racers a flat track with wide turns. The start/finish line will be near the Ryan Garbs Gold Star Memorial. This will be a great spectator viewing spot. Racing will run counter clockwise. Many light towers will be rented.

I have updated the request for an Open Container Perimeter and attached a map. I would like the ability for downtown bars and restaurants to experience the Criterium and their patrons to be able to leave their establishment with an alcoholic beverage during Criterium hours. It is requested that anyone leaving an establishment with a beverage do so with a plastic cup for the safety of the racers.

Ingress/Egress on this course is recommended at Main/Park and we request police presence at this critical spot. Residential and business specific traffic will not be prevented from entering or leaving the closed course. But it will be done so with the strictest of safety and monitoring. We are requesting that general public parking be excluded from the middle of the course to reduce the volume of cars crossing Main/Park. We will have volunteers at this location assisting the Police.

The Kids Zone will be located on the grass of City Park providing an improved experience versus a parking lot. The five free Kids Races, always a highlight of the Criterium, will continue. Last year we introduced the Community Ride, and it too continues. Our event will once again be the final stop for the Illinois Cup series.

Park Street will provide a great setting for the Entertainment Zone food and beverage services. (Need closed Friday, August 14th) Robert "Chick" Fritz will handle the alcohol beverage trailer. We will have an ID/payment tent next to their trailer with basset trained volunteers. There will be food trucks/vendors who will abide by all necessary requirements. Please see the Special Event Permit Application for information about the Criterium Pre-Party in City Park. It is a Criterium kickoff event and City summer music finale. Band plays from 6:00 p.m. to 10:00 p.m. With the many Criterium use tents to be set Friday the 14th, the Park St vendors can also setup during the day Friday. This will be a great use of the Park rather than let it sit empty that night. We think the public will love the Friday concert.

The proposed 2026 Criterium schedule for Saturday, August 15:

Roads closure	11:00 a.m.
First race	2:00 p.m.
Racing ends	10:30 p.m.
Entertainment Zone Ends	11:00 p.m.
Streets re-open goal	Midnight

I welcome your questions.

Sincerely,

Brian Mulhall

Race Director, 2026 Edwardsville Rotary Criterium Festival



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Edwardsville Rotary Criterium Festival
(please provide final and full name of event)

Date Requested for Event 08 / 15 / 2026 Nature of Event Cycling, Family, Entertainment, Fundraiser

Applicant Name Brian Mulhall Age [redacted] Date of Birth [redacted]

Daytime Contact # ([redacted]) Email: [redacted]

Business/Organization Name Edwardsville Rotary Club IRS 501(c) Tax Exempt # [redacted]

Address PO Box 593 City/State/Zip Edwardsville/IL/62025

Office Contact # () - Email:

Additional Responsible Parties: Name Phone/Email

Name Phone/Email

EVENT SPECIFICS

Total Reservation Time 11 : 00 a.m. / p.m. TO 12 : 00 a.m. / p.m. (Include set up and tear down)

Actual Event Time 2 : 00 a.m. / p.m. TO 11 : 00 a.m. / p.m.

Expected # of attendees 5,000

Purpose of Event Fundraiser for Edwardsville Rotary Club

Please provide a full description of your event in detail (REQUIRED).

Professional and amateur cycling races on a closed course in Downtown Edwardsville. This is the 16th Criterium. It is considered a great community event with something for most everyone. There will be a Kids Zone on the grass of City Park. The free Kids Races will take place around the dinner hour and are considered a highlight of the festival. The Community Ride returns which allows the public to take a few laps around the course. There will be food and beverages on Park St. and live music on the band stage. Night racing is back with the final two races taking place after sunset. As an **added event** this year, the Criterium will partner with the City of Edwardsville for a **Pre-Criterium Party In The Park** on the evening of Friday, August 14th. Food and beverage will be sold on Park St coordinated by the Edwardsville Rotary. This will be the last in a series of 2026 Friday Summer Musicals. Profit from the Criterium goes to the Edwardsville Rotary Club for their grants, scholarships and service projects. In the 24-25 Rotary year the club donated \$130,000 toward mostly Madison County need. The Criterium helps pave the way for this giving.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____ Leclaire Park _____ Vadalabene Fields _____
Joe Glik Park _____ Leon Corlew Park _____ Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use _____ Security Fence Trash Cans
 City Barricades _____ Sidewalk Closure Vendors
 Electricity Street Closure _____ Water Usage
 Restrooms Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables _____ Carnival Rides _____ Decorations/Signs/Display
 Port-a-pots Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

We check IDs for the purchase of tokens and a wrist band (provided) must be worn to purchase and alcoholic beverage.

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.

- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.

- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).

- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

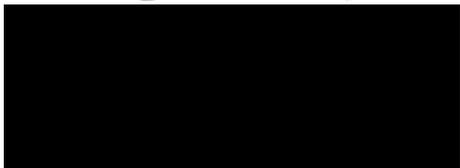
- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature  1/22/2026

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

█ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

█ In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

█ Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

█ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.



Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.



Contractor Usage and Fees. At the City’s discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.



Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.



Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

█ **I am over 21 years of age.**

█ **I agree to adhere to all policies set forth by the City of Edwardsville.**

█ **I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.**

█ **All information, to the best of my knowledge, provided on this form is truthful.**

Applicant Signature █ _____

Date 1/22/2026

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



2026 Edwardsville Rotary Criterium - Open Container Areas

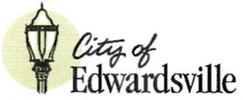
2022 Aerials
0 25 50 100 Feet



 Open Container Areas
(Permitted During Event)



Disclaimer: This map is intended for general informational use only and does not represent a legal record. The map and information contained herein are provided without any warranty of any kind. In no event will the City of Edwardsville be liable for any damages of any type arising from the use of this map. If any discrepancies are found, please forward that information to the Department of Public Works at (618) 692-7535.

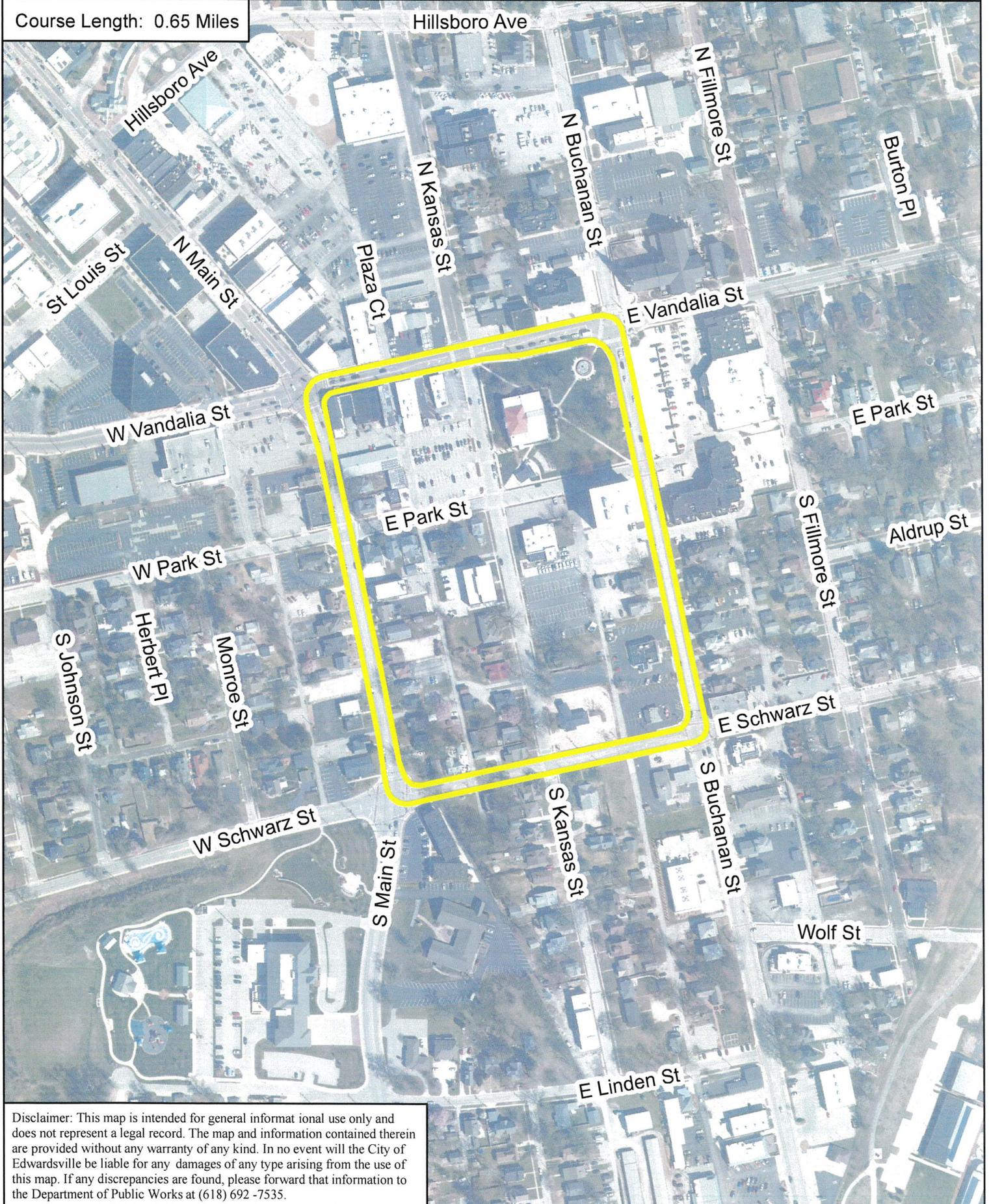


2026 Criterium Course

2022 Aerials
0 100 200 Feet



Course Length: 0.65 Miles



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Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Unity Fest 2026
(please provide final and full name of event)

Date Requested for Event 09/26/26 Nature of Event Community celebration

Applicant Name Jesse Allen Age [redacted] Date of Birth [redacted]

Daytime Contact # [redacted] Email: [redacted]

Business/Organization Name Edwardsville Unity IRS 501(c) Tax Exempt # [redacted]

Address P.O. Box 575 City/State/Zip Edwardsville, IL 62025

Office Contact # (618) 960-3431 Email: [redacted]

Additional Responsible Parties: Name Jamal McLaughlin Phone/Email [redacted]

Name Alex Bertrand Phone/Email [redacted]

EVENT SPECIFICS

Total Reservation Time 8:00 (a.m.) p.m. TO 6:00 a.m. / (p.m.) (Include set up and tear down)

Actual Event Time 11:00 (a.m.) p.m. TO 4:00 a.m. (p.m.)

Expected # of attendees 2,000

Purpose of Event Celebration of our common humanity

Please provide a full description of your event in detail (REQUIRED).

Unity Fest includes interfaith prayers, diverse performers and powerful speakers in an effort to promote racial, religious and cultural harmony. The event is fun, family friendly and completely free to the community.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____ Leclaire Park _____ Vadalabene Fields _____
Joe Glik Park _____ Leon Corlew Park _____ Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use _____ Security Fence Trash Cans
_____ City Barricades _____ Sidewalk Closure _____ Vendors
 Electricity _____ Street Closure Water Usage
 Restrooms _____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables _____ Carnival Rides Decorations/Signs/Display
 Port-a-pots Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a **Temporary Food Event Coordinator Information Sheet** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
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- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

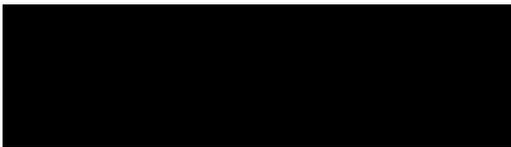
All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

All performances will be kept at an acceptable volume to the Leclair neighborhood. This is year #5 and as far as I know, there have been no complaints.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____ 

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

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Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

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2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

I am over 21 years of age.

I agree to adhere to all policies set forth by the City of Edwardsville.

I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____



Date 12/19/25

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Leclaire Park

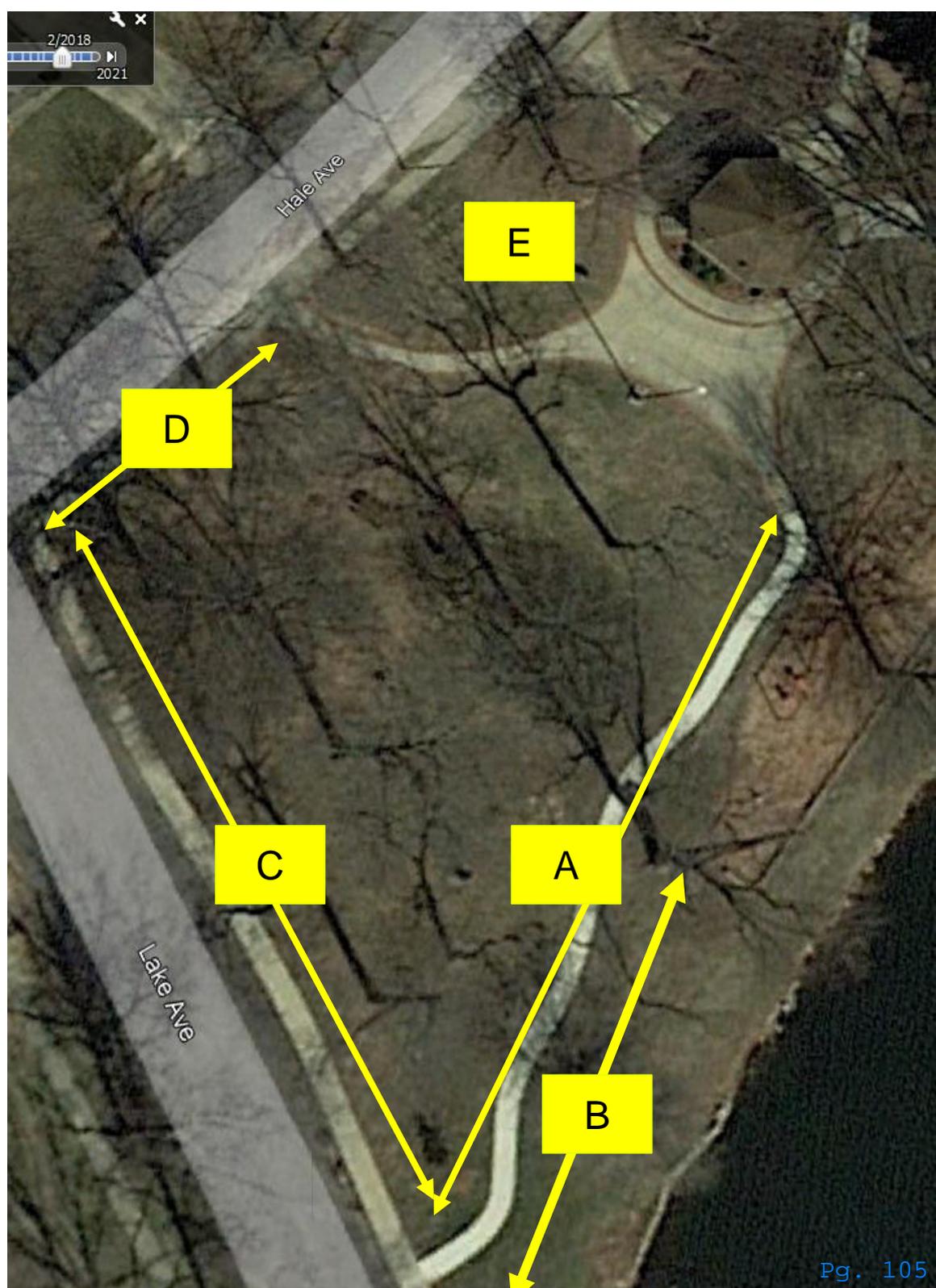
- **North Pavilion 10x20 ft**
 - Panel Discussion
- **“Beach” lawn 30 ft**
 - Family Yoga, toys
- **Audience area**
- **Welcome Table**
- **Bandstand 30 ft**
 - Prayers
 - Speakers
 - Performers
- **Booth area**
- **East Pavilion 20x30 ft**
 - East Lawn 50x50 ft



Booth space

Zone	Leng (ft)	Booths
A	170	14
B	88	7
C	150	12
D	60	5
E	118	9

Bandstand 30 ft wide
Concrete in front 20x40 ft
Lawn approx 100x100 ft.





Booth space

1. First Baptist
2. Unitarian church, Alton
3. church 3
4. church 4
5. Baha'i Faith
6. Islamic Center of Edwardsville?
7. Racial Harmony
8. NAACP Edwardsville
9. Fuller Dome
10. District 7 - groups info
11. YMCA?
12. Edwardsville Library?
13. Edwardsville Community Foundation?
14. Children's Museum?
15. Happy Up Toys
16. Edwardsville Police?
17. Watershed?
18. SIUE - Diversity & Inclusion?





Sandwich event board



Large event banner on poles or attached to fence



Large event banner on poles or attached to tree



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name Edwardsville Book Festival
(please provide final and full name of event)

Date Requested for Event 10 / 3 / 2026 Nature of Event Celebration of books and reading

Applicant Name Katherine Rose Age _____ Date of Birth ____/____/____

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name Edwardsville Public Library IRS 501(c) Tax Exempt # _____

Address 112 S. Kansas St. City/State/Zip Edwardsville, IL 62025

Office Contact # [REDACTED] Email: [REDACTED]

Additional Responsible Parties: Name Diana Sussman Phone/Email [REDACTED]

Name Greg Kessler Phone/Email [REDACTED]

EVENT SPECIFICS

Total Reservation Time 6 : 30 (a.m./p.m.) TO 4 : 00 a.m. (p.m.) (Include set up and tear down)

Actual Event Time 9 : 00 (a.m./p.m.) TO 2 : 00 a.m. (p.m.)

Expected # of attendees 1000

Purpose of Event To bring the community together to enjoy books + share the joy of reading and writing.

Please provide a full description of your event in detail (REQUIRED).

Local and regional authors will be invited to attend as well as new and used book sellers. Book-related craft vendors will also be invited and food trucks will be available to give people an opportunity to purchase food.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park X Leclair Park _____ Vadalabene Fields _____
Joe Glik Park _____ Leon Corlew Park _____ Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

 X Bandstand Use _____ Security Fence X Trash Cans
 X City Barricades _____ Sidewalk Closure _____ Vendors
 X Electricity X Street Closure _____ Water Usage
 X Restrooms _____ Traffic Control

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Park St, between Buchanan and Kansas St. closed by 7AM + through the event

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables _____ Carnival Rides _____ Decorations/Signs/Display
_____ Port-a-pots _____ Tents

Other (Specify) _____

Event Has Alcohol? YES NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a **Temporary Food Event Coordinator Information Sheet** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.

- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.

- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

- **PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
 Parks Department
 118 Hillsboro, PO Box 407
 Edwardsville, Illinois 62025

- **GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- **ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** *(Page 10)*

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Will use speakers to play Streamed music.

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature_  _____

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

- I am over 21 years of age.
- I agree to adhere to all policies set forth by the City of Edwardsville.
- I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.
- All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date 12/9/2025

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name "Living History Days - Chautauqua"
(please provide final and full name of event)

Date Requested for Event 10 / 4 / 26 Nature of Event Educational

Applicant Name Madison Co. Hist. Soc. Age _____ Date of Birth ____/____/____

Daytime Contact # [REDACTED] Email: [REDACTED]

Business/Organization Name Madison County Historical Society IRS 501(c) Tax Exempt # [REDACTED]

Address 801 N. Main City/State/Zip Edwardsville, IL 62025

Office Contact # () _____ - _____ Email: [REDACTED]

Additional Responsible Parties: Name Stephen Hanson Phone/Email [REDACTED]

Name Fred Faust Phone/Email [REDACTED]

EVENT SPECIFICS

Total Reservation Time 12 : noon a.m. / p.m. TO 4 : 30 a.m. (p.m.) (Include set up and tear down)

Actual Event Time 1 : 00 a.m. (p.m.) TO 4 : 00 a.m. (p.m.)

Expected # of attendees 250

Purpose of Event Educational

Please provide a full description of your event in detail (REQUIRED).

The Chautauqua is a program designed to bring Madison County history to life through re-enactors, demonstrations, and activities. The program will offer live music and early pioneer re-enactors.

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park

Leclaire Park _____

Vadalabene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

Bandstand Use

_____ Security Fence

Trash Cans

_____ City Barricades

_____ Sidewalk Closure

_____ Vendors

Electricity

_____ Street Closure

_____ Water Usage

Restrooms

_____ Traffic Control

_____ Lake Use

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application- (REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

_____ Inflatables

_____ Carnival Rides

_____ Decorations/Signs/Display

_____ Port-a-pots

_____ Tents

Other (Specify) _____

Event Has Alcohol? YES NO

How will you prevent alcohol from being sold to minors? (REQUIRED)

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You can find the city approved food truck list on the city’s website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? YES NO

Food trucks must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served. There is no fee for this application. Event coordinator must contact the Madison County Health

Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.* If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City’s Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting <https://www.cityofedwardsville.com/655/Food-Trucks>. If you get someone off of this list they will need to register with the city prior to your event. If you have any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.
- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? YES, NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - o Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

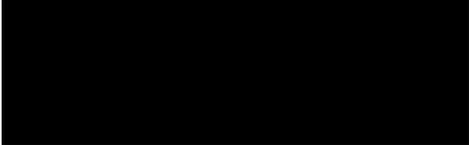
Event Has Live Bands, Amplified Music, etc.? YES NO

Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

There will be 3 live musical performances

during the afternoon

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature _____


If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.

EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.)

— [REDACTED] **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

— [REDACTED] In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

— [REDACTED] Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

— [REDACTED] **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

Charges For Use of City Equipment. The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

Contractor Usage and Fees. At the City’s discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

Potential Charges For The Use of Electrical Services. The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant’s ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

- █ I am over 21 years of age.**
- █ I agree to adhere to all policies set forth by the City of Edwardsville.**
- █ I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.**
- █ All information, to the best of my knowledge, provided on this form is truthful.**

Applicant Signature **█** Date 1 / 27 / 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Madison County Historical Society
LIVING HISTORY DAYS
Event Planning Guide

Who Are You?

The Madison County Historical Society (MCHS) is a private non-profit 501.c.3 organization. The MCHS purpose is to “open doors” to history through its library, museum, and educational programs. Its activities include a newsletter, speaker series, educational programs, online exhibits, and a variety of other public educational programs designed to preserve our history and inform the public about Madison County’s rich and diverse history. More information can be found at www.madcohistory.org.

Purpose of Event

MCHS “Living History Days - Chautauqua” is a program designed to bring Madison County history to life through re-enactments, demonstrations, and activities. The purpose of the event is to provide the public with an engaging educational program.

What Are You Planning?

“Living History Days - Chautauqua” will offer activities on Sunday, October 4th at City Park. The Chautauqua will feature live music from the Edwardsville High School, and re-enactors portraying historic figures.

What does this event offer the community?

MCHS “Living History Days - Chautauqua” offers the community an entertaining way to engage with its history. Attendees can learn about our shared past while learning important aspects about our history.

Event dates and hours

The Chautauqua will be on Sunday, October 4th, from noon until 4:30 at City Park.

Set up/tear down

MCHS will be responsible for set up and tear down. For the Chautauqua, MCHS will require the bandstand and bathrooms to be opened. We will need electrical

access for our sound system. We will also need additional trash and recycling barrels.

We do not expect any special challenges for set up or tear down.

Clean up

MCHS will be responsible for clean up.

Fire Safety

No special fire safety needs are required.

Insurance

MCHS will have \$2 million liability insurance.

Beer

MCHS will sell beer from the concession stand. Liquor Permit is pending.

Police

Because of the nature of these events, MCHS does not anticipate needing special police presence. However, MCHS will consult with the Edwardsville Police Department to make a final determination.

Port-a-pots

None required.

Trash

We request trash and recycling barrels.

Parking

We will use the municipal lot on Kansas and street parking for the Chautauqua at City Park.

Vendors

We will invite food trucks.

Fencing

None.

First Aid

No special arrangements are needed.

Lay-out

See attached map for City Park for the Chautauqua.

Noise

There will be amplification for sound and music at the Chautauqua in City Park.
The event will be completed by 4 p.m.

Food

MCHS will be selling beverages.

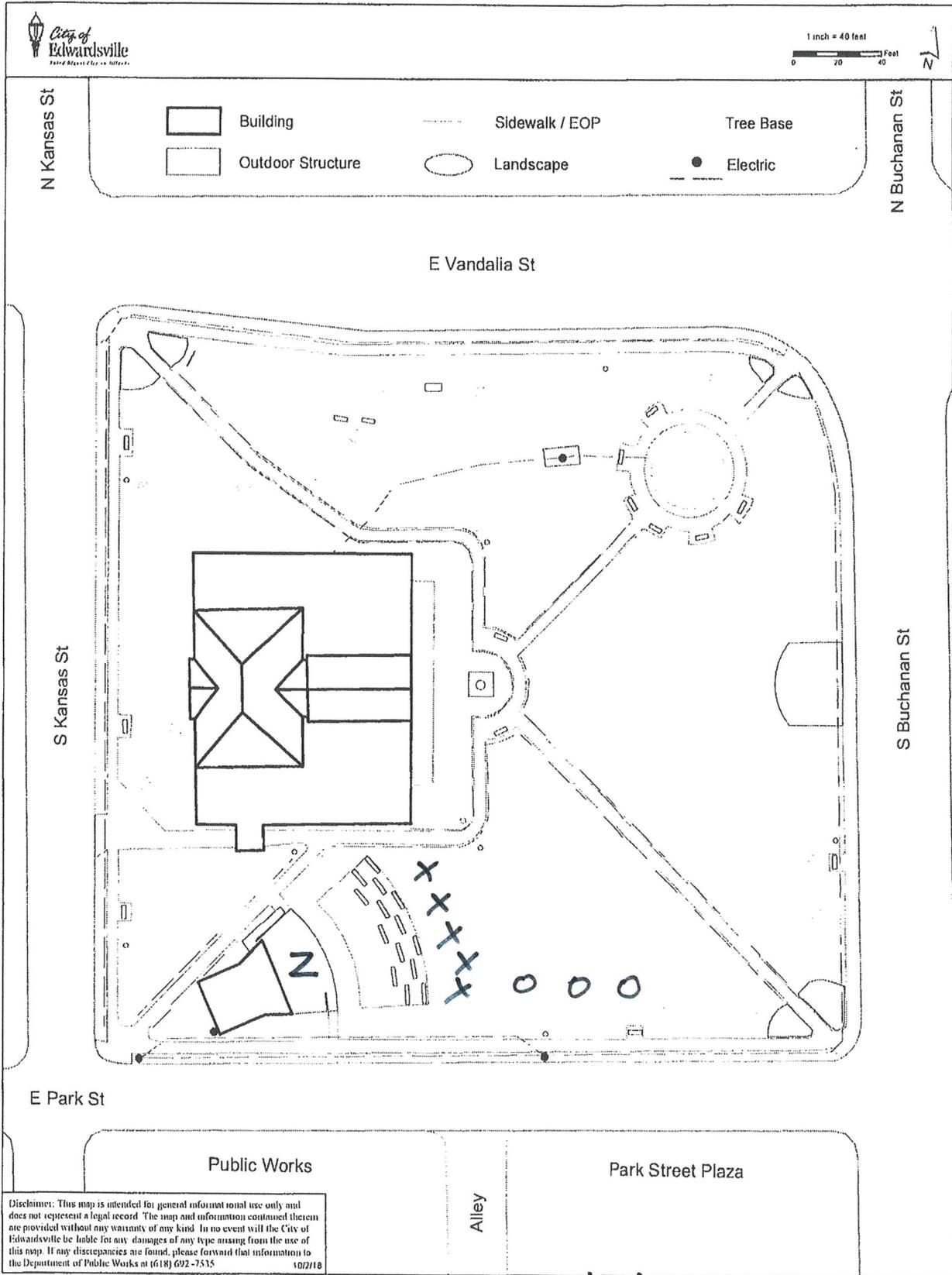
Street Closure

None required.

Special Effects

None.

2026 Living History Days - Chautauqua



x = extra chairs
 y = info tents
 z = performers

Purpose of Event Raise funds to support abandoned pets in Madison County

Please provide a

full description of your event in detail (REQUIRED).

A memorial community dog walk honoring Dr. Brent Leh. Community members register to walk their dog(s) to raise money for Partners for Pets shelter mission of saving abandoned pets in our county. Partners for Pets will have an informational tent and some adoptable pets.

1

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____	Leclaire Park _____	Vadalabene Fields _____
Joe Glik Park _____	Leon Corlew Park _____	Winston Brown Fields _____

Other: Watershed _____ (Please Call Parks Office)

Requested Event Needs

These are items that the city can provide upon request. Please check ALL that apply.

<input type="checkbox"/> Bandstand Use	<input type="checkbox"/> Sidewalk	<input checked="" type="checkbox"/> Trash Cans
<input type="checkbox"/> City Barricades	Closure <input type="checkbox"/> Street	<input type="checkbox"/> Vendors
<input checked="" type="checkbox"/> Electricity	Closure <input type="checkbox"/> Traffic	Water Usage
<input checked="" type="checkbox"/> Restrooms		

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary. Please include requested road closure times.)

Attach Map of Event Layout to Application-

(REQUIRED)

Other Services at Event (not provided by this city)

Please check ALL that apply.

- Inflatables Carnival Rides Decorations/Signs/Display Port-a-pots
- Tents

Other (Specify)

Event Has Alcohol? • YES • X NO

If yes, how will you prevent alcohol from being sold to minors? (REQUIRED)

—

Please keep in mind that all local and state permits and additional insurance must be obtained before the event. See information on all liquor license requirements down below:

2

- **City and State Liquor Requirements** - If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses.
- **Food Truck Ordinances** - All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Event organizer is responsible for providing both our Special Event Coordinator and City Clerk with a list of food trucks/vendors that will be in attendance a month prior to the event. Please email full list over to Special Event Coordinator, Grace Pellock at gpellock@cityofedwardsville.com and our City Clerk, Tammy at TPerry@cityofedwardsville.com.

Please note that if you have a last minute food truck addition they will still need go through the same process. You

can find the city approved food truck list on the city's website.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a **Temporary Food Event Coordinator Information Sheet** at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

Event Has Food? • YES • X NO

If yes, please note and follow all of the following:

Food trucks **must be on the approved list by the Madison County Health Department AND The City of Edwardsville to participate in the event.** If not on the approved list, they will need to get a one-day event permit. See all food requirements down below:

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served.

3

There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a **Temporary Food Event Coordinator Information Sheet** at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.

- **City of Edwardsville Tax Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. **Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.** If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.
- **City's Approved Food Truck List** – All food trucks must be registered with the City of Edwardsville. You can see all the city approved food trucks by visiting [https://www.cityofedwardsville.com/655/Food Trucks](https://www.cityofedwardsville.com/655/Food%20Trucks). If you get someone off of this list they will need to register with the city prior to your event. If you have

any questions regarding the food truck permit application please contact Tammy Perry at Tperry@cityofedwardsville.com.

- **Touch Base with the City** – A month before event all event organizers are required to send a list of food trucks or vendors that will be attending the event to our special events and marketing coordinator, Grace Pellock. You can contact her at gpellock@cityofedwardsville.com.

Event Has Food or Merchandise Vendors? • YES • X NO

If vendors will be selling items, they need to collect all appropriate taxes.

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- **CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- **GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*

4

- **PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- **GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- **ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (*Page 10*)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Event Has Live Bands, Amplified Music, etc.? • XYES • NO Please note surrounding

residential areas and noise ordinance. Plans for bands or entertainment:

 We use a speaker for announcements

If marked yes to any of the highlighted questions above, please sign on the line down below indicating that you have read all requirements.

Signature  _____

If you have any questions please contact special event coordinator, Grace Pellock. You can reach her at gpellock@cityofedwardsville.com or call her at 618-791-1860.



EVENT APPLICATION APPROVAL TIMELINE

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1st Tuesday of the month. Meeting location alternates between a few different locations such as City Hall, R.P. Lumber Center, and the Wildey Theater, starting at 5:00 pm.

Applications for community events will be reviewed and taken action upon at this time.

All requesting parties are encouraged to attend the meeting to answer questions. **Any new special events going through RASE Board are REQUIRED to have a representative present at the meeting.**

PB **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property. **Applicant is a Not-For-Profit? • X YES • NO**

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



Special Event Grant

About the Program

All applications and supporting materials must be submitted to the park office or scanned and emailed to gpellock@cityofedwardsville.com 7 work days prior to the meeting in order to be included on the agenda.

Please allow a minimum of eight (8) weeks for processing the request. If the event closes a state highway, please allow a minimum of twelve (12) weeks for processing the request.

R.A.S.E. BOARD MEETING SCHEDULE 2026

January 6, 2026 Due December 26, 2025 (Events in March or After) February 3, 2026 Due January 23, 2026 (Events in April or After) March 3, 2026 Due February 20, 2026 (Events in May or After) April 7, 2026 Due March 27, 2026 (Events in June or After) May 5, 2026 Due April 24, 2026 (Events in July or After) June 2, 2026 Due May 22, 2026 (Events in August or After) July 7, 2026 Due June 26, 2026 (Events in September or After) August 4, 2026 Due July 24, 2026 (Events in October or After) September 1, 2026 Due August 21, 2026 (Events in November or After) October 6, 2026 Due September 25, 2026 (Events in December or After) November 3, 2026 Due October 23, 2026 (Events in January 2027 or After) December 1, 2026 Due November 20, 2026 (Events in February 2027 or After)

Once the event is approved by the R.A.S.E. Board, it will then go to the next approval

process. 1. Administrative & Community Services Committee (ACS)

2. Edwardsville City Council - First and third Tuesday of the month.

Upon official approval by the City Council, notification of approval will be sent to the applicant.



EVENT FEES

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

(Please Initial After Reading. Everything has to be initialed in order for your application to be approved.) _____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and

discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

█ In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

█ Event organizer is responsible for providing both our Special Event Coordinator, Grace Pellock, and City Clerk, Tammy Perry, with a list of food trucks/vendors that will be at the event A MONTH prior to the event date. Contact information is located on page 6.

█ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

7

█ **Charges For Use of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required shall be set forth by the Departments of Police and Public Works.

█ **Contractor Usage and Fees.** At the City's discretion, contractors may be utilized to perform any of the services provided. Including but not limited to: road closures, detours, set-up, clean-up, and utility related fees. Any and all contractor fees will be the responsibility of the applicant.

█ **Potential Charges For The Use of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

Commercial Events Donation Requirement. All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property. **Applicant is a Not-For-Profit? • X YES • NO**

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.



Special Event Grant

About the Program



HOLD HARMLESS AGREEMENT THE APPLICANT IS

RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, it's Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

- I am over 21 years of age.**
- I agree to adhere to all policies set forth by the City of Edwardsville.**
- I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.**
- All information, to the best of my knowledge, provided on this form is truthful.**

Applicant Signature Patty Barney Date 1 / 15 / 26

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.



Wags @ Watershed Memorial Dog Walk

● Start & Finish Lines / Information Table

■ Walker's Path



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Charles L. Crane Agency Co. CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #, INSURED: Partners For Pets, INSURER A-F

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Edwardsville, 118 Hillsboro Ave, Edwardsville, IL 62025. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

January 27, 2026
 RASE Board Report
 Jeremy Dempsey
 Sports and Recreation Coordinator

Updates

Sports Leagues	
Sports Registration	We opened spring sports registration for 2026 on January 1st. We will open summer sports registration on March 1st.
Youth Basketball	We ended up having over 120 registrations for our Co-Ed Rookies, 2nd/3rd, and 4th/5th grade boys basketball programs, and those seasons will wrap up next week.
Adult Basketball	Our winter session of adult basketball started the week of January 18th, with games on Wednesdays for our competitive division and Thursdays for our recreational division.
Plummer Family Park	
Rentals	We opened our rentals for our 2026 season on January 12th for residents and on January 14th for non-residents.
Start of the Season	We start our weeknight rentals on February 16th with Glen Ed soccer kicking off their season.
Tournament Season	We kick off the Plummer Tournament season on February 28th with Wash U Women’s Ultimate Frisbee. Over the course of the 2026 season, we will be hosting over 30 tournaments.

- We are in the process of hiring a few more staff members to join our Team for the 2026 season.
- We will be hosting trainings for our new staff on February 21st, with on-the-job training for all staff starting the following weekend at the Wash U Women’s Ultimate Frisbee tournament.

February 3, 2025
 RASE Board Report
 Grace Pellock
 Special Events and Activities Report

Updates

Event Recap	
Winter Market Festival	We had another successful Winter Market Festival. We had amazing weather which made for a great turnout for the day! We had a total of around 65 vendors show up.
Yoga	Starting in January, yoga instructor Donna Bartley is hosting a free yoga class at the Wildey Theatre every Tuesday till May. The program has had HUGE attendance. An average about 80 people per night so far!
Upcoming Events	
Daddy Daughter Dance	The dance will be taking place on Valentine’s Day Weekend, Friday, February 13, Saturday, February 14, and Sunday, February 15. We are completely sold out for Friday and Saturday and currently have 90 people signed up for Sunday night. Participants will get to enjoy a DJ, photo booth, food, and friendship bracelet making!
Other Summer Prep	Bands for summer concerts have been finalized as well as the summer movie line-up. Route 66 planning is well underway! Festival bands are finalized, kids zone activities are booked, vendor applications are out, and car show changes are in the works

February 3, 2026
 RASE Board Report
 Amanda Prior-Alton
 Wildey Theatre

Updates

Winter Recap	
Notable Concerts	Two sold out nights with Anthology, Breakfast in America & Hard Promises, Don Was & PanDetroit Ensemble, Peter Mayer, Gary Hoey, Infatuation and Dueling Pianos were well attended
Private Events	We hosted 8 private parties in the event spaces and 2 private movies
Community Events	Three sold out showings of White Christmas (FOW fundraiser), Sold out Opera Edwardsville Performance, Municipal Band Holiday Show, Resuming Tuesday night Yoga, hosted Great Rivers and Routes Meeting
Upcoming Events	
Notable Concerts	John Waite, Dailey & Vincent, Chris Cain, Dogs of Society, Texas Flood
Private Events	February has 4 private events and Daddy/Daughter Dance scheduled
Building Improvements	We are about halfway through the lobby renovation project, bought 2 new remote operated spotlights and new movie projector.

RP Lumber Center Updates

Programming	
Learn to Skate	202 participants in current session. Homeschool class has grown from 2 to 12 participants with growing interest
Hockey	High school hockey playoffs are set to begin. Spring season schedule is in the works with partnership with East Alton Ice arena and Elite hockey
Figure Skating	St Louis was host site for figure skating championships. 5 rink skaters were chosen to be "sweepers" for the event.
Special Events	Tentatively booked Texas Roadhouse Meat cutting competition in October.



DATE: February 3, 2026

ACTION ITEM TITLE: A Parade Resolution Approving IDOT Temporary Closure of Highways for the Rotary Criterium

ORIGIN:

SUMMARY:

The Edwardsville Rotary Club is sponsoring the Criterium bicycle races in the City of Edwardsville which will require temporary closure of State Roadways 143, 159 & 157, State Highways in the City of Edwardsville, on South Buchanan Street from Vandalia Avenue to East Schwarz Street, and Vandalia Avenue from South Main Street to South Buchanan Street.

RATIONALE:

Resolution must be approved in order to close State Roadways to conduct the Criterium races.

COMPLIANCE WITH COMPREHENSIVE PLAN OR OTHER PLAN:

N/A

SUGGESTED COUNCIL ACTION:

APPROVAL

Resolution No. _____**Parade Resolution Approving IDOT Temporary Closure of Highways for the Rotary Criterium**

WHEREAS, the Edwardsville Rotary Club is sponsoring the Criterium in the City of Edwardsville which constitutes a public purpose;

WHEREAS, this Criterium will require the temporary closure of State Roadways 143, 157, & 159. State Route 143/157 will be closed from East of Main Street to East of South Buchanan 143/157 intersection. South Buchanan will be closed from the North side of 143/157 to the Southside of South Buchanan/Schwarz. Schwarz will be closed from South Buchanan to the Eastside of the Schwarz South Kansas Intersection. And South Kansas will be closed from 143/157 (Vandalia) to the Southside of Schwarz South Kansas. State Route 159 from 143/157 (Vandalia) to Schwarz. Schwarz will be closed from Eastside of Buchanan to West of 159 intersections.

Detailed Detour Route (See attached):

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes.

NOW THEREFORE, BE IT, ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, MADISON COUNTY, ILLINOIS, that: permission to close off State Route 143, 159, and 157 as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between 8:00 a.m. on August, 15, 2026 to 2:00 a.m. on Sunday, August 16, 2026.

BE IT FURTHER RESOLVED that traffic from the closed portion of highways shall be detoured over routes with an all-weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted from the State Highways. (The parking of vehicles shall be prohibited on the detour routes to allow an uninterrupted flow of two-way traffic.)

The detour route shall be as follows:

BE IT FURTHER RESOLVED, that the City of Edwardsville assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect.

BE IT FURTHER RESOLVED, that police officers or authorized flaggers shall at the expense of the City of Edwardsville be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

BE IT FURTHER RESOLVED, that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

BE IT FURTHER RESOLVED, that all debris shall be removed by the City of Edwardsville prior to reopening the State highway.

BE IT FURTHER RESOLVED, that such signs, flags, barricades, etc., shall be used by the City of Edwardsville as may be approved by the Illinois Department of Transportation. These items shall be provided by the City of Edwardsville.

BE IT FURTHER RESOLVED, that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

BE IT FURTHER RESOLVED, that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above.

BE IT FURTHER RESOLVED, that to the fullest extent permitted by law, the City of Edwardsville shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorneys' fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this resolution. The obligation is binding upon the City of Edwardsville regardless of whether or not such claim, damage, loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents.

BE IT FURTHER RESOLVED, that the City of Edwardsville shall provide a comprehensive general liability policy or an additional named insured endorsement in the minimum amount of \$1,000,000 per person and \$2,000,000 aggregate which has the Illinois Department of Transportation, its officials, employees and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed.

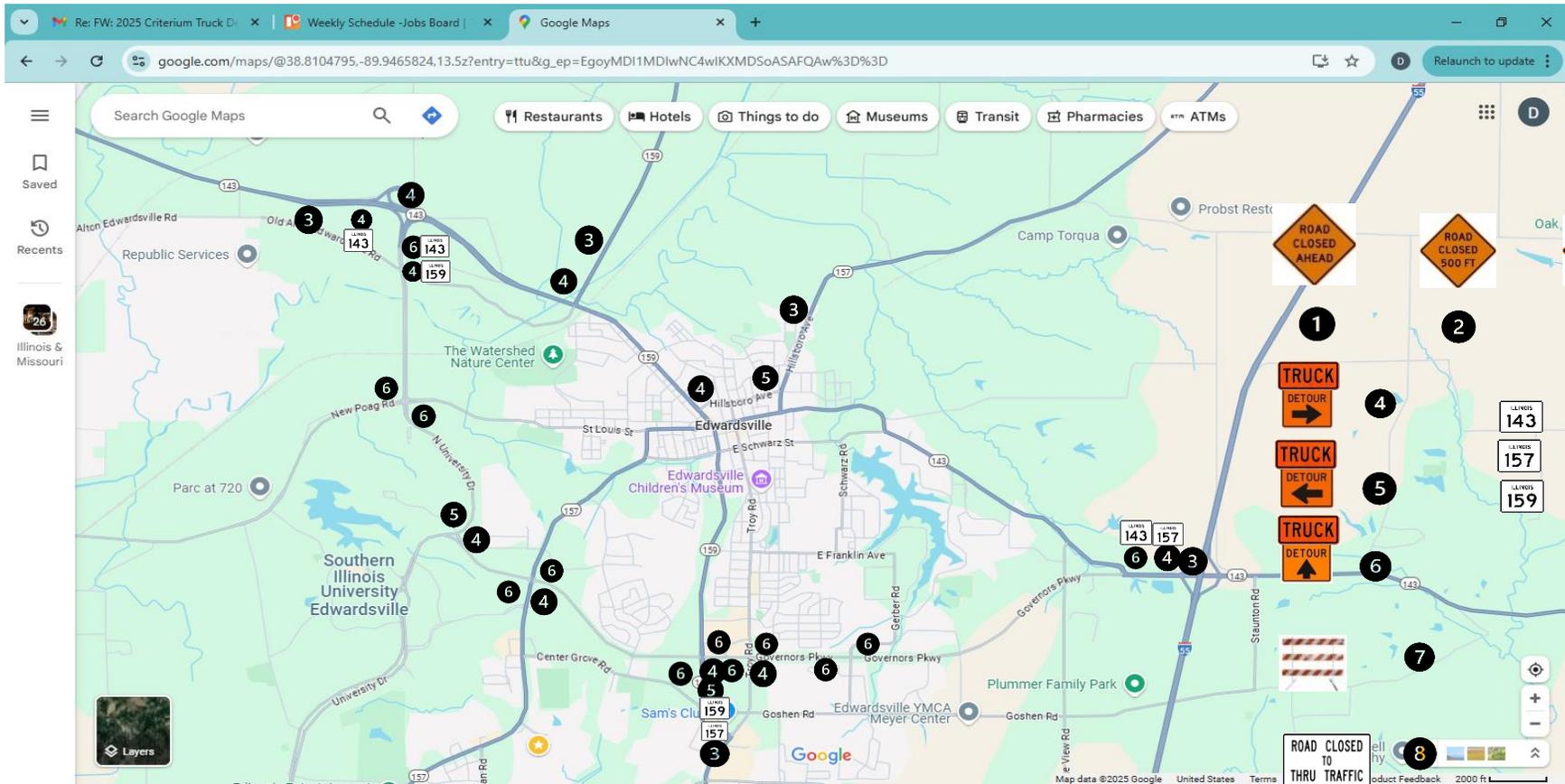
BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Illinois Department of Transportation, District 8, to serve as a formal request for the permission sought in this resolution and to operate as part of the conditions of said permission.

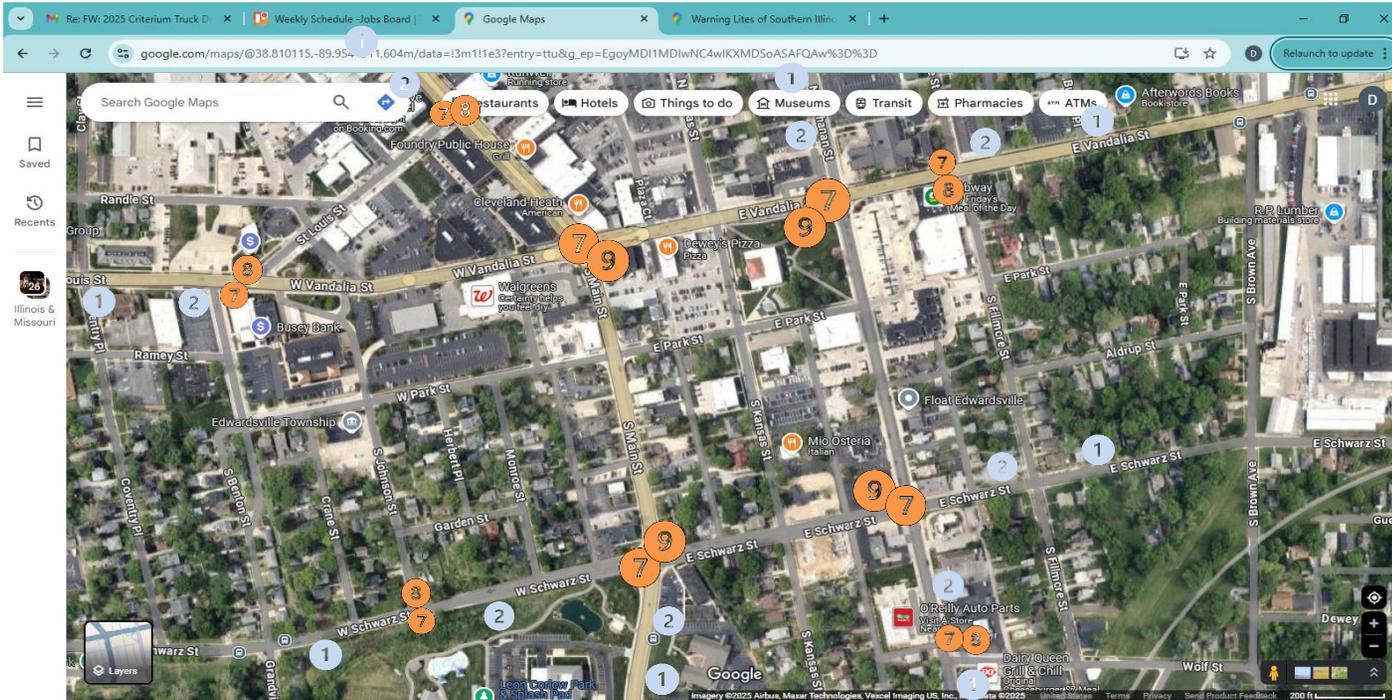
APPROVED BY THE city council of the City of Edwardsville this ____ day of _____ 2026

ATTEST:

Michelle Boyer, City Clerk/Collector

Art, Risavy, Mayor





on Buchanan @ Hillsboro

on Main St @ Governors Pkwy

-  1
-  2
-  3
-  4
-  5
-  6
-  7
-  8
-  9



DATE: February 10, 2026

ACTION ITEM TITLE: A RESOLUTION AUTHORIZING THE DIRECTOR OF PARKS AND RECREATION TO APPLY FOR PARK COMMISSION FUNDS FROM MADISON COUNTY IN AN AMOUNT NOT TO EXCEED \$300,732

ORIGIN: Parks and Recreation

SUMMARY:

This resolution authorizes the Director of Parks and Recreation to apply for Park Commission Funds from Madison County for the Leclaire Park retaining wall project and other park projects identified by the Parks Director if grant funds exceed the cost of the project.

RATIONALE:

The Park Commission Funds may be used for the enhancement of parks.

SUGGESTED COUNCIL ACTION:

Staff recommends approval of this resolution.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE DIRECTOR OF PARKS AND RECREATION TO APPLY FOR PARK COMMISSION FUNDS FROM MADISON COUNTY IN AN AMOUNT NOT TO EXCEED \$300,732

WHEREAS, the City of Edwardsville proposes to apply for PEP funds for the following project(s): Leclaire Park retaining wall project and any other projects identified by the Parks Director if grant funds exceed the cost of the project.

WHEREAS, Section 8-1-1 of the Illinois Municipal Code (65 ILCS 5/8-1-1) provides that the corporate authorities of each municipal corporation may control the finances of the corporation; and

WHEREAS, the expense of the projects may exceed the actual amount granted from PEP funds in which the City of Edwardsville agrees to fund the completion of the project from the Parks Improvement Fund;

NOW, THEREFORE, BE IT RESOVLED that

SECTION 1: The City Council of the City of Edwardsville authorizes the filing of the above listed applications to Madison County in adherence to all applicable rules and regulations of the PEP program.

SECTION 2: The City Council of the City of Edwardsville hereby directs and designates the Director of Parks and Recreation to act as the authorized representative in connection with the filing of the aforementioned applications and all concurrent meetings and hearings associated with the project approval process.

PASSED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, ILLINOIS, this _____ day of _____, 2026.

- AYES:
- NAYS:
- ABSTENTIONS:
- ABSENT:

APPROVED BY THE MAYOR OF THE CITY OF EDWARDSVILLE, ILLINOIS, this _____ day of _____, 2026.

Art Risavy, Mayor

ATTEST:

Michelle Boyer, City Clerk



MONTHLY PERMIT REPORT
ISSUED FOR MONTH OF:
JANUARY 2026

DEPARTMENT OF PUBLIC WORKS

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2026 THRU 1/31/2026 USE SEGMENT DATES
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
030425	1/27/2026	OTTE, MICHAEL	216 SECOND AV	FOZEMAN	NEW COMMERCIAL CONST	BLD-COM
BLD-COM	1/27/2026	COMMERCIAL BUILDING	320 - INDUSTRIAL BUILDING	FOZEMAN	400,000.00	425.00
ELE	1/27/2026	ELECTRICAL	320 - INDUSTRIAL BUILDING	JAELECTRIC	25,000.00	312.50
PLU	1/27/2026	PLUMBING	320 - INDUSTRIAL BUILDING	SHELBY	12,000.00	150.00
SW	1/27/2026	SITE WORK	320 - INDUSTRIAL BUILDING	FOZEMAN	0.00	0.00
SW-WTRON	1/27/2026	WATER TAP ON	320 - INDUSTRIAL BUILDING	FOZEMAN	0.00	3,825.00
SW-SWRON	1/27/2026	SEWER TAP ON	320 - INDUSTRIAL BUILDING	FOZEMAN	0.00	4,130.00
PRU - WAREHOUSE						
					TOTAL VALUE	437,000.00
					TOTAL FEE	8,842.50
031181	1/27/2026	OTTE, MICHAEL	216 SECOND AV	FOZEMAN	FENCE PERMIT	FENCE
BLD-FENCE	1/27/2026	FENCE	442 - FENCE	FOZEMAN	25,000.00	30.00
PRU - FENCE						
031380	1/12/2026	BAD HOBBITS LLC	1211 TROY RD	H&FEXTERIO	SIDING PERMIT	SIDING
BLD-SIDING	1/12/2026	SIDING	439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO	20,608.00	30.00
PRU - SIDING						
031412	1/02/2026	ROTTER, CARA	1326 FRANKLIN	OSBORNE	FENCE PERMIT	FENCE
BLD-FENCE	1/02/2026	FENCE	442 - FENCE	OSBORNE	5,000.00	30.00
PRU - FENCE						
031486	1/06/2026	BUCHANAN STREET PLAZA LLC	S KANSAS	PLOCHER	SITE WORK	SW
SW	1/06/2026	SITE WORK	448 - OFF-STREET PARKING LO	PLOCHER	200,000.00	0.00
PRU - OFF STREET PARKING LOT REMODEL						
031535	1/23/2026	RUSSELL, GEORGE	914 RUSKIN	OWNER	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-ADDRES	1/23/2026	RESIDENTIAL ADDITION	439 - RESIDENTIAL REPAIRS/R	OWNER	1,500.00	30.00
BLD-GARADD	1/23/2026	GARAGE ADDITION/REMODEL	439 - RESIDENTIAL REPAIRS/R	OWNER	1,500.00	30.00
PRU - FRT PORCH ADD & GARAGE REMODEL						
					TOTAL VALUE	3,000.00
					TOTAL FEE	60.00
031536	1/23/2026	RUSSELL, GEORGE	914 RUSKIN	OWNER	ROOF	ROOF
BLD-ROOF	1/23/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	OWNER	3,000.00	25.00
PRU - ROOF						
031949	1/15/2026	MENM LLC SA180247	5 CLUB CENTRE CT B	EFFINGHAM	SIGN PERMIT	SIGN
SIGN	1/15/2026	SIGN-PERMANENT	443 - SIGN	EFFINGHAM	655.00	10.00
PRU - SIGN						
031953	1/08/2026	SHAW, CLAY/SARAH	3368 GARVEY LN	MARKLAND	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-ADDRES	1/08/2026	RESIDENTIAL ADDITION	439 - RESIDENTIAL REPAIRS/R	MARKLAND	200,000.00	120.02
ELE-UPGRD	1/08/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	DEDICATED	11,000.00	25.00
PLU-UPGRD	1/08/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	TENPIN	15,500.00	20.00
SW-SWRON	1/08/2026	SEWER TAP ON	439 - RESIDENTIAL REPAIRS/R	MARKLAND	0.00	4,130.00
MEC	1/08/2026	MECHANICAL	439 - RESIDENTIAL REPAIRS/R	AP HEATING	15,000.00	0.00
PRU - ADDITION						
					TOTAL VALUE	241,500.00
					TOTAL FEE	4,295.02

PROJECTS: 0 -ZZZZZZZZZZ
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PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
031963	1/07/2026	RUN WELL	6120 SHOGER B	DIGITAL	SIGN PERMIT	SIGN
SIGN	1/07/2026	SIGN-PERMANENT	443 - SIGN	DIGITAL	6,270.00	30.00
PRU		- SIGNS				
031969	1/22/2026	SUNSET REAL ESTATE GROUP	1916 CORNELL	OWNER	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	1/22/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	OWNER	70,000.00	30.00
ELE-UPGRD	1/22/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	OWNER	10,000.00	20.00
PLU-UPGRD	1/22/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	NEALS	10,000.00	20.00
PRU		- INTERIOR REMODEL & ROOF				
				TOTAL VALUE	90,000.00	TOTAL FEE 70.00
031975	1/27/2026	VERIZON WIRELESS	214 S BROWN ST	BLACKTOWER	CELL TOWER	BLDG
BLD-CELL	1/27/2026	CELL TOWER	441 - OTHER	BLACKTOWER	35,000.00	200.00
ELE-UPGRD	1/27/2026	ELECTRICAL UPGRADE	441 - OTHER	BLACKTOWER	15,000.00	20.00
PRU		- CELL TOWER UPGRADE				
				TOTAL VALUE	50,000.00	TOTAL FEE 220.00
031981	1/12/2026	KOHLMILLER, RONALD/THERESA	7407 LESLIE DR	FENCEDEPOT	FENCE PERMIT	FENCE
BLD-FENCE	1/12/2026	FENCE	442 - FENCE	FENCEDEPOT	6,000.00	30.00
PRU		- FENCE				
031984	1/15/2026	SMITH, RYAN	1500 N COLES CT	INTEG LAND	SWIMMING POOL	SWP
BLD-POOL	1/15/2026	SWIMMING POOL	444 - SWIMMING POOL	INTEG LAND	119,999.00	100.00
ELE	1/15/2026	ELECTRICAL	444 - SWIMMING POOL	INTEG LAND	1.00	20.00
SW	1/15/2026	SITE WORK	444 - SWIMMING POOL	INTEG LAND	0.00	0.00
PRU		- SWIMMING POOL				
				TOTAL VALUE	120,000.00	TOTAL FEE 120.00
031985	1/15/2026	SMITH, RYAN	1500 N COLES CT	INTEG LAND	SITE WORK	SW
SW	1/15/2026	SITE WORK	441 - OTHER	INTEG LAND	20,000.00	0.00
PRU		- RETAINING WALL				
031987	1/12/2026	WALLS, MARLEY	22 CAMELOT	FENCEDEPOT	FENCE PERMIT	FENCE
BLD-FENCE	1/12/2026	FENCE	442 - FENCE	FENCEDEPOT	750.00	30.00
PRU		- FENCE REPAIR				
031989	1/15/2026	JOINER, BRYCE	22 SOUTHBRIDGE	CHESLEY	FENCE PERMIT	FENCE
BLD-FENCE	1/15/2026	FENCE	442 - FENCE	CHESLEY	11,000.00	30.00
PRU		- FENCE				
031990	1/05/2026	ZEIGLER, TRACY	1908 APPLGATE LN	INSTALLPAR	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	1/05/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	INSTALLPAR	7,300.00	30.00
PRU		- EXTERIOR DOOR				
031991	1/02/2026	WAYMAN, WESLEY	4 LOGAN PL	EMBRICH	PLUMBING	PLU
PLU	1/02/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	17,000.00	20.00
PRU		- SEWER REPAIR				

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031992	1/02/2026	MICKLEVITZ, PAMELA	5 ASTER CT	BEASTON	ROOF	ROOF
BLD-ROOF	1/02/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	BEASTON	17,000.00	25.00
PRU		- ROOF				
031993	1/02/2026	WERNER, ANNE	148 E DUNN	MORRISON	PLUMBING	PLU
PLU	1/02/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	MORRISON	3,440.00	20.00
PRU		- SEWER REPAIR				
031994	1/07/2026	BABINGTON, JOHN	5 COUNTRY CLUB LN	ROBERTROSE	RESIDENTIAL REMODEL/ADDTION	BLD-RESREM
BLD-REMRES	1/07/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	ROBERTROSE	50,000.00	222.50
ELE-UPGRD	1/07/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	ROBERTROSE	10,000.00	20.00
PLU-UPGRD	1/07/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	ROYALFLUSH	30,000.00	20.00
PRU		- BASEMENT FINISH				
				TOTAL VALUE	90,000.00	TOTAL FEE 262.50
031995	1/21/2026	CONREAU, SUZANNE	331 N BUCHANAN	KFZ	ROOF	ROOF
BLD-ROOF	1/21/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	KFZ	15,000.00	25.00
PRU		- ROOF				
031997	1/07/2026	LEX EDWARDSVILLE LP	3931 LAKEVIEW CORP DR	BIG SHINE	BUILDING DEMOLITION	BLD-DEMO
BLD-DEMO	1/07/2026	DEMOLITION	646 - MOVED/DEMO COMMERCIAL	BIG SHINE	85,000.00	25.00
PRU		- PRINCIPAL DEMO PARTIAL				
031999	1/06/2026	KREIS, BRYAN	420 W FOURTH ST	LIGHTSOUT	ELECTRICAL PERMIT	ELE
ELE-UPGRD	1/06/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	LIGHTSOUT	4,800.00	20.00
PRU		- ELECTRICAL SERVICE UPGRADE				
032002	1/23/2026	STATE CONSTRUCTION	3702 N ARBOR LAKE DR	STATE	NEW RESIDENTIAL CONST	BLD-RES
BLD-SFH	1/23/2026	SINGLE FAMILY HOME	101 - SINGLE FAMILY	STATE	650,000.00	246.30
ELE	1/23/2026	ELECTRICAL	101 - SINGLE FAMILY	MDB	22,000.00	45.00
PLU	1/23/2026	PLUMBING	101 - SINGLE FAMILY	DNS PLUMB	20,000.00	40.00
SW	1/23/2026	SITE WORK	101 - SINGLE FAMILY	STATE	0.00	0.00
SW-WTRON	1/23/2026	WATER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,025.00
SW-SWRON	1/23/2026	SEWER TAP ON	101 - SINGLE FAMILY	STATE	0.00	4,130.00
MEC	1/23/2026	MECHANICAL	101 - SINGLE FAMILY	TOENNIES	20,000.00	0.00
PRU		- HOUSE				
				TOTAL VALUE	712,000.00	TOTAL FEE 8,486.30
032003	1/14/2026	DONALDSON, THOMAS	360 BARNETT	H&FEXTERIO	ROOF	ROOF
BLD-ROOF	1/14/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO	27,075.00	25.00
PRU		- ROOF				
032004	1/12/2026	PROCTOR & GAMBLE	3049 WESTWAY DR	FLUOR	COMMERCIAL REMODEL/ADDITION	BLD-COMREM
BLD-RECOM	1/12/2026	COMMERCIAL REMODEL	440 - COMMERCIAL REPAIRS/RE	FLUOR	47,000.00	30.00
ELE-UPGRD	1/12/2026	ELECTRICAL UPGRADE	440 - COMMERCIAL REPAIRS/RE	JFELECT	7,000.00	87.50
PRU		- INTERIOR REMODEL				
				TOTAL VALUE	54,000.00	TOTAL FEE 117.50

PROJECTS: 0 -ZZZZZZZZZZ
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032005 ELE-UPGRD PRU - CAR CHARGER INSTALLATION	1/08/2026 1/08/2026	MUELLER, JOEL ELECTRICAL UPGRADE	911 SURREY DR 439 - RESIDENTIAL REPAIRS/R	BRDA BRDA	ELECTRICAL PERMIT 5,500.00	ELE 20.00		
032006 BLD-ROOF PRU - ROOF	1/07/2026 1/07/2026	KELTNER, JAMES ROOFING	538 N KANSAS 439 - RESIDENTIAL REPAIRS/R	SOLUTION SOLUTION	ROOF 20,000.00	ROOF 25.00		
032007 PLU PRU - SEWER REPAIR	1/08/2026 1/08/2026	LESEMANN, SHERYL PLUMBING	405 SHADY LN 439 - RESIDENTIAL REPAIRS/R	GREATOUT GREATOUT	PLUMBING 3,200.00	PLU 20.00		
032008 BLD-REMCOM ELE-UPGRD PLU-UPGRD PRU - INTERIOR REMODEL	1/21/2026 1/21/2026 1/21/2026 1/21/2026	CIRCLE K COMMERCIAL REMODEL ELECTRICAL UPGRADE PLUMBING UPGRADE	629 W SCHWARZ 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE	RICHARDSON RICHARDSON PYRAMID LAUGHLIN	COMMERCIAL REMODEL/ADDITION 40,000.00 25,000.00 25,000.00	BLD-COMREM 222.50 312.50 312.50		
					TOTAL VALUE	90,000.00	TOTAL FEE	847.50
032010 ELE-UPGRD PRU - ELECTRICAL SERVICE UPGRADE	1/09/2026 1/09/2026	AWESOME RENTALS LLC ELECTRICAL UPGRADE	746 VOGUE 439 - RESIDENTIAL REPAIRS/R	C&JRENTAL C&JRENTAL	ELECTRICAL PERMIT 1,200.00	ELE 20.00		
032011 ELE-UPGRD PRU - ELECTRICAL SERVICE UPGRADE	1/09/2026 1/09/2026	ALEXANDER PROPERTIES LLC ELECTRICAL UPGRADE	608 HILL LN 439 - RESIDENTIAL REPAIRS/R	RGTJ RGTJ	ELECTRICAL PERMIT 1,500.00	ELE 20.00		
032012 BLD-REMCOM ELE-UPGRD MEC PRU - INTERIOR REMODEL	1/13/2026 1/13/2026 1/13/2026	GEM PROPERTIES COMMERCIAL REMODEL ELECTRICAL UPGRADE MECHANICAL	6696 CENTER GROVE RD 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE	LDCHOMES LDCHOMES BICKLE GRP	COMMERCIAL REMODEL/ADDITION 20,000.00 2,500.00 2,500.00	BLD-COMREM 30.00 31.25 31.25		
					TOTAL VALUE	25,000.00	TOTAL FEE	92.50
032013 PLU PRU - SEWER REPLACEMENT	1/12/2026 1/12/2026	KESSLER, LISA PLUMBING	517 N FILLMORE 439 - RESIDENTIAL REPAIRS/R	CARDINALPL CARDINALPL	PLUMBING 6,700.00	PLU 20.00		
032014 BLD-ROOF PRU - ROOF	1/12/2026 1/12/2026	MEYER RESIDENTIAL II LLC ROOFING	424 CENTER 439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO H&FEXTERIO	ROOF 20,070.00	ROOF 25.00		
032015 BLD-SIDING PRU - SIDING	1/12/2026 1/12/2026	MEYER RESIDENTIAL II LLC SIDING	424 CENTER 439 - RESIDENTIAL REPAIRS/R	H&FEXTERIO H&FEXTERIO	SIDING PERMIT 21,842.00	SIDING 30.00		
032016 BLD-DEMO PRU - PRINCIPAL DEMO	1/12/2026 1/12/2026	UNIVERSITY PARK PLAZA LLC DEMOLITION	1261 UNIVERSITY 440 - COMMERCIAL REPAIRS/RE	KAMADULSKI KAMADULSKI	BUILDING DEMOLITION 125,000.00	BLD-DEMO 25.00		

PROJECTS: 0 -ZZZZZZZZZZ
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032017 PLU PRU - WATER LINE REPAIR	1/12/2026 1/12/2026	WERNER, ANNE PLUMBING	148 E DUNN 439 - RESIDENTIAL REPAIRS/R	MORRISON MORRISON	PLUMBING 3,440.00	PLU 20.00
032018 BLD-FENCE PRU - FENCE	1/29/2026 1/29/2026	OPEL, LINDA FENCE	414 BUENA VISTA ST 442 - FENCE	CHESLEY CHESLEY	FENCE PERMIT 3,309.00	FENCE 30.00
032020 PLU PRU - SEWER LINE REPAIR	1/13/2026 1/13/2026	SNAJDR-GRILLION, SUZANNE PLUMBING	412 W LAKE DR 439 - RESIDENTIAL REPAIRS/R	EMBRICH EMBRICH	PLUMBING 7,900.00	PLU 20.00
032021 BLD-FENCE PRU - FENCE	1/15/2026 1/15/2026	SMITH, RYAN FENCE	1500 N COLES CT 442 - FENCE	INTEG LAND INTEG LAND	FENCE PERMIT 5,000.00	FENCE 30.00
032022 SW PRU - RETAINING WALL	1/29/2026 1/29/2026	GOODBRAKE, TIFFANY SITE WORK	406 ALDERWOOD CT 441 - OTHER	ALTERED ALTERED	SITE WORK 15,000.00	SW 0.00
032023 BLD-REMRES PRU - DECK REPLACEMENT	1/29/2026 1/29/2026	BISHOP, DENISE RESIDENTIAL REMODEL	3402 ANTIETAM CT 439 - RESIDENTIAL REPAIRS/R	TOPDECK TOPDECK	RESIDENTIAL REMODEL/ADDTION 24,780.00	BLD-RESREM 30.00
032025 BLD-DEMO PRU - SECONDARY DEMO	1/15/2026 1/15/2026	WARNER, GAYLE DEMOLITION	1000 KIMBERLIN CT 439 - RESIDENTIAL REPAIRS/R	TRI-ZO TRI-ZO	BUILDING DEMOLITION 500.00	BLD-DEMO 10.00
032026 BLD-REMRES PRU - DECK REPLACEMENT	1/29/2026 1/29/2026	WARNER, GAYLE RESIDENTIAL REMODEL	1000 KIMBERLIN CT 439 - RESIDENTIAL REPAIRS/R	TRI-ZO TRI-ZO	RESIDENTIAL REMODEL/ADDTION 8,000.00	BLD-RESREM 30.00
032027 SIGN PRU - SIGN	1/22/2026 1/22/2026	TELLE TIRE & AUTO CENTER SIGN-PERMANENT	104 W VANDALIA STREET 443 - SIGN	EXCELSIGN EXCELSIGN	SIGN PERMIT 5,350.00	SIGN 10.00
032028 ELE-UPGRD PRU - ELECTRICAL SERVICE UPGRADE	1/16/2026 1/16/2026	KES REAL ESTATE LLC ELECTRICAL UPGRADE	239 ADAMS ST 439 - RESIDENTIAL REPAIRS/R	RIKLI RIKLI	ELECTRICAL PERMIT 3,700.00	ELE 20.00
032029 BLD-REMCOM ELE-UPGRD PLU-UPGRD MEC PRU - FIRE RESTORATION	1/29/2026 1/29/2026 1/29/2026 1/29/2026	FOCAMSKI COMMERCIAL REMODEL ELECTRICAL UPGRADE PLUMBING UPGRADE MECHANICAL	421 QUINCE 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE 440 - COMMERCIAL REPAIRS/RE	LERCH LERCH PERFECT PONCE ENGEL	COMMERCIAL REMODEL/ADDITION 50,000.00 7,500.00 500.00 5,000.00	BLD-COMREM 51.00 93.75 20.00 62.50
					TOTAL VALUE	63,000.00
					TOTAL FEE	227.25

PROJECTS: 0 -ZZZZZZZZZZ
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PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE		
032030 SIGN PRU - SIGN	1/22/2026 1/22/2026	FLOWERS LAW SIGN-PERMANENT	3 CLUB CENTRE B 443 - SIGN	EBERHART EBERHART	SIGN PERMIT 1,700.00	SIGN 10.00		
032032 ELE-UPGRD PRU - ELECTRICAL SERVICE UPGRADE	1/21/2026 1/21/2026	OBEIUS, VIRGINIA ELECTRICAL UPGRADE	725 YALE 439 - RESIDENTIAL REPAIRS/R	MORRISON MORRISON	ELECTRICAL PERMIT 9,733.33	ELE 20.00		
032033 BLD-REMRES PRU - WINDOWS (5)	1/23/2026 1/23/2026	JACKSON, JILL RESIDENTIAL REMODEL	629 BOLLMAN 439 - RESIDENTIAL REPAIRS/R	WINDOWNA WINDOWNA	RESIDENTIAL REMODEL/ADDTION 6,995.00	BLD-RESREM 30.00		
032034 BLD-REMRES PRU - WINDOWS (5)	1/22/2026 1/22/2026	MILEY, FRANCIS J RESIDENTIAL REMODEL	6 KENSINGTON CT 439 - RESIDENTIAL REPAIRS/R	RENEWAL RENEWAL	RESIDENTIAL REMODEL/ADDTION 10,593.00	BLD-RESREM 30.00		
032035 PLU PRU - WATER SERVICE REPLACEMENT	1/21/2026 1/21/2026	FOE, RUE PLUMBING	304 W LINDEN 439 - RESIDENTIAL REPAIRS/R	WJPLUMBING WJPLUMBING	PLUMBING 2,500.00	PLU 20.00		
032036 ELE-UPGRD PRU - ELECTRICAL SERVICE UPGRADE	1/23/2026 1/23/2026	CULLEN, MARY ELECTRICAL UPGRADE	814 HILLSBORO 439 - RESIDENTIAL REPAIRS/R	LOVELAND LOVELAND	ELECTRICAL PERMIT 5,456.00	ELE 20.00		
032037 BLD-ADDRES PRU - WINDOWS (1)	1/23/2026 1/23/2026	LUTHLY, JOYANN/BRETT RESIDENTIAL ADDITION	520 E LAKE 439 - RESIDENTIAL REPAIRS/R	INSTALLPAR INSTALLPAR	RESIDENTIAL REMODEL/ADDTION 2,200.00	BLD-RESREM 30.00		
032038 SW PRU - RETAINING WALL	1/29/2026 1/29/2026	COLLINS, MICHELLE/STEVE SITE WORK	518 RANDLE 441 - OTHER	DIRT DIRT	SITE WORK 6,500.00	SW 0.00		
032039 BLD-SIDING PRU - SIDING	1/23/2026 1/23/2026	RUSSELL, GEORGE SIDING	914 RUSKIN 439 - RESIDENTIAL REPAIRS/R	OWNER OWNER	SIDING PERMIT 5,000.00	SIDING 30.00		
032042 BLD-REMRES PRU - DECK REPLACEMENT	1/29/2026 1/29/2026	SCOTT, VAUGHN RESIDENTIAL REMODEL	7431 CREEK RIDGE LN 439 - RESIDENTIAL REPAIRS/R	MARIS MARIS	RESIDENTIAL REMODEL/ADDTION 25,000.00	BLD-RESREM 30.00		
032043 BLD-DEMO ELE PRU - PRINCIPAL DEMO INTERIOR	1/23/2026 1/23/2026 1/23/2026	CITY OF EDWARDSVILLE DEMOLITION ELECTRICAL	246 N MAIN 646 - MOVED/DEMO COMMERCIAL 440 - COMMERCIAL REPAIRS/RE	OWNER OWNER GRP	BUILDING DEMOLITION 20,000.00 10,000.00	BLD-DEMO 0.00 0.00		
					TOTAL VALUE	30,000.00	TOTAL FEE	0.00
032044 BLD-REMRES	1/30/2026 1/30/2026	FUESTING, ERIKA & CHAD RESIDENTIAL REMODEL	1900 MCKENDREE 439 - RESIDENTIAL REPAIRS/R	STATHI STATHI	RESIDENTIAL REMODEL/ADDTION 10,000.00	BLD-RESREM 30.00		

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2026 THRU 1/31/2026 USE SEGMENT DATES
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

PROJECT SEGMENT	ISSUE DATE SEGMENT DT	NAME DESCRIPTION	LOCATION BUILDING CODE	CONTRACTOR SEG. CONT.	DESCRIPTION VALUATION	PROJ TYPE FEE
ELE-UPGRD	1/30/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	JAELECTRIC	2,000.00	20.00
PLU-UPGRD	1/30/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	KAPILLA	4,000.00	20.00
PRU - BATHROOM REMODEL						
					TOTAL VALUE	16,000.00
					TOTAL FEE	70.00
032058	1/27/2026	MOHR, NATHAN	7015 REMINGTON CT	DRAKECO	RESIDENTIAL REMODEL/ADDTION BLD-RESREM	
BLD-REMRES	1/27/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	DRAKECO	1,000.00	30.00
PLU-UPGRD	1/27/2026	PLUMBING UPGRADE	439 - RESIDENTIAL REPAIRS/R	AHPLUMB	18,438.00	20.00
PRU - BATHROOM REMODEL						
					TOTAL VALUE	19,438.00
					TOTAL FEE	50.00
032061	1/29/2026	BRANDT, COLIN	1211 OAKLAND	OWNER	RESIDENTIAL REMODEL/ADDTION BLD-RESREM	
BLD-REMRES	1/29/2026	RESIDENTIAL REMODEL	439 - RESIDENTIAL REPAIRS/R	OWNER	4,000.00	30.00
BLD-SIDING	1/29/2026	SIDING	439 - RESIDENTIAL REPAIRS/R	OWNER	1,500.00	0.00
ELE-UPGRD	1/29/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	OWNER	1,000.00	20.00
PRU - DETACHED GARAGE REMODEL						
					TOTAL VALUE	6,500.00
					TOTAL FEE	50.00
032062	1/28/2026	BABOR, MATTHEW	424 CIRCLE DR	OWNER	ROOF	ROOF
BLD-ROOF	1/28/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	OWNER	10,000.00	25.00
PRU - ROOF						
032064	1/30/2026	TELLE TIRE & AUTO CENTER	104 W VANDALIA STREET	EXCELSIGN	SIGN PERMIT	SIGN
SIGN	1/30/2026	SIGN-PERMANENT	443 - SIGN	EXCELSIGN	1,620.00	10.00
PRU - SIGN						
032066	1/30/2026	CLINE, SCOTT	3329 SNIDER	EMBRICH	PLUMBING	PLU
PLU	1/30/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	2,400.00	20.00
PRU - SEWER REPAIR						
032067	1/30/2026	MORBY, PATRICIA	221 THIRD AV	EMBRICH	PLUMBING	PLU
PLU	1/30/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	EMBRICH	5,963.72	20.00
PRU - SEWER REPAIR						
032068	1/30/2026	EVILLE MF LLC	269 W UNION	OWNER	ROOF	ROOF
BLD-ROOF	1/30/2026	ROOFING	439 - RESIDENTIAL REPAIRS/R	FARHA	20,446.00	25.00
PRU - ROOF						
032070	1/30/2026	SHAW, ROBERT	659 E VANDALIA	KAPILLA	PLUMBING	PLU
PLU	1/30/2026	PLUMBING	439 - RESIDENTIAL REPAIRS/R	KAPILLA	5,000.00	20.00
PRU - WATER LINE REPLACEMENT						
032071	1/30/2026	CAMPBELL, ELIZABETH	129 PLEASANT RIDGE	BICKLE	ELECTRICAL PERMIT	ELE
ELE-UPGRD	1/30/2026	ELECTRICAL UPGRADE	439 - RESIDENTIAL REPAIRS/R	BICKLE	2,765.00	20.00
PRU - ELECTRICAL SERVICE UPGRADE						
*** TOTALS ***		NUMBER OF PROJECTS:	71	VALUATION:	2,928,199.05	FEEES: 25,011.07

PROJECTS: 0 -ZZZZZZZZZZ
 APPLIED DATES: 0/00/0000 THRU 99/99/9999
 ISSUED DATES: 1/01/2026 THRU 1/31/2026 USE SEGMENT DATES
 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS: ALL

*** SEGMENT RECAP ***

PROJECT SEGMENT - DESCRIPTION	# OF SEGMENTS	VALUATION	FEE
BLD-ADDRES - RESIDENTIAL ADDITION	3	203,700.00	180.02
BLD-CELL - CELL TOWER	1	35,000.00	200.00
BLD-COM - COMMERCIAL BUILDING	1	400,000.00	425.00
BLD-DEMO - DEMOLITION	4	230,500.00	60.00
BLD-FENCE - FENCE	7	56,059.00	210.00
BLD-GARADD - GARAGE ADDITION/REMO	1	1,500.00	30.00
BLD-POOL - SWIMMING POOL	1	119,999.00	100.00
BLD-REMCOM - COMMERCIAL REMODEL	4	157,000.00	333.50
BLD-REMRES - RESIDENTIAL REMODEL	11	217,668.00	522.50
BLD-ROOF - ROOFING	8	132,591.00	200.00
BLD-SFH - SINGLE FAMILY HOME	1	650,000.00	246.30
BLD-SIDING - SIDING	4	48,950.00	90.00
ELE - ELECTRICAL	4	57,001.00	377.50
ELE-UPGRD - ELECTRICAL UPGRADE	18	125,654.33	810.00
MEC - MECHANICAL	4	42,500.00	93.75
PLU - PLUMBING	12	89,543.72	390.00
PLU-UPGRD - PLUMBING UPGRADE	7	103,438.00	432.50
SIGN - SIGN-PERMANENT	5	15,595.00	70.00
SW - SITE WORK	7	241,500.00	0.00
SW-SWRON - SEWER TAP ON	3	0.00	12,390.00
SW-WTRON - WATER TAP ON	2	0.00	7,850.00
*** TOTALS ***	108	2,928,199.05	25,011.07

PROJECTS: 0 -ZZZZZZZZZZ
APPLIED DATES: 0/00/0000 THRU 99/99/9999
ISSUED DATES: 1/01/2026 THRU 1/31/2026 USE SEGMENT DATES
EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS: ALL

*** BUILDING CODE RECAP ***

BUILDING CODE - DESCRIPTION	# OF PROJECTS	# OF SEGMENTS	VALUATION	FEEES
101 - SINGLE FAMILY	1	7	712,000.00	8,486.30
320 - INDUSTRIAL BUILDING	1	6	437,000.00	8,842.50
439 - RESIDENTIAL REPAIRS/REMODEL/ADDITION	44	58	824,045.05	5,727.52
440 - COMMERCIAL REPAIRS/REMODEL/ADDITION	5	14	367,000.00	1,309.75
441 - OTHER	4	5	91,500.00	220.00
442 - FENCE	7	7	56,059.00	210.00
443 - SIGN	5	5	15,595.00	70.00
444 - SWIMMING POOL	1	3	120,000.00	120.00
448 - OFF-STREET PARKING LOT	1	1	200,000.00	0.00
646 - MOVED/DEMO COMMERCIAL	2	2	105,000.00	25.00
*** TOTALS ***	71	108	2,928,199.05	25,011.07

PLAN COMMISSION

January 7, 2026

6:00 PM

MINUTES

Approved: 

Date: 2-4-26

The regularly scheduled meeting of the Edwardsville Plan Commission was held at 6:00 p.m. at City Hall located at 118 Hillsboro Avenue in Edwardsville, Illinois.

I. ROLL CALL:

Present

Ashley Niebur Sharp, Chair
 Mike Boline, Vice Chair
 David Gerber
 Tim Harr
 Blake Wagahoff
 Kent Scheffel
 Keith Page
 David Boyer
 Ryan Zwijack, Staff
 Breana Buncher, Staff
 Andrea Miracle, Ward 3 Alderman
 Marsha Maller, TWM

Absent

Lance McOlgan
 Bryson Baker

II. PUBLIC COMMENT: None

III. APPROVAL OF MINUTES

A. Plan Commission – 12/17/25

MOTION: Move to Approve (Harr), SECONDED: (Page)

ROLL CALL: 6 Ayes, 0 Nays, 2 Abstain (Niebur Sharp, Scheffel)

IV. CASES

A. Case 2025-33 – Tru-Home2 Dual Brand Hotel

Preliminary Subdivision Plat

Developer: Old Capitol Properties LLC

Engineer: TWM

The subject property is located on the northwest corner of Illinois Route 157 and Governors Parkway. The plat contains 2 proposed lots. The approximate property size is 3.64 acres. It is designated as "B-2" Commercial Business District.

Water and sanitary sewer service, and fire protection will be provided by the City of Edwardsville. Electric and gas are provided by Ameren Illinois.

The subject property is undeveloped with some vegetation along the south property line. The proposed preliminary plat is required to have 4% of either active or passive greenspace. The developer is proposing approximately 6,582 square feet. They are required to provide 6,343 square feet. The subdivision is to be accessed by one entrance on IL Route 157 located on the west side of the property. Access to Governors Parkway from any lot is strictly prohibited as Governors Parkway is access controlled.

There is an existing sidewalk along the west side of the property. The developer is requesting a variance for the required sidewalk along Governors Parkway stating that all other developed lots along Governors Parkway do not have sidewalks. The developer indicated in their subdivision variance application that if they were to install a sidewalk it would have no connection creating safety risks.

Staff Discussion:

The proposed subdivision meets all the requirements for the Land Development Code and the Zoning Code except the sidewalk standards that they are requesting a variance for.

Standards of Review for Subdivision Variances:

Plan Commission should consider the following items when considering the sidewalk variance request.

- (a) The proposed variance is consistent with the general purposes of the Code (see section 1-1); and
- (b) Strict application of the subdivision requirements (see article 5) would result in great practical difficulties or hardship to the applicant, not a mere inconvenience; and
- (c) The proposed variance is the minimum reasonable deviation from the subdivision requirements that will alleviate the difficulties/hardship; and
- (d) The plight of the applicant is due to peculiar circumstances not of his own making; and
- (e) The peculiar circumstances creating the variance request are not applicable to other tracts; and
- (f) The variance, if granted, will not materially frustrate implementation of the municipal comprehensive plan including the official map; and
- (g) The variance will result in a positive benefit to the city, or will prevent environmental damage, loss of tree cover, increase runoff, or increased erosion and sedimentation.

Staff Recommendation:

Staff recommends approval of the Preliminary Plat.

The Preliminary Subdivision Plat was presented by staff and discussed by the board.

MOTION: Move to Approve (Harr), SECONDED (Page)

ROLL CALL: 8 Ayes, 0 Nays, 0 Abstain

V. PROJECT UPDATES –

VI. OLD BUSINESS –

A. Case 2025-39 – Text amendments to Chapter 1250.13 – Off-street parking and loading; tables of the Codified Ordinances of the City of Edwardsville

A discussion was held regarding proposed edits to this case. Staff will prepare the edits and provide further details at the next meeting.

MOTION: Move to Table (Harr), SECONDED (Gerber)
ROLL CALL: 8 Ayes, 0 Nays, 0 Abstain

B. Case 2025-40 – Text amendments to Chapter 1228 – Landscaping and screening of the Codified Ordinances of the City of Edwardsville

A discussion was held regarding proposed edits to this case. Staff will prepare the edits and provide further details at the next meeting.

MOTION: Move to Table (Harr), SECONDED (Gerber)
ROLL CALL: 8 Ayes, 0 Nays, 0 Abstain

VII. NEW BUSINESS – None

VIII. ADJOURNMENT – Motion to adjourn by David Gerber. Seconded by David Boyer.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

January 7, 2026

5:30 PM

MINUTES

Approved: 

Date: 2/4/24

The regularly scheduled meeting of the Edwardsville Bicycle and Pedestrian Advisory Committee was held at 5:30 p.m. at City Hall located at 118 Hillsboro Avenue in Edwardsville, Illinois.

I) ROLL CALL:

<u>Present</u>	<u>Absent</u>
Aaron Newcom, chair	Emily Morrison, vice chair
Ashley Cox	Danielle Adair, secretary
Paul Brazier	
Bryan Frost	
Colin Gibbons	
Evie Hemphill	
Theresa Pauli	
Mason Schaefer	
Jason Stacy	
Breana Buncher, staff	Cathy Hensley, staff

II) PUBLIC COMMENT: None

III) APPROVAL OF MINUTES: Schaefer made a motion to approve the minutes of the December meeting, seconded by Brazier. Motion passed unanimously.

IV) OLD BUSINESS:

- a) Winter Sidewalk Clearance - Buncher let Ryan Zwijack know about issues with plows leaving snow piles blocking crosswalks, and he planned to bring it up at management meetings; that's the latest. Newcom said Adair sent him pictures of piles of snow blocking the sidewalk near LeClaire Elementary, and that it continues to be an issue. Buncher agreed to keep BPAC posted on what she learns.
- b) Bike Parking Ordinance - It went to the planning commission Dec. 17 and was back at the planning commission Jan. 7. Buncher anticipates it will be moving forward by the end of February, and she shared the current version of the ordinance via email.
- c) Custom Marketing Materials - Newcom pushed forward the discussion of what we are seeking to communicate at the markets and what else might make sense for distribution to help people understand what BPAC is about. Stacy referenced the large map of existing and prospective trails and shared-use paths in his own office, and Buncher noted that the City's GIS department has access to it. The group

consensus was that if it can be shrunk and made portable/user-friendly and still be legible, it would be perfect to hand out at events. Pauli suggested adding a QR code that be added to it so that people can bring the map up or the BPAC page on their phones. Newcom said he would follow up with Hensley about what might work. He also encouraged members to share any ideas for marketing materials/swag with him as we look toward summer.

V) NEW BUSINESS:

- a) Crosswalk Enforcement - Hemphill shared a recent concerning experience trying to cross Main Street with both adults and a very visible line of kids waiting to walk their bikes across to the Watershed trail and having a driver blow on by, despite a ton of warning and the other (opposing lane) driver stopping. Gibbons reminded the group that we did discuss crosswalk enforcement some months back and that we had been informed that the police department was planning some crosswalk-focused efforts, but that we didn't hear more after that. Gibbons suggested we see if Adair and Morrison know if the enforcement days did happen – but that we also consider a communications campaign of some kind telling folks they have an obligation to yield to pedestrians. Pauli asked if there is anything in driver's ed related to crosswalks, or if there could be. She added that SIUE crosswalk compliance has improved greatly over the years. Newcom will check with Morrison and Adair about what conversations with the PD were had about crosswalk enforcement.
- b) 2026 Grand Illinois Bike Tour - Cox noted that Edwardsville is at the heart of the area that Ride Illinois has chosen for this year's tour, and wonders if BPAC has ideas for collaborating with its organizers. Hemphill noted that she happened to meet the new director, Ben Harris, when he was scoping the region out last summer and reached out to BWorks. Cox plans to follow up with him to share a little bit about BPAC and just open the conversation. Newcom suggested that it could even be fun to get people along the route to cheer as tour participants ride through. Brazier suggested the possibility of hosting a reception, and Pauli brought up the idea of providing information about amenities like bike racks around town and particularly bike-friendly places.
- c) Potential new subgroup - Marketing & Communication - Newcom suggested that BPAC and perhaps particularly he and Pauli, who are not currently on subgroups, could work on marketing-related efforts more closely with Hensley. Pauli is on board with the idea.
- d) New Subgroup Items -
 - i. Policy & Infrastructure - Gibbons fielded a question from Stacy about Sacred Grounds trying to pursue a bike rack; Gibbons said on his end there hadn't been any updates since the processing of Cafe Birdie and Artisan's application. Stacy planned to follow up with Sacred and identify next steps.
 - ii. Community Engagement - Schaefer has made progress on what he has termed the "Restaurant Ramble." He's connected with both Hensley on some next steps and with staff at the public library, with the latter agreeing to the library serving as a drop-off place for completed logs (a.k.a. brevet cards). Schaefer said he's aiming to launch in April when the weather is getting nicer and considering patches as the reward for completing the challenge. He hopes that we can vote on and finalize things in February, and fielded various questions about how things will work.
 - iii. Education & Safety - Hemphill hopes to finalize bike bus dates for the spring season very soon. The group also brainstormed a few ideas for incentivizing biking to school amid middle schoolers and/or helping them plan their own bike buses, agreeing to keep mulling ideas.
- e) Ebikes - The group ultimately decided to table this discussion for now. Stacy said he likes what MCT has done with its "what's your hurry" focused communications along the trails, and others expressed agreement. Pauli noted that there's a big difference between ebikes and e-motos, the ones that can go something like 40mph. Cox suggested providing some simple educational graphics, and Stacy referenced the regulations already in place within the State of Illinois and suggested BPAC's page point folks to Illinois' helpful graphics related to ebikes and understanding and riding them safely.

VI) INFORMATIONAL

VII) ADJOURNMENT: With no further business to discuss, Gibbons made a motion to adjourn; seconded by Schaefer. Motion passed unanimously.

