

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Approval of a Special Event Permit for a 10 Year Anniversary Celebration at Orchid Nail Salon, 5255 Elevator Road. Event to be held on April 12, 2026 from 2pm-5pm

Date: 3/30/2026

Meeting: April 7, 2026 Village Board

Prepared by: Janel Reidinger

Department: License and Permits

Overview/Background Information

Orchid Nail Salon is requesting approval to host an anniversary open house event at their business located at 5255 Elevator Road. The event is proposed for Sunday, April 12, 2026, from 2:00 PM to 5:00 PM.

The event will take place behind the salon, utilizing the existing parking lot and an adjacent grassy area. This is intended to be a casual, come-and-go gathering with an anticipated attendance of approximately 50 people.

Planned event components include:

- Live music provided by a local band under a 20' x 40' tent
- A taco food truck located at the rear of the event space
- Non-alcoholic beverages (water and soda) provided on-site

The event area will be secured and roped off to prevent vehicle access and maintain pedestrian safety. Police, Fire and Public Works have all reviewed and signed off on this event.

Key Issues

Parking

The existing parking lot is capable of accommodating approximately 100 vehicles, which exceeds the anticipated attendance. The applicant has arranged for assistance to manage parking operations. The applicant has been advised that no overflow parking will be permitted along Elevator Road. Based on the size of the lot and expected attendance, parking is not anticipated to be an issue.

Noise Considerations:

A live band is proposed from 2:00 PM to 5:00 PM. The event duration is limited and occurs during daytime hours with no neighbors in close proximity.

Late Application Submission:

The application was submitted after typical deadlines, as the applicant was not aware of the Village's special event requirements. The applicant has already made financial commitments for event-related services, including the tent, food truck, band, and decorations. Staff has agreed to process the application in support of local businesses; however, no guarantees of approval have been provided.

Fiscal Note/Budget Impact

n/a

Prior Legislative Actions

n/a

Action Required/Recommendation

Staff recommends approval of the special event request for the Orchid Nail Salon Anniversary Open House, subject to the following conditions:

1. No overflow parking shall be permitted along Elevator Road or adjacent properties.
2. The event area shall remain secured to prevent vehicle access and ensure pedestrian safety.

Attachments

Special Event Permit Application
Site Plan