

VILLAGE OF ROSCOE

AGENDA ITEM - STAFF REPORT



Agenda Item: Discussion and Recommendation of a Special Event Permit for the Roscoe Community Market to be held at the Liberty Lot twice monthly from May through September from 11am – 3pm.

Date: 2/6/2026

Meeting: COTW 2/17/2026

Prepared by: Janel Reidinger

Department: License and Permits

Overview/Background Information

Attached for review is a Special Event Permit Application for the Roscoe Community Market, a community market event sponsored by Stateline Events. The market was previously held in the parking lot at Louie’s Tap House and is requesting approval to relocate to the Liberty Lot.

The Roscoe Community Market is proposed to take place on the following dates: May 3, May 17, June 7, June 21, July 12, July 26, August 9, August 23, September 13, and September 27 from 11:00 a.m. to 3:00 p.m., with an estimated attendance of approximately 50 people throughout each market.

Each event is expected to include approximately 20 vendors. Vendors are responsible for providing their own tents, weights, tables, and chairs. Food will be available at the event, with up to two food trucks proposed.

Key Issues

Parking will be available along Main Street and within the public parking lot. A suggested parking map has been prepared which the organizer can share to guide attendees to appropriate parking areas.

Up to two food trucks are proposed to be parked along Main Street, with serving windows facing into the Liberty Lot. Food trucks will provide their own equipment and generators. No street closures are proposed, and food truck traffic and operations are expected to remain contained within the event area.

Vendor Rules and Guidelines provided by Stateline Events are attached for reference. These guidelines outline requirements related to licensing, insurance, booth setup, health and safety, and cleanup. Vendors are required to comply with all applicable Illinois, Winnebago County, and Village of Roscoe regulations.

The Police and Fire Departments along with Public Works have reviewed the proposed event and indicated general agreement with the plan as submitted, provided the parking plan is followed and food truck activity remains contained within the lot and does not encroach into the public roadway.

Fiscal Note/Budget Impact

The event organizer is responsible for event operations, and only minimal Village resources are requested in the form of picnic tables and possibly garbage cans.

Prior Legislative Actions

None

Action Required/Recommendation

Recommend approval of the Special Event Permit for the Roscoe Community Market, as presented, subject to the following conditions:

1. The event shall adhere to the approved parking plan.
2. Food truck placement and traffic shall remain contained within the event area and not encroach into public roadways.
3. All vendors and event operations shall comply with applicable local, county, and state regulations.
4. Village resources provided for the event shall be coordinated with staff in advance.

Attachments

Roscoe Community Market Special Event Application
Roscoe Community Market Vendor Rules