



Agenda Item Executive Summary

Item Name Discussion of Draft Special Event Permit Application and Potential Special Event Liquor License Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

In response to Committee feedback at the August 13, 2025 Committee of the Whole meeting, Village staff revised the Special Event Permit Application to make the process more accessible and user-friendly for community groups, nonprofits, and local businesses.

The updated draft simplifies paperwork, consolidates requirements into a simpler 3 page application form, and introduces the possibility of allowing Village staff to approve events administratively, making it easier and faster for organizers to move forward with their plans.

Additionally, the Village currently lacks a Special Event Liquor License, which limits flexibility for events that may want to include alcohol. Staff is asking whether the Board would support drafting an ordinance to make this option available.

Key Changes from Previous Draft:

- Reduced the amount of required information for applicants
- Shifted detailed requirements and departmental coordination to an internal-use-only form
- Many items (e.g., Emergency Action Plan) are now “by request” instead of automatically required
- Added a required pre-application conference with Village staff for better event coordination

These changes are aimed at making the Village easier to work with while still ensuring public safety and compliance.

ATTACHMENTS (PLEASE LIST)

Draft Application

ACTION REQUESTED

- ☒ For Discussion Only
- ☐ Resolution
- ☐ Ordinance
- ☐ Motion:

MOTION:

Staff: Joey Dienberg, Village Administrator Date: 8/6/2025