



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

JANUARY 13, 2025

Regular Meeting

7:00 PM

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Joe Falkenberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Rick Veenstra, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Andrew Brown, Director of Human Resources Monika Pandya, and Management Analyst Laura Okrzesik.

II. PLEDGE TO THE FLAG

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - January 6, 2025 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Live Christmas trees and wreaths, free of decorations, can be placed at the parkway on your scheduled collection day throughout January.

The Village of Palatine is still offering the Holiday Light Recycling Program until January 31. Residents can drop them off at the Village Services Counter on the first floor of Village Hall.

Village Hall will be closed to the public on Monday, January 20, 2025 in observance of Martin Luther King Jr. Day. There will be no Council meeting then.

V. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Joe Falkenberg, District 4 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees All Related to the Jaycees' Proposed 2025 Hometown Fest - **Approved by Voice Vote** (Council District: Six)

Deputy Village Manager Hadley Skeffington-Vos presented the Jaycees' request for Hometown Fest 2025 for July 2-6, with a temporary street closure for the carnival, parade route on July 6, activities and fireworks on July 3rd, and with a waiver of fees for Village services, permits, and licenses.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

2. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. 235 W. Northwest Highway (Council District: Six)

The motion was to approve A. and B.

Planning & Zoning Director Ben Vyverberg presented the petitioner's request to open Millennium Cigar and Liquor Store to sell tobacco products and liquor to include a walk-in tobacco humidor and a walk-in alcohol cooler with security cameras to monitor inside and outside. Products include cigars, cigarettes, tobacco, e-cigarettes, smoke paraphernalia, alcoholic spirits, wine, beer, nonalcoholic drinks and packaged snacks. Hours of operation and signage Codes were defined by the Village.

Vyverberg stated that CBD/hemp/THC products are prohibited from sale and security measures would be required as determined by the Police Department as conditions of the proposed Ordinance. There were two objections received. The Planning & Zoning Commission voted unanimously to approve the Special Use and staff recommends action at the Village Council's discretion.

Councilman Helms confirmed that age requirements for both tobacco and alcohol are 21 years of age.

Iba Swaiss, owner of the wine and spirits store located across the street, at 146 W. Northwest Highway, sent a letter and expressed his objection in person to the proposed business.

Vyverberg presented Jaimin Parekh and Ujaval Darji's request to increase the Class B Liquor Licenses by one for Millennium Cigar & Liquor Store. Permitted hours for a Class B Liquor License are Sunday - Saturday 6 AM - Midnight. This action would increase Class B Liquor Licenses by one for a total of 17. Action is at the discretion of the Committee.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

- A. Consider an Ordinance Granting a Special Use to Permit a Package Liquor and Tobacco Store at 235 W. Northwest Highway - **Approved** (Council District: Six)
- B. Consider an Ordinance Increasing the Number of Class B (Package Liquor) Liquor Licenses by One for Millennium Cigar & Liquor at 235 W. Northwest Highway - **Approved** (Council District: Six)
2. As Submitted -

Nothing was submitted.

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. Consider a Motion to Approve and Authorize the Mayor to Execute a Local Public Agency Agreement for Participation in the Illinois Department of Transportation's Illinois Route 53 Improvement from Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91) - **Approved by Voice Vote**

Public Works Director Matt Barry recommended authorizing the Mayor to execute a Local Public Agency Agreement for Participation in the IDOT Improvement Project on Route 53 from Algonquin Road to Salt Creek and Rand Road to Lake Cook Road with cost sharing of \$18,055 from the Village for emergency vehicle preemption ramps.

Barry also described the agreement to complete the existing pedestrian gap along Rand Road for the installation of the 10' wide off-road shared use path from the west Frontage Road to the east Frontage Road of IL-53, along the south side of Rand. The other involved jurisdictions include the Village of Arlington Heights and Palatine Township, and will complete similar agreements.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

2. Consider a Motion to Approve and Authorize the Mayor to Execute a Letter of Understanding for Maintenance of Certain Improvements - **Approved by Voice Vote** (Council District: One)

Public Works Director Matt Barry recommended authorizing the Mayor to execute a letter of understanding for maintenance of certain improvements, including drainage improvement, guardrail replacement, roadway widening, resurfacing and completing the sidewalk gap on the south side of the roadway along Dundee Road, resulting in a continuous sidewalk/shared-use path from Smith Street to Quentin Road upon completion. The State will be responsible for all improvement costs. Upon completion, the Village of Palatine will maintain the portions not maintained by the State.

Councilman Myslinski noted a real benefit to completing the shared-use walking bike path and Barry assured Councilmen that there will be no adverse impact on the Creek or surrounding areas as well as down-stream from this work.

Myslinski and Barry agreed that residents should be notified of the impact of the improvements to be made.

Councilman Millar complimented the project and hopes we continue to support Cook County expanding the work on Quentin to improve access to the Forest Preserve.

Barry confirmed that staff continues to work with Cook County on this through the County's "Invest in Cook" program.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

3. As Submitted -

Nothing was submitted.

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

Nothing was submitted.

E. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE*TIM MILLAR, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETINGReconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

1. Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees All Related to the Jaycees' Proposed 2025 Hometown Fest - **Approved** (Council District: Six)

2. Consider an Ordinance Granting a Special Use to Permit a Package Liquor and Tobacco Store at 235 W. Northwest Highway - **Approved** (Council District: Six)

Ordinance #O-2-25

3. Consider an Ordinance Increasing the Number of Class B (Package Liquor) Liquor Licenses by One for Millennium Cigar & Liquor at 235 W. Northwest Highway - **Approved** (Council District: Six)

Ordinance #O-3-25

4. Consider a Motion to Approve and Authorize the Mayor to Execute a Local Public Agency Agreement for Participation in the Illinois Department of Transportation's Illinois Route 53 Improvement from Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91) - **Approved**

5. Consider a Motion to Approve and Authorize the Mayor to Execute a Letter of Understanding for Maintenance of Certain Improvements - **Approved** (Council District: One)
6. Consider a Resolution Granting a Security Deposit Release for LPC Subdivision Pursuant to the Village of Palatine Municipal Code, Appendix B, Subdivisions, Section 9.02 - **Adopted by Roll Call** (Council District: Two)

Resolution #R-1-25

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS**A. VILLAGE MANAGER**

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE

No one came forward.

XIII. ADJOURNMENT – Time: 7:17 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

JANUARY 6, 2025

Regular Meeting

7:00 PM

I. ELECTION OF MAYOR PRO TEM – Time: 7:00 PM

In the absence of Mayor Schwantz, Clerk Duer opened the floor for nominations for Mayor Pro Tem

1. Elect a Mayor Pro Tem - Motion Carried by Voice Vote

Councilman Lamerand, seconded by Councilman Myslinski, nominated Councilman Helms to serve as Mayor Pro Tem for this evening's meeting.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Millar, Kozlowski

II. PLEDGE TO THE FLAG

Mayor Pro Tem Helms invited everyone to stand and join him in the Pledge to the Flag.

III. ROLL CALL

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Absent	
Tim Millar	District 1 Councilman	Absent	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Joe Falkenberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Late	7:03 PM
Brad Helms	District 6 Councilman	Present	

Minutes Acceptance: Minutes of Jan 6, 2025 7:00 PM (APPROVAL OF MINUTES)

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Rick Veenstra, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Andrew Brown, and Director of Human Resources Monica Pandya.

IV. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Special Meeting - December 9, 2024
- **Accepted**

Mayor Pro Tem Helms noted he was in attendance for the December 9, 2024 Special Meeting and asked the minutes to reflect this.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

2. Village Council & Committee of the Whole - Regular Meeting - December 9, 2024
- **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

V. MAYOR'S REPORT

1. As Submitted -

Mayor Pro Tem Helms indicated he had no report.

VI. RECESS TO THE COMMITTEE OF THE WHOLE

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

Minutes Acceptance: Minutes of Jan 6, 2025 7:00 PM (APPROVAL OF MINUTES)

VII. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider an Ordinance Granting a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 2228 N. Rand Road - **Motion Carried by Voice Vote** (Council District: Three)

Planning & Zoning Director Ben Vyverberg recommended approving Car City Auto Service Inc.'s request for a Special Use Transfer of the auto repair facility including the used car sales and service facility.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Schwantz, Millar

2. Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road - **Motion Failed by Roll Call** (Council District: Four)

Planning & Zoning Director Ben Vyverberg presented the request for a Special Use for a banquet facility offering a 1,200 sq. ft. space. This is to include: tables, chairs, speaker connection for social and conference events, no food or beverage will be provided, and alcohol and live entertainment are not permitted.

Petitioner will provide an event manager and three security personnel with security cameras. Staff maintains concerns regarding management of the proposed facility and surrounding area. The Planning & Zoning Commission voted 6-1 to approve the Special Use. Staff recommends denial of the proposed banquet facility.

Councilman Helms expressed concern for policing alcohol even though it is not permitted.

Vyverberg stated that cameras will monitor the exterior and guests will be required to sign a no alcohol understanding.

Councilman Lamerand commended the concept and the planning, but expressed concern over the location.

Carmelo Martinez, 1185 E. Dundee Road, petitioner, addressed the Council regarding questions from staff and Councilmen, stating that renters will understand the rules. He will be responsible and will close the facility if alcohol is present, and rental fees will not be reimbursed.

Cory Bruce, Chicago, landlord of the property, stressed that this is a venue for private parties only.

Councilman Lamerand explained the Village concern for the safety and welfare of the general public in the facility and the surrounding neighborhoods.

Martinez explained his perspective of offering a venue for private parties and reduced the hours to close at 11:00 PM due to the no alcohol rule.

Councilman Myslinski asked about the costs of remodeling and affordability of the venue and projected revenue.

Village Manager Reid Ottesen stated that a hair salon is the adjacent space which the petitioner operates.

Martinez indicated he had signed a lease for the subject space.

Cory Bruce stated that the facade of the center is scheduled for upgrading. This would be an alternative to a graduation party or birthday party instead of the large expensive banquet halls. This is a test for this type of smaller occasion.

RESULT:	MOTION FAILED BY ROLL CALL [0 TO 5]
MOVER:	Joe Falkenberg, District 4 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
NAYS:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Schwantz, Millar

3. As Submitted -

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026 - **Approved by Voice Vote**

Public Works Director Matt Barry proposed extending the parkway tree trimming program contract for 2025 and 2026 with Advanced Tree Care, Inc. of Lincolnshire at no additional cost from the original contract of 2020-2022.

In response to Councilman Myslinski, Barry stated this program is separate from the Silver Maples program.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Schwantz, Millar

2. As Submitted -

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Execute a Contract with Chicago Special Events Management for the Management and Production of the 2025 Palatine Street Fest - **Approved by Voice Vote**

Deputy Village Manager Hadley Skeffington-Vos reviewed and recommended executing a contract with Chicago Special Events Management for the 2025 Street Fest with a cost sharing agreement on liquor sales (5%), a lower management fee (\$15,000 vs. \$18,500), lower sponsorship revenue sharing (18% vs. 25%) and savings from equipment and supplies. Staff projects the contract for 2025 to be 20-30% less than the incumbent's proposed budget (estimated \$37,000) due to management fees and shared sponsorship fees. This company is experienced and open to ideas, Skeffington-Vos added.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Schwantz, Millar

2. As Submitted -

Nothing was submitted.

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

In the absence of Chairman Lamerand, Vice Chairman Helms opened the Community & Economic Development Committee.

1. As Submitted -

Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

F. BUSINESS FINANCE & BUDGET COMMITTEE*DOUG MYSLINSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

VIII.RECONVENE THE VILLAGE COUNCIL MEETINGReconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Joe Falkenberg, District 4 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

Mayor Pro Tem Helms indicated that he does have a brief Mayors Report.**Sunday, January 12: 7 AM - 1:30 PM**Knights of Columbus Blood Drive
St. Theresa's Lower Dolan Center

Live Christmas trees and wreaths, free of decorations, can be placed at the parkway on your scheduled collection day throughout January.

The Village of Palatine, in partnership with the Solid Waste Agency of Northern Cook County and Elgin Recycling is pleased to offer a Holiday Light Recycling Program now until January 31. Holiday string lights can be dropped off at the Village Services Counter on the first floor of Village Hall.

IX. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

1. Consider a Motion to Approve Warrant 2025 #1 - **Approved**
2. Consider an Ordinance Granting a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 2228 N. Rand Road - **Approved**
(Council District: Three)

Ordinance #O-001-25
3. Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026 - **Approved**
4. Consider a Motion Authorizing the Village Manager to Execute a Contract with Chicago Special Events Management for the Management and Production of the 2025 Palatine Street Fest - **Approved**

X. REPORTS OF STANDING COMMITTEE

- A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE** – Time: 7:30 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

- B. BUSINESS FINANCE & BUDGET COMMITTEE** – Time: 7:30 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:30 PM*TIM MILLAR, CHAIRMAN*

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:30 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:30 PM*JOE FALKENBERG, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:30 PM*SCOTT LAMERAND, CHAIRMAN*

1. Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road - **Motion Carried by Roll Call** (Council District: Four)

Chairman Lamerand announced this item was discussed earlier this evening and failed in Committee.

RESULT:	MOTION CARRIED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

2. As Submitted -

No Report

XI. REPORTS OF THE VILLAGE OFFICERS**A. VILLAGE MANAGER**

1. As Submitted -

Village Manager Reid Ottesen introduced Andrew Brown as the new Finance Director for the Village of Palatine. Mr. Brown expressed his gratitude and honor to accept this position.

B. VILLAGE CLERK

1. As Submitted -

No Report

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

XII. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XIII. RECOGNITION OF AUDIENCE

No one came forward.

XIV. ADJOURNMENT – Time: 7:33 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Lamerand, Myslinski, Falkenberg, Kozlowski, Helms
ABSENT:	Millar

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Jan 6, 2025 7:00 PM (APPROVAL OF MINUTES)

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees All Related to the Jaycees' Proposed 2025 Hometown Fest

BACKGROUND:

The Palatine Jaycees are planning to hold their annual Hometown Fest from Wednesday, July 2 - Sunday, July 6, 2025. This festival is the Jaycees' largest fundraiser of the year, with proceeds going directly back to the community through the many programs they sponsor.

While the original date request for fireworks was on July 4th, the concerns from Police regarding staffing and overtime were addressed and an alternative date for fireworks was agreed for Thursday July 3rd. Thursday is a normal operating day for the Village and facilities are not closed for the holiday. Therefore, the Village Manager will work out a solution for staffing and parking at Village Hall closer to the event date.

The proposed festival hours are as follows:

- Wednesday, July 2: 5 PM - 10 PM (*Alternate Date Special Needs 3 PM - 5 PM*)
- Thursday, July 3: 5 PM - 12 AM (Fireworks at 9:30 PM)
- Friday, July 4: Noon - Midnight (Special Needs Carnival 10 AM - 12 PM)
- Saturday, July 5: Noon - 12 AM (Parade Kicks Off at 11 AM)
- Sunday, July 6: Noon - 5 PM

KEY ISSUES:

1. The Jaycees are requesting approval of the following:
 - Waiver of fees for Village services, permits, and licenses.
 - Temporary closure of Wood Street, between Mozart Street and Oak Street, from Tuesday, July 1 (5 PM, evening) - Sunday, July 6 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
 - Carnival Setup will begin Tuesday, July 1 and tear down will start Sunday afternoon on July 6th and conclude on Monday, July 7th.
 - Temporary closure of streets on Saturday, July 5 for the parade.
 - The proposed event hours are consistent with what was approved by the Palatine Park District at their November 11, 2024 Board Meeting.
2. The Sanborn School parking lot will be closed starting Sunday June 29th for carnival equipment arrival and set-up. The school and Park District have approved this closure.
3. Any requested overnight security from the Palatine Police Department will be billed and paid for by the Jaycees.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

ATTACHMENTS:

- Hometown Fest 2025

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

GENERAL EVENT INFORMATION

Name of Event

Palatine Jaycees Hometown Fest 2025

Exact Address of Event

Community Park, 262 E Palatine Rd, Palatine 60067

Type of Event (Check all applicable)

☒ Festival ☐ Run/Walk ☒ Parade ☐ Car Show ☒ Craft Fair ☒ Fireworks ☐ Other _____

Date(s) of Event

7/2/25-7/6/25

Hours of Event

12pm-12am

Total Hours (Set-Up - Tear Down)

Phone number/website for publication

847-604-0288, palatinejaycees.org

Estimated attendance

25,000

Last years actual attendance

25,000

Describe the event's community and/or cultural benefit

Annual 4th of July celebration with carnival, food, entertainment and fireworks

SPONSORING ORGANIZATION INFORMATION

Name of Sponsoring Organization

Palatine Jaycees

Contact person from Sponsoring Organization

Zach Kulig, 2025 President

Sponsoring Organization Address

PO Box 1517

City

Palatine

Zip

60078

Phone Number

[REDACTED]

E-Mail

hometownfest@palatinejaycees.org

Website

palatinejaycees.org

ORGANIZER/COORDINATOR INFORMATION

Name of Organizer/Coordinator

Danielle Green

E-mail

[REDACTED]

Organizer/Coordinator Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

Phone Number

[REDACTED]

Cell Phone Number

[REDACTED]

Fax Number

[REDACTED]

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

[REDACTED]

E-mail

[REDACTED]

Emergency Contact Address

[REDACTED]

City

[REDACTED]

Zip

[REDACTED]

Phone Number (24hours)

[REDACTED]

Cell Phone Number

[REDACTED]

Fax Number

[REDACTED]

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

EVENT OVERVIEW

Are you providing/serving food at your event that is considered potentially hazardous, being prepared on-site, or being re-packed and sold in bulk?

☒ Yes ☐ No

Below are some foods exempt from a permit (not all are listed):
-Pre-packaged, non-potentially hazardous foods (i.e. packaged cookies, chips, crackers, bread, etc.)
-Non-potentially hazardous, minimally cut, unprocessed fruits or vegetables (i.e. apples, bananas, etc.)

QUESTIONS ON WHAT QUALIFIES AS EXEMPT? CALL (847) 359-9090.

If yes, how many vendors? 12

Each vendor must submit a Temporary Food Event Permit Application 14 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9090. Please see application for full details on what is required.

Are you erecting either: (1) tent(s) larger than 20'x40' (or 800 sq. ft.) or (2) that accommodates more than 100 people or (3) temporary structure(s) (i.e. stage) taller than 2' in height or (4) that will be equipped with temporary electrical power?

☒ Yes ☐ No

If yes, you must submit a Temporary Structure Permit Application 30 days prior to the event. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9037. Electric submissions are NOT accepted. Please see application for full details on what is required.

Are you serving alcoholic beverages at your event?

☒ Yes ☐ No

Alcohol vendors must submit a Special Event Liquor License 60 days prior to the event. You must obtain a Special Event Liquor License for each liquor vendor. Applications can be found at:
<http://www.palatine.il.us/events/forms/applications.aspx>.
Questions? Contact (847) 359-9031.

Will the event include a Race/Walk or Parade?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 1.

Will electronic sound amplification equipment or a public address system be used at the event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 2.

Are you utilizing any public parking lots, Village streets or other Village property for your event?

☒ Yes ☐ No

If yes, you must complete, Page 3, Section 3.

ACKNOWLEDGEMENT/SIGNATURE

By signing this document, I certify that the information provided above is correct. I agree to conduct the special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the special event permit.



Signature of Organizer

1/7/25

Date

Application must include the following documentation

- ☐ Special Event Application (Page 1, 2, 3, 4)
- ☐ Certificate of Insurance (see Section 5)
- ☐ Site Plan and/or Race/Parade Route Map

***You MUST submit a new site plan or parade/race route on an annual basis.**

APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event

Palatine Jaycees Hometown Fest 2025

SECTION 1: RACE/WALK, PARADE INFORMATION

☐ Not Applicable

Starting Location

Slade and Cedar

Ending Location

Wood and Oak

Approximate Number of Attendees (runners/marchers)

1000

Approximate Number of Vehicles (cars/floats)

70

Location of Assemble (Registration)

Wood and Cedar

Location of Personal Vehicle Parking

Clear Air Parking Lot (Wood St.)

Please attach a course map, with location of the staging area, start/finish lines, and water/first aid stations

SECTION 2: NOISE CONTROL PLAN

☐ Not Applicable

Please attach a Site Plan, with the location of the stages and sound systems,
the location and direction of all speakers, and the proximity to residential properties

Amplified sound will be used from: (am/pm)

12pm

Amplified sound will be used to: (am/pm)

12am

Describe the sound system(s)

Sound will be controlled by Vantage Production Group by Sound Works

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Bands will play until midnight with a firm cut off. Sound will only be from the band shell and direct



The Village has the right to require applicants to revise locations, hours, or plans to control amplified music/speech.

SECTION 3: PARKING LOT/PROPERTY USAGE/CLOSURE INFORMATION

☐ Not Applicable

Public Parking Lot / Property Intended for "Event"

Lot Number or Location

Date of Closure

Time of Closure

Date to Reopen

Time of Reopen

Village Hall Parking Lots

7/2/25

8am

7/7/25

8am

Village Hall Parking Lots

Village Hall Parking Lots

1. No staking in the street or public parking lot is permitted.

2. Only chalk or other Village approved marking is permitted (no spray paint).

3. Any debris/stains must be removed immediately prior to the opening of the street/public parking lot.

4. No structures may be erected on any street/public parking Lot without prior approval/permit.

VILLAGE OF PALATINE SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT
Village Manager's Office, 200 E. Wood St., Palatine, IL 60067 Fax: 847-359-9094

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 4: INDEMNITY/HOLD HARMLESS AGREEMENT

Name of Sponsoring Organization

Palatine Jaycees

Name of Event

Hometown Fest 2025

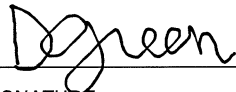
Date(s) of Event

7/2/25-7/6/25

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the Village of Palatine, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Village of Palatine, its officials, agents and employees, arising in whole or in part or in consequence of the Event, and/or its employees, and or subcontractors' participation in Event, or which may in any way result therefore. The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village of Palatine, its officials, agents and employees, in any such action, the Organization shall, at its own expense, satisfy and discharge the same.

The Organization expressly understands and agrees that any performance bond or insurance policies required by the Village of Palatine, or otherwise provided by the Organization shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Palatine, its officials, agents and employees as herein provided.

The Organization expressly understands and agrees that the Village shall be named as an additional insured party on the insurance policy and that the Organization shall have no permission or authority to engage in the Event until evidence deemed acceptable to the Village has been provided to establish that the Village has been named as an additional insured party on the insurance policy.



SIGNATURE

Danielle Green

Co-chair of Hometown Fest

1/7/25

PRINT NAME

TITLE/POSITION

DATE

SECTION 5: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

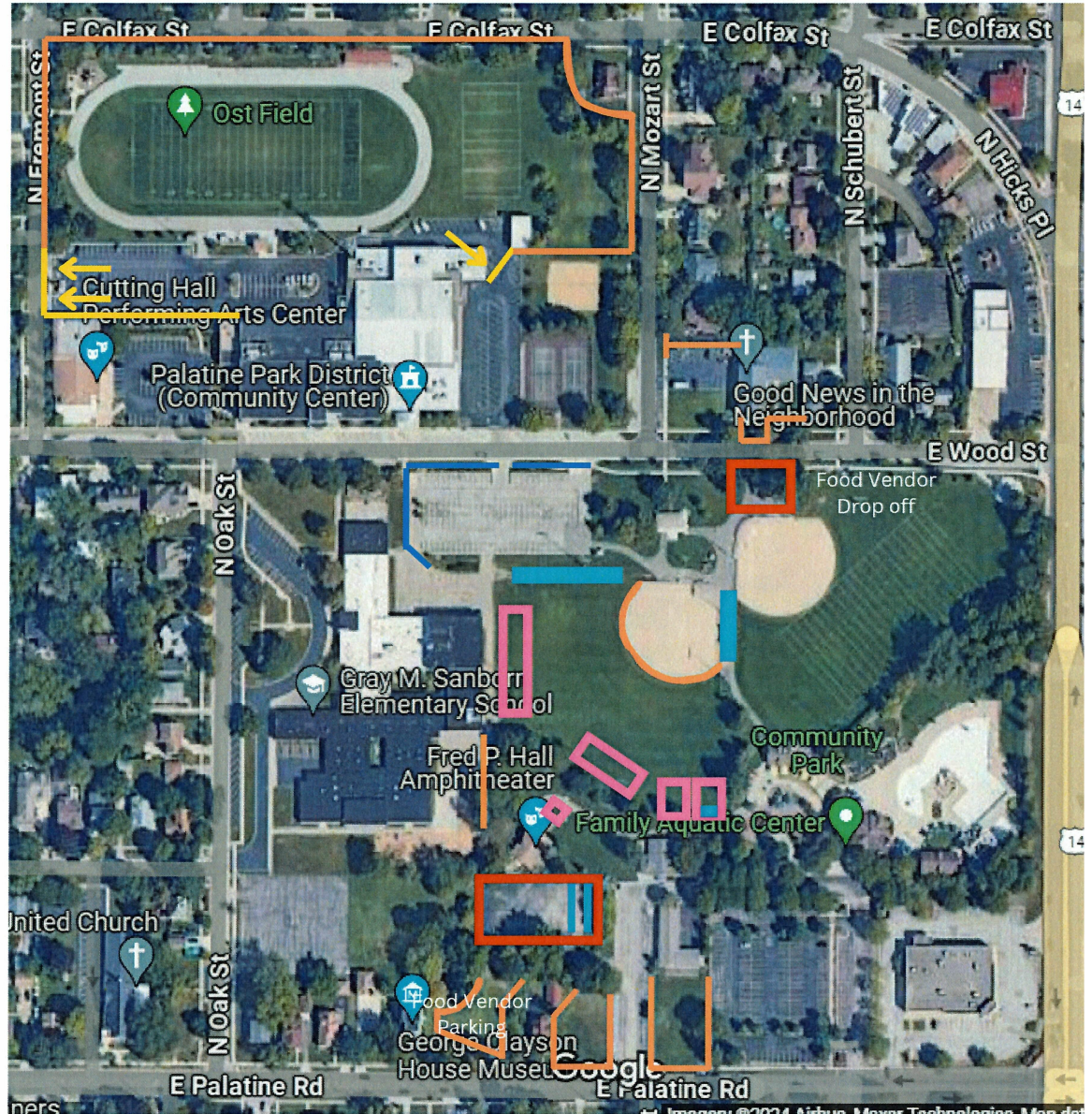
Sponsoring Organization will be required to provide an original Certificate of Insurance evidencing the following insurance minimums:

Commercial General Liability - minimum \$1,000,000 per occurrence

Final acceptance of applicant is contingent on applicant naming the Village of Palatine, their employees, agents and officials as additional insured.

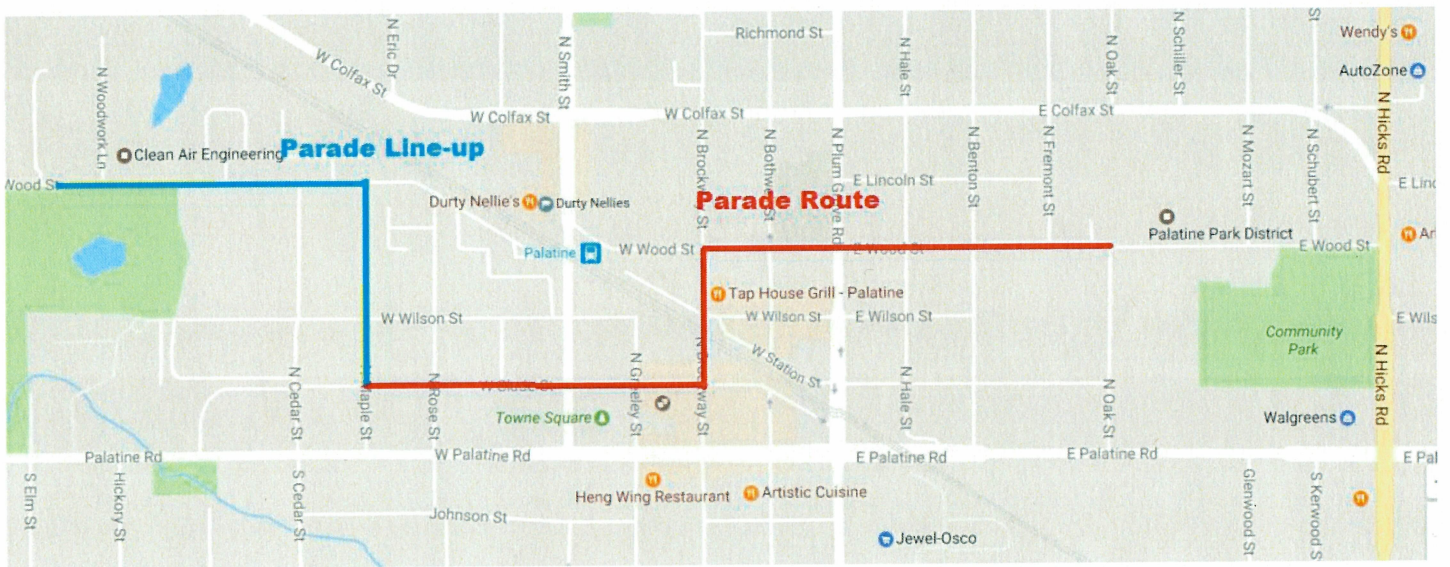
Master

Driven Fence (arrow = gate)
Jaycee/PPD Provided Snow Fencing
Portable Units
Carnival Barriers
Blue Peak Tents
Food & Entertainment Vendors



Attachment: Hometown Fest 2025 (Jaycees 2025 Hometown Fest)

Parade Route



Consider an Ordinance Granting a Special Use to Permit a Package Liquor and Tobacco Store at 235 W. Northwest Highway

BACKGROUND:

The Subject Property, zoned B-2 General Business District, contains the United Center multi-tenant commercial building. The proposed business will occupy the space previously occupied by Team Rehabilitation. The other tenants in the building are Dunkin' Donuts and Subway. The Petitioners are proposing to open Millennium Cigar and Liquor Store to sell tobacco products and liquor. Therefore, the Petitioners are requesting approval of the following:

Special Use to permit a package liquor and tobacco store.

KEY ISSUES:

- The proposed business will occupy approximately 3,140 square feet of retail space within the 3-unit shopping center. The space includes a walk-in humidor for tobacco products, walk-in cooler for alcoholic products, and open shelving. Per the floor plan, security cameras to monitor the store are also proposed.
- The business plan indicates cigars, e-cigarettes, smoke products, spirits, wine, beer, nonalcoholic drinks and packaged snacks will be available for purchase.
- Per the submitted business plan, the shop will have 2 staff members, and the hours of operation will be:
 - Sunday - Thursday: 9 AM - 10 PM
 - Friday & Saturday: 9 AM - 12 AM
- The proposed use will utilize ID scanners and 24-hour security cameras inside and outside of the tenant space. Per the business plan, the videos would be maintained for 30 days and made available to the Police Department, as necessary. As a condition of the proposed Ordinance, appropriate site and tenant space security measures, including property hardening would be required, as determined by the Police Department, as part of the building permit review.
- The Petitioners currently operate a tobacco and convenience store in Toms River, New Jersey. Per the business plan, this will be the first liquor store the Petitioner has operated.
- As required, the Petitioners concurrently applied for a Village liquor license. Staff shared and explained to the Petitioner the Village Code requirements for temporary signage, the Clean Air Act, and the Village's drug paraphernalia requirements. Through the Special Use and business plan review process, the Petitioner indicated that the interior sign plan would be limited to two signs and a "Walk-in humidor" sign.
- The parking requirement does not change for the center with the proposed use. However, Team Rehabilitation, the previous tenant, required employees to park in the rear. The petitioner indicated an intention to continue this practice, due to the site's parking configuration. All deliveries would be in the rear of the building and would occur within the Village's permitted retail delivery hours.

ALTERNATIVES:

1. Approve the Special Use for a new package liquor and tobacco store.
2. Do not approve the Special Use for a new package liquor and tobacco store.

RECOMMENDATION:

Public Hearing: PZC meeting on December 10, 2024.

Residents testifying: One existing liquor store owner spoke with objection to the proposed special use, as it would be within 500 feet of an existing liquor store and within a radius of several other liquor stores. Also, one objection email and one letter submitted from Mr. A's Liquor World both indicated that additional liquor stores are not needed in Palatine.

Vote: The PZC voted unanimously to approve the Special Use and Staff recommends action at the Village Council's discretion.

ACTION REQUIRED:

A motion to approve the Special Use for a new package liquor and tobacco store at 235 W. Northwest Highway.

ATTACHMENTS:

- Aerial Map
- ORD SU 235 W. Northwest Highway
- EXHIBIT - Floor Plan
- EXHIBIT - Business Plan
- PZC Packet 12-10-24
- PZC Draft Minutes 12-10-24
- Objection Email - Proposed Liquor Store - 12/27/24
- Mr. A's Liquor Store - Objection Letter - 235 W. Northwest Hwy

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms



Attachment: Aerial Map (2025-4 : 235 W. Northwest Highway - SU Liquor and Tobacco)

0 150 300
ft

Print Date: 10/18/2024

Notes

Cook County Aerial 2023

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A SPECIAL USE AT
235 W. NORTHWEST HIGHWAY**

WHEREAS, pursuant to a petition and public hearing on December 10, 2024, of which public notice was given as required by law, the Planning and Zoning Commission of the Village of Palatine, in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, has held such public hearing and reported their findings relative to a request for a Special Use to permit a package liquor and tobacco store at the subject property, pursuant to Section 11.03 (d) (40) & (41) of the Palatine Zoning Ordinance, on the following legally described property:

LOT 2 IN RIO'S RESUBDIVISION OF LOTS 2, 3 AND 4 IN NORTH - SMITH SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST'4 OF THE NORTHEAST'4 OF SECTION 15 TOWNSHIP 42 NORTH RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 22, 1995 AS DOCUMENT 95812651, IN COOK COUNTY, ILLINOIS EXCEPTING THEREFROM THAT PART TAKEN FOR ROAD PURPOSES IN CONDEMNATION CASE 2001 L 50077.

Commonly known as 235 W. Northwest Highway (PIN# 02-15-200-031)

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: A Special Use to permit a package liquor and tobacco store at the subject property, pursuant to Section 11.03 (d) (40) & (41) of the Palatine Zoning Ordinance is hereby granted, subject to the following conditions:

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.
2. As required, the proposed store shall follow the Village of Palatine's Clean Indoor Air Ordinance and drug paraphernalia regulations in Chapter 12 of the Village Code.

Attachment: ORD SU 235 W. Northwest Highway (2025-4 : 235 W. Northwest Highway - SU Liquor and Tobacco)

3. Per the submitted business plan, CBD/Hemp/THC product sales are not included and are therefore prohibited from being sold at the store. If, in the future, the Petitioner wishes to include these items for sale at the store, Village Council review and approval or another Public Hearing and Special Use Amendment and Village Council review and approval would be required, as further determined by the Village Manager.
4. In conjunction with the review and direction from the Village of Palatine Police Department, the Petitioner shall coordinate and construct tenant space/site security measures to address any crime prevention or safety concerns in a manner acceptable solely to the to the Village of Palatine and the Palatine Police Department, as part of the building permit process.

SECTION 2: That a copy of the public notice is attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2025

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

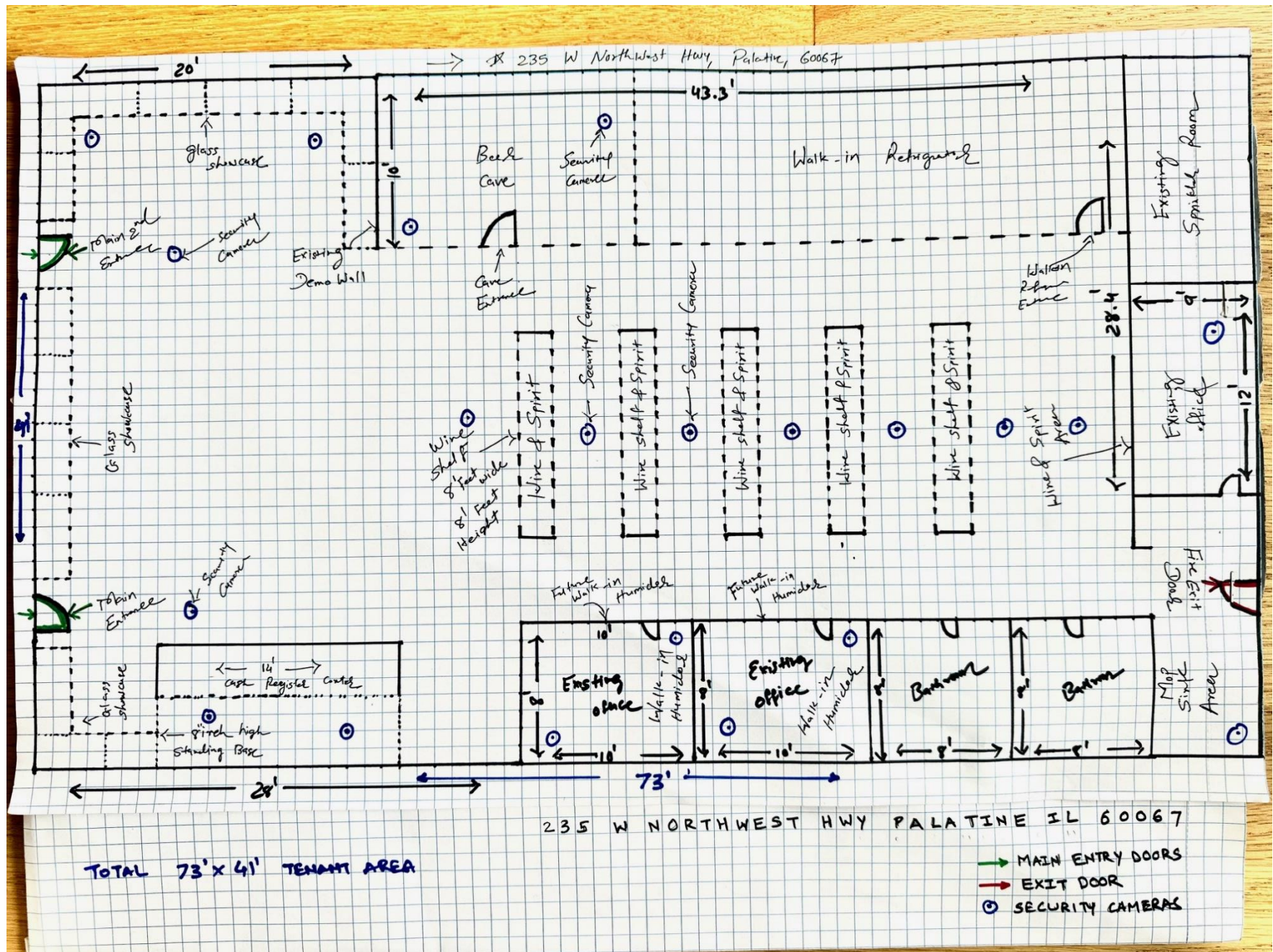
APPROVED by me this _____ day of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILED

in the office of the Village Clerk this _____ day of _____, 2025

Village Clerk



Millennium Cigar and Liquor - Business Plan

Business Location

235 W Northwest Hwy, Palatine, IL 60067

Overview of business

We want to do retail business of premium cigars and packaged liquor to serve customers in Palatine and surrounding suburbs. Our business plan is to serve wide range of tobacco/cigars, vape and liquor (alcoholic and non-alcoholic) products at competitive price and experience. Our retail location will have walk in humidor for premium cigars and beer cave for local crafted beers, domestic and international. We are in the business to make profits at the same to give our customer's value for their money, time and experience.

DBA: MILLENNIUM CIGAR & LIQUOR

Business Operation

- Store Hours: Mon – Thu, Sun 9 am – 10pm and Fri – Sat 9 am -12am
- Deliveries: All deliveries will be made during the village permitted hours 7 am – 8 pm
- Loading area would be from the back door to the stock room which will be located in the back itself
- Stock Room we would be having one stock room

Employee Engagement

- No of Employee: **2/3** (This will vary due to days of the week and seasonality)
- All Managers and employees will be basset certified and obtain an alcoholic beverage seller permit from the village prior to acquiring the liquor license.

Estimated number of Customers

- **200-250** (This will vary due to days of the week and seasonality)

Types of Products Sold at location

- Premium domestic and Imported Cigars,
- E-cigarettes & smoke products
- Spirits (Whiskey, Scotch, Burbon, Rum, Vodka, Gin etc.)
- Beer & Wine
- Non-alcoholic drinks
- Packaged Snacks

Security Consideration

- 24x7 Security cameras (Inside/Outside) - Ring Camera/Surveillance
 - The store will be equipped with a video surveillance camera streaming to a monitor installed at the cash counter to ensure that staff on duty can monitor activities in the store. The camera system shall provide an unobstructed view of the entire store and will save recordings of any motion for 30 days which will be available if needed by law enforcement in compliance with applicable laws

Millennium Cigar and Liquor - Business Plan

- ID scanners / Legal age verification:
 - In an effort to protect the public health, safety and welfare, each location utilizes 3rd party/Lotto point of sale scanner and each sale of any alcoholic beverage requires an electronic scan of a purchaser's id to verify a legal purchase

VILLAGE OF PALATINE
Planning and Zoning Commission

SCHEDULED 12/10/24 07:00 PM

STAFF REPORT (ID # 9445)

235 W. Northwest Highway

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Lyn Bremanis

PETITIONER: Jaimin Parekh, Millennium Cigar and Liquor

PLAN NUMBER: SU-000145-2024

BACKGROUND:

The Subject Property is zoned B-2 General Business and operates as the United Center shopping plaza. The proposed business will occupy the space previously occupied by Team Rehabilitation. The other tenants in the building are Dunkin' Donuts and Subway. The Petitioner is proposing to open Palatine Cigar and Liquor Store, to sell tobacco products and liquor. Therefore, the Petitioner is requesting:

Special Use to permit a package liquor and tobacco store.

KEY ISSUES:

- The proposed business will occupy approximately 3,143 sq. ft. of retail space within the 3-unit shopping center. The space will include a walk-in humidor for tobacco products, walk-in cooler to for alcoholic products and open shelving. The floor plan also includes security cameras to monitor the store.
- The business plan indicates cigars, e-cigarettes, smoke products, spirits, wine, beer, nonalcoholic drinks and packaged snacks will be available for purchase.
- Per the submitted business plan, the shop will have 2 staff members and the hours of operation will be:
 - Sun – Thurs 9 am – 10 pm
 - Fri – Sat 9 am – 12 am
- In addition, there will be ID scanners and 24-hour security cameras both inside and outside.
- The Petitioners currently operate a tobacco and convenience store in Toms River, New Jersey. Per the business plan, this will be the first liquor and tobacco store the Petitioner has operated.
- As required, the Petitioner concurrently applied for a Village liquor license.

Attachment: PZC Packet 12-10-24 (2025-4 : 235 W. Northwest Highway - SU Liquor and Tobacco)

- The parking requirement does not change for the center with the proposed use. However, Team Rehabilitation, the previous tenant, required employees to park in the rear. The petitioner should consider adopting this practice due to the site's parking configuration.

STANDARDS FOR SPECIAL USE: Since this Petition is not for a use publicly operated or traditionally affected with the public interest, those standards under Section 14.05 D (2) and (3) are applicable. Specifically, the Petitioners must show that the Special Use, if granted, is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected and will not cause substantial injury to the value of other property in the neighborhood in which it is located. The Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:

The proposed liquor store will occupy a vacant tenant space within the United Center Shopping Plaza, formerly occupied by Team Rehabilitation. In addition to the initial parking in the front of the shopping center, the majority of parking is behind the center and overall center has nine surplus parking spaces, ensuring adequate parking availability.

Dunkin' Donuts, which experiences its highest customer volume during morning hours, is primarily drive-through oriented. This reduces potential parking conflicts with the proposed liquor store, whose peak hours are likely to differ.

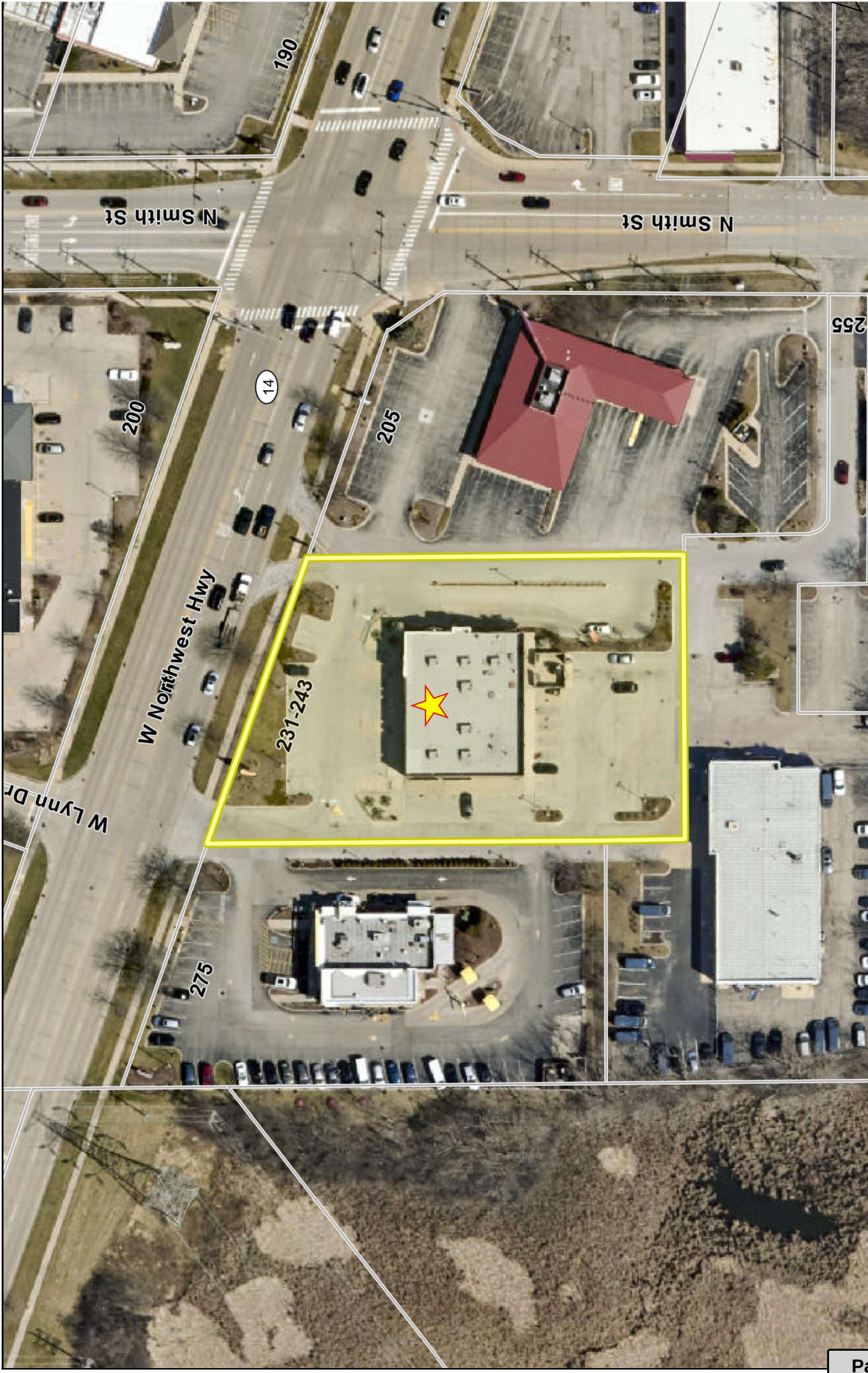
The business plan commits the store to implement appropriate security measures, including the installation of surveillance cameras and active collaboration with the Police Department and Crime Prevention Unit to address and mitigate any safety concerns.

Therefore, Staff recommends approval of the Special Use, subject to the following conditions:

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.
2. The Petitioner shall follow the Village of Palatine's Clean Indoor Air Ordinance and drug paraphernalia regulations in Chapter 12 of the Village Code.
3. In conjunction with the review and direction from the Village of Palatine Police Department, the Petitioner shall coordinate and implement appropriate tenant space/site security measures to address any crime prevention or safety concerns, in a manner acceptable to the Village, as part of the building permit process.

ATTACHMENTS:

- Aerial Map
- Special Use Application
- Site Plan
- Floor_Plan
- Business Plan
- Sign Plan
- Public Notice



Notes
Cook County Aerial 2023

Print Date: 10/18/2024





SPECIAL USE APPLICATION

Department of Planning & Zoning

200 E. Wood Street • Palatine, IL • 60067-5339
 Telephone: (847) 359-9047 • Fax (847) 963-6247

Petitioner Name

Jaimin Parekh

Business Name (if applicable)

Palatine Cigar & Liquor

Subject Property Address

235 W. Northwest Highway

Please provide a description of your proposed request:

The objective is to open premium cigars and packaged liquor retail business to serve customers in Palatine and the surrounding suburbs. Our business plan is to serve a wide range of tobacco/cigars, vape and liquor (alcoholic and non-alcoholic) products at competitive prices and experience. Our retail location will have walk-in humidor for premium cigars and beer cave for local crafted beers, domestic and international. We are in the business to make profits at the same to give our customer's value for their money, time and experience.

Petitioner Justification

Special Uses shall not be granted except on findings based upon the evidence in each specific case. Please address the following standards as these will be used in considering the specific relief you are seeking.

That use deemed necessary for the public convenience at that location. Explain:

This potential store serves the public in the Palatine and surrounding area no surrounding liquor/cigar shop

The use is designed, located, and proposed to be operated that the public health, safety, welfare will be protected. Explain:

This is a packaged retail store business which will operate with village, city, county and state guidelines. We will ensure inside and outside multiple security cameras 24x7 for safety and security. We will check IDs with Lotto scanner and 3rd party ID scanner for age verification to sale liquor and cigar products.

The use will not cause substantial injury to nearby property values. Explain:

There will not be any disruption in the surrounding as we're developing this business at the property from the inside only. We will not be open late during the week to disrupt surrounding.

In order to supplement the above standards, the Planning and Zoning Commission may also consider the following:

With respect to front yard fencing and fencing in a rear yard/side yard abutting a street, the following additional standards must be met:

a. Will meet the following aesthetic criteria:

- i. Will not destroy existing vistas in the area;
- ii. Will enhance the appearance of the homes and the streets in the area; and
- iii. Will not detract from the overall appearance of the community; or

b. The fencing is found to be necessary to protect private property or the safety of the inhabitants of the property.

N/A

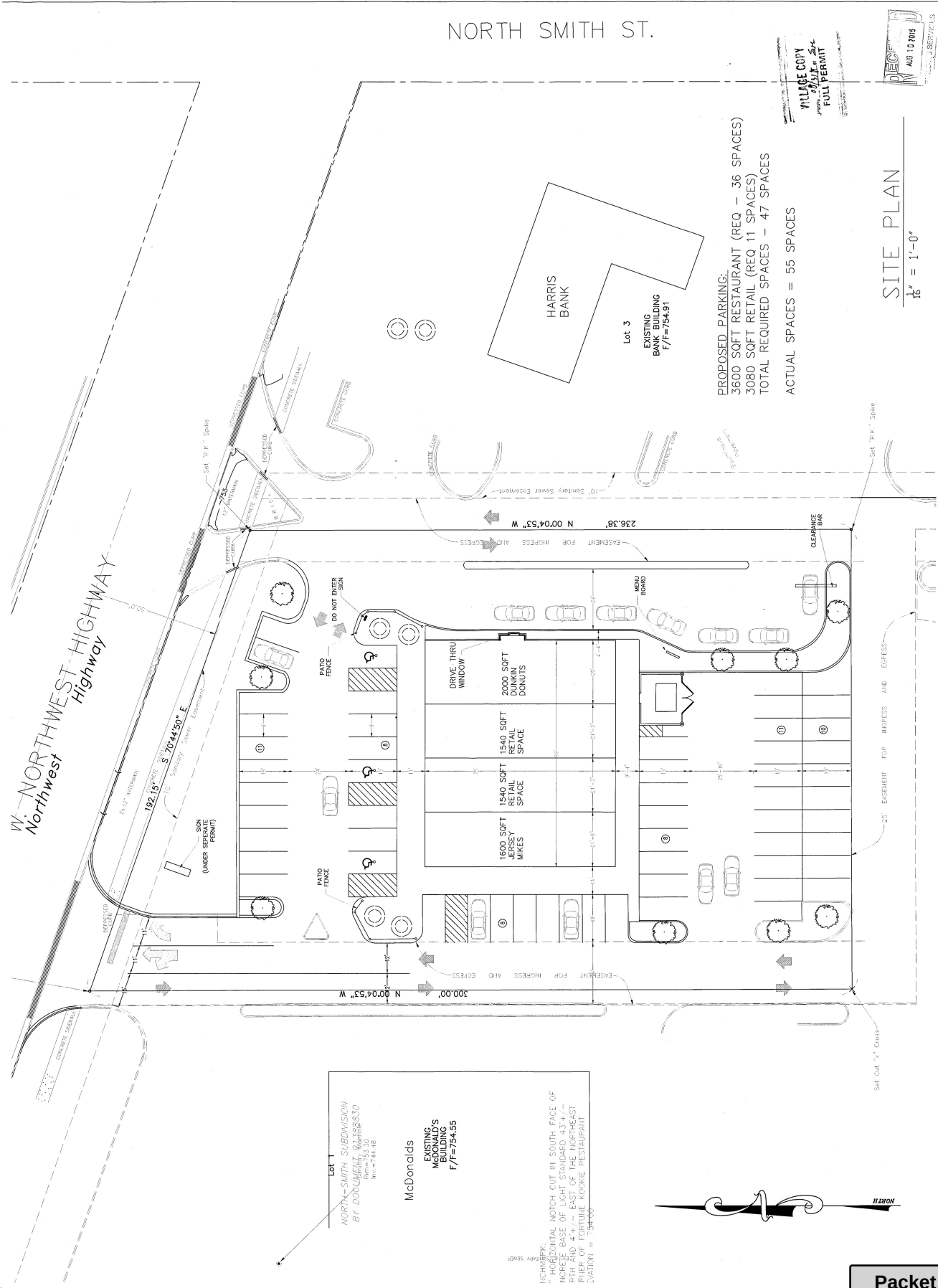
668 WHEELING ROAD
WHEELING, IL 60090
Phone: (847) 850-5510
Fax: (847) 850-5509



PROJECT NO		DATE		ISSUE DATES / REVISIONS	
09003 CD		08/06/11		DESCRIPTION	DATE
		09-21-11		ISSUED FOR REVIEW	11/11/11
		12-09-11		REVISED PER CITY COMMENTS	12/09/11
		12-11-11		REVISED PER TRAFFIC STUDY	12/11/11
		12-11-11		DATE REJECTED	12/11/11
		01-21-12		REVISED WITH WIDER DRIVEWAY ENTRANCE	01/21/12
		01/21/12		REVIS	01/21/12
DRAWN BY	NP			AS BUILT	
CHECKED BY	NP				

SITE PLAN

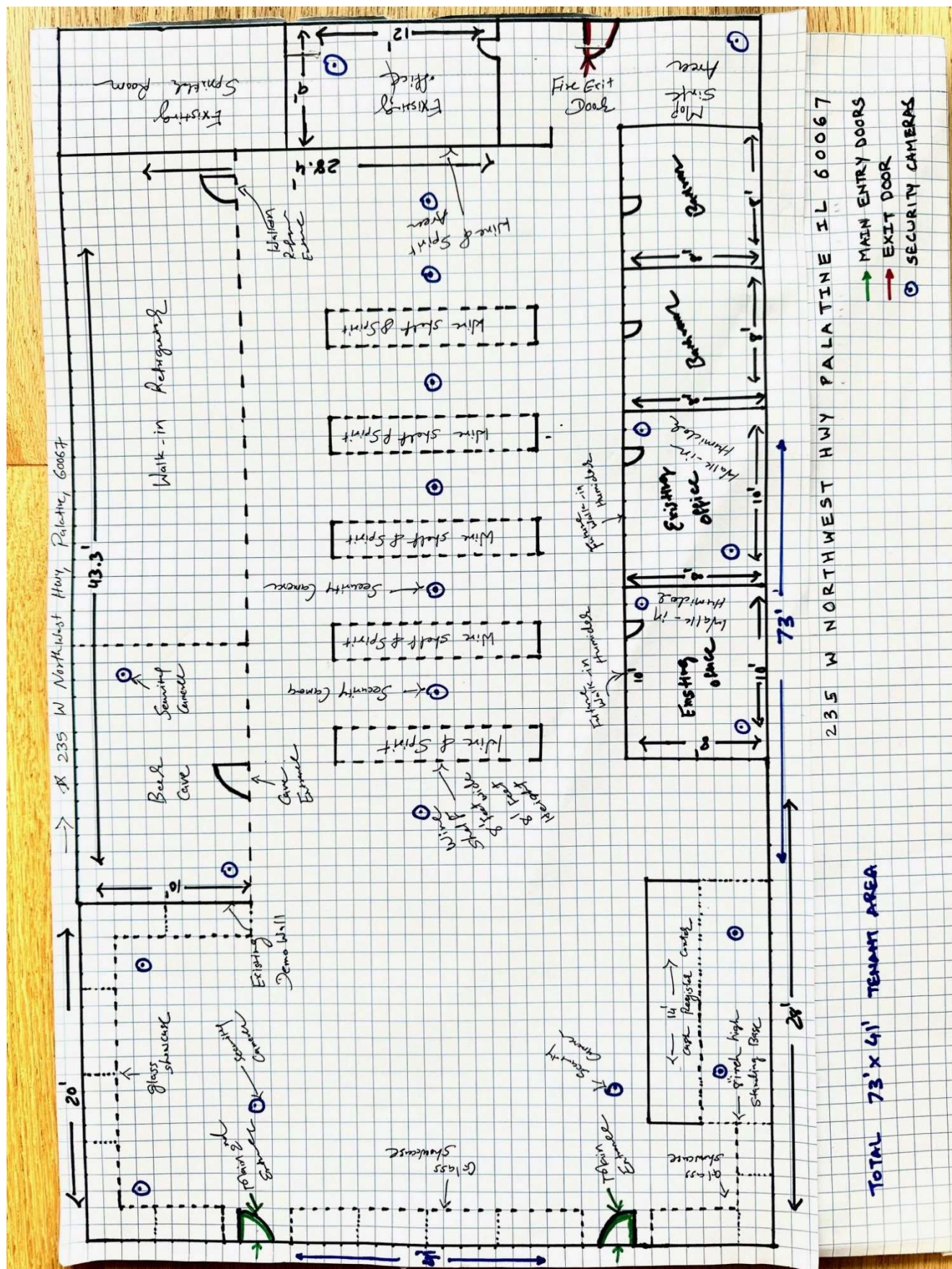
RETAIL CENTER
235 WEST NORTHWEST HIGHWAY
PALATINE, IL 60067



PROPOSED PARKING:
 3600 SQFT RESTAURANT (REQ - 36 SPACES)
 3080 SQFT RETAIL (REQ 11 SPACES)
 TOTAL REQUIRED SPACES - 47 SPACES
 ACTUAL SPACES = 55 SPACES

VILLAGE COPY
08/24/88
FULL PERMIT

RECEIVED
AUG 10 2015
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE



Millennium Cigar and Liquor - Business Plan

Business Location

235 W Northwest Hwy, Palatine, IL 60067

Overview of business

We want to do retail business of premium cigars and packaged liquor to serve customers in Palatine and surrounding suburbs. Our business plan is to serve wide range of tobacco/cigars, vape and liquor (alcoholic and non-alcoholic) products at competitive price and experience. Our retail location will have walk in humidor for premium cigars and beer cave for local crafted beers, domestic and international. We are in the business to make profits at the same to give our customer's value for their money, time and experience.

DBA: MILLENNIUM CIGAR & LIQUOR

Business Operation

- Store Hours: Mon – Thu, Sun 9 am – 10pm and Fri – Sat 9 am -12am
- Deliveries: All deliveries will be made during the village permitted hours 7 am – 8 pm
- Loading area would be from the back door to the stock room which will be located in the back itself
- Stock Room we would be having one stock room

Employee Engagement

- No of Employee: **2/3** (This will vary due to days of the week and seasonality)
- All Managers and employees will be basset certified and obtain an alcoholic beverage seller permit from the village prior to acquiring the liquor license.

Estimated number of Customers

- **200-250** (This will vary due to days of the week and seasonality)

Types of Products Sold at location

- Premium domestic and Imported Cigars,
- E-cigarettes & smoke products
- Spirits (Whiskey, Scotch, Burbon, Rum, Vodka, Gin etc.)
- Beer & Wine
- Non-alcoholic drinks
- Packaged Snacks

Security Consideration

- 24x7 Security cameras (Inside/Outside) - Ring Camera/Surveillance
 - The store will be equipped with a video surveillance camera streaming to a monitor installed at the cash counter to ensure that staff on duty can monitor activities in the store. The camera system shall provide an unobstructed view of the entire store and will save recordings of any motion for 30 days which will be available if needed by law enforcement in compliance with applicable laws

Millennium Cigar and Liquor - Business Plan

- ID scanners / Legal age verification:
 - In an effort to protect the public health, safety and welfare, each location utilizes 3rd party/Lotto point of sale scanner and each sale of any alcoholic beverage requires an electronic scan of a purchaser's id to verify a legal purchase

Millennium Cigar and Liquor – Sign Plan

Business Location

235 W Northwest Hwy, Palatine, IL 60067

1. We will put the main sign on the wall with channel later



2. We will have similar sign on Pylon signs with available space.
3. ON parking side of the glass windows – we're planning to keep it clean look and only put couple of neon liquor/beer signs. We also put walk in humidor sign on the glass window.

Attachment: PZC Packet 12-10-24 (2025-4 : 235 W. Northwest Highway - SU Liquor and Tobacco)

CERTIFICATE OF PUBLICATION

DES PLAINES JOURNAL, INC., a corporation organized and existing under and by virtue of the laws of the State of Illinois, does hereby CERTIFY that it is the publisher of the:

Journal & Topics Newspapers
AKA Des Plaines Journal, Inc.
622 Graceland Ave.
Des Plaines, IL 60016-4556

and that said newspaper(s) is a secular newspaper of general circulation and has been published weekly in the

(Village) (Town) (City) (Township) of PALATINE 235 W. NORTHWEST HWY.
☒ ☐ ☐ ☐
 County of COOK

and State of Illinois, continuously for more than one year prior to date of the first publication of the notice attached hereto, and that said newspaper(s) complies with the requirements of Paragraphs 5 and 10, Chapter 100, of the Illinois Revised Statutes.

Further, that the notice, of which the attached is a true copy, was published ONE times in the said newspaper(s), namely once each week for ONE successive week(s) and that the first publication of said notice was made on the 21ST day of NOVEMBER, A.D. 2024, and the last publication thereof was made on the 21ST day of NOVEMBER, A.D. 2024.



Your Legal appeared in
the following Journal & Topics
Newspapers
(Des Plaines Journal, Inc.)

- ☐ Des Plaines Journal
- ☐ Elk Grove Village Journal
- ☐ Mt. Prospect Journal
- ☐ Niles Journal
- ☐ Park Ridge-Golf Mill Journal
- ☐ Prospect Heights Journal
- ☐ Rosemont Journal
- ☐ Arlington Heights Topics
- ☐ Buffalo Grove Topics
- ☒ Palatine Topics
- ☐ Rolling Meadows Topics
- ☐ Wheeling Topics
- ☐ Suburban Journal
- ☐ Northwest Journal
- ☐ Glenview Journal

Mary Alice Wenzl

IN WITNESS WHEREOF, THE **DES PLAINES JOURNAL, INC.**, has caused this certificate to be signed and its corporate seal affixed hereto at Des Plaines, Illinois this 21ST day of NOVEMBER, A.D., 2024.

By Todd Wessell

President

Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 21ST day of NOVEMBER, A.D., 2024.

My commission expires the 15TH day of JULY, A.D., 2025.

Attachment: PZC Packet 12-10-24 (2025-4 : 235 W. Northwest Highway - SU Liquor and Tobacco)

III. PUBLIC HEARING

1. 235 W. Northwest Highway

SU-000145-2024 – 235 W Northwest Hwy

Notice was published in the Journal & Topics on November 7th, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

- . **Special Use Application**
- . **Proof of Ownership**
- . **Site Plan**
- . **Floor Plan**
- . **Business Plan**
- . **Sign Plan**
- . **Public Notice**

Background:

The Subject Property is zoned B-2 General Business and operates as the United Center shopping plaza. The proposed business will occupy the space previously occupied by Team Rehabilitation. The other tenants in the building are Dunkin' Donuts and Subway. The Petitioner is proposing to open Palatine Cigar and Liquor Store, to sell tobacco products and liquor. The Petitioner is requesting Special Use to permit a package liquor and tobacco store.

Sworn in petitioner:

Jaimin Parekh (owner)– 3098 W Windhill Dr. – Palatine, IL

Ujaval Darji (co-owner) - 8 Liberty Way – Monroe Township, NJ 08831

Mr. Parekh presents his request to open a premium cigar and liquor store at this location and provides a detailed business plan. He explains the security measures planned to ensure safety both inside and outside the store, including methods for securing products and verifying customer identification.

Chairman Wood highlights that the business plan specifies all IDs will be checked.

Mr. Parekh confirms this policy.

Mr. Darji shares his background, noting that he has prior business experience and has operated a tobacco business in New Jersey since 2016.

Chairman Wood inquires if he will continue to reside in New Jersey and manage his existing business.

Mr. Darji confirms that he will remain in New Jersey as an offsite partner while Mr. Parekh oversees the day-to-day operations of the proposed business.

Commissioner Cavanaugh requests clarification regarding the New Jersey beer and tobacco store. He asks whether the business involves selling products directly to customers or if it is engaged in manufacturing and distribution.

Mr. Darji clarifies that it is a retail business focused on selling beer and tobacco products.

Chairman Wood asks how the proposed business might affect surrounding businesses and inquires about the specifics of the signage, including whether it would include neon signs and the overall size.

Mr. Darji responds that there will be minimal window signage, with the primary sign being located on the building's façade, displaying the business name.

Mr. Parekh adds that the business name will also be included on the strip mall's shared signage.

Commissioner Roth-Wurster inquires about the location of the humidor.

Mr. Darji confirms that the office space will be converted into the humidor. He also clarifies the location of the beer coolers.

Commissioner Roth-Wurster asks whether cigar smoking will be permitted in the store.

Mr. Darji states that it will strictly be a grab-and-go store with no smoking allowed on the premises.

Chairman Wood asks if there will be any taste testing.

Mr. Darji states it is not planned.

Chairman Wood asks for confirmation on business hours.

Mr. Parkehi states it will be Sun-Thurs 9am-10pm and Friday-Saturday from 9am-12am

Commissioner Kolososki asks about the anticipated foot traffic inside the store at any given time.

Mr. Darji estimates that there will typically be 5-6 customers present at one time.

Commissioner Kolososki then questions whether parking will be an issue, given that the lot is shared with two other businesses.

Mr. Darji assures that parking should not be a concern, referring to the site plan to explain that the rear of the building will be used for deliveries and overflow parking if necessary.

Commissioner Bettenhausen inquires about the location of the stock room as shown on the plan.

Mr. Darji states that they will utilize existing storage for the stock room, including the beer cave.

Mr. Parekh adds that deliveries will be unloaded and either stocked on the shelves or stored in the designated storage area if not immediately needed.

Commissioner Friedman asks if building permits will be required for the planned interior changes and security enhancements.

Mr. Dargi confirms that they will apply for all necessary permits for the building, electrical work, and any other required modifications.

Ms. Bremanis provides additional details, noting that the store will occupy approximately 3,000 square feet, combining two vacant spaces in the strip mall, resulting in a total of three businesses in the location.

She also recommends that the petitioner consider requiring all staff to park in the rear of the building to ensure sufficient parking availability for customers of all businesses in the strip mall.

Chairman Wood asks if staff anticipates any issues with parking. Ms. Bremanis responds that no parking issues are anticipated and highlights areas within the development that are available for parking.

Commissioner Cavanaugh inquires about the façade signage, asking if there are any concerns.

Ms. Bremanis clarifies that the signage will adhere to the village's sign codes, which allow for 1 square foot of signage per linear foot of frontage, with a minimum of 40 square feet and a maximum of 100 square feet.

Commissioner Friedman adds that the packet includes the proposed wall signage, which consists of channel letters that will be individually mounted on the façade.

Iba Swaiss, owner of a business located at 146 W Northwest Highway (Wine and Liquors and Cigars), voices concerns about the proposed business. Swaiss notes that the new business would be located just 500 feet away from his own, directly across the street. He questions the necessity of adding another liquor store, emphasizing that Palatine already has an abundance of liquor stores, with one present in nearly every shopping center. Swaiss expresses concerns about direct competition and the impact on his existing business.

Chairman Wood acknowledges Mr. Swaiss's concerns and clarifies that the request under consideration is for a special use permit. She explains that the purpose of the meeting is to determine whether the proposed business will operate with public health, safety, and welfare in mind, and whether it will cause substantial injury to property values or the neighborhood. Chairman Wood notes that while she understands his concerns, the village does not impose limits on the number of stores in a particular classification.

Mr. Swaiss asks if there are any ordinances regarding minimum distance requirements between similar businesses.

Chairman Wood advises Mr. Swaiss to consult with his councilman to discuss these concerns, as such issues would fall under the council's purview. She acknowledges his frustration and refers him to village staff for assistance in contacting his councilman to address his concerns further.

STAFF RECOMMENDATION:

The proposed liquor store will occupy a vacant tenant space within the United

Center Shopping Plaza, formerly occupied by Team Rehabilitation. In addition to the initial parking in the front of the shopping center, the majority of parking is behind the center and overall center has nine surplus parking spaces, ensuring adequate parking availability.

Dunkin' Donuts, which experiences its highest customer volume during morning hours, is primarily drive-through oriented. This reduces potential parking conflicts with the proposed liquor store, whose peak hours are likely to differ.

The business plan commits the store to implement appropriate security measures, including the installation of surveillance cameras and active collaboration with the Police Department and Crime Prevention Unit to address and mitigate any safety concerns.

Therefore, Staff recommends approval of the Special Use, subject to the following conditions:

1. The Special Use shall substantially conform to the Business Plan and Floor Plan submitted by the Petitioner, except as such plans may be changed to conform to Village of Palatine Codes and Ordinances.
2. The Petitioner shall follow the Village of Palatine's Clean Indoor Air Ordinance and drug paraphernalia regulations in Chapter 12 of the Village Code.
3. In conjunction with the review and direction from the Village of Palatine Police Department, the Petitioner shall coordinate and implement appropriate tenant space/site security measures to address any crime prevention or safety concerns, in a manner acceptable to the Village, as part of the building permit process.

There were no further questions. The public hearing was closed.

Commissioner Cavanaugh Made a motion to approve subject staff's conditions; seconded by Commissioner Kolososki.

DISCUSSION:

Commissioner Kolososki acknowledges the competition between businesses and points out that similar cases exist, such as gas stations located directly across from each other.

Commissioner Cavanaugh addresses the competition in the area, stating that while it may be an issue for some, the reality of competition in business is not something that can be judged in this context. He emphasizes that the purpose of the review is to evaluate whether the request meets the established standards. While individual opinions can be shared, the committee cannot deny someone

the opportunity to start a business. He expresses sympathy for the objectors' point of view but asserts that the request is an appropriate use of the space. Chairman Wood expresses no concerns, stating that the request meets the standards for public health, safety, and welfare and will not negatively impact the value of surrounding properties. She is in favor of the request and acknowledges the objectors' concerns, but notes that the petitioner is following the correct procedures.

Chairman Wood summarized that this request has met the standards and was unanimously approved by a vote of 9-0. This item will tentatively go to Village Council on January 13th, 2025

RESULT:	RECOMMEND TO APPROVE [UNANIMOUS]
MOVER:	Kevin Cavanaugh, Commissioner
SECONDER:	Robert Kolososki, Commissioner
AYES:	Noonan, Roth-Wurster, Friedman, Wood, Bettenhausen, Kolososki, Cavanaugh, Schubert
ABSENT:	Fedota

From: Sara Jones

Sent: Friday, December 27, 2024 1:01 PM

To: Jim Schwantz <JSchwantz@palatine.il.us>; Tim Millar <TMillar@palatine.il.us>; Scott Lamerand <SLamerand@palatine.il.us>; Doug Myslinski <dmyslinski@palatine.il.us>; Joe Falkenberg <JFalkenberg@palatine.il.us>; Kollin Kozlowski <KKozlowski@palatine.il.us>; Brad Helms <BHelms@palatine.il.us>; Hadley SkeffingtonVos <HSkeffingtonVos@palatine.il.us>

Subject: Liquor store opening up on smith rd and Northwest Hwy

Hey my name is Sara Jones and I'm contacting you in regards of the new liquor store that's planning to opening up at Smith and Northwest Hwy. The community doesn't need any more liquor stores and vape shops. I urge you to not allow them to open, all it does is bring chaos to the community. It bring the worst in people. We have plenty of liquor stores in Palatine, Il. I hope you take mail into consideration.

Thank you for your time

Mr. A's Liquor World
855 N. Quentin Rd.
Palatine, IL 60067

Dear Village Board/Planning Committee,

My name is Rajendra Patel, and I am the owner of Mr. A's Liquor World located in Palatine, IL. I am writing to express my concerns regarding the proposal of a new liquor store license for a location at 235 Northwest Highway, that is set to open just 0.8 miles away from my business.

The proposed location for this new store is in very close proximity to several existing liquor stores, including George's Wine and Spirits (0.2 miles away), Wine Cellar (0.3 miles away), Papa's Liquor (1.2 miles away), Garfield's (1 mile away), Inverness Liquors (1.9 miles away), and Armanetti's (2.1 miles away). Additionally, major retailers such as Jewel, Mariano's, Binny's, and Walgreens also sell alcohol in the area.

We have already seen the opening of two new liquor stores in recent times, which has affected our sales tremendously, and the market is becoming increasingly saturated. The introduction of another liquor store so close to existing businesses will significantly reduce our sales and make it difficult for us to sustain our livelihoods. We are hardworking individuals with families to support, and adding another competitor in such a crowded market will only make it harder for us to make a living.

There is no pressing need for another liquor store in this area when we already have more than enough options available for consumers. I respectfully urge the village to reconsider the approval of this new liquor license and consider the well-being of the existing businesses and the families that depend on them.

Thank you for your attention to this matter.

Sincerely,

Rajendra Patel Owner, Mr. A's Liquor World

Consider an Ordinance Increasing the Number of Class B (Package Liquor) Liquor Licenses by One for Millennium Cigar & Liquor at 235 W. Northwest Highway

BACKGROUND:

On this evening's agenda is a request for a Special Use for Millennium Cigar & Liquor located at 235 W. Northwest Highway. Owners Jaimin Parekh and Ujaval Darji wish to apply for a Class B (Package Liquor) Liquor License. Permitted hours for a Class B Liquor License are Sunday - Saturday 6 AM - Midnight.

KEY ISSUES:

- Increase Class B (Package Liquor) Liquor Licenses by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class B Liquor Licenses by one.
2. Do not approve the Ordinance increasing the number of Class B Liquor Licenses by one.

RECOMMENDATION:

Approve an Ordinance increasing Class B (Package Liquor) Liquor Licenses by one for a total of 17.

ACTION REQUIRED:

Action is at the discretion of the Committee.

ATTACHMENTS:

- ORD Increase Class B Liquor - Millennium Cigar & Liquor
- Business Plan
- Floor Plan

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

ORDINANCE NO. _____

CONSIDER AN ORDINANCE AMENDING THE CODE OF ORDINANCES CHAPTER 3, SECTION 3-35 LIQUOR LICENSES INCREASING CLASS B (PACKAGE LIQUOR STORE) LIQUOR LICENSES BY ONE FOR MILLENNIUM CIGAR & LIQUOR, 235 W. NORTHWEST HIGHWAY

BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power:

SECTION 1: That the Code of Ordinances of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by increasing the number of Class “B” Liquor Licenses listed in Section 3-35 Chapter 3 by one for a total of 17 for Millennium Cigar & Liquor, 235 W. Northwest Highway.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this _____ day of _____, 2025
AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____
APPROVED by me this _____ day of _____, 2025

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2025

Village Clerk

Attachment: ORD Increase Class B Liquor - Millennium Cigar & Liquor (2025-3 : 235 W. Northwest Hwy - Inc Class B Liq. Millennium Cigar &



Palatine Cigar and Liquor - Business Plan

Business Location

235 W Northwest Hwy, Palatine, IL 60067

Overview of business

We want to do retail business of premium cigars and packaged liquor to serve customers in Palatine and surrounding suburbs. Our business plan is to serve wide range of tobacco/cigars, vape and liquor (alcoholic and non-alcoholic) products at competitive price and experience. Our retail location will have walk in humidor for premium cigars and beer cave for local crafted beers, domestic and international. We are in the business to make profits at the same to give our customer's value for their money, time and experience.

DBA: TBD

Hours of Operation

- Mon – Thu 9 am – 10pm
- Fri – Sat 9 am -12am
- Sun 9 am- 10pm

No of Employee

- 2 (This will vary due to days of the week and seasonality)

Estimated number of Customers

- 200-250 (This will vary due to days of the week and seasonality)

Types of Products Sold at location

- Premium domestic and Imported Cigars
- E-cigarettes & smoke products
- Spirits (Whiskey, Scotch, Bourbon, Rum, Vodka, Gin etc.)
- Beer & Wine
- Non-alcoholic drinks
- Packaged Snacks

Security Consideration

- 3rd party ID scanners
- Lotto ID scanners
- 24x7 Security cameras (Inside/Outside)

Consider a Motion to Approve and Authorize the Mayor to Execute a Local Public Agency Agreement for Participation in the Illinois Department of Transportation's Illinois Route 53 Improvement from Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91)

BACKGROUND:

The State of Illinois plans to contract for improvements to over 20,386 lineal feet of IL 53 with work including: bridge superstructure replacement of IL 53 over Algonquin Road, full structure replacement of IL 53 over Salt Creek, superstructure replacement of IL 53 over Rand Road, and additional substructure and culvert repairs. Additional major improvements include resurfacing of IL 53 within project limits, ramp repairs, drainage, Americans with Disabilities Act (ADA) ramp improvements, multi-use paths along IL 62 and Rand Road, lighting, and aesthetic bridge enhancements and all other work necessary to complete the improvements in accordance with the approved plans and specifications.

KEY ISSUES:

- Ramp improvements will include adjustments to the existing traffic signals at the IL-53 entrance and exit ramps with west ramp of Rand Road (US-12) and the west ramp of Dundee Road (IL-68).
- Each of the traffic signals at these ramps have emergency vehicle pre-emption which will need to be removed and replaced with new equipment.
- All costs associated with emergency vehicle pre-emption are the responsibility of the Village. In this project, design and construction costs for pre-emption are estimated to be \$18,055.
- An existing pedestrian gap on Rand Road will be resolved with this improvement in a multi-agency approach. The state has agreed to install an off-road 10-foot-wide shared use path from the west Frontage Road to the east Frontage Road of IL-53 on the south side of Rand Road. With this proposed agreement, the Village accepts maintenance responsibilities within our boundaries. The Township and the Village of Arlington Heights will similarly agree within their jurisdictions.

ALTERNATIVES:

1. Approve the Local Public Agency Agreement with IDOT.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Local Public Agency Agreement with IDOT be approved.

BUDGET IMPACT:

Capital improvement dollars will be used to cover the \$18,055 required participation.

ACTION REQUIRED:

Motion to approve the Local Public Agency Agreement with IDOT for the Illinois Route 53 improvements between Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91).

ATTACHMENTS:

- Contract 62N91 Village of Palatine IGA 10-23-24
- EX A 62N91

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

FAP 342 IL 53
 Algonquin Road to Salt Creek & Rand Road to Lake Cook Road
 State Section No.: 2018-100-BR
 Contract No.: 62N91
 State Job No.: C-91-172-21
 Agreement Number: JN-125-020
 County: Cook

AGREEMENT

This Agreement entered into this _____ day of _____, 20__ A.D.,
 by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT
 OF TRANSPORTATION, hereinafter called the STATE, and the VILLAGE OF
 PALATINE of the State of Illinois, hereinafter called the VILLAGE.

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety
 to the motoring public, is desirous of improving approximately 20,386 lineal feet of
 FAP 342 IL 53 from Algonquin Road to Salt Creek & Rand Road to Lake Cook Road,
 as STATE Job No.: C-91-172-21, Contract Number 62N91, STATE Section No.
 2018-100-BR, as follows:

Bridge superstructure replacement of IL 53 over Algonquin Road, full structure
 replacement of IL 53 over Salt Creek, superstructure replacement of IL 53 over Rand
 Road, and additional substructure and culvert repairs. Additional major
 improvements include resurfacing of IL 53 within project limits, ramp repairs,
 drainage, American with Disabilities Act (ADA) ramp improvements, multi- use paths
 along IL 62 and Rand Road lighting, aesthetic bridge enhancements, traffic signal

improvements and all other work necessary to complete the improvements in accordance with the approved plans and specifications.

WHEREAS, the VILLAGE has requested that the STATE include in its contract emergency vehicle pre-emption equipment, and

WHEREAS, the STATE has agreed to the VILLAGE's request, and

WHEREAS, the VILLAGE is desirous of said improvement in that same will be of immediate benefit to the VILLAGE residents and permanent in nature.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications and contract.
2. The STATE agrees to pay for all right of way, construction and engineering cost subject to partial reimbursement by the VILLAGE, as hereinafter stipulated.
3. It is mutually agreed by and between the parties hereto that the estimated cost and cost proration for this improvement is as shown on Exhibit A attached hereto and made a part hereof.

4. The VILLAGE has passed a resolution appropriating sufficient funds to pay its share of the cost for this improvement, a copy of which is attached hereto as Exhibit B and made a part hereof.
5. The VILLAGE agrees to pass a supplemental resolution to provide necessary funds for its share of the cost of this improvement if the amount appropriated in Exhibit B proves to be insufficient to cover said cost.
6. The VILLAGE further agrees that, upon award of the contract for this improvement, the VILLAGE will pay to the STATE, in a lump sum from any funds allotted to the VILLAGE, an amount equal to 80% of its obligation incurred under this AGREEMENT, and will pay to said STATE the remainder of the obligation (including any non-participating costs on FA Projects) in a lump sum, upon completion of the project, based upon final costs.
7. The VILLAGE has adopted a resolution, will send a letter, or sign the Plan Approval page which is part of this document, prior to the STATE advertising for the work to be performed hereunder, approving the plans and specifications as prepared.
8. The VILLAGE agrees not to permit driveway entrance openings to be made in the curb, as constructed, or the construction of additional entrances, private or commercial, along IL 53 without the consent of the STATE.
9. The VILLAGE shall exercise its franchise rights to cause private utilities to be relocated, if required, at no expense to the STATE.

10. The VILLAGE agrees to cause its utilities installed on right of way after said right of way was acquired by the STATE or installed within the limits of a roadway after the said roadway's jurisdiction was assumed by the STATE, to be relocated and/or adjusted, if required, at no expense to the STATE.
11. All VILLAGE owned utilities, on STATE right of way within the limits of this improvement, which are to be relocated/adjusted under the terms of this Agreement, will be relocated/adjusted in accordance with the applicable portions of the "Accommodation of Utilities of Right of Way of the Illinois State Highway System." (92 Ill. Adm. Code 530).
12. The VILLAGE agrees to obtain from the STATE an approved permit for any VILLAGE owned utility relocated/adjusted as part of this improvement, and shall abide by all conditions set forth therein.
13. Upon final field inspection of the improvement and so long as IL 53 is used as a STATE Highway, the STATE agrees to maintain or cause to be maintained the through traffic lanes, the left-turn lanes and right turn lanes, ramps and the curb and gutter or stabilized shoulders and ditches adjacent to those traffic lanes and turn lanes.
14. Upon final field inspection of the improvement, the VILLAGE agrees to maintain or cause to be maintained those portions of the improvement which are not maintained by the STATE, including new and existing sidewalks, new and existing shared-use path, crosswalk and stopline markings, VILLAGE owned utilities including appurtenances thereto and shall maintain the storm sewers and

appurtenances by performing those functions necessary to keep the sewer in a serviceable condition including cleaning sewer lines, inlets, manholes, and catch basins along with the repair or replacement of inlet, manhole and catch basins' frames, grates or lids. The maintenance, repair and/or reconstruction of storm sewers constructed as part of this improvement beyond the aforescribed responsibilities shall be that of the STATE. The VILLAGE agrees to inspect stopline markings, symbols, special pavement treatments, crosswalks and replace as necessary to insure proper motorist and pedestrian guidance.

15. The VILLAGE further agrees to continue its existing maintenance responsibilities on all side road approaches under its jurisdiction within the limits of the improvement, including all left and right turn lanes on said side road approaches, up to the through edge of pavement of IL 53. Drainage facilities, if any, at the aforementioned side roads located within the STATE right-of-way shall be the joint maintenance responsibility of the STATE and the VILLAGE unless there is an agreement specifying different responsibilities.

16. It is mutually agreed that the actual traffic signal maintenance will be performed by the STATE either with its own forces or through an ongoing contractual agreement.

The parties hereto agree that the traffic signal maintenance and energy provisions of this Agreement shall remain in effect for a period of ten (10) years from the date of its Agreement or any Amendment hereto remain in place either in their current or some modified configuration, whichever is the shorter period of time. Such an effective term shall apply unless otherwise agreed in writing by the parties hereto.

The STATE retains the right to control the sequence of timing on the traffic signals.

17. Although the Department of Transportation's electrical contractor ("Department's contractor") will inspect, make note, and keep inventory of the new local owned EMERGENCY VEHICLE PRE-EMPTION ("EVP") system to support the maintenance of the "EMERGENCY VEHICLE PRE-EMPTION" system, responsibility for maintenance of the new EVP System shall be assumed by the VILLAGE. Maintenance of the new EVP system shall include the light detector amplifier, field wiring, light detectors and cabinet appurtenances. The VILLAGE will be invoiced for all such maintenance costs directly by the State's contractor. When repair is necessary, the State's contractor shall notify the VILLAGE that its new EVP system is not operating or requiring maintenance. When the repair of maintenance activity has been approved by the VILLAGE, the maintenance will be provided by the State's contractor.

The VILLAGE may require end users of the emitters within its jurisdiction to enter into separate agreements with the State's contractor to have the emergency vehicle emitters tested in accordance with the recommendation of the Manufacturer of such equipment.

18. It is mutually agreed, if, in the future, the STATE adopts a roadway or traffic signal improvement passing through the traffic signal included herein which requires modernization or reconstruction to said traffic signal then the VILLAGE agrees to be financially responsible for its proportionate share in accordance with STATE policy to modernize or reconstruct said installation and will be

responsible for all costs to relocate or reconstruct the Emergency Preemption equipment in conjunction with the STATE's proposed improvement.

19. Under penalties of perjury, the VILLAGE certifies that its correct Federal Tax Identification number is 36-6006038 and it is doing business as a GOVERNMENTAL ENTITY, whose mailing address is:

Village of Palatine
200 East Wood Street
Palatine, IL 60067

REMAINDER OF PAGE REMAINS BLANK

Obligations of the STATE and the VILLAGE will cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for this contract.

This AGREEMENT and the covenants contained herein shall be null and void in the event the contract covering the construction work contemplated herein is not awarded within the three years subsequent to execution of the agreement.

This Agreement shall be binding upon and to the benefit of the parties hereto, their successors and assigns.

VILLAGE OF PALATINE

By: _____
(Signature)

Attest:

By: _____
(Print or Type)

Clerk

Title: _____

(SEAL)

Date: _____

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: _____
Jose Rios, P.E.
Region One Engineer

Date: _____

Job No. : C-91-172-21
Agreement No.: JN-125-020

Attachment: Contract 62N91 Village of Palatine IGA 10-23-24 (Illinois 53 Improvement Local Agency Agreement Contract 62N91)

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of FAP 342, IL 53 from Algonquin Road to Salt Creek & Rand Road to Lake Cook Road, State Section No: 2018-100-BR State Job No: C-91-172-21, the VILLAGE agrees to that portion of the plans and specifications relative to the VILLAGE's financial and maintenance obligations described herein, prior to the STATE's advertising for the aforescribed proposed improvement.

Approved _____

Title _____

Date _____

Exhibit B
FUNDING RESOLUTION

WHEREAS, the VILLAGE OF PALATINE (VILLAGE) has entered into an AGREEMENT with the STATE OF ILLINOIS (STATE) for the improvement of IL 53 from Algonquin Road to Salt Creek & Rand Road to Lake Cook Road, known as Contract No. 62N91, STATE Section No.: 2018-100-BR; and

WHEREAS, in compliance with the aforementioned AGREEMENT, it is necessary for the VILLAGE to appropriate sufficient funds to pay its share of the cost of said improvement.

NOW THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of Seven Thousand Three Hundred Five Dollars (\$7,305) or so much thereof as may be necessary, from any money now or hereinafter allotted to the VILLAGE, to pay its share of the cost of this improvement as provided in the AGREEMENT; and

BE IT FURTHER RESOLVED, that upon award of the contract for this improvement, the VILLAGE will pay to the STATE in a lump sum from any funds allotted to the VILLAGE, an amount equal to 80% of its obligation incurred under this AGREEMENT, and, upon completion of the project, will pay to said STATE the remainder of its obligation, based on final costs; and

BE IT FURTHER RESOLVED, that the VILLAGE agrees to pass a supplemental resolution to provide any necessary funds for its share of the cost of this improvement if the amount appropriated herein proves to be insufficient, to cover said cost.

STATE OF ILLINOIS)

COUNTY OF COOK)

I, _____, Village Clerk in and for the Village of Palatine, hereby certify the foregoing to be a true perfect and complete copy of the resolution adopted by the Village Board at a meeting on _____, 20__ A.D.

IN TESTIMONY WHEREOF, I have hereunto set my hand seal this _____ day of _____, 20__ A.D.

Village Clerk

(SEAL)

EXHIBIT A ESTIMATE OF COST Contract 62N91											
Type of Work	FEDERAL		STATE		Village of Arlington Heights		Village of Palatine		City of Rolling Meadows		TOTAL
	\$	%	\$	%	\$	%	\$	%	\$	%	\$
TRAFFIC SIGNALS											
US 12 (Rand Road) at IL 53 (West Ramp)	\$233,004	90%	\$25,889	10%							\$258,893
P&C Engineering (15%)	\$34,951	90%	\$3,883	10%							\$38,834
Emergency Vehicle Pre-emption System							\$9,000	100%			\$9,000
P&C Engineering (15%)							\$1,350	100%			\$1,350
US 12 (Rand Road) at IL 53 (East Ramp)	\$314,042	90%	\$34,894	10%							\$348,935
P&C Engineering (15%)	\$47,106	90%	\$5,234	10%							\$52,340
Emergency Vehicle Pre-emption System					\$12,806	100%					\$12,806
P&C Engineering (15%)					\$1,921	100%					\$1,921
IL 68 at IL 53 (East Ramp)	\$361,003	90%	\$40,111	10%							\$401,114
P&C Engineering (15%)	\$54,150	90%	\$6,017	10%							\$60,167
Emergency Vehicle Pre-emption System					\$9,962	100%					\$9,962
					\$1,494	100%					\$1,494
IL 68 at IL 53 (West Ramp)	\$181,566	90%	\$20,174	10%							\$201,740
P&C Engineering (15%)	\$27,235	90%	\$3,026	10%							\$30,261
Emergency Vehicle Pre-emption System							\$6,700	100%			\$6,700
P&C Engineering (15%)							\$1,005	100%			\$1,005
IL 62 at IL 53 East and West Ramp	\$399,761	90%	\$44,418	10%							\$444,179

Type of Work	FEDERAL		STATE		Village of Arlington Heights		Village of Palatine		City of Rolling Meadows		TOTAL
	\$	%	\$	%	\$	%	\$	%	\$	%	\$
P&C Engineering (15%)	\$59,964	90%	\$6,663	10%							\$66,627
Relocate Existing emergency vehicle pre-									\$4,385	100%	\$4,385
P&C Engineering (15%)									\$658	100%	\$658
Bridge Aesthetic Improvements (IL 53 over IL									\$91,830	100%	\$91,830
P&C Engineering (15%)									\$13,775	100%	\$13,775
Ornamental Fence (along IL 62 under IL 53 Bridge)									\$27,500	100%	\$27,500
P&C Engineering (15%)									\$658	100%	\$658
Relocation of Village Sign at Rand Road					\$2,500	100%					\$2,500
P&C Engineering (15%)					\$375	100%					\$375
TOTAL	\$1,712,781		\$190,309		\$29,058		\$18,055		\$138,805		\$ 2,089,008
NOTE: Local participation shall be predicated upon the percentages shown above for the specified work. Local Agency cost shall be determined by multiplying the final quantities times contract unit price plus the percentage shown for construction and/or preliminary engineering unless otherwise noted.											

Consider a Motion to Approve and Authorize the Mayor to Execute a Letter of Understanding for Maintenance of Certain Improvements

BACKGROUND:

The State of Illinois plans to contract removing and reconstructing the culvert carrying IL 68 (Dundee Road) over E. Branch of Salt Creek. A retaining wall will be constructed at the south side of the culvert and will act as an extended wingwall. Roadway Improvements consist of drainage improvement, guardrail replacement, roadway widening and resurfacing and completing the sidewalk gap on the south side of the roadway.

KEY ISSUES:

- The project will address a sidewalk gap along Dundee Road, resulting in a continuous sidewalk/shared-use path from Smith Street to Quentin Road upon completion. This promotes the use of the recently constructed Forest Preserve access at Smith and Dundee Roads.
- All costs associated with the improvements will be borne by the State of Illinois.
- Upon completion, the Village of Palatine agrees to maintain, or arrange for the maintenance of, all portions of the improvement not maintained by the State. This includes new and existing sidewalks, shared-use paths, crosswalk and stop line markings.

ALTERNATIVES:

1. Approve the Letter of Understanding Agreement with IDOT.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Letter of Understanding Agreement with IDOT be approved.

ACTION REQUIRED:

Motion to approve the Letter of Understanding Agreement with IDOT for the Illinois 68 Dundee Road Culvert Replacement.

ATTACHMENTS:

- Contract 62R73 Village of Palatine LOU 11182024

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

FAP 343 IL 68 (Dundee Road) at E. Branch Of Salt Creek
 State Section: FAP 343 22 CULVERT
 Cook County
 Job No. : C-91-228-22
 Contract No.: 62R73
 LU-125-003

LETTER OF UNDERSTANDING

This Letter of Understanding entered into this _____ day of _____, 2025 A.D., by and between the STATE OF ILLINOIS, acting by and through its DEPARTMENT OF TRANSPORTATION, hereinafter called the STATE, and the VILLAGE OF PALATINE of the State of Illinois, hereinafter called the VILLAGE

WITNESSETH:

WHEREAS, the STATE, in order to facilitate the free flow of traffic and ensure safety to the motoring public, is desirous of improving FAP 343 IL 68 (Dundee Road), at E. Branch of Salt Creek; identified as STATE Section No. FAP 343 22 CULVERT, STATE Job No.: C-91-228-22, State Contract No. 62R73, by making the following improvements:

The proposed scope of work consists of removing and reconstructing the culvert carrying IL 68 (Dundee Road) over E. Branch of Salt Creek. The proposed culvert will be 12'H X 8'W and approximately 62' long. Retaining wall will be constructed at the south side of the culvert and will act as an extended wingwall. Roady improvements consist of drainage improvement, guardrail replacement, roadway widening and resurfacing and bike path construction on the south side of the roadway and by performing all other work necessary to complete the improvement in accordance with the approved plans and specifications; and

WHEREAS, the VILLAGE is desirous of said improvement in that same will be of immediate benefit to the VILLAGE residents and permanent in nature;

Attachment: Contract 62R73 Village of Palatine LOU 11182024 (Illinois 68 Dundee Road Improvement IDOT letter of understanding)

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The STATE agrees to make the surveys, obtain all necessary rights of way, prepare plans and specifications, receive bids and award the contract, furnish engineering inspection during construction and cause the improvement to be built in accordance with the approved plans, specifications and contract.
2. The STATE agrees to pay for all right of way, construction and engineering cost as hereinafter stipulated.
3. The VILLAGE agrees not to permit driveway entrance openings to be made in the curb, as constructed, or the construction of additional entrances, private or commercial, along IL 68 (Dundee Road) without the consent of the STATE.
4. The VILLAGE shall exercise its franchise rights to cause private utilities to be relocated, if required, at no expense to the STATE.
5. The VILLAGE agrees to cause its utilities installed on right of way after said right of way was acquired by the STATE or installed within the limits of a roadway after the said roadway's jurisdiction was assumed by the STATE, to be relocated and/or adjusted, if required, at no expense to the STATE.
6. All VILLAGE owned utilities, on STATE right of way within the limits of this improvement, which are to be relocated/adjusted under the terms of this Agreement, will be relocated/adjusted in

accordance with the applicable portions of the “Accommodation of Utilities of Right of Way of the Illinois State Highway System.” (92 Ill. Adm. Code 530).

7. Upon completion of the improvement, the VILLAGE agrees to maintain or cause to be maintained those portions of the improvement which are not maintained by the STATE, including new and existing sidewalks and shared use paths, parkways, crosswalk and stopline markings, VILLAGE owned utilities including appurtenances thereto.
8. The VILLAGE has adopted a resolution, will send a letter, or sign the Plan Approval page which is part of this document, prior to the STATE advertising for the work to be performed hereunder, approving the plans and specifications as prepared.
9. Under penalties of perjury, the VILLAGE certifies that its correct Federal Tax Identification number is 36-6006038 and it is doing business as a GOVERNMENTAL ENTITY, whose mailing address is:

Village of Palatine
200 East Wood Street
Palatine, IL 60067

Approval of this Letter of Understanding shall be considered as concurrence with and acceptance of all terms contained herein, and shall be binding upon and inure to the benefit of the parties hereto, their successors and assigns.

VILLAGE OF PALATINE

By: _____
(Signature)

Attest:

By: _____
(Print or Type)

Clerk

Title: _____

(SEAL)

Date: _____

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

By: _____
Jose Rios, P.E.
Region One Engineer

Date: _____

Job No.: C-91-228-22
Agreement No.: LU-125-003

Attachment: Contract 62R73 Village of Palatine LOU 11182024 (Illinois 68 Dundee Road Improvement IDOT letter of understanding)

PLAN APPROVAL

WHEREAS, in order to facilitate the improvement of FAP 343 IL 68 (Dundee Road), Contract No. 62R73, State Section FAP 343 22 CULVERT, the VILLAGE agrees to that portion of the plans and specifications relative to the VILLAGE's financial and maintenance obligations described herein, prior to the STATE's advertising for the aforescribed proposed improvement.

Approved _____

Title _____

Date _____

Consider a Motion to Approve the Temporary Closure of Public Streets and Waiver of Fees All Related to the Jaycees' Proposed 2025 Hometown Fest

BACKGROUND:

The Palatine Jaycees are planning to hold their annual Hometown Fest from Wednesday, July 2 - Sunday, July 6, 2025. This festival is the Jaycees' largest fundraiser of the year, with proceeds going directly back to the community through the many programs they sponsor.

While the original date request for fireworks was on July 4th, the concerns from Police regarding staffing and overtime were addressed and an alternative date for fireworks was agreed for Thursday July 3rd. Thursday is a normal operating day for the Village and facilities are not closed for the holiday. Therefore, the Village Manager will work out a solution for staffing and parking at Village Hall closer to the event date.

The proposed festival hours are as follows:

- Wednesday, July 2: 5 PM - 10 PM (*Alternate Date Special Needs 3 PM - 5 PM*)
- Thursday, July 3: 5 PM - 12 AM (Fireworks at 9:30 PM)
- Friday, July 4: Noon - Midnight (Special Needs Carnival 10 AM - 12 PM)
- Saturday, July 5: Noon - 12 AM (Parade Kicks Off at 11 AM)
- Sunday, July 6: Noon - 5 PM

KEY ISSUES:

1. The Jaycees are requesting approval of the following:
 - Waiver of fees for Village services, permits, and licenses.
 - Temporary closure of Wood Street, between Mozart Street and Oak Street, from Tuesday, July 1 (5 PM, evening) - Sunday, July 6 for the carnival. This approval would be subject to access being maintained to the Village Hall and Park District facilities throughout the event.
 - Carnival Setup will begin Tuesday, July 1 and tear down will start Sunday afternoon on July 6th and conclude on Monday, July 7th.
 - Temporary closure of streets on Saturday, July 5 for the parade.
 - The proposed event hours are consistent with what was approved by the Palatine Park District at their November 11, 2024 Board Meeting.
2. The Sanborn School parking lot will be closed starting Sunday June 29th for carnival equipment arrival and set-up. The school and Park District have approved this closure.
3. Any requested overnight security from the Palatine Police Department will be billed and paid for by the Jaycees.

ALTERNATIVES:

1. Approve the request for the temporary closure of public streets and the waiver of Village fees.
2. Do not approve the request for the temporary closure of public streets and the waiver of Village fees.

RECOMMENDATION:

Staff recommends approval of the Palatine Jaycees Hometown Fest and related requests.

ACTION REQUIRED:

A motion to approve the request for the temporary closure of public streets and the waiver of Village fees, subject to the conditions outlined above.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

Consider an Ordinance Granting a Special Use to Permit a Package Liquor and Tobacco Store at 235 W. Northwest Highway

BACKGROUND:

The Subject Property, zoned B-2 General Business District, contains the United Center multi-tenant commercial building. The proposed business will occupy the space previously occupied by Team Rehabilitation. The other tenants in the building are Dunkin' Donuts and Subway. The Petitioners are proposing to open Millennium Cigar and Liquor Store to sell tobacco products and liquor. Therefore, the Petitioners are requesting approval of the following:

Special Use to permit a package liquor and tobacco store.

KEY ISSUES:

- The proposed business will occupy approximately 3,140 square feet of retail space within the 3-unit shopping center. The space includes a walk-in humidor for tobacco products, walk-in cooler for alcoholic products, and open shelving. Per the floor plan, security cameras to monitor the store are also proposed.
- The business plan indicates cigars, e-cigarettes, smoke products, spirits, wine, beer, nonalcoholic drinks and packaged snacks will be available for purchase.
- Per the submitted business plan, the shop will have 2 staff members, and the hours of operation will be:
 - Sunday - Thursday: 9 AM - 10 PM
 - Friday & Saturday: 9 AM - 12 AM
- The proposed use will utilize ID scanners and 24-hour security cameras inside and outside of the tenant space. Per the business plan, the videos would be maintained for 30 days and made available to the Police Department, as necessary. As a condition of the proposed Ordinance, appropriate site and tenant space security measures, including property hardening would be required, as determined by the Police Department, as part of the building permit review.
- The Petitioners currently operate a tobacco and convenience store in Toms River, New Jersey. Per the business plan, this will be the first liquor store the Petitioner has operated.
- As required, the Petitioners concurrently applied for a Village liquor license. Staff shared and explained to the Petitioner the Village Code requirements for temporary signage, the Clean Air Act, and the Village's drug paraphernalia requirements. Through the Special Use and business plan review process, the Petitioner indicated that the interior sign plan would be limited to two signs and a "Walk-in humidor" sign.
- The parking requirement does not change for the center with the proposed use. However, Team Rehabilitation, the previous tenant, required employees to park in the rear. The petitioner indicated an intention to continue this practice, due to the site's parking configuration. All deliveries would be in the rear of the building and would occur within the Village's permitted retail delivery hours.

ALTERNATIVES:

1. Approve the Special Use for a new package liquor and tobacco store.
2. Do not approve the Special Use for a new package liquor and tobacco store.

RECOMMENDATION:

Public Hearing:

PZC meeting on December 10, 2024.

Residents testifying:

One existing liquor store owner spoke with objection to the proposed special use, as it would be within 500 feet of an existing liquor store and within a radius of several other liquor stores. Also, one objection email and one letter submitted from Mr. A's Liquor World both indicated that additional liquor stores are not needed in Palatine.

Vote:

The PZC voted unanimously to approve the Special Use and Staff recommends action at the Village Council's discretion.

ACTION REQUIRED:

A motion to approve the Special Use for a new package liquor and tobacco store at 235 W. Northwest Highway.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

Consider an Ordinance Increasing the Number of Class B (Package Liquor) Liquor Licenses by One for Millennium Cigar & Liquor at 235 W. Northwest Highway

BACKGROUND:

On this evening's agenda is a request for a Special Use for Millennium Cigar & Liquor located at 235 W. Northwest Highway. Owners Jaimin Parekh and Ujaval Darji wish to apply for a Class B (Package Liquor) Liquor License. Permitted hours for a Class B Liquor License are Sunday - Saturday 6 AM - Midnight.

KEY ISSUES:

- Increase Class B (Package Liquor) Liquor Licenses by one.

ALTERNATIVES:

1. Approve the Ordinance increasing the number of Class B Liquor Licenses by one.
2. Do not approve the Ordinance increasing the number of Class B Liquor Licenses by one.

RECOMMENDATION:

Approve an Ordinance increasing Class B (Package Liquor) Liquor Licenses by one for a total of 17.

ACTION REQUIRED:

Action is at the discretion of the Committee.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

Consider a Motion to Approve and Authorize the Mayor to Execute a Local Public Agency Agreement for Participation in the Illinois Department of Transportation's Illinois Route 53 Improvement from Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91)

BACKGROUND:

The State of Illinois plans to contract for improvements to over 20,386 lineal feet of IL 53 with work including: bridge superstructure replacement of IL 53 over Algonquin Road, full structure replacement of IL 53 over Salt Creek, superstructure replacement of IL 53 over Rand Road, and additional substructure and culvert repairs. Additional major improvements include resurfacing of IL 53 within project limits, ramp repairs, drainage, Americans with Disabilities Act (ADA) ramp improvements, multi-use paths along IL 62 and Rand Road, lighting, and aesthetic bridge enhancements and all other work necessary to complete the improvements in accordance with the approved plans and specifications.

KEY ISSUES:

- Ramp improvements will include adjustments to the existing traffic signals at the IL-53 entrance and exit ramps with west ramp of Rand Road (US-12) and the west ramp of Dundee Road (IL-68).
- Each of the traffic signals at these ramps have emergency vehicle pre-emption which will need to be removed and replaced with new equipment.
- All costs associated with emergency vehicle pre-emption are the responsibility of the Village. In this project, design and construction costs for pre-emption are estimated to be \$18,055.
- An existing pedestrian gap on Rand Road will be resolved with this improvement in a multi-agency approach. The state has agreed to install an off-road 10-foot-wide shared use path from the west Frontage Road to the east Frontage Road of IL-53 on the south side of Rand Road. With this proposed agreement, the Village accepts maintenance responsibilities within our boundaries. The Township and the Village of Arlington Heights will similarly agree within their jurisdictions.

ALTERNATIVES:

1. Approve the Local Public Agency Agreement with IDOT.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Local Public Agency Agreement with IDOT be approved.

BUDGET IMPACT:

Capital improvement dollars will be used to cover the \$18,055 required participation.

ACTION REQUIRED:

Motion to approve the Local Public Agency Agreement with IDOT for the Illinois Route 53 improvements between Algonquin Road to Salt Creek and Rand Road to Lake Cook Road (Contract 62N91).

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Joe Falkenberg, District 4 Councilman
AYES: Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

Consider a Motion to Approve and Authorize the Mayor to Execute a Letter of Understanding for Maintenance of Certain Improvements

BACKGROUND:

The State of Illinois plans to contract removing and reconstructing the culvert carrying IL 68 (Dundee Road) over E. Branch of Salt Creek. A retaining wall will be constructed at the south side of the culvert and will act as an extended wingwall. Roadway Improvements consist of drainage improvement, guardrail replacement, roadway widening and resurfacing and completing the sidewalk gap on the south side of the roadway.

KEY ISSUES:

- The project will address a sidewalk gap along Dundee Road, resulting in a continuous sidewalk/shared-use path from Smith Street to Quentin Road upon completion. This promotes the use of the recently constructed Forest Preserve access at Smith and Dundee Roads.
- All costs associated with the improvements will be borne by the State of Illinois.
- Upon completion, the Village of Palatine agrees to maintain, or arrange for the maintenance of, all portions of the improvement not maintained by the State. This includes new and existing sidewalks, shared-use paths, crosswalk and stop line markings.

ALTERNATIVES:

1. Approve the Letter of Understanding Agreement with IDOT.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the Letter of Understanding Agreement with IDOT be approved.

ACTION REQUIRED:

Motion to approve the Letter of Understanding Agreement with IDOT for the Illinois 68 Dundee Road Culvert Replacement.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

Consider a Resolution Granting a Security Deposit Release for LPC Subdivision Pursuant to the Village of Palatine Municipal Code, Appendix B, Subdivisions, Section 9.02

BACKGROUND:

In 2022, the Village accepted a security deposit in the amount of \$135,925 from LPC, LLC for the completion of the Public Improvements within LPC Subdivision on W. Algonquin Road. The development also required a \$400,000 Planned Development security deposit, which was previously released upon the issuance of the certificate of occupancy for ATI. The Public Improvement Security Deposit was reduced down to the required 10% maintenance amount (\$13,592.50) on October 30, 2023. Therefore, the Village is requesting:

Authorization to release the public improvements' security deposit for LPC Subdivision

KEY ISSUES:

- The Petitioners completed all the required public improvements, as outlined in the Subdivision Improvement Agreement and Final Engineering Plans, for LPC Subdivision.
- The maintenance period concluded on October 30, 2024, with all the Public Improvements approved by the Village's Engineer, without any defects after the completion of the maintenance period.

ALTERNATIVES:

1. Authorize the release of the Public Improvements' security deposit.
2. Do not authorize the release of the Public Improvements' security deposit.

RECOMMENDATION:

Staff recommends that the Public Improvements security deposit is released.

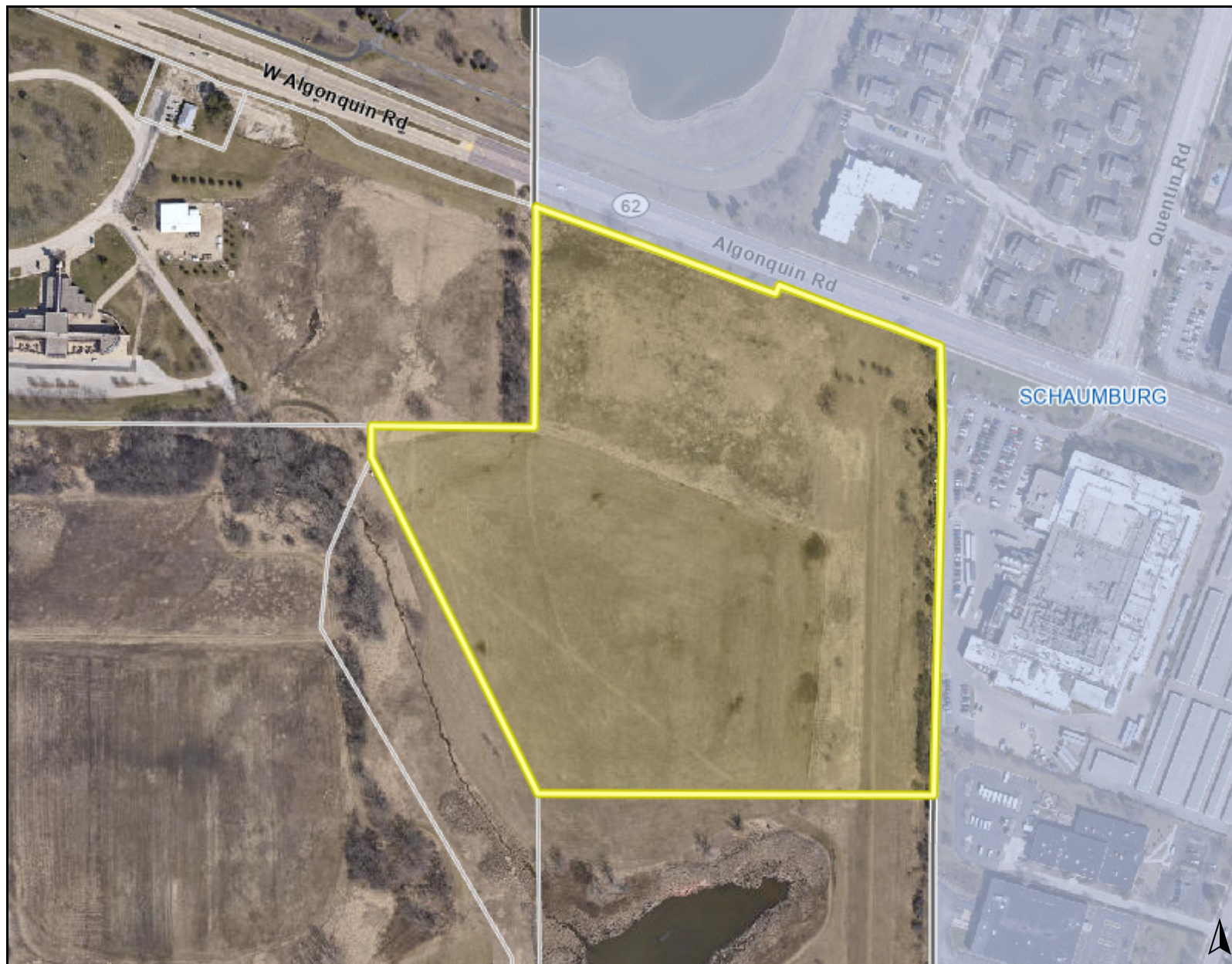
ACTION REQUIRED:

A motion to approve a resolution granting the release of the Public Improvement security deposit for LPC Subdivision.

ATTACHMENTS:

- Aerial Map
- RES - Security Deposit release

RESULT:	ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Joe Falkenberg, District 4 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms



Legend

0 500 1000
ft

Print Date: 2/1/2024

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Attachment: Aerial Map (LPC Algonquin Road - Security Deposit Release (CA))

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A RELEASE OF THE SECURITY DEPOSIT
FOR LPC SUBDIVISION PURSUANT TO THE VILLAGE OF PALATINE
MUNICIPAL CODE, APPENDIX B, SUBDIVISIONS, SECTION 9.02**

WHEREAS, on the 11th day of April, 2022, LPC, LLC for good and valuable consideration agreed to install certain public improvements in the Annandale Subdivision; and

WHEREAS, pursuant to Section 9.02 of Appendix B of the Palatine Municipal Code, an owner or developer of a subdivision is required to deposit certain security or evidence thereof with the Village of Palatine to guarantee the installation of such public improvements; and

WHEREAS, in the matter of the LPC Subdivision located on W. Algonquin Road, a security deposit in the amount of \$135,925 was deposited with the Village of Palatine on the 16th day of July, 2022 and was subsequently reduced to \$13,592.50 October 30, 2023, when the maintenance period commenced; and

WHEREAS, LPC LLC has made application for the release of the letter of credit in the amount of \$13,592.50; and

WHEREAS, a duly authorized agent of the Village of Palatine has inspected the public improvements and has found these improvements to have been satisfactorily completed, without any defects.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Village of Palatine that:

RESOLUTION NO.

Page 2 of 2

SECTION 1: Final inspection and approval pursuant to the Palatine Municipal Code, Appendix B Section 9.02 be and is hereby granted for the public improvements having a value of \$13,592.50.

SECTION 2: The one-year maintenance period concluded on October 30, 2024.

SECTION 3: The letter of credit is hereby released in full.

PASSED: This _____ day of _____, 2025

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

Mayor

ATTESTED and FILED in the Office

of the Village Clerk this _____

day of _____, 2025

Village Clerk

Attachment: RES - Security Deposit release (LPC Algonquin Road - Security Deposit Release (CA))