

PALATINE LIQUOR COMMISSION

MINUTES

JANUARY 9, 2023

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:16 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Absent	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Nicholas Standiford, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehrling, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - December 12, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the St. Theresa School/Parish Annual Wild Card Sunday Party on January 15, 2023 at 457 N. Benton Street - **Approved by Voice Vote**

Village Manager Reid Ottesen presented St. Theresa School/Parish's request for a one-day liquor license in conjunction with their annual Wild Card Sunday Party in the Dolan Center Gym on January 15, from 12 PM - 10 PM. Food will be served. All servers are required to be BASSET trained by Palatine Police Department. Staff recommends action at the discretion of the Commission.

An organizer was present to field questions.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

2. Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2023 Hometown Fest - **Approved by Voice Vote**

Village Manager Reid Ottesen presented the Palatine Jaycees' request for a temporary liquor license for the sale of beer and wine at their 66th Fourth of July festival to be held June 30 - July 4, 2023. All servers are required to comply with the Police Department BASSET training. Extensive precautions are planned to prevent problems with underage patrons. Staff recommends action at the discretion of the Commission.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

IV. ADJOURNMENT – Time: 7:19 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

Submitted by:

Margaret R. Duer
Village Clerk



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

PALATINE LIQUOR COMMISSION

MINUTES

DECEMBER 12, 2022

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:33 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Commissioner	Present	
Tim Millar	Commissioner	Present	
Scott Lamerand	Commissioner	Present	
Doug Myslinski	Commissioner	Present	
Greg Solberg	Commissioner	Present	
Kollin Kozlowski	Commissioner	Present	
Brad Helms	Commissioner	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Police Chief Dave Daigle, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Pam Jackson, and Deputy Clerk Doris Sadik

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - October 10, 2022 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Tim Millar, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

III. AGENDA ITEMS

- Consider an Application for a Class E (Temporary) Liquor License for St. Thomas of Villanova's New Years Party on Saturday, December 31, 2022 at St. Thomas of Villanova Parish, 1201 E. Anderson Drive - **Approved by Voice Vote**

Village Manager Reid Ottesen presented St. Thomas of Villanova's request for a temporary event liquor license for their New Year's Eve party, Saturday, December 31, 2022.

Vito Manolo, from St. Thomas, stated 75-100 people are expected, food will be catered and all alcohol servers will be Bassett trained.

Mayor Schwantz complimented St. Thomas for their proper planning through the Village.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. ADJOURNMENT – Time: 7:37 PM

Motion to Adjourn - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Submitted by:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Dec 12, 2022 7:05 PM (Minutes Approval)

Consider an Application for a Class E (Temporary) Liquor License for the St. Theresa School/Parish Annual Wild Card Sunday Party on January 15, 2023 at 457 N. Benton Street

BACKGROUND:

St. Theresa School/Parish is requesting a one-day liquor license for the sale of alcoholic beverages in conjunction with their annual Wild Card Sunday Party in the Dolan Center Gym on January 15, 2023. Hours requested are from 12 PM - 10 PM. Food will be served.

KEY ISSUES:

The hours requested are similar with prior years' special events. The bar area will be located to the right of the entrance of the Dolan Center Gym. All servers will be required to comply with the Police Department seminar in regard to identifications.

ALTERNATIVES:

1. Approve the request.
2. Do not approve the request.

RECOMMENDATION:

At the discretion of the Commission.

ACTION REQUIRED:

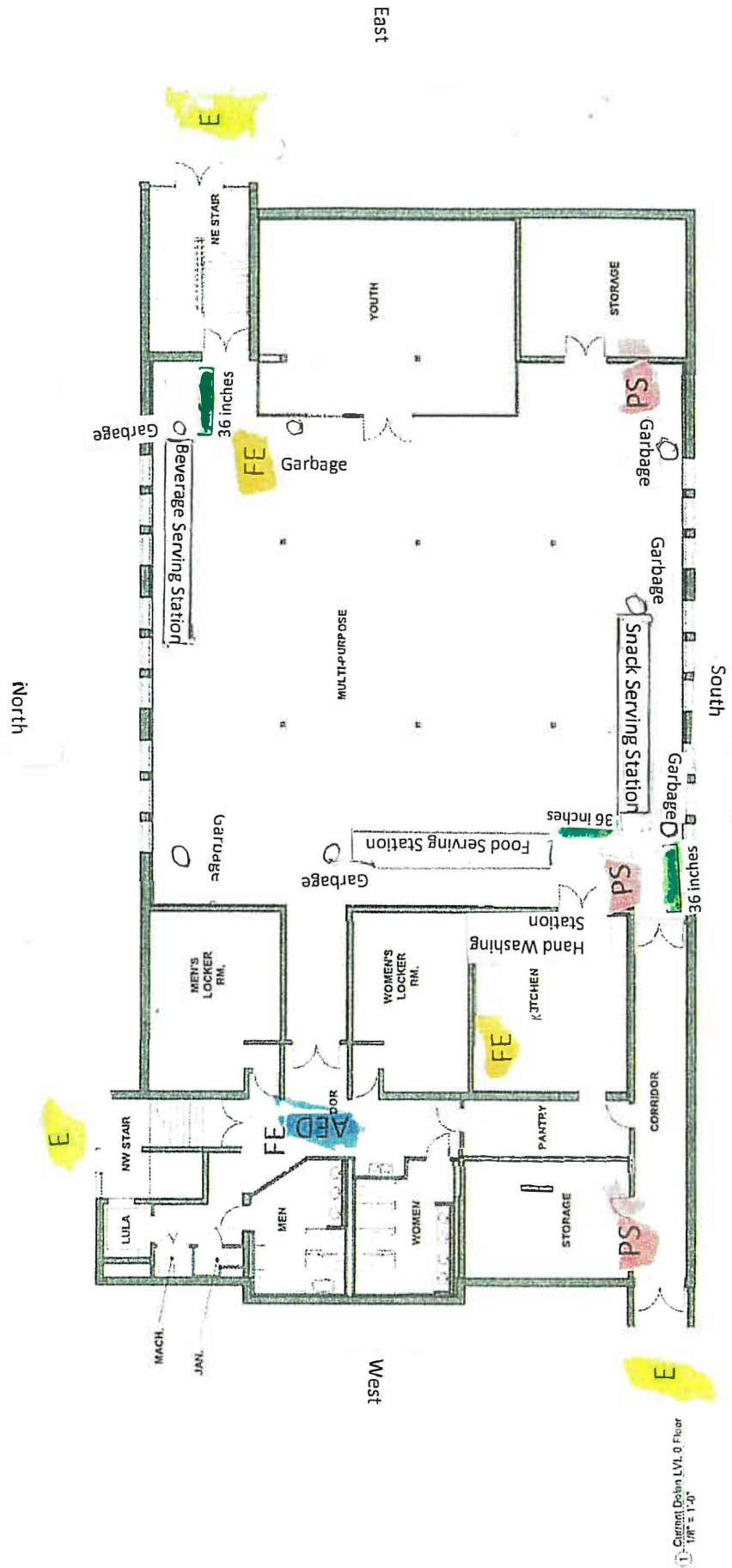
At the discretion of the Commission.

ATTACHMENTS:

- Wilcard Sunday St. Theresa Map

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, Commissioner
SECONDER:	Kollin Kozlowski, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Tim Millar

LOWER DOLAN CTR — STANDARD EVENT LAYOUT WHEN PERMIT REQUIRED
FIRE PROTECTION DRAWING



Consider an Application for a Class E (Temporary) Liquor License for the Palatine Jaycees' 2023 Hometown Fest

BACKGROUND:

The Palatine Jaycees are requesting a temporary liquor license for the sale of beer and wine at their 66th Fourth of July festival to be held from June 30 - July 4, 2023. This annual festival is held at Community Park. The proposed hours are as follows:

- Friday, June 30: 5 pm to 10 pm (Last call at 9:45 pm)
- Saturday, July 1: Noon to 12 am (Last call at 11:45 pm)
- Sunday, July 2: Noon - 10 pm (Last call at 9:45 pm)
- Monday, July 3: 3 pm - 12 am (Last call at 11:45 pm)
- Tuesday, July 4: Noon - 5 pm (Last call at 4:45 pm)

KEY ISSUES:

All servers will be required to comply with the Police Department seminar in regard to identifications. Extensive precautions are planned to prevent problems with underage patrons. A representative from the Jaycees will be available for questions. A diagram of the serving area is attached.

ALTERNATIVES:

1. Approve request.
2. Refer back to Staff.

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- Hometown Fest Liquor App

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, Commissioner
SECONDER:	Scott Lamerand, Commissioner
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Tim Millar



January 2, 2023

Susan Storelli
Village of Palatine
200 E Wood St
Palatine, IL 60067

Dear Susan,

On behalf of the Palatine Jaycees, we would formally request the needed Village approvals to hold the 66th Annual Palatine Jaycees Hometown Fest. The festival will take place at Community Park in Palatine. It is scheduled to begin on Friday, June 30th, 2023 and will conclude Tuesday July 4th, 2023.

We attended the Park District board meeting on December 13th. The board approved our proposal for Hometown Fest 2023. We are awaiting the final approval letter from the Park District

We would like to request permission to sell beer and wine during the following dates and times:

Friday, June 30th: 5:00 pm to 12:00 am (Last call at 11:45 pm)
Saturday, July 1st: 12:00 pm to 12:00 am (Last call at 11:45 pm)
Sunday, July 2nd: 12:00 pm to 10:00 pm (Last call at 9:45 pm)
Monday, July 3rd: 3:00 pm to 12:00 am (Last call at 11:45pm)
Tuesday, July 4th: 12:00 pm to 5pm (Last call at 4:45 pm)

We would like to request that Wood Street be closed between Oak Street and Mozart Street from Monday, June 26th in the early morning (approximately 7 am) to Wednesday, July 5th for the purpose of the carnival.

We would also like to request a waiver of all fees associated with the festival.

Other notable events we have scheduled for the festival include: (full schedule is attached)

- Saturday July 1st Parade 11:00 am kickoff
- Monday July 3rd Fireworks by Mad Bomber at dusk approx. 9:30
- Carnival-
 - Friday, June 30th 3:00-5:00 pm Special Needs Carnival
 - Friday, June 30th 5:00 pm-10:00 pm
 - Saturday, July 1st 12:00 pm-12:00 am
 - Sunday, July 2nd 12:00 pm-10:00 pm

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming



- Monday, July 3rd 3:00 pm-12:00 am
- Tuesday, July 4th 12:00 pm-5:00pm

If possible we would like to present our requests to the Council at a Village Board meeting in January.

On behalf of the Palatine Jaycees and the Hometown Fest Committee, thank you in advance for your support in making this project a success. We are incredibly grateful for our positive relationship and know that the success of Hometown Fest depends highly on that relationship. We are looking forward to working with you on this year's fest. Please contact us at any time with any questions you might have.

Sincerely,

Andrew Namowicz

Zach Kulig

Andrew Namowicz

Zach Kulig

Palatine Jaycees
Hometown Fest 2023 Co-Chairs
hometownfest@palatinejaycees.org

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE 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 E-mail: village@palatine.il.us

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

Name of Event Palatine Jaycees Hometown Fest 2023		First time event? ☐ Yes ☒ No	
Exact Address of Event Community Park, 262 E Palatine Rd, Palatine IL 60074			
Date(s) of Event 6/30/23-7/4/22		Hours of Event 12pm-12am	
Phone number/website for publication 847-604-0288; www.palatinejaycees.org		Estimated attendance 50000	Last year's actual attendance 50000
Describe the events community and/or cultural benefit Annual 4th of July celebration with a carnival, food, entertainment, and special events for the Palatine community.			

CONTACT INFORMATION

Name of Sponsoring Organization Palatine Jaycees		Contact person from Sponsoring Organization Megan O'Brien, Palatine Jaycees President 2023	
Sponsoring Organization Address PO Box 1517		City Palatine	Zip 60078
Name of Organizer/Coordinator Andrew Namowicz/Zach Kulig		Email hometownfest@palatinejaycees.org	
Organizer/Coordinator Address 533 E Willow Ct/1374 N Hicks Rd		City Palatine	Zip 60074
Phone Number	Cell Phone Number 262-498-9239/847-445-4888	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)	
6/30/23	5pm	12am	☒ Beer
7/1/23	12pm	12am	☒ Wine
7/2/23	12pm	10pm	☐ Mixed Drinks
7/3/23	3pm	12am	☐ Other
7/4/23	12pm	5pm	

A Copy of the following must be attached to every application:

- ☐ Site Plan
- ☐ Certificate of Insurance evidencing Dramshop Liability
- ☐ Letter from property owner acknowledging service of alcohol (Park District or Private Property Owner)
- ☐ Letter from Organization authorizing the liquor application

Conditions of Liquor License Approval

Must provide copy of State Liquor License upon Issuance to the Village

All persons who sell or serve alcoholic liquor and/ID Check must satisfactorily complete the Village of Palatine Liquor Ordinance Compliance Training Course. To schedule training course, please contact the Crime Prevention Department at (847)-359-9061.

Signature of Organizer: Megan O'Brien Date: 1/3/2023

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 1 of 2

Attachment: Hometown Fest Liquor App (Jaycees Hometown Fest 2023 - Liquor License)

VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE 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 E-mail: village@palatine.il.us

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

SITE PLAN

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

Attachment: Hometown Fest Liquor App (Jaycees Hometown Fest 2023 - Liquor License)

If applicable the following must be included:

- ☐ Location of food vendors (F)
- ☐ Location of beverage vendors both non-alcoholic (NAB) and alcoholic beverages (AB) along with number of serving stations at each location
- ☐ Public entrances and exits
- ☐ Location of sound stages and amplified sound

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

Page 2 of 2

