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

AGENDA

JANUARY 6, 2025

Regular Meeting **7:00 PM**

I. ROLL CALL

II. ELECTION OF MAYOR PRO TEM

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

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

V. MAYOR'S REPORT

1. As Submitted

VI. RECESS TO THE COMMITTEE OF THE WHOLE

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 (Council District: Three)
2. Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road (Council District: Four)
3. As Submitted

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG,CHAIRMAN

1. Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026

2. As 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

2. As Submitted

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

F. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

VIII.RECONVENE THE VILLAGE COUNCIL MEETING

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.

1. Consider a Motion to Approve Warrant 2025 #1

2. Consider an Ordinance Granting a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 2228 N. Rand Road (Council District: Three)

3. Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026

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

X. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. As Submitted

B. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. As Submitted

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road (Council District: Four)

2. As Submitted

XI. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER

1. As Submitted

B. VILLAGE CLERK

1. As Submitted

C. VILLAGE ATTORNEY

1. As Submitted

XII. CLOSED SESSION AS REQUIRED

XIII. RECOGNITION OF AUDIENCE

XIV. ADJOURNMENT

VILLAGE OF PALATINE

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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

DECEMBER 9, 2024

Village Hall - Council Chambers | **Special Meeting** | **6:00 PM**

I. ROLL CALL – Time: 6:00 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	Absent	
Brad Helms	District 6 Councilman	Present	6:35 PM

II. REQUEST FOR CLOSED SESSION

1. Consider a Motion Requesting a Closed Session Pursuant to 5 ILCS 120/2 (c) (1) and (21) **- Approved by Voice Vote**

   Village Manager Reid Ottesen requested a Closed Session for the purpose of discussing terms of employment and concurrence on closed session minutes.

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

III. ADJOURNMENT – Time: 6:48 PM

- Motion Carried by Voice Vote

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Helms
ABSENT:	Kozlowski

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Dec 9, 2024 6:00 PM (APPROVAL OF MINUTES)

VILLAGE OF PALATINE

VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

DECEMBER 9, 2024

Regular Meeting **7:00 PM**

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

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, 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, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratzianna, IT Director Larry Schroth, Director of Finance Paul Mehring, Director of Human Resources Monika Pandya, Deputy Village Clerk Doris Sadik, and Customer Service Representative 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 - December 2, 2024 **- Accepted**

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

IV. MAYOR'S REPORT

1. Resolution of Appreciation for Councilman Greg Solberg -

   Approve the Resolution of Appreciation for Greg Solberg **- Motion Carried by Voice Vote**

   Mayor Schwantz thanked Greg Solberg for his 37 years of service to the Village of Palatine, serving as Councilman for District 4. The Mayor presented Greg with a Resolution of Appreciation, noting that during his tenure the population of Palatine nearly doubled, thriving commercial areas were created, and infrastructure has greatly improved.

   R-51-24

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

2. Resolution of Appreciation for Finance Director Paul Mehring -

   Motion to Approve the Resolution of Appreciation of Paul Mehring **- Motion Carried by Voice Vote**

   Mayor Schwantz presented Finance Director Paul Mehring a Resolution of Appreciation for serving the Village of Palatine as Finance Department Director for 28 years and guiding Palatine through the challenging years of the 2008 recession and 2020 pandemic to a debt free position in 2024.

   R-52-24

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

3. Certificates of Recognition for the Fremd High School Girls Flag Football Team -

   Mayor Schwantz recognized the first Fremd High School Girls' Flag-Football Team for capturing the first IHSA State Championship title.

4. As Submitted -

   Mayor Schwantz announced upcoming events:

   Saturday, December 14: 9 AM - 4 PM
   Fremd Holiday Craft Fair
   Fremd High School

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

Holiday Light Recycling Program
The Village of Palatine, in partnership with the Solid Waste Agency of Northern Cook County (SWANCC) and Elgin Recycling, is pleased to offer a Holiday Light Recycling Program now until January 31, 2025. Holiday string lights can be dropped off at the Palatine Village Hall, Village Services Counter (first floor), Monday through Friday from 8 am to 4 pm.

In observance of the holidays, Village offices will be closed Wednesday, December 25 and Wednesday, January 1, 2025.

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:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

TIM MILLAR, CHAIRMAN

1. Consider a Motion Approving a Water Service Agreement with Holy Resurrection Orthodox Church of Palatine at 1449 N. Quentin Road **- Approved by Voice Vote**

   Planning & Zoning Director Ben Vyverberg recommended approving a Water Service Agreement with Holy Resurrection Orthodox Church at 1449 N. Quentin Road in unincorporated Palatine and explained that additions to the structure require a fire suppression sprinkler, which requires access to Village water service and disconnect from current well service.

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

2. As Submitted **-**

   Nothing was submitted.

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

BRAD HELMS, CHAIRMAN

1. Consider a Motion to Extend the Contract for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility **- Approved by Voice Vote**

   Public Works Director Matt Barry recommended approving a Janitorial Maintenance Services Agreement for the Police Headquarters and Combined Service Facility with Ultra Cleaning including a 3.1% and 3.2% increase respectively, for the two-year contract covering 2025-2026.

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

2. Consider a Motion to Extend the Contract for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck **- Approved by Voice Vote**

   Public Works Director Matt Barry recommended approving a Janitorial Maintenance Services Agreement with Harvard Maintenance for Palatine Village Hall, Train Station and Gateway Center Parking Deck. This is the second and final renewal covering 2025-2026 with a 5% increase. Due to a reduction in commuter traffic, staff recommends continuing the reduced afternoon hours at the train station and parking deck, maintaining the Village option to add hours back if warranted.

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

3. As Submitted **-**

   Nothing was submitted.

C. BUSINESS FINANCE & BUDGET COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE

JOE FALKENBERG, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

F. POLICE POLICY & CODE SERVICES COMMITTEE

SCOTT LAMERAND, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING

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

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 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:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

1. Consider a Motion Approving a Water Service Agreement with Holy Resurrection Orthodox Church of Palatine at 1449 N. Quentin Road **- Approved**

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

2. Consider a Motion to Extend the Contract for Janitorial Maintenance Services for the Police Headquarters and Combined Service Facility **- Approved**

3. Consider a Motion to Extend the Contract for Janitorial Maintenance Services for the Village Hall, Palatine Metra Train Station, and Gateway Center Parking Deck **- Approved**

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

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

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: 7:30 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:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Falkenberg, Kozlowski, Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Dec 9, 2024 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 2228 N. Rand Road

BACKGROUND:
The Special Use for the used car sales and service facility was originally approved in 2009. Car City Auto Service Inc. is requesting to transfer the auto repair facility portion of the Special Use at this location. Therefore, the Petitioner is requesting approval of the following:

> **Transfer of Special Use #O-49-09 to permit the continued operation of an automotive repair shop at 2228 N. Rand Road.**

KEY ISSUES:

- The Subject Property, zoned B-5 Highway Business District, contains a used car sales and service facility. The Special Use was initially approved in 2009 and was also transferred in 2015, 2023 and 2024.
- The Petitioner is requesting to only continue the auto repair portion of the Special Use, as the Petitioner is currently running a used auto sales business next door and will continue with that business.
- Any changes to the floor plan, site plan, or business operations would require additional Village review. Staff also advised the Petitioner about the temporary sign regulations, as part of the Special Use transfer application process.

ALTERNATIVES:

1. Recommend approval of the Special Use Transfer.
2. Do not recommend approval of the Special Use Transfer.

RECOMMENDATION:
Staff recommends approval of the Special Use Transfer at 2228 N. Rand Road.

ACTION REQUIRED:
A motion to approve the Special Use Transfer of Ordinance # O-49-09 to Car City Auto Service Inc. to permit the continued operation of an auto repair facility at 2228 N. Rand Road.

ATTACHMENTS:

- Aerial Map
- ORD SU Transfer 2228 N Rand Road
- SU Transfer Application
- Special Use Ordinance #O-49-09

GISConsortium | 2228 N. Rand Road

0 300 600 ft

Print Date: 10/31/2023

Notes

Cook County Aerial 2022

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 (2228 N. Rand Road - SUT Auto Sales)

ORDINANCE NO._____

AN ORDINANCE TRANSFERRING SPECIAL USE ORDINANCE #O-49-09
2228 N. RAND ROAD

WHEREAS, Ordinance #O-49-09 granted a Special Use for the operation of a used car sales and repair facility on the property commonly known as 2228 N. Rand Road; and

WHEREAS, pursuant to Section 14.05(h) in Appendix A, in the event of the sale or lease of this business, the Special Use may be transferred after review and consent of the Village Council; and

WHEREAS, since the Village Council did meet on January 6, 2025 to review a request by Car City Auto Service Inc (Dmitriy Patlan) that the Special Use be transferred to permit the continued operation of an auto repair shop, with no substantial change, and it was the recommendation of the Village Council that the transfer of the Special Use to Car City Auto Service Inc be approved without amendment.

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

SECTION 1: That the Special Use granted by Ordinance #O-49-09 is hereby transferred to Car City Auto Service Inc.

SECTION 2: All conditions of Special Use Ordinance #O-49-09 shall remain in full force and effect.

DATED: This _____day of _____, 2025

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

APPROVED by me this _____day of _____, 2025

_____
Mayor of the Village of Palatine

ATTEST and FILE in the office of the Village Clerk

this ____ day of _____, 2025.

_____
Village Clerk

Attachment: ORD SU Transfer 2228 N Rand Road (2228 N. Rand Road - SUT Auto Sales)

VILLAGE OF PALATINE

SPECIAL USE TRANSFER

Department of Planning & Zoning
200 E. Wood Street · Palatine, IL · 60067-5339
Telephone: (847) 359-9047 · Fax (847) 963-6247

Required Materials

- Application Form
- Business Plan (including but not limited to nature of business, hours or operation, number of employees, floor plan, menu, and any proposed changes to the business
- Proof of Ownership

Business Owner(s):

Car City Auto Service Inc

Subject Property Address:

2228 N Rand Rd Palatine IL 60074

The owner(s) listed above are requesting that Special Use Ordinance # 0-49-09 be transferred from Als Auto Service to individuals(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

General auto and light truck repairs.
Repairs will include computer diagnostics, tune up, air condition, engine and transmission repair , brakes and suspension services. Hours of operation will be from 9a.m to 6p.m on Weekdays, Saturday 9a.m to 4p.m and closed on Sunday. We will have 3 employees and floor plan is 4700 square feet.

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

Attachment: SU Transfer Application (2228 N. Rand Road - SUT Auto Sales)

VILLAGE OF PALATINE

Signature Page

Petitioner's Signature

I affirm that the information contained on page 1 herein and in any accompanying documents is accurate to the best of my knowledge.

Dmitriy Patlan
Name

12/19/2024
Date

Signature

Signature of Consent from Landlord, Property Owner(s), or Former Operator

I consent to the Special Use Transfer of the above mentioned property and that the information contained on page 1 herein and in any accompanying documents is accurate to the best of my knowledge.

VITALIJUS KARNAUCHOVAS
Name

12/19/2024
Date

Signature

Attachment: SU Transfer Application (2228 N. Rand Road - SUT Auto Sales)

ORDINANCE NO. 0-49-09

AN ORDINANCE GRANTING SPECIAL USES, 2228 – 2232 N. RAND ROAD (CASE NO. 09-03)

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
on April 20, 2009

ORDINANCE NO. 0-49-09

AN ORDINANCE GRANTING SPECIAL USES
2228-2232 N. RAND ROAD (CASE NO. 09-03)

WHEREAS, pursuant to a petition and public hearing on April 7, 2009 of which public notice was given as required by law, the Zoning Board of Appeals 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 allow the continued operation of an automobile service and repair facility pursuant to Section 11.06 (e) 20 of the Palatine Zoning Ordinance; and Special Use to permit the continued operation of an automobile laundry pursuant to Section 11.06 (e) (7) of the Palatine Zoning Ordinance; and a Special Use to allow the continued operation of used car sales facility and repair shop pursuant to Section 11.06 (e) (6) of the Palatine Zoning Ordinance, on the following legally described property:

Parcel 1: That part of the Northeast quarter of the Northwest quarter of Section 2, Township 42 North, Range 10 East of the Third Principal Meridian, described as follows: Commencing at a point of intersection of the center line of Rand Road with the South line of the Northeast quarter of the Northwest quarter of said section; said point of intersection being 78.61 feet West of the Southeast corner of the Northeast quarter of the Northwest quarter of said section; thence Northwesterly along the center line of Rand Road a distance of 305.42 feet to the point of beginning; thence Northwesterly along the center line of Rand Road, a distance of 100.00 feet; thence Southwesterly a distance of 427.14 feet to a point in the South line of the Northeast quarter of the Northwest quarter of said section that is 588.92 feet West of the above described point of intersection of the center line of Rand Road with the South line of the Northeast quarter of the Northwest quarter of said section; thence

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

East along the South line of the Northeast quarter of the Northwest quarter of said section, a distance of 145.26 feet; thence Northeasterly a distance of 321.78 feet to the point of beginning, all in Cook County, Illinois.

Parcel 2: That part of the Northeast quarter of the Northwest quarter of Section 2, Township 42 North, Range 10 East of the Third Principal Meridian, described as follows: Commencing at a point of intersection of the center line of Rand Road with the South line of the Northeast quarter of the Northwest quarter of said section, said point of intersection being 78.61 feet West of the Southeast corner of the Northeast quarter of the Northwest quarter of said section; thence Northwesterly along the center line of Rand Road, a distance of 405.42 feet to the point of beginning; thence Northwesterly along the center line of Rand Road a distance of 115.00 feet; thence Southwesterly a distance of 548.30 feet to a point in the South line of the Northeast quarter of the Northwest quarter of said section that is 755.97 feet West of the above described point of intersection of the center line of Rand Road with the South line of the Northeast quarter of the Northwest quarter of said section; thence East along the South line of the Northeast quarter of the Northwest quarter of said section, a distance of 167.05 feet; thence Northeasterly a distance of 427.14 feet to the point of beginning, all in Cook County, Illinois.

commonly known as 2228 – 2232 N. Rand Road (PINs 02-02-101-022 & -023)

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 allow the continued operation of an automobile service and repair facility pursuant to Section 11.06 (e) 20 of the Palatine Zoning Ordinance; and Special Use to permit the continued operation of an automobile laundry pursuant to Section 11.06 (e) (7) of the Palatine Zoning Ordinance; and a Special Use to allow the continued operation of used car sales facility and repair shop pursuant to Section 11.06 (e) (6) of the Palatine Zoning Ordinance, is hereby granted, subject to the following conditions:

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

1. All vehicles must be parked on a solid dust free surface.
2. The drainage area in the rear of the property must be restored in a manner acceptable to the Village Engineer.
3. All tires must be removed from the exterior of the property within 30 days of the approval of this Ordinance. All tire storage must occur in an enclosed structure or must be removed from the property.
4. All streamers shall be removed from the property and the property shall be brought into compliance with all Village of Palatine temporary sign requirements.

SECTION 2: That the petition for a special use, a copy of the public notice and the report of the hearing be 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 20th **day of** April, **2009**

AYES: 6 **NAYS:** 0 **ABSENT:** 0 **PASS:** 0

APPROVED by me this 20th **day of** April, **2009**

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
20 **day of** April, **2009**

Village Clerk

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

PLAT OF SURVEY

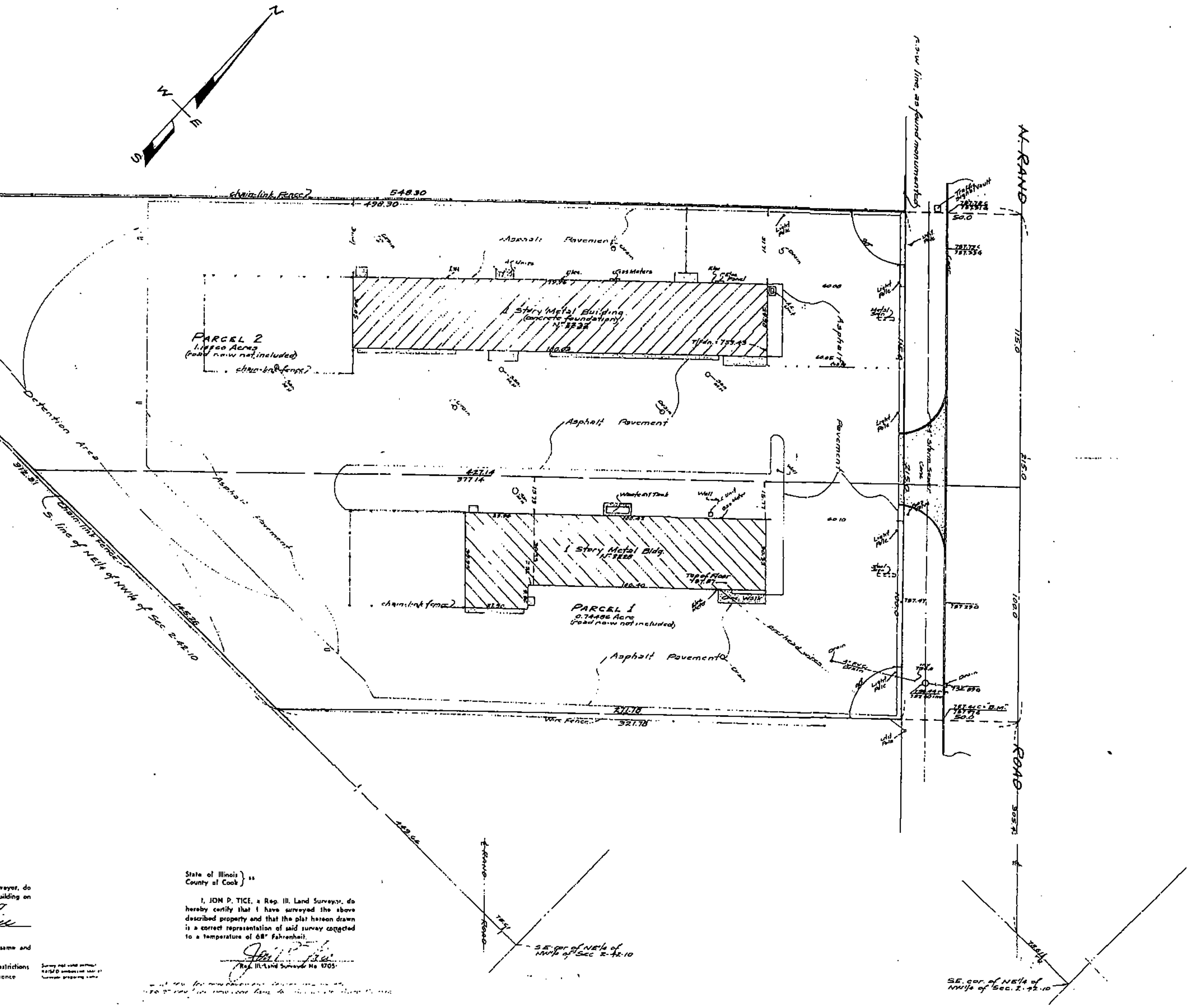
BY

JON P. TICE

REGISTERED ILLINOIS LAND SURVEYOR

1312 N. HOFFMANN AVENUE
PARK RIDGE, ILLINOIS 60068

TICE SURVEY CO.
PHONE: 823-5947



PARCEL 1: That part of the Northeast Quarter of the Northwest Quarter of Section 2, Township 42 North, Range 10 East of the Third Principal Meridian, described as follows: Commencing at a point of intersection of the center line of Rand Road with the South line of the Northeast Quarter of the Northwest Quarter of said Section; said point of intersection being 78.61 feet West of the Southeast corner of the Northeast quarter of the Northwest quarter of said Section; thence Northwesterly along the center line of Rand Road a distance of 305.42 feet to the point of beginning; thence Northwesterly along the center line of Rand Road, a distance of 100.00 feet; thence Southwesterly a distance of 427.14 feet to a point in the South line of the Northeast Quarter of the Northwest Quarter of said section that is 588.92 feet West of the above described point of intersection of the center line of Rand Road with the South line of the Northeast Quarter of the Northwest Quarter of said Section; thence East along the South line of the Northeast Quarter of the Northwest Quarter of said Section, a distance of 145.26 feet; thence Northeasterly a distance of 321.78 feet to the point of beginning, all in Cook County, Illinois.

PARCEL 2: That part of the Northeast Quarter of the Northwest Quarter of Section 2, Township 42 North, Range 10 East of the Third Principal Meridian, described as follows: Commencing at a point of intersection of the center line of Rand Road with the South line of the Northeast Quarter of the Northwest Quarter of said Section, said point of intersection being 78.61 feet West of the Southeast corner of the Northeast Quarter of the Northwest Quarter of said Section, thence Northwesterly along the center line of Rand Road, a distance of 405.42 feet to the point of beginning; thence Northwesterly along the center line of Rand Road a distance of 115.00 feet; thence Southwesterly a distance of 548.30 feet to a point in the South line of the Northeast Quarter of the Northwest Quarter of said Section that is 755.97 feet West of the above described point of intersection of the center line of Rand Road with the South line of the Northeast Quarter of the Northwest Quarter of said Section; thence East along the South line of the Northeast Quarter of the Northwest Quarter of said Section, a distance of 167.05 feet, thence Northeasterly a distance of 427.14 feet to the point of beginning, all in Cook County, Illinois

(Excepting from Parcels 1 and 2 aforesaid, that part taken for Rand Road)

Distances are marked in feet and decimal parts thereof.

Order No. 96139

Scale: 1 inch = 20 feet.

Date May 7, 1996

Owner

Ordered by Accurate Auto Clinic

State of Illinois }
County of Cook } ss

I, JON P. TICE, a Reg. Ill. Land Surveyor, do hereby certify that I have located the building on the above property.

11-26-97 for new conc. fdns. [signature]
Reg. Ill. Land Surveyor

Compare all points before building by same and at once report any difference.

Refer to deed or abstract for building restrictions

Use Order Number for all future reference

State of Illinois }
County of Cook } ss

I, JON P. TICE, a Reg. Ill. Land Surveyor, do hereby certify that I have surveyed the above described property and that the plat hereon drawn is a correct representation of said survey corrected to a temperature of 68° Fahrenheit.

[signature]
Reg. Ill. Land Surveyor No. 1705

Mark Parr, Executive Director of the Children's Advocacy Center, was sworn in. He said his 20-year-old agency is located in Hoffman Estates. He thanked the village for its past support. So far in the first six months of this fiscal year he said 27 children from Palatine have been treated for abuse.

The public hearing was closed at 8:10 p.m.

Report of Public Hearing – Case 09-03 – 2228-2232 N. Rand rd.

The notice of public hearing was read by the chairman. The petitioner in Case 09-03, Mike Charewicz, dba LAD Investments, seeks rezoning from R1 to B5 (highway business district); a special use to allow the continued operation of an automobile service and repair facility ; special use to permit the continued operation of an automobile laundry; a special use to allow the continued operation of a used car sales facility and repair shop for 1.9 acres at 2228-2232 N. Rand rd.

Mike Charewicz, petitioner, was sworn in. He said he has owned this property since 1988 when the southern building was erected. The building on the north lot was built in 1998. In 2007 he was part of an involuntary annexation into Palatine, wherein the property was placed in the R1 holding zone. He seeks to continue the present uses of the building in the appropriate zone, B5, for which properties to the north and south are already zones.

Kevin Anderson said the approximate 9,600 square feet of building coverage for the two lots would require 32 parking spaces. Currently 45 spaces are on site. Anderson noted that the three uses for which special use designation is required: auto and light truck repair and maintenance; detailing of used vehicles for local dealers; repair and selling of used vehicles are compatible with and similar to surrounding uses on Rand rd. The fourth use, insurance estimator, would be permitted in the B5 zone.

Staff Recommendation

The proposal is consistent with comprehensive plan and existing uses on N. Rand Road. Staff recommends approval of the proposal subject to the following conditions:

1. All vehicles must be parked on a solid dust free surface.
2. The drainage area in the rear of the property must be restored in a manner acceptable to the village engineer.
3. All tires must be removed from the exterior of the property within 30 days of the approval of this ordinance. All tire storage must occur in an enclosed structure or must be removed from the property.
4. All streamers shall be removed from the property, and the property shall be brought into compliance with all Village of Palatine temporary sign requirements.

Charewicz said he can comply with staff conditions.

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

The public hearing was closed at 8:20 p.m.

RECOMMENDATION
Noonan moved, Hansen seconded that the plan commission recommend to the village council that it approve the request of the petitioner in Case 09-03, Mike Charewicz, dba LAD Investments, who seeks rezoning from R1 to B5 (highway business district); a special use to allow the continued operation of an automobile service and repair facility ; special use to permit the continued operation of an automobile laundry; a special use to allow the continued operation of a used car sales facility and repair shop for 1.9 acres at 2228-2232 N. Rand rd.

Such approval shall be contingent upon petitioner's complying with four staff conditions listed above.

Unanimously carried
(7-0)

Communications
The April 21 meeting has been canceled due to incomplete agenda items.

The meeting was adjourned at 8:25 p.m.

Natalie Meyer McKenzie,
secretary

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

SPECIAL USE

Required Materials

- ☐ Filing Fee of $ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation number of employees, floor plan, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Attach a separate sheet if necessary.

1. The use is deemed necessary for the public convenience at that location

YES

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

YES

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

NO - IT will INCREASE VALUES

4. With respect to live entertainment uses, the use shall not:
   a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
   b. Impose undue health, sanitation or safety burdens on the village
   c. Create excessive demands on the Village of Palatine Police Department
   d. Be of a nature otherwise prohibited by law or village ordinance
5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

SPECIAL USE TRANSFER

Required Materials

- ☐ Application Form
- ☐ Business Plan (including, but not limited to nature of business, hours of operation, number of employees, floor plan, menu, and any proposed changes to the business)

Special Use Transfer Request

Business Owner(s): C & R Auto & Detail
2232 Rand Rd.
Unit C

The owner(s) listed above are requesting that Special Use Ordinance #_____ be transferred from _____ to individual(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

Auto Detail & Repair
1800 SQ FT.
Open 8:30 - 7 M-F 8:30 - 3 SAT
3 Employees
General Auto Repair

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

I affirm that the information contained herein and in any accompanying documents is accurate to the best of my knowledge.

Name: Pedro Diaz

Signature: Pedro Diaz

Date: 1/13/09

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

SPECIAL USE TRANSFER

Required Materials

- ☐ Application Form
- ☒ Business Plan (including, but not limited to nature of business, hours of operation, number of employees, floor plan, menu, and any proposed changes to the business)

Special Use Transfer Request

Business Owner(s): ACCURATE AUTO CLINIC 2 INC.
2228 N. RAND.

The owner(s) listed above are requesting that Special Use Ordinance #_____ be transferred from _____ to individual(s) and/or company listed above. I have read the ordinance(s) and agree to comply with all applicable ordinance(s) and any conditions contained therein. As the new business owner(s), the following changes (if any) are proposed to the business operation and/or floor plan:

4700 SQ FT
GENERAL AUTO + LIGHT TRUCK REPAIR
TUNE-UPS / BRAKES / DRIVABILITY DIAGNOSING
ENGINE & TRANS REPLACEMENT
3 EMPLOYEES
OPEN 8-6 M-F 8-2 SAT CLOSED SUNDAY

I understand that if the Village determines the nature or characteristics of the business will substantially change, a new Special Use may be required.

I affirm that the information contained herein and in any accompanying documents is accurate to the best of my knowledge.

MIKE CHARGWICZ
Name

1/13/09
Date

Signature

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

Public Notice
ublic hearing will be held
ore the Palatine Plan
nmission on Tuesday,
il 7, 2009, at 8:00 PM, in
Village Council Cham-
in the Palatine Commu-
Center, 200 E. Wood
et, relative to a request
the following:
Rezoning from R-1 Sin-
Family Residential to B-
lighway Business Dis-
;
Special Use to allow the
inued operation of an
mobile service and re-
facility pursuant to Sec-
11.06 (e) 20 of the Pala-
Zoning Ordinance;
Special Use to permit
continued operation of
utomobile laundry pur-
t to Section 11.06 (e) (7)
e Palatine Zoning Ordi-
e; and
Special Use to allow the
inued operation of used
ales facility and repair
pursuant to Section
(e) (6) of the Palatine
ng Ordinance.
e property is commonly
n as 2228 - 2232 N.
Road (PINs 02-02-101-
-023)
proposal would allow
sting businesses to con-
to operate from this lo-
n. The above petition
been filed by Mike
ewicz; and is available
amination in the office
e Village Clerk, 200 E.
Street.
#: 09-03
AGE OF PALATINE
ennis Dwyer, Chair
tine Plan Commission
TED: This 23rd day of
h, 2009
ished in Daily Herald
ch 23, 2009 (4144148) N

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

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 **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt.Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood

County(ies) of Cook, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the DAILY HERALD is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published March 23, 2009 in said DAILY HERALD.

IN WITNESS WHEREOF, the undersigned, the said PADDOCK PUBLICATIONS, Inc., has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY Holly Bratanick
Authorized Agent

Control # 4144148

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

TYPE: ORDINANCE **SUBMITTED BY:** PLANNING & ZONING **DATE:** 04/20/2009

DESCRIPTION: Consideration of 1) Rezoning from R-1 Single-Family Residential to B-5 Business; 2) Special Use to permit the continued operation of an automobile service and repair facility; 3) Special Use to permit the continued operation of an automobile laundry, and 4) Special Use to permit the continued operation of a car sales facility and repair shop for the property at 2228 – 2232 N. Rand Road.

(Charewicz – Case #09-03) (District: 1)

COMMITTEE ACTION: **DATE:**

BACKGROUND:
The Subject Property, approximately 1.9 acres, consists of two existing lots of record each improved with a multi-tenant commercial building. The Petitioner, owner of the property, is proposing to Rezone the property and receive Special Uses for the existing businesses on site. Therefore, the Petitioner is seeking approval of the following:

1. **Rezoning from R-1 Single-Family Residential to B-5 Highway Business District;**
2. **Special Use to allow the continued operation of an automobile service and repair facility pursuant to Section 11.06 (e) 20 of the Palatine Zoning Ordinance;**
3. **Special Use to permit the continued operation of an automobile laundry pursuant to Section 11.06 (e) (7) of the Palatine Zoning Ordinance; and**
4. **Special Use to allow the continued operation of used car sales facility and repair shop pursuant to Section 11.06 (e) (6) of the Palatine Zoning Ordinance.**

ANALYSIS:
- The subject property consists of 2 parcels with two existing multi-tenant commercial structures. The total square footage of both structures is approximately 9,600 square feet.
- The building square footage would require a minimum 32 parking spaces. There are 45 marked parking spaces on the property.
- There are 4 existing businesses on the property. Three of these businesses require a Special Use within the B-5 district as follows:
  - Accurate Auto Clinic 2 – provides automobile and light truck repair and maintenance
  - C&R Detailing – provides detailing services of used vehicles for local dealers
  - LAD Investments – repairs and sells used vehicles
- These three businesses are compatible with and similar to the surrounding uses on Rand Road. All three businesses were in operation prior to annexation into the Village of Palatine
- The fourth business operating at this location is an insurance estimator. This is a permitted use in the B-5 district.

ALTERNATIVES:
1. Recommend approval of the Rezoning and Special Uses
2. Do not recommend approval of the Rezoning and Special Uses

RECOMMENDATION:

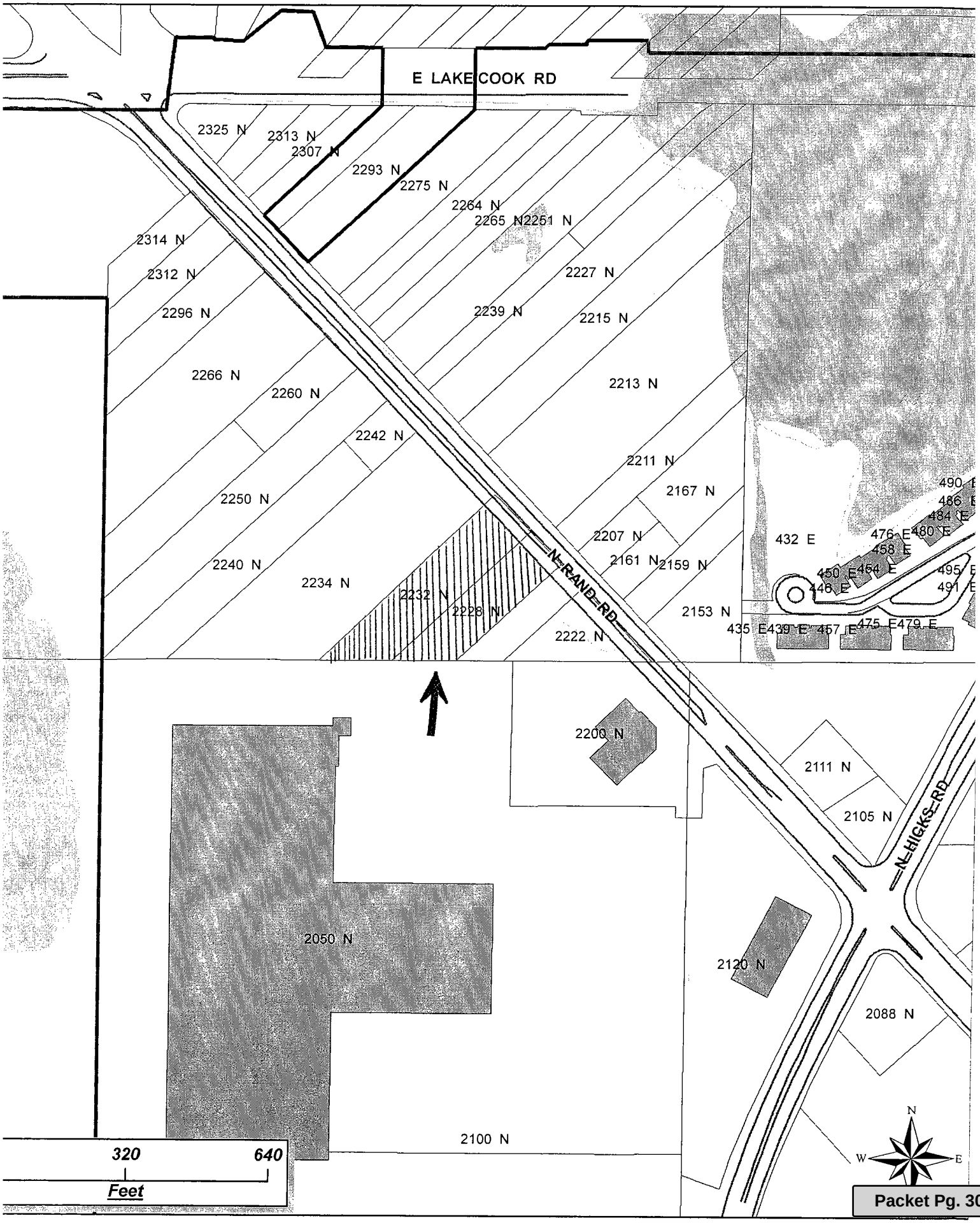
Public Hearing:	April 7, 2009 Plan Commission
Residents Testifying:	None
Concerns:	None
Vote:	The Plan Commission voted unanimously to approve the request. Staff concurs with this recommendation.

ACTION REQUIRED:
Consideration of 1) Rezoning from R-1 Single-Family Residential to B-5 Business; 2) Special Use to permit the continued operation of a and automobile service and repair facility; 3) Special Use to permit the continued operation of an automobile laundry, and 4) Special Use to permit the continued operation of a car sales facility and repair shop for the property at 2228 – 2232 N. Rand Road.

Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

VILLAGE OF PALATINE

2228-2232 N. RAND ROAD



Attachment: Special Use Ordinance #O-49-09 (2228 N. Rand Road - SUT Auto Sales)

Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road

BACKGROUND:
The Petitioner is proposing to operate an event hall/banquet facility at the Subject Property, which would provide only the use of a space for customers to host events and parties. No food or beverages will be offered within the facility, and the rental customers would be required to provide their own food and drinks (no alcohol) and the necessary clean-up responsibilities after the event is concluded. The space includes tables and chairs and a dedicated speaker system for device connection by customers using the space. Therefore, the Petitioner is requesting approval of the following:

Special Use to permit a banquet facility at the Subject Property.

KEY ISSUES:
- Per the submitted business plan, the Petitioner proposes to operate an event space to provide a location for clientele to host events. These events would include small corporate events/conferences, private parties (birthdays, anniversaries, etc.), community events, workshops, seminars, education programs, fundraisers or other charitable events.
- The initial business plan proposed allowing events on Monday through Sunday, from 8 AM to 2 AM. The Petitioner subsequently reduced the proposed closing time to 11 PM.
- Per the business plan, clients would be able to bring their own sound equipment device to connect with the provided speakers. However, live bands or other forms of live entertainment are not permitted within the proposed venue.
- In regard to staffing, the business plan notes that an event manager will oversee all event operations and schedules. The business would personally supervise all events. Up to four additional security personnel are contemplated to be hired and will be dedicated to on-site security during events and for 30 minutes after closing.
- The security portion of the business plan further elaborates that the event hall would be equipped with a security camera system that would monitor “entrances, exits, and shared spaces” to ensure safety and prevent the use of alcohol on the premises.
- Per the submitted business plan, neither food nor drinks will be provided by the business. A counter for clientele to bring their own food is shown on the submitted floor plan. No alcohol would be permitted on the premises.
- In working with Petitioner through the application and review process, Staff has maintained its concerns about the ability to manage the site and use of the event space. Staff additionally notes that the proposed use, operating not as a full-scale banquet facility providing all of the service and clean-up responsibilities, would typically be an accessory use to either a restaurant or other (e.g. park district uses) related use.

ALTERNATIVES:
1. Approve the Special Use for a new banquet facility.
2. Do not approve the Special Use for a new banquet facility.

RECOMMENDATION:
Public Hearing**:** PZC meeting on November 26, 2024.

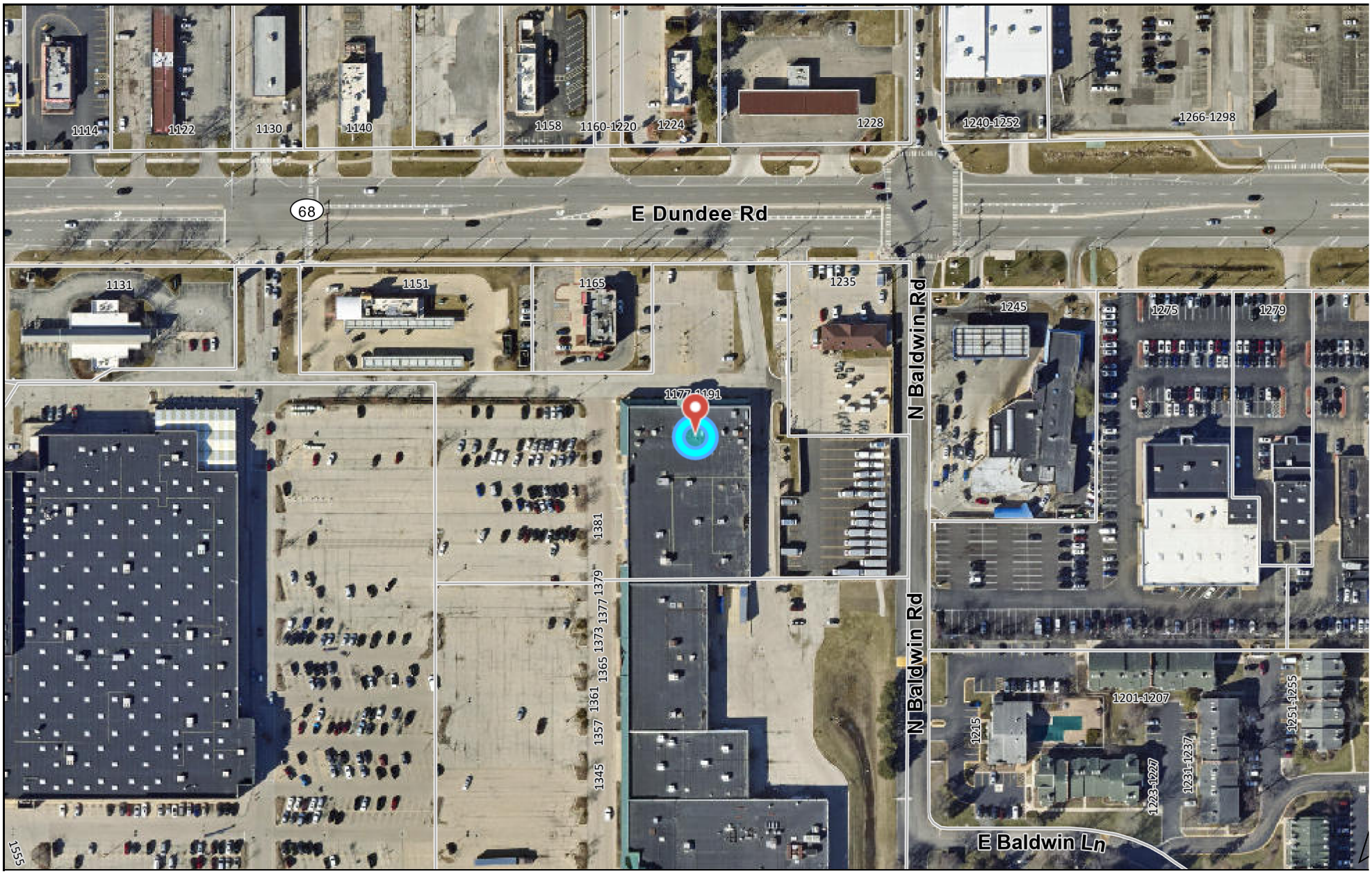
Residents testifying:	None.
Vote:	The PZC voted 6-1 to approve the Special Use. Staff recommends denial of the proposed banquet facility.

ACTION REQUIRED:
A motion to approve the Special Use for a new banquet facility at 1185 E Dundee Road.

ATTACHMENTS:

- Aerial Map
- ORD SU 1185 E Dundee Rd
- EXHIBIT Business Plan
- EXHIBIT Floor Plan
- PZC Materials - 11-26-24
- P&ZC Minutes 11-26-24
- Public Notice

GISConsortium | 1185 E. Dundee Road



0 300 600 ft

Print Date: 9/17/2024

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.

Attachment: Aerial Map (1185 E. Dundee Rd - SU Banquet Facility)

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE AT
1185 E. DUNDEE ROAD

WHEREAS, pursuant to a petition and public hearing on November 26, 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 banquet facility at the subject property, pursuant to Section 11.03 (d) (8) of the Palatine Zoning Ordinance, on the following legally described property:

SEE ATTACHED LEGAL DESCRIPTION Commonly known as 1185 E. Dundee Road (PIN# 02-12-101-050-0000).

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 banquet facility at the subject property, pursuant to Section 11.03 (d) (8) 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, Carmelo Jimenez Martinez, except as such plans may be changed to conform to the Village's Codes and Ordinances.**
2. **Security shall be provided until 11 PM (Monday-Sunday) or 30 minutes after closing, whichever is later. Prior to the first event, the Petitioner and Staff will schedule a meeting with the Police Department to coordinate the proposed security plan information and services for the banquet hall. The provided security and should be coordinated with the Police Department and shall be provided for the banquet facility, as well as the shopping center, during these times of operation.**

Attachment: ORD SU 1185 E Dundee Rd (1185 E. Dundee Rd - SU Banquet Facility)

3. **The facility shall be permitted to hold events such as weddings, baptisms, cotillions, quinceañera, social club events, reunions, family events, funeral luncheons, scheduled events or cultural events supporting a non-profit, religious or community organization, or similar events. All of these events shall not include any alcohol.**

4. **After the certificate of occupancy is issues, Staff shall conduct a 6-month review of the entire business operations. If determined to be necessary by the Staff review, an additional review will take place before the Village Council, where the Village Council reserves the right to impose any additional conditions on the Special Use without further public hearing, at such time of the 6-month review. Northing shall preclude the Village from any other enforcement and/or compliance actions afforded under the Code of Ordinances.**

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 _____, 2024

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

APPROVED by me this _____day of _____, 2024

_____
Mayor of the Village of Palatine

ATTESTED and FILED
in the office of the Village Clerk this _____day of _____, 2024

_____
Village Clerk

Attachment: ORD SU 1185 E Dundee Rd (1185 E. Dundee Rd - SU Banquet Facility)

Attachment: ORD SU 1185 E Dundee Rd (1185 E. Dundee Rd - SU Banquet Facility)

LEGAL DESCRIPTION

THAT PART OF LOT 1 IN THE RESUBDIVISION OF LOT 2 IN PARK PLACE/WAL-MART SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 29, 2010 AS DOCUMENT NUMBER 1008822049, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

BEGINNING AT A NORTHEASTERLY CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE SOUTHERLY LINE OF THE DUNDEE ROAD (STATE ROUTE 68) RIGHT-OF-WAY AT THE POINT OF INTERSECTION WITH THE WESTERLY LINE OF THE EAST 150 FEET OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID WESTERLY LINE, BEING ALSO AN EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 220.40 FEET, TO A CORNER OF SAID LOT 1, SAID CORNER ALSO BEING THE SOUTHWESTERLY CORNER OF THE NORTH 290.4 FEET OF SAID EAST 150 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG A COMMON LINE THEREOF, A DISTANCE OF 150.00 FEET, TO A COMMON CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE EASTERLY LINE OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID EASTERLY LINE, ALSO BEING THE EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 178.89 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 364.51 FEET; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 3.80 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 210.91 FEET, TO THE EASTERLY LINE OF LOT 1 IN PARK PLACE/WAL-MART SUBDIVISION, RECORDED AS DOCUMENT NUMBER 0312103000, SAID LINE BEING A COMMON LINE WITH LOT 1 IN SAID RESUBDIVISION; THENCE NORTH 00 DEGREES 04 MINUTES 41 SECONDS WEST, ALONG SAID COMMON LINE, 251.78 FEET, TO A COMMON CORNER THEREOF; THENCE SOUTH 89 DEGREES 52 MINUTES 21 SECONDS WEST, ALONG A COMMON LOT LINE THEREOF, 521.96 FEET, TO A COMMON CORNER THEREOF; THENCE NORTH 38 DEGREES 46 MINUTES 09 SECONDS WEST, 7.44 FEET, TO A CORNER OF LOT 1 IN SAID RESUBDIVISION, BEING ALSO A COMMON CORNER WITH LOT 3 IN SAID PARK PLACE/WAL-MART SUBDIVISION; THENCE ALONG A COMMON LOT LINE THEREOF FOR THE FOLLOWING FOUR COURSES: NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, 110.00 FEET; THENCE NORTH 59 DEGREES 52 MINUTES 53 SECONDS EAST, 30.01 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, 144.17 FEET; THENCE NORTH 00 DEGREES 07 MINUTES 39 SECONDS WEST, 130.00 FEET, TO A COMMON CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE SOUTHERLY LINE OF SAID RIGHT-OF-WAY; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTHERLY LINE, 59.37 FEET, TO A CORNER OF LOT 1 IN SAID RESUBDIVISION, SAID CORNER BEING COMMON WITH THE NORTHWESTERLY CORNER OF LOT 2 IN SAID RESUBDIVISION; THENCE SOUTH 00 DEGREES 08 MINUTES 02 MINUTES EAST, ALONG A COMMON LOT LINE THEREOF, 136.00 FEET TO A COMMON CORNER THEREOF; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG A COMMON LINE THEREOF AND IT'S EASTERLY EXTENSION, 442.39 FEET, TO A POINT ON SAID EASTERLY EXTENSION, 150.39 FEET EASTERLY OF THE SOUTHEASTERLY CORNER OF LOT 2 IN SAID RESUBDIVISION, AS MEASURED ALONG SAID EASTERLY EXTENSION; THENCE NORTH 00 DEGREES 08 MINUTES 02 SECONDS WEST, ALONG A LINE PARALLEL WITH THE EASTERLY LINE OF LOT 2 IN SAID RESUBDIVISION, 136.00 FEET, TO A NORTHERLY LINE OF LOT 1 IN SAID RESUBDIVISION, SAID NORTHERLY LINE ALSO BEING THE SOUTHERLY LINE OF SAID RIGHT-OF-WAY; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTHERLY LINE, 170.23 FEET, TO THE POINT OF BEGINNING;

EXCEPTING THEREFROM THE FOLLOWING DESCRIBED PROPERTY: THAT PART OF SAID LOT 1, DESCRIBED AS FOLLOWS: BEGINNI AT A POINT ON THE EASTERLY LINE OF SAID NORTHWEST QUARTER, AT ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 290.40 FEET THEREOF; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID EASTERLY LINE, ALSO BEING THE EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 178.89 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WE PERPENDICULAR TO THE LAST DESCRIBED COURSE, 129.39 FEET; THENCE NORTH 00 DEGREES 03 MINUTES 15 SECONDS EA 178.78 FEET, TO A POINT ON THE SOUTH LINE OF THE NORTH 290.40 FEET OF SAID NORTHWEST QUARTER; THENCE NORTH DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTH LINE, 129.32 FEET, TO THE POINT OF BEGINNING.

Attachment: ORD SU 1185 E Dundee Rd (1185 E. Dundee Rd - SU Banquet Facility)

Business Plan for Event Hall at 1185 Dundee Rd, Palatine, IL

Executive Summary

The event hall at 1185 Dundee Rd, Palatine, IL, is being developed to provide a modern, versatile venue for private parties and community gatherings. With a prime location, beautiful amenities, and a focus on safety and accessibility, the event hall will cater to the growing demand for event spaces in Palatine and surrounding areas. The business aims to generate revenue through event bookings while contributing to the local economy by creating jobs and supporting nearby businesses.

Business Objectives

To establish a successful event venue with consistent bookings for various events.

To generate annual revenue of $250,000 in the first year, with a 10% growth year-over-year.

To achieve a reputation for excellent service, modern facilities, and safety by maintaining high customer satisfaction and obtaining repeat business.

Mission Statement

Our mission is to provide a beautiful venue for community members and businesses, delivering exceptional service and a memorable experience while maintaining a focus on health, safety, and environmental sustainability.

Business Overview

Location

Address: 1185 Dundee Rd, Palatine, IL 60074

Accessible by major roads and public transportation, the hall is located near residential areas and commercial hubs, making it a convenient choice for both personal and community events.

Operating Hours

Monday to Sunday: 8:00 AM to 11:00 pm

Flexible scheduling allows for daytime and late-night events, catering to a wide variety of client needs.

Services Offered

Small corporate events and small conferences

Private parties (birthdays, anniversaries, etc.)

Community events

Workshops, seminars, and educational programs

Fundraisers and charitable events

Facility Features

Main hall with flexible seating arrangements for up to 49 guests. maximum

Attachment: EXHIBIT Business Plan (1185 E. Dundee Rd - SU Banquet Facility)

Ample on-site parking with sufficient spaces for guests.

Restroom facilities.

Design elements for noise control and energy efficiency.

Market Research and Analysis

The dimensions for the venue are 20x60 ft. We will have 6ft tables in the venue, one on each side of the wall, therefore the separation between the tables is going to be 8ft.

Target Market

The target market includes:

Residents looking to host family gatherings, and private parties.

Local businesses and corporations for meetings, conferences, and team-building events.

Non-profit organizations, schools, and community groups for fundraisers and cultural events.

Market Demand

Local Competition: While there are some event venues in the Palatine area, many are either too Big, or lack the versatility needed to accommodate several types of events. This event hall will cater to a wider range of small private parties' styles.

Community Growth: Palatine has seen steady population growth, increasing the demand for venues that can accommodate private parties, conferences, and social gatherings.

Competitive Advantage

Prime Location: Proximity to both residential and commercial areas, making it convenient for local and out-of-town clients.

Flexible Venue: Multiple configurations to suit different private events, like small meetings, small conferences, and small parties.

Focus on Health and Safety: Compliance with local health regulations, sanitation protocols, and adherence to safety guidelines.

Marketing and Sales Strategy

Branding and Positioning

Position the event hall as the premier small event space in the Palatine area, offering a versatile venue for various occasions.

Emphasize customer service.

Marketing Channels

Attachment: EXHIBIT Business Plan (1185 E. Dundee Rd - SU Banquet Facility)

Website and SEO: Create an optimized website that highlights the hall's features, services, pricing packages, and booking information. Invest in search engine optimization (SEO) to ensure visibility in online searches.

Social media: Use Instagram, Facebook, and LinkedIn to promote events, share client testimonials, and provide virtual tours of the venue.

Google and Facebook Ads: Use targeted ads to reach potential clients within a 25-mile radius, focusing on keywords related to event spaces, private parties, and corporate events.

Networking and Local Community Engagement: Attend local networking events and join business associations to build relationships and promote the venue for small corporate events. Also, offer discounted rates for non-profit community events to build goodwill.

Sales Strategy

Direct Outreach: Engage with local businesses through emails, phone calls, and face-to-face meetings to promote the venue.

Incentives for Early Bookings: Offer discounted pricing for clients who book events within the first year of operation.

Flexible Pricing Packages: Create tiered pricing packages (e.g., basic, premium, and deluxe) that can cater to various budget levels.

Operations Plan

Staffing

Event Manager: Oversees all event operations, schedules, and client relations.

Sales and Marketing Team: Responsible for client acquisition, marketing strategies, and maintaining relationships with local vendors.

Operations and Maintenance Staff: Ensures the venue is clean, well-maintained, and meets safety standards. The Venue will keep 1 employees on-site at the time of every event to ensure the premises are clean at all times.

Supervising Personnel: The owner will personally supervise every event to ensure that operations run smoothly and that all client needs are met.

Security Plan: The event hall will be equipped with an 8-camera security system that will cover all critical areas, including entrances, exits, and shared spaces, to ensure the safety of guests and prevent alcohol consumption on the premises. For this reason, there will be a person in charge of monitoring the cameras during the event.

Our Security Personnel will be hired, and 3 people will be dedicated only to security of the premises.

The security personnel will be in coordination with the Palatine Police Department following and complying with all and every guideline.

They will meet all schedules and will keep security 30 minutes after closing.

Attachment: EXHIBIT Business Plan (1185 E. Dundee Rd - SU Banquet Facility)

We are planning to have security at the venue and all the Shopping Plaza.

We will ensure sufficient staff are available according to the size of the event.

We will provide security personnel as needed at every event.

On site Management: A manager will remain onsite until the end of every event to monitor operations, aid and respond to any issues that may arise. This adds an additional layer of security and support to ensure smooth event execution.

Event Coordinators: Assist clients during events, ensuring everything runs smoothly.

Event Operations

Events will be scheduled within the operating hours of 8:00 am to 11:00 pm, allowing flexibility for both daytime and evening functions.

Customers have the option to bring their own sound equipment such as speakers for effective entertainment solutions. The establishment will also have 1 speaker so they can connect their tablet or cell phone to listen to their favorite music.

No food and/or beverages will be stored, prepared, packaged, served, or vended directly to consumers on the premises. Clients will be able to bring their own prepared food and non-alcoholic beverages to serve to their guests.

We will not have or allow any stoves, ovens, food warming equipment, refrigerators, or freezers in the premises.

No Live Entertainment: Live bands or similar forms of live entertainment will not be permitted in the venue.

Set-up and breakdown times will be built into the event schedule, ensuring that the hall is prepared for the next event without disrupting nearby residents or businesses.

Financial Plan

Revenue Projections

Event Fees: Income from bookings for small parties, conferences, and private events.

Partnerships and Sponsorships: Income from partnering with local businesses, offering sponsorships for small events, and promoting co-branded community events.

Projected Revenue:

Year 1: $250,000

Year 2: $275,000

Year 3: $302,500

Startup Costs

Construction and Renovation: $5,000 for remodeling.

Attachment: EXHIBIT Business Plan (1185 E. Dundee Rd - SU Banquet Facility)

Furniture, Fixtures, and Equipment (FF&E): $10,000 for seating, tables, AV systems, and décor.

Operating Capital: $20,000 to cover initial marketing, staffing, and utilities.

Break-even Analysis

The event hall is expected to break even within 18 months (about 1 and a half years) of operation, with profitability projected by the end of Year 1, based on achieving a 60-70% booking rate during peak event seasons.

Funding Requirements

Total Investment: $50,000

Potential Sources of Funding: Bank Savings.

Risk Analysis

Market Saturation: Mitigate this by focusing on premium service and flexible event packages to attract a diverse clientele.

Economic Downturns: Offer discounts or flexible payment plans during economic slowdowns to maintain consistent bookings.

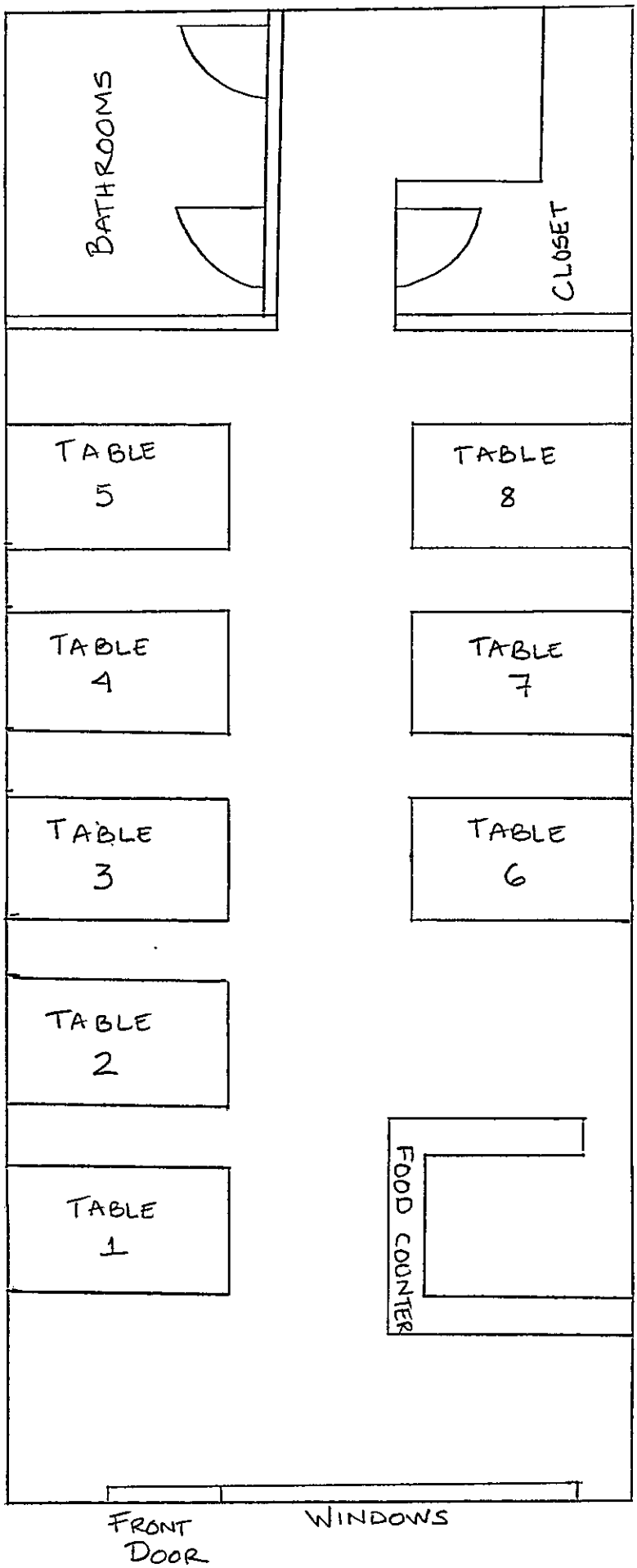
Regulatory Changes: Stay up to date on health, safety, and zoning regulations to ensure compliance and avoid penalties.

Conclusion

The event hall at 1185 Dundee Rd, Palatine, IL, has the potential to become a successful and profitable business by addressing the community's needs for an accessible venue for a wide range of events. With a strategic marketing plan, beautiful design, and a focus on safety, this venture is positioned for long-term success.

Revised 11/18/2024

Attachment: EXHIBIT Business Plan (1185 E. Dundee Rd - SU Banquet Facility)



EACH TABLE WILL BE FOR 6 PEOPLE EACH WITH A TOTAL OF 48 PEOPLE

Attachment: EXHIBIT Floor Plan (1185 E. Dundee Rd - SU Banquet Facility)

VILLAGE OF PALATINE
Planning and Zoning Commission

SCHEDULED 11/26/24 07:00 PM

STAFF REPORT (ID # 9417)

1185 E. Dundee Road

Following the originally scheduled Public Hearing, Village Staff met with the Petitioner to review the Staff Report from the November 12, 2024, Planning and Zoning Commission Meeting. Based on this discussion, the Petitioner revised their business plan. The key proposed changes are summarized as follows:

- **Hours of operation were reduced from Monday through Sunday, from 8 AM to 2 AM to Monday through Sunday, from 8 AM to 11 PM.**
- **The option on bringing a DJ to the space was removed.**
- **The venue will keep 1 employee on site at time of events.**

TO: Palatine Planning and Zoning Commission
Jan Wood, Chair

FROM: Alex Bradshaw

PETITIONER: Carmelo Jimenez Martinez

PLAN NUMBER: SU-000128-2024

BACKGROUND:

The Subject Property is zoned Planned Development (#O-132-85), and is within the Park Place/Wal-Mart Subdivision. The previous occupant of the 1,200 square foot subject tenant space was Marie's Fit Club, which operated as a Zumba/dance studio. The shopping center is located near the southwest corner of the intersection of E. Dundee Rd and N. Baldwin Rd. The shopping center is attached and directly north of the Goodwill. Other uses in the shopping center include Wing Stop, Spring Salon, Subway, and Bright Dental.

The Petitioner is proposing to open an event hall/banquet facility at the subject property that would provide a space for clientele to host events. No food or beverage will be offered by the facility operator. The space will include tables and chairs, with the option for clients to provide their own food and non-alcoholic beverages. Therefore, the Petitioner is requesting the following:

Special Use to permit a banquet facility at the subject property.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Surrounding Zoning/Uses:

North: Planned Development (Panda Express)
South: Planned Development (Goodwill)
East: B-2 General Business District (U-Haul)
West: Planned Development (Walmart)

KEY ISSUES:

- Per the submitted business plan, the Petitioner is proposing to open an event hall at the subject property that would provide a space for clientele to host events. These events would include small corporate events/conferences, private parties (birthdays, anniversaries, etc.), community events, workshops, seminars, education programs, and fundraisers or other charitable events.
- The business plan explains that clients will have the opportunity to book events Monday through Sunday, from 8 AM to 2 AM.
- Per the business plan, clients would be able to bring their own sound equipment or hire their own DJ. However, live bands or other forms of live entertainment would not be permitted within the proposed venue.
- In regard to staffing, the business plan notes that an event manager will oversee all event operations and schedules. The owner of the business would personally supervise all events. Up to four additional security personnel are contemplated to be hired, and will be dedicated to on-site security during events and for 30 minutes after closing.
- The security portion of the business plan further elaborates that the event hall would be equipped with a security camera system that would monitor “entrances, exits, and shared spaces” to ensure safety and prevent the use of alcohol on the premises.
- Per the submitted business plan, neither food or alcohol will be provided by the business. A counter for clientele to bring their own food is shown on the submitted floor plan. No alcohol would be permitted on the premises.
- Per health department concerns, the revised business plan indicates that, “no foods and/or beverages will be stored, prepared packaged, served, or vended directly to consumers on the premises.” The business plan further states that the facility would not have or allow any, “stoves, ovens, food warming equipment, refrigerators, or freezers in the premises.”
- With 48 total seats shown on the submitted floor plan, the proposed use would require 20 parking spaces. There is ample parking around the subject shopping center, therefore a variation for parking is not needed.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

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 Petitioner is proposing to open a rental event space available, which offers a space with only tables and chairs. The proposed operations plan for the event/banquet hall business is not typical for these types of uses and has generated Staff concerns through the review process. Such typical uses generally provide food and services through the event space, rather than having it provided by the party renting the space. While this may not be a specific code requirement, the proposed operational circumstances and some of the business plan information place some of the use responsibilities (providing all of the food and beverage, cleaning up after the event, and addressing matters during the use of the space) upon the entity renting the space.

Staff and the Village's Police Department have concerns with the hours of operation and events through 2 AM. From the Village's experience, later evening hours have the potential for parties to include alcohol and disruption, notwithstanding the Petitioner's indication of providing security personnel and video camera monitoring. Even as the business plan indicates security personnel would be on-site, having a space with the potential for large gatherings could provide an opportunity for parties to not use the space and its restrictions, which could also lead to negative impacts on the surrounding properties/businesses. Staff thoroughly discussed these concerns with the Petitioner throughout the process and also recommended engaging a security partner to further vet and review the operational functionality of the security protocols with the police department.

Therefore, Staff recommends denial of the proposed Special Use. If the Planning and Zoning Commission decide to recommend approval of the proposed Special Use, Staff recommends the following conditions:

1. The Special Use shall substantially conform to the business plan and floor plan submitted by the Petitioner, Carmelo Jimenez Martinez, except as such plans may be changed to conform to the Village's Codes and Ordinances.

2. Security shall be provided until 2 AM (Monday-Sunday) or 30 minutes after closing, whichever is later. Prior to the first event, the Petitioner and Staff will schedule a meeting with the Police Department to coordinate the proposed security plan information and services for the banquet hall. The provided security

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

and should be coordinated with the Police Department and shall be provided for the banquet facility, as well as the shopping center during these times of operation.

3. The facility shall be permitted to hold events such as weddings, baptisms, cotillions, quinceneras, social club events, reunions, family events, funeral luncheons, scheduled events or cultural events supporting a non-profit, religious or community organization, or similar events. All of these events shall not include any alcohol.

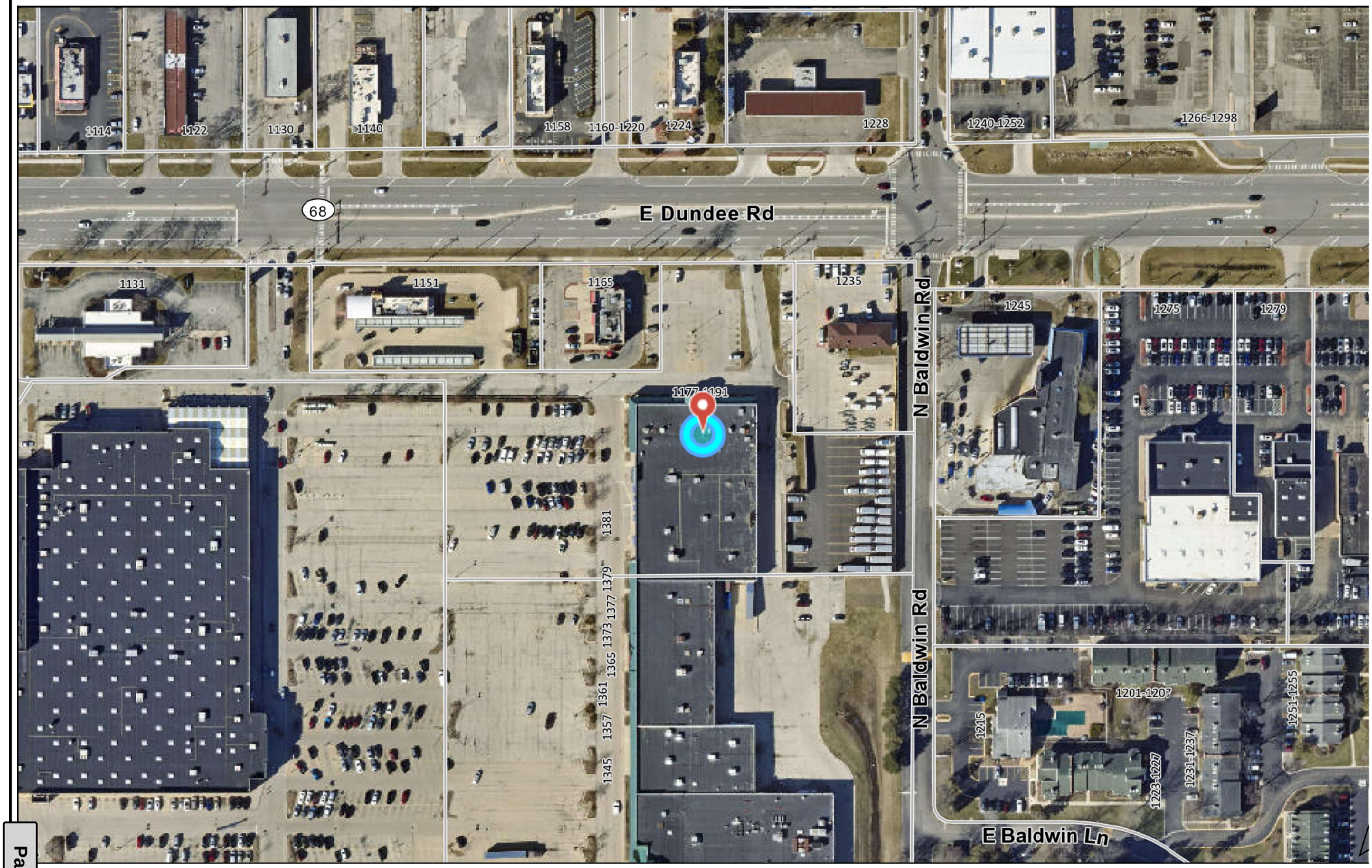
4. Village Staff shall conduct a 6-month review of the operations, parking, and traffic after the petitioner receives a certificate of occupancy. Pending the Petitioner's event hall business operations, if determined to be necessary by the Staff review, an additional review will take place before the Village Council. If the additional review by Village Council is necessary, the Village Council reserves the right to impose any additional conditions on the Special Use without further public hearing, at such time of the 6-month review. Northing shall preclude the Village from any other enforcement and/or compliance actions afforded under the Code of Ordinances.

ATTACHMENTS:

- Aerial Map
- Special Use Application
- Plat of Survey
- Floor Plan
- Revised Business Plan 11-18-24
- Initial Business Plan submitted on 10-16-2024
- Public Notice

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

GISConsortium | 1185 E. Dundee Road



0 300 600 ft

Print Date: 9/17/2024

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 t

Attachment: Aerial Map (1185 E. Dundee Rd - SU Banquet Facility)

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

VILLAGE OF PALATINE

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

Carmelo Jimenez Martinez

Business Name (if applicable)

Subject Property Address

1185 E. Dundee Road

Please provide a description of your proposed request:

The proposed project is a party room at the address listed above that will be available for rent for private gatherings. Below are the key details of the project:
-Maximum Occupancy: The party room will accommodate gatherings of up to 49 people.
-Food Policy: Guests will be allowed to bring their own food and non-alcoholic beverages to the premises. Any leftover food and beverages most be taken back by the guest at the end of the event. No alcohol will be permitted on the premises under any circumstances.
-Entertainment Options: Guest will have the option to bring their own DJ or musical group for entertainment during their event.
-Furniture: I will provide tables and chairs for the event.
-Business Hours: The party room will operate from 8:00 AM to 2:00 AM, Monday through Sunday.
I have ensured that all necessary safety and occupancy regulations will be met, and I will work closely with the appropriate departments to ensure compliance with local codes and ordinances.

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:

Community Demand: The location likely has a need for a gathering space where residents can host events such as weddings, meetings, and celebrations. An event hall provides a designated venue for such occasions, serving the community by offering a local option rather than forcing people to travel outside the area.
Economic Benefits: Establishing an event hall could create jobs and stimulate local businesses, from catering to photography services, increasing foot traffic in the area. It could also encourage visitors to spend money in nearby restaurants and shops.
Versatility of Use: Event halls often serve multiple purposes—beyond private events, they can be used for public meetings, educational workshops, or charity events. The hall could become a hub for community interaction and social engagement, fostering a stronger local community.
Accessibility: Dundee Rd is a main thoroughfare in Palatine, making it a convenient location for residents and guests to reach. It's likely located near public transportation routes and major roads, adding to its accessibility and making it easier for people to attend events without difficulty.
Underserved Market: If the area lacks sufficient event space options, opening an event hall would fill that gap, providing residents and businesses with an essential service they may currently be missing.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

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

1. Design Considerations
a) Building Codes and Regulations: The design of the event hall will comply with all local building codes, including fire safety regulations, structural integrity standards, and accessibility requirements. This will ensure that the facility is safe for all users.
b) Fire Safety and Emergency Exits: The layout will incorporate multiple fire alarms and fire extinguishers. Fire codes will be strictly followed to protect attendees in case of an emergency.
c) Ventilation and Air Quality: The facility has a HVAC system to ensure proper air circulation and ventilation, reducing the risk of indoor air pollution and maintaining a healthy environment for guests.
d) Sanitation Facilities: Adequate restroom facilities will be provided and maintained to meet health standards, ensuring proper hygiene for all visitors.
2. Location Considerations
a) Proximity to Emergency Services: The hall's location on Dundee Rd is strategically positioned close to emergency services like police, fire stations, and medical facilities, allowing for a quick response in case of emergencies.
b) Traffic Flow and Parking: Sufficient parking spaces will be provided with clear signage and accessibility features for people with disabilities. This ensures smooth traffic flow and pedestrian safety around the facility.
c) Noise and Environmental Impact: The event hall will be designed with soundproofing measures to minimize noise pollution in surrounding residential areas. Environmental considerations, such as proper waste management and energy-efficient systems, will be implemented to reduce the building's ecological footprint.
3.Operational Safety and Management
a)Capacity Limits and Crowd Control: The event hall will be designed with a clear capacity limit to avoid overcrowding, ensuring safe and manageable gatherings. Event staff will be trained in crowd control, evacuation procedures, and first aid to respond to any emergencies.

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

1. Positive Economic Impact
a) Increased Foot Traffic and Business Activity: The event hall can attract guests and clients from outside the immediate neighborhood, increasing foot traffic in nearby shops, restaurants, and service businesses. This boost in local commerce can potentially raise property values by making the area more attractive for both commercial and residential purposes.
b) Job Creation: With the event hall operating, new employment opportunities will arise, enhancing the overall economic stability of the area. A growing local economy is often reflected in property value appreciation.
2. Neighborhood Compatibility
Appropriate Use and Operating Hours: The event hall will be designed to accommodate events that are in harmony with the character of the neighborhood. By limiting the type of events and setting appropriate operating hours, the hall can prevent disruptions to the daily lives of nearby residents, avoiding any negative effect on property values.
Security and Safety: Trained security staff will ensure that the hall operates in a safe and orderly manner, preventing any potential criminal activity or disturbances that could affect nearby properties. A focus on safety will reassure property owners that the facility will not negatively impact the neighborhood.
3. Long-Term Maintenance and Upkeep
Commitment to High Standards: Regular maintenance and upkeep of the event hall, such as cleaning and repairs will ensure that the facility remains an asset rather than a liability to the surrounding area. This consistent attention to the building's condition will prevent it from becoming a source of blight, which could otherwise lower nearby property values.
By addressing these considerations, the event hall can serve as a well-integrated, beneficial feature for the neighborhood, ensuring that it does not cause substantial injury to nearby property values. In fact, if managed properly, the hall may enhance the overall appeal of the area.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

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.

This is the continuation of the previous question, regarding the public health, safety, welfare protection.

b) Security Measures: Trained security personnel will be present during events to monitor the premises and manage any security issues. This includes handling conflicts, checking attendees for prohibited items, and ensuring a safe environment.
c) Health Protocols: Depending on the current public health situation, the hall will adhere to any necessary health guidelines, such as providing sanitation stations, implementing cleaning protocols, and ensuring proper social distancing when required.
d) Sustainable Operation: The facility could be operated with sustainability in mind, using energy-efficient lighting, waste recycling programs, and potentially renewable energy sources to contribute to long-term community welfare.
4. Community Engagement and Monitoring
a) Community Input: The project may involve ongoing communication with the local community, allowing residents and businesses to provide input on how the hall is used and operated. This transparency helps maintain a positive relationship with the neighborhood.
b) Regular Inspections and Audits: To ensure ongoing safety and health compliance, the event hall will undergo regular inspections from relevant authorities, including fire marshals, health inspectors, and building safety officials.
By addressing these considerations in the design, location, and operation of the event hall, the project can contribute positively to public health, safety, and welfare, while providing a valuable service to the community.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

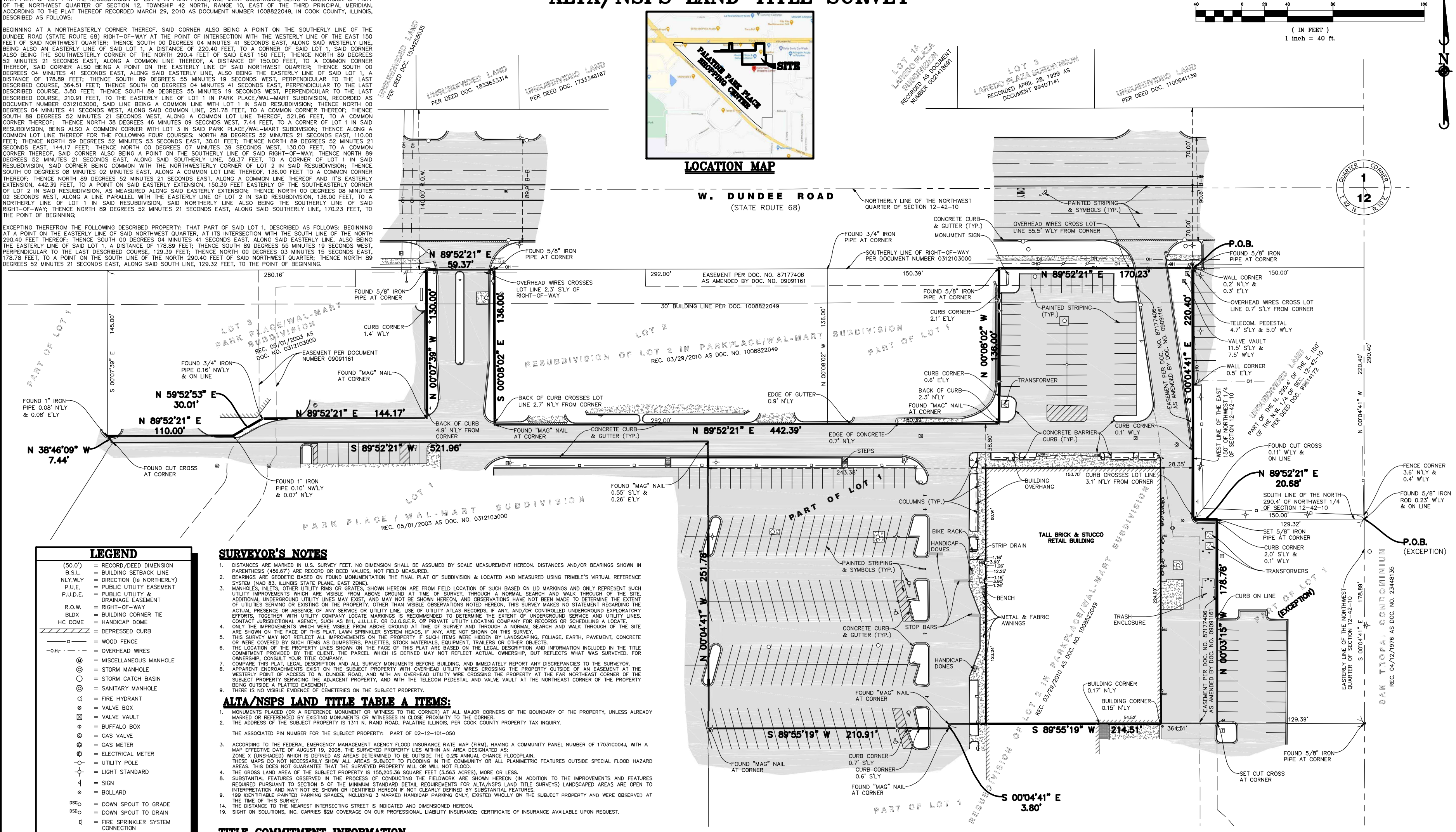
ALTA/NSPS LAND TITLE SURVEY

LEGAL DESCRIPTION

THAT PART OF LOT 1 IN THE RESUBDIVISION OF LOT 2 IN PARK PLACE/WAL-MART SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 29, 2010 AS DOCUMENT NUMBER 1008822049, IN COOK COUNTY, ILLINOIS, DESCRIBED AS FOLLOWS:

BEGINNING AT A NORTHEASTERLY CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE SOUTHERLY LINE OF THE DUNDEE ROAD (STATE ROUTE 68) RIGHT-OF-WAY AT THE POINT OF INTERSECTION WITH THE WESTERLY LINE OF THE EAST 150 FEET OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID WESTERLY LINE, BEING ALSO AN EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 220.40 FEET, TO A CORNER OF SAID LOT 1, SAID CORNER ALSO BEING THE SOUTHWESTERLY CORNER OF THE NORTH 290.4 FEET OF SAID EAST 150 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG A COMMON LINE THEREOF, A DISTANCE OF 150.00 FEET, TO A COMMON CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE EASTERLY LINE OF SAID NORTHWEST QUARTER; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID EASTERLY LINE, ALSO BEING THE EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 178.89 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 364.51 FEET; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 3.80 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 210.91 FEET, TO THE EASTERLY LINE OF LOT 1 IN PARK PLACE/WAL-MART SUBDIVISION, RECORDED AS DOCUMENT NUMBER 0312103000, SAID LINE BEING A COMMON LINE WITH LOT 1 IN SAID RESUBDIVISION; THENCE NORTH 00 DEGREES 04 MINUTES 41 SECONDS WEST, ALONG SAID COMMON LINE, 251.78 FEET, TO A COMMON CORNER THEREOF; THENCE SOUTH 89 DEGREES 52 MINUTES 21 SECONDS WEST, ALONG A COMMON LOT LINE THEREOF, 521.96 FEET, TO A COMMON CORNER THEREOF; THENCE NORTH 38 DEGREES 46 MINUTES 09 SECONDS WEST, 7.44 FEET, TO A CORNER OF LOT 1 IN SAID RESUBDIVISION, BEING ALSO A COMMON CORNER WITH LOT 3 IN SAID PARK PLACE/WAL-MART SUBDIVISION; THENCE ALONG A COMMON LOT LINE THEREOF FOR THE FOLLOWING FOUR COURSES: NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, 110.00 FEET; THENCE NORTH 59 DEGREES 52 MINUTES 53 SECONDS EAST, 30.01 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, 144.17 FEET; THENCE NORTH 00 DEGREES 07 MINUTES 39 SECONDS WEST, 130.00 FEET, TO A COMMON CORNER THEREOF, SAID CORNER ALSO BEING A POINT ON THE SOUTHERLY LINE OF SAID RIGHT-OF-WAY; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTHERLY LINE, 59.37 FEET, TO A CORNER OF LOT 1 IN SAID RESUBDIVISION, SAID CORNER BEING COMMON WITH THE NORTHWESTERLY CORNER OF LOT 2 IN SAID RESUBDIVISION; THENCE SOUTH 00 DEGREES 08 MINUTES 02 MINUTES EAST, ALONG A COMMON LOT LINE THEREOF, 136.00 FEET TO A COMMON CORNER THEREOF; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG A COMMON LINE THEREOF AND IT'S EASTERLY EXTENSION, 442.39 FEET, TO A POINT ON SAID EASTERLY EXTENSION, 150.39 FEET EASTERLY OF THE SOUTHEASTERLY CORNER OF LOT 2 IN SAID RESUBDIVISION, AS MEASURED ALONG SAID EASTERLY EXTENSION; THENCE NORTH 00 DEGREES 08 MINUTES 02 SECONDS WEST, ALONG A LINE PARALLEL WITH THE EASTERLY LINE OF LOT 2 IN SAID RESUBDIVISION, 136.00 FEET, TO A NORTHERLY LINE OF LOT 1 IN SAID RESUBDIVISION, SAID NORTHERLY LINE ALSO BEING THE SOUTHERLY LINE OF SAID RIGHT-OF-WAY; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTHERLY LINE, 170.23 FEET, TO THE POINT OF BEGINNING;

EXCEPTING THEREFROM THE FOLLOWING DESCRIBED PROPERTY: THAT PART OF SAID LOT 1, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EASTERLY LINE OF SAID NORTHWEST QUARTER, AT ITS INTERSECTION WITH THE SOUTH LINE OF THE NORTH 290.40 FEET THEREOF; THENCE SOUTH 00 DEGREES 04 MINUTES 41 SECONDS EAST, ALONG SAID EASTERLY LINE, ALSO BEING THE EASTERLY LINE OF SAID LOT 1, A DISTANCE OF 178.89 FEET; THENCE SOUTH 89 DEGREES 55 MINUTES 19 SECONDS WEST, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 129.39 FEET; THENCE NORTH 00 DEGREES 03 MINUTES 15 SECONDS EAST, 178.78 FEET, TO A POINT ON THE SOUTH LINE OF THE NORTH 290.40 FEET OF SAID NORTHWEST QUARTER; THENCE NORTH 89 DEGREES 52 MINUTES 21 SECONDS EAST, ALONG SAID SOUTH LINE, 129.32 FEET, TO THE POINT OF BEGINNING.



LEGEND

Symbol		Description
(50.0')	=	RECORD/DEED DIMENSION
B.S.L.	=	BUILDING SETBACK LINE
NLY,WLY	=	DIRECTION (ie NORTHERLY)
P.U.E.	=	PUBLIC UTILITY EASEMENT
P.U.D.E.	=	PUBLIC UTILITY & DRAINAGE EASEMENT
R.O.W.	=	RIGHT-OF-WAY
BLDX	=	BUILDING CORNER TIE
HC DOME	=	HANDICAP DOME
	=	DEPRESSED CURB
	=	WOOD FENCE
—O.H.—	=	OVERHEAD WIRES
	=	MISCELLANEOUS MANHOLE
	=	STORM MANHOLE
	=	STORM CATCH BASIN
	=	SANITARY MANHOLE
	=	FIRE HYDRANT
	=	VALVE BOX
	=	VALVE VAULT
	=	BUFFALO BOX
	=	GAS VALVE
	=	GAS METER
	=	ELECTRICAL METER
	=	UTILITY POLE
	=	LIGHT STANDARD
	=	SIGN
	=	BOLLARD
DSG	=	DOWN SPOUT TO GRADE
DSD	=	DOWN SPOUT TO DRAIN
	=	FIRE SPRINKLER SYSTEM CONNECTION
	=	HANDICAPPED PARKING
8"	=	DECIDUOUS TREE WITH TRUNK DIAMETER IN INCHES
	=	ASPHALT PAVEMENT SURFACE
	=	CONCRETE PAVEMENT SURFACE
	=	WOOD SURFACE
	=	BUILDING LIMITS

SURVEYOR'S NOTES

1. DISTANCES ARE MARKED IN U.S. SURVEY FEET. NO DIMENSION SHALL BE ASSUMED BY SCALE MEASUREMENT HEREON. DISTANCES AND/OR BEARINGS SHOWN IN PARENTHESIS (456.67') ARE RECORD OR DEED VALUES, NOT FIELD MEASURED.
2. BEARINGS ARE GEODETIC BASED ON FOUND MONUMENTATION THE FINAL PLAT OF SUBDIVISION & LOCATED AND MEASURED USING TRIMBLE'S VIRTUAL REFERENCE SYSTEM (NAD 83, ILLINOIS STATE PLANE, EAST ZONE).
3. MANHOLES, INLETS, OTHER UTILITY RIMS OR GRATES, SHOWN HEREON ARE FROM FIELD LOCATION OF SUCH BASED ON LID MARKINGS AND ONLY REPRESENT SUCH UTILITY IMPROVEMENTS WHICH ARE VISIBLE FROM ABOVE GROUND AT TIME OF SURVEY, THROUGH A NORMAL SEARCH AND WALK THROUGH OF THE SITE. ADDITIONAL UNDERGROUND UTILITY LINES MAY EXIST, AND MAY NOT BE SHOWN HEREON, AND OBSERVATIONS HAVE NOT BEEN MADE TO DETERMINE THE EXTENT OF UTILITIES SERVING OR EXISTING ON THE PROPERTY. OTHER THAN VISIBLE OBSERVATIONS NOTED HEREON, THIS SURVEY MAKES NO STATEMENT REGARDING THE ACTUAL PRESENCE OR ABSENCE OF ANY SERVICE OR UTILITY LINE. USE OF UTILITY ATLAS RECORDS, IF ANY, AND/OR CONTROLLED UNDERGROUND EXPLORATORY EFFORTS, TOGETHER WITH UTILITY COMPANY LOCATE MARKINGS IS RECOMMENDED TO DETERMINE THE EXTENT OF UNDERGROUND SERVICE AND UTILITY LINES. CONTACT JURISDICTIONAL AGENCY, SUCH AS 811, J.U.L.I.E. OR D.I.G.G.E.R. OR PRIVATE UTILITY LOCATING COMPANY FOR RECORDS OR SCHEDULING A LOCATE.
4. ONLY THE IMPROVEMENTS WHICH WERE VISIBLE FROM ABOVE GROUND AT TIME OF SURVEY AND THROUGH A NORMAL SEARCH AND WALK THROUGH OF THE SITE ARE SHOWN ON THE FACE OF THIS PLAT. LAWN SPRINKLER SYSTEM HEADS, IF ANY, ARE NOT SHOWN ON THIS SURVEY.
5. THIS SURVEY MAY NOT REFLECT ALL IMPROVEMENTS ON THE PROPERTY IF SUCH ITEMS WERE HIDDEN BY LANDSCAPING, FOLIAGE, EARTH, PAVEMENT, CONCRETE OR WERE COVERED BY SUCH ITEMS AS DUMPSTERS, PALETTES, STOCK MATERIALS, EQUIPMENT, TRAILERS OR OTHER OBJECTS.
6. THE LOCATION OF THE PROPERTY LINES SHOWN ON THE FACE OF THIS PLAT ARE BASED ON THE LEGAL DESCRIPTION AND INFORMATION INCLUDED IN THE TITLE COMMITMENT PROVIDED BY THE CLIENT. THE PARCEL WHICH IS DEFINED MAY NOT REFLECT ACTUAL OWNERSHIP, BUT REFLECTS WHAT WAS SURVEYED. FOR OWNERSHIP, CONSULT YOUR TITLE COMPANY.
7. COMPARE THIS PLAT, LEGAL DESCRIPTION AND ALL SURVEY MONUMENTS BEFORE BUILDING, AND IMMEDIATELY REPORT ANY DISCREPANCIES TO THE SURVEYOR.
8. APPARENT ENCROACHMENTS EXIST ON THE SUBJECT PROPERTY WITH OVERHEAD UTILITY WIRES CROSSING THE PROPERTY OUTSIDE OF AN EASEMENT AT THE WESTERLY POINT OF ACCESS TO W. DUNDEE ROAD, AND WITH AN OVERHEAD UTILITY WIRE CROSSING THE PROPERTY AT THE FAR NORTHEAST CORNER OF THE SUBJECT PROPERTY SERVICING THE ADJACENT PROPERTY, AND WITH THE TELECOM PEDESTAL AND VALVE VAULT AT THE NORTHEAST CORNER OF THE PROPERTY BEING OUTSIDE A PLATTED EASEMENT.
9. THERE IS NO VISIBLE EVIDENCE OF CEMETERIES ON THE SUBJECT PROPERTY.

ALTA/NSPS LAND TITLE TABLE A ITEMS:

1. MONUMENTS PLACED (OR A REFERENCE MONUMENT OR WITNESS TO THE CORNER) AT ALL MAJOR CORNERS OF THE BOUNDARY OF THE PROPERTY, UNLESS ALREADY MARKED OR REFERENCED BY EXISTING MONUMENTS OR WITNESSES IN CLOSE PROXIMITY TO THE CORNER.
2. THE ADDRESS OF THE SUBJECT PROPERTY IS 1311 N. RAND ROAD, PALATINE ILLINOIS, PER COOK COUNTY PROPERTY TAX INQUIRY.

   THE ASSOCIATED PIN NUMBER FOR THE SUBJECT PROPERTY: PART OF 02-12-101-050

3. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP (FIRM), HAVING A COMMUNITY PANEL NUMBER OF 17031C004J, WITH A MAP EFFECTIVE DATE OF AUGUST 19, 2008, THE SURVEYED PROPERTY LIES WITHIN AN AREA DESIGNATED AS: ZONE X (UNSHADED) WHICH IS DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN. THESE MAPS DO NOT NECESSARILY SHOW ALL AREAS SUBJECT TO FLOODING IN THE COMMUNITY OR ALL PLANIMETRIC FEATURES OUTSIDE SPECIAL FLOOD HAZARD AREAS. THIS DOES NOT GUARANTEE THAT THE SURVEYED PROPERTY WILL OR WILL NOT FLOOD.
4. THE GROSS LAND AREA OF THE SUBJECT PROPERTY IS 155,205.36 SQUARE FEET (3.563 ACRES), MORE OR LESS.
8. SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK ARE SHOWN HEREON (IN ADDITION TO THE IMPROVEMENTS AND FEATURES REQUIRED PURSUANT TO SECTION 5 OF THE MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS) LANDSCAPED AREAS ARE OPEN TO INTERPRETATION AND MAY NOT BE SHOWN OR IDENTIFIED HEREON IF NOT CLEARLY DEFINED BY SUBSTANTIAL FEATURES.
9. 199 IDENTIFIABLE PAINTED PARKING SPACES, INCLUDING 3 MARKED HANDICAP PARKING ONLY, EXISTED WHOLLY ON THE SUBJECT PROPERTY AND WERE OBSERVED AT THE TIME OF THIS SURVEY.
14. THE DISTANCE TO THE NEAREST INTERSECTING STREET IS INDICATED AND DIMENSIONED HEREON.
19. SIGHT ON SOLUTIONS, INC. CARRIES $2M COVERAGE ON OUR PROFESSIONAL LIABILITY INSURANCE; CERTIFICATE OF INSURANCE AVAILABLE UPON REQUEST.

TITLE COMMITMENT INFORMATION

CHICAGO TITLE INSURANCE COMPANY'S COMMITMENT NUMBER 21GSA130292LP, HAVING AN EFFECTIVE DATE OF MARCH 15, 2021 HAS BEEN REVIEWED IN CONJUNCTION WITH THE PREPARATION OF THIS SURVEY. THE NUMBERS BELOW, REFERENCE THE SCHEDULE B, PART 2 ITEM FOUND IN TITLE COMMITMENT. SUBJECT PROPERTY AS DESCRIBED HEREON IS PART OF THE PROPERTY DESCRIBED IN TITLE COMMITMENT. (NOTE: ITEMS B8, C9, D10, E11, F12, R13, X14, S15 AND G16 ARE GENERAL EXCEPTIONS OR NOTES FOR INFORMATION THAT ARE NOT SURVEY RELATED)

H17. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO THE TERMS & PROVISIONS OF SPECIAL USE ORDINANCE NO. 0-118-93 RECORDED AS DOCUMENT NO. 93786614, AS AMENDED BY ORDINANCE NO. 0-221-02 RECORDED AS DOCUMENT NO. 0313932091 AND FURTHER AMENDED BY ORDINANCE NO. 06-62-06 RECORDED AS DOCUMENT NO. 0617218043. NO PLOTTABLE RESTRICTIONS. (SEE DOCUMENTS FOR PARTICULARS)

T18. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO EASEMENTS TO INSTALL AND MAINTAIN ALL EQUIPMENT FOR THE PURPOSE OF SERVING THE LAND AND OTHER PROPERTY WITH TELEPHONE AND ELECTRIC SERVICE PER DOCUMENT NUMBER 87177406 AND AS SHOWN ON FINAL PLAT OF PLACE/WALMART SUBDIVISION RECORDED AS DOCUMENT 0312103000. EASEMENTS SHOWN HEREON. (SEE NOTE K21 BELOW AND DOCUMENTS FOR PARTICULARS)

I19. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO TERMS, PROVISIONS AND CONDITIONS OF THE EASEMENTS AND COVENANTS AND RESTRICTIONS SHOWN IN DOCUMENT NUMBER 0313932098 AND AMENDED BY DOCUMENT NUMBERS 0703822133, 1010333065, 0329045226, 0703822143 AND 1803215126, WHICH INCLUDES BUT NOT LIMITED TO, LIMITATIONS OF USE, DEVELOPMENT, MAINTENANCE AND TAX INFORMATION, RIGHTS AND EASEMENTS BLANKET IN NATURE OVER COMMON ELEMENTS, AND FOR THE COMMON USE, OF THE PALATINE PARK PLACE SHOPPING CENTER TRACTS SHOWN HEREON. RIGHTS AND EASEMENTS INCLUDE BUT NOT LIMITED TO BUILDING ENCROACHMENTS ALONG PARTY WALLS, SERVICE NEEDS, UTILITIES, INGRESS/EGRESS AND MONUMENTS SIGNS. (SEE DOCUMENTS FOR PARTICULARS)

J20. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO TERMS, PROVISIONS AND CONDITIONS RELATING TO USE, CONSTRUCTION, AMONG OTHER THINGS PER DOCUMENT NUMBER 0313932099 AND AMENDED BY DOCUMENTS 0329045227, 0703822142 AND 1803215125, WHICH INCLUDES BUT NOT LIMITED TO, LIMITATIONS OF USE, DEVELOPMENT, MAINTENANCE AND TAX INFORMATION, RIGHTS AND EASEMENTS BLANKET IN NATURE OVER COMMON ELEMENTS, AND FOR THE COMMON USE, OF THE PALATINE PARK PLACE SHOPPING CENTER TRACTS SHOWN HEREON. RIGHTS AND EASEMENTS INCLUDE BUT NOT LIMITED TO BUILDING ENCROACHMENTS ALONG PARTY WALLS, SERVICE NEEDS, UTILITIES, INGRESS/EGRESS AND MONUMENTS SIGNS. (SEE DOCUMENTS FOR PARTICULARS)

K21. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO AN EASEMENT IN FAVOR OF COMMONWEALTH EDISON COMPANY AND ILLINOIS BELL TELEPHONE COMPANY PER DOCUMENTS 87177406, 87417161, 89286151 AND 09091161. EASEMENTS SHOWN HEREON. (SEE DOCUMENTS FOR PARTICULARS)

L22. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO EASEMENTS DEPICTED ON FINAL PLAT OF RESUBDIVISION OF LOT 2 IN PARK PLACE/WAL-MART SUBDIVISION RECORDED AS DOCUMENT NUMBER 1008822049. EASEMENTS SHOWN HEREON. (SEE DOCUMENT FOR PARTICULARS)

M23. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO AN EASEMENT AGREEMENT RECORDED AS DOCUMENT 0313932100, HOWEVER, NO PLOTTABLE RESTRICTIONS ON SUBJECT PROPERTY. (SEE DOCUMENT FOR PARTICULARS)

Q24. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO TERMS AND PROVISIONS CONTAINED IN DECLARATION OF RESTRICTIVE COVENANT AND NOTICE OF REIMBURSEMENT AGREEMENT RECORDED AS DOCUMENT 2026541059. NO PLOTTABLE RESTRICTIONS. (SEE DOCUMENT FOR PARTICULARS)

U25. THE PROPERTY DESCRIBED HEREON IS SUBJECT TO TERMS, PROVISIONS AND CONDITIONS OF THE ORDINANCE AMENDING PLANNED DEVELOPMENT ORDINANCE NO. 0-132-85 RECORDED AS DOCUMENT NUMBER 0924749015. NO PLOTTABLE RESTRICTIONS. (SEE DOCUMENT FOR PARTICULARS)

Y26,Z27 THIS SURVEY SUPERCEDES PRIOR SURVEY PREPARED BY SIGHT ON SOLUTIONS, INC.

ALTA/NSPS LAND TITLE SURVEY CERTIFICATION

TO: CC PARK PLACE, LLC; LENDER WITH A CONTRATUAL OBLIGATION UNDER A LOAN AGREEMENT WITH THE PROPOSED INSURED; AND CHICAGO TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 7a, 8, 9, 14 AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON APRIL 9, 2021.

DATE OF PLAT OR MAP: SEPTEMBER 14, 2021

IL PROF LAND SURVEYOR #3520; EXP. NOVEMBER 30, 2022
DESIGN FIRM REG.#184.005510; EXP. APRIL 30, 2023
SEE SURVEYORS NOTES FOR DESCRIPTION AND LIMITATIONS OF TABLE A ITEMS SHOWN ON THIS SURVEY.

ORIGINAL SURVEY IS IN COLOR

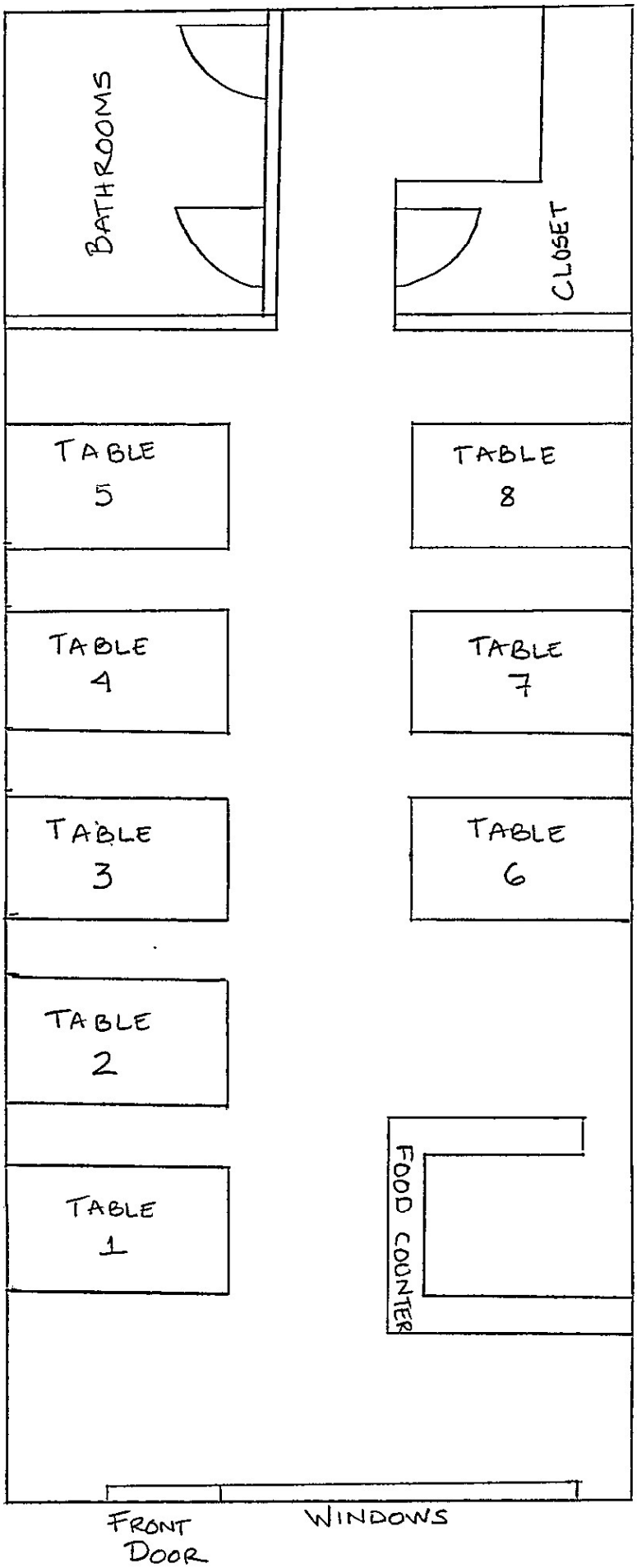
MICHAEL S. ULIBARRI 3520 PROFESSIONAL LAND SURVEYOR STATE OF ILLINOIS LAKE ZURICH, ILLINOIS

DATE	REVISIONS	DRAWN BY	CHECK BY
09/14/21	NOTES PER 2021 ALTA STDS/PARKING COUNT	M.S.U.	M.S.U.
09/10/21	REVISED LEGAL DESCRIPTION W/EXCEPTION	M.S.U.	M.S.U.

"WE GET CORNERS OTHER PEOPLE CUT!"
LAND SURVEYING, TOPOGRAPHIC MAPPING, SITE STAKING, SITE PLANS, GRADING PLANS, FEMA CERTIFICATES AND MORE
SIGHT ON SOLUTIONS, INC

ALTA/NSPS LAND TITLE SURVEY
PARK PLACE SHOPPING CENTER – TRACT 4A

SHEET 1 OF
SOS#: 1735



EACH TABLE WILL BE FOR 6 PEOPLE EACH WITH A TOTAL OF 48 PEOPLE

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Business Plan for Event Hall at 1185 Dundee Rd, Palatine, IL

Executive Summary

The event hall at 1185 Dundee Rd, Palatine, IL, is being developed to provide a modern, versatile venue for private parties and community gatherings. With a prime location, beautiful amenities, and a focus on safety and accessibility, the event hall will cater to the growing demand for event spaces in Palatine and surrounding areas. The business aims to generate revenue through event bookings while contributing to the local economy by creating jobs and supporting nearby businesses.

Business Objectives

To establish a successful event venue with consistent bookings for various events.

To generate annual revenue of $250,000 in the first year, with a 10% growth year-over-year.

To achieve a reputation for excellent service, modern facilities, and safety by maintaining high customer satisfaction and obtaining repeat business.

Mission Statement

Our mission is to provide a beautiful venue for community members and businesses, delivering exceptional service and a memorable experience while maintaining a focus on health, safety, and environmental sustainability.

Business Overview

Location

Address: 1185 Dundee Rd, Palatine, IL 60074

Accessible by major roads and public transportation, the hall is located near residential areas and commercial hubs, making it a convenient choice for both personal and community events.

Operating Hours

Monday to Sunday: 8:00 AM to 11:00 pm

Flexible scheduling allows for daytime and late-night events, catering to a wide variety of client needs.

Services Offered

Small corporate events and small conferences

Private parties (birthdays, anniversaries, etc.)

Community events

Workshops, seminars, and educational programs

Fundraisers and charitable events

Facility Features

Main hall with flexible seating arrangements for up to 49 guests. maximum

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Ample on-site parking with sufficient spaces for guests.

Restroom facilities.

Design elements for noise control and energy efficiency.

Market Research and Analysis

The dimensions for the venue are 20x60 ft. We will have 6ft tables in the venue, one on each side of the wall, therefore the separation between the tables is going to be 8ft.

Target Market

The target market includes:

Residents looking to host family gatherings, and private parties.

Local businesses and corporations for meetings, conferences, and team-building events.

Non-profit organizations, schools, and community groups for fundraisers and cultural events.

Market Demand

Local Competition: While there are some event venues in the Palatine area, many are either too Big, or lack the versatility needed to accommodate several types of events. This event hall will cater to a wider range of small private parties' styles.

Community Growth: Palatine has seen steady population growth, increasing the demand for venues that can accommodate private parties, conferences, and social gatherings.

Competitive Advantage

Prime Location: Proximity to both residential and commercial areas, making it convenient for local and out-of-town clients.

Flexible Venue: Multiple configurations to suit different private events, like small meetings, small conferences, and small parties.

Focus on Health and Safety: Compliance with local health regulations, sanitation protocols, and adherence to safety guidelines.

Marketing and Sales Strategy

Branding and Positioning

Position the event hall as the premier small event space in the Palatine area, offering a versatile venue for various occasions.

Emphasize customer service.

Marketing Channels

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Website and SEO: Create an optimized website that highlights the hall's features, services, pricing packages, and booking information. Invest in search engine optimization (SEO) to ensure visibility in online searches.

Social media: Use Instagram, Facebook, and LinkedIn to promote events, share client testimonials, and provide virtual tours of the venue.

Google and Facebook Ads: Use targeted ads to reach potential clients within a 25-mile radius, focusing on keywords related to event spaces, private parties, and corporate events.

Networking and Local Community Engagement: Attend local networking events and join business associations to build relationships and promote the venue for small corporate events. Also, offer discounted rates for non-profit community events to build goodwill.

Sales Strategy

Direct Outreach: Engage with local businesses through emails, phone calls, and face-to-face meetings to promote the venue.

Incentives for Early Bookings: Offer discounted pricing for clients who book events within the first year of operation.

Flexible Pricing Packages: Create tiered pricing packages (e.g., basic, premium, and deluxe) that can cater to various budget levels.

Operations Plan

Staffing

Event Manager: Oversees all event operations, schedules, and client relations.

Sales and Marketing Team: Responsible for client acquisition, marketing strategies, and maintaining relationships with local vendors.

Operations and Maintenance Staff: Ensures the venue is clean, well-maintained, and meets safety standards. The Venue will keep 1 employees on-site at the time of every event to ensure the premises are clean at all times.

Supervising Personnel: The owner will personally supervise every event to ensure that operations run smoothly and that all client needs are met.

Security Plan: The event hall will be equipped with an 8-camera security system that will cover all critical areas, including entrances, exits, and shared spaces, to ensure the safety of guests and prevent alcohol consumption on the premises. For this reason, there will be a person in charge of monitoring the cameras during the event.

Our Security Personnel will be hired, and 3 people will be dedicated only to security of the premises.

The security personnel will be in coordination with the Palatine Police Department following and complying with all and every guideline.

They will meet all schedules and will keep security 30 minutes after closing.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

We are planning to have security at the venue and all the Shopping Plaza.

We will ensure sufficient staff are available according to the size of the event.

We will provide security personnel as needed at every event.

On site Management: A manager will remain onsite until the end of every event to monitor operations, aid and respond to any issues that may arise. This adds an additional layer of security and support to ensure smooth event execution.

Event Coordinators: Assist clients during events, ensuring everything runs smoothly.

Event Operations

Events will be scheduled within the operating hours of 8:00 am to 11:00 pm, allowing flexibility for both daytime and evening functions.

Customers have the option to bring their own sound equipment such as speakers for effective entertainment solutions. The establishment will also have 1 speaker so they can connect their tablet or cell phone to listen to their favorite music.

No food and/or beverages will be stored, prepared, packaged, served, or vended directly to consumers on the premises. Clients will be able to bring their own prepared food and non-alcoholic beverages to serve to their guests.

We will not have or allow any stoves, ovens, food warming equipment, refrigerators, or freezers in the premises.

No Live Entertainment: Live bands or similar forms of live entertainment will not be permitted in the venue.

Set-up and breakdown times will be built into the event schedule, ensuring that the hall is prepared for the next event without disrupting nearby residents or businesses.

Financial Plan

Revenue Projections

Event Fees: Income from bookings for small parties, conferences, and private events.

Partnerships and Sponsorships: Income from partnering with local businesses, offering sponsorships for small events, and promoting co-branded community events.

Projected Revenue:

Year 1: $250,000

Year 2: $275,000

Year 3: $302,500

Startup Costs

Construction and Renovation: $5,000 for remodeling.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Furniture, Fixtures, and Equipment (FF&E): $10,000 for seating, tables, AV systems, and décor.

Operating Capital: $20,000 to cover initial marketing, staffing, and utilities.

Break-even Analysis

The event hall is expected to break even within 18 months (about 1 and a half years) of operation, with profitability projected by the end of Year 1, based on achieving a 60-70% booking rate during peak event seasons.

Funding Requirements

Total Investment: $50,000

Potential Sources of Funding: Bank Savings.

Risk Analysis

Market Saturation: Mitigate this by focusing on premium service and flexible event packages to attract a diverse clientele.

Economic Downturns: Offer discounts or flexible payment plans during economic slowdowns to maintain consistent bookings.

Regulatory Changes: Stay up to date on health, safety, and zoning regulations to ensure compliance and avoid penalties.

Conclusion

The event hall at 1185 Dundee Rd, Palatine, IL, has the potential to become a successful and profitable business by addressing the community's needs for an accessible venue for a wide range of events. With a strategic marketing plan, beautiful design, and a focus on safety, this venture is positioned for long-term success.

Revised 11/18/2024

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Business Plan for Event Hall at 1185 Dundee Rd, Palatine, IL

Executive Summary

The event hall at 1185 Dundee Rd, Palatine, IL, is being developed to provide a modern, versatile venue for private parties and community gatherings. With a prime location, beautiful amenities, and a focus on safety and accessibility, the event hall will cater to the growing demand for event spaces in Palatine and surrounding areas. The business aims to generate revenue through event bookings while contributing to the local economy by creating jobs and supporting nearby businesses.

Business Objectives

To establish a successful event venue with consistent bookings for various events.

To generate annual revenue of $250,000 in the first year, with a 10% growth year-over-year.

To achieve a reputation for excellent service, modern facilities, and safety by maintaining high customer satisfaction and obtaining repeat business.

Mission Statement

Our mission is to provide a beautiful venue for community members and businesses, delivering exceptional service and a memorable experience while maintaining a focus on health, safety, and environmental sustainability.

Business Overview

Location

Address: 1185 Dundee Rd, Palatine, IL 60074

Accessible by major roads and public transportation, the hall is located near residential areas and commercial hubs, making it a convenient choice for both personal and community events.

Operating Hours

Monday to Sunday: 8:00 AM to 2:00 AM

Flexible scheduling allows for daytime and late-night events, catering to a wide variety of client needs.

Services Offered

Small corporate events and small conferences

Private parties (birthdays, anniversaries, etc.)

Community events

Workshops, seminars, and educational programs

Fundraisers and charitable events

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Facility Features

Main hall with flexible seating arrangements for up to 49 guests.

Ample on-site parking with sufficient spaces for guests.

Restroom facilities.

Design elements for noise control and energy efficiency.

Market Research and Analysis

The dimensions for the venue are 20x60 ft. We will have 6ft tables in the venue, one on each side of the wall, therefore the separation between the tables is going to be 8ft.

Target Market

The target market includes:

Residents looking to host family gatherings, and private parties.

Local businesses and corporations for meetings, conferences, and team-building events.

Non-profit organizations, schools, and community groups for fundraisers and cultural events.

Market Demand

Local Competition: While there are some event venues in the Palatine area, many are either too Big, or lack the versatility needed to accommodate several types of events. This event hall will cater to a wider range of small private parties' styles.

Community Growth: Palatine has seen steady population growth, increasing the demand for venues that can accommodate private parties, conferences, and social gatherings.

Competitive Advantage

Prime Location: Proximity to both residential and commercial areas, making it convenient for local and out-of-town clients.

Flexible Venue: Multiple configurations to suit different private events, like small meetings, small conferences, and small parties.

Focus on Health and Safety: Compliance with local health regulations, sanitation protocols, and adherence to safety guidelines.

Marketing and Sales Strategy

Branding and Positioning

Position the event hall as the premier small event space in the Palatine area, offering a versatile venue for various occasions.

Emphasize customer service.

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Marketing Channels

Website and SEO: Create an optimized website that highlights the hall's features, services, pricing packages, and booking information. Invest in search engine optimization (SEO) to ensure visibility in online searches.

Social media: Use Instagram, Facebook, and LinkedIn to promote events, share client testimonials, and provide virtual tours of the venue.

Google and Facebook Ads: Use targeted ads to reach potential clients within a 25-mile radius, focusing on keywords related to event spaces, private parties, and corporate events.

Networking and Local Community Engagement: Attend local networking events and join business associations to build relationships and promote the venue for small corporate events. Also, offer discounted rates for non-profit community events to build goodwill.

Sales Strategy

Direct Outreach: Engage with local businesses through emails, phone calls, and face-to-face meetings to promote the venue.

Incentives for Early Bookings: Offer discounted pricing for clients who book events within the first year of operation.

Flexible Pricing Packages: Create tiered pricing packages (e.g., basic, premium, and deluxe) that can cater to various budget levels.

Operations Plan

Staffing

Event Manager: Oversees all event operations, schedules, and client relations.

Sales and Marketing Team: Responsible for client acquisition, marketing strategies, and maintaining relationships with local vendors.

Operations and Maintenance Staff: Ensures the venue is clean, well-maintained, and meets safety standards.

Supervising Personnel: The owner will personally supervise every event to ensure that operations run smoothly and that all client needs are met.

Security Plan: The event hall will be equipped with a security camera system covering all critical areas, including entrances, exits, and shared spaces, to ensure the safety of guests and prevent the use of alcohol in the premises.

Our Security Personnel will be hired, and 4 people will be dedicated only to security of the premises.

The security personnel will be in coordination with the Palatine Police Department following and complying with all and every guideline.

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They will meet all schedules and will keep security 30 minutes after closing.

We are planning to have security at the venue and all the Shopping Plaza.

We will ensure sufficient staff are available according to the size of the event.

We will provide security personnel as needed at every event.

On site Management: A manager will remain onsite until the end of every event to monitor operations, aid and respond to any issues that may arise. This adds an additional layer of security and support to ensure smooth event execution.

Event Coordinators: Assist clients during events, ensuring everything runs smoothly.

Event Operations

Events will be scheduled within the operating hours of 8:00 am to 2:00 am, allowing flexibility for both daytime and evening functions.

Clients have the option of bringing their own sound equipment or hiring a DJ, providing cost-effective solutions for entertainment.

No food and/or beverages will be stored, prepared, packaged, served, or vended directly to consumers on the premises. Clients will be able to bring their own prepared food and non-alcoholic beverages to serve to their guests.

We will not have or allow any stoves, ovens, food warming equipment, refrigerators, or freezers in the premises.

No Live Entertainment: Live bands or similar forms of live entertainment will not be permitted in the venue.

Set-up and breakdown times will be built into the event schedule, ensuring that the hall is prepared for the next event without disrupting nearby residents or businesses.

Financial Plan

Revenue Projections

Event Fees: Income from bookings for small parties, conferences, and private events.

Partnerships and Sponsorships: Income from partnering with local businesses, offering sponsorships for small events, and promoting co-branded community events.

Projected Revenue:

Year 1: $250,000

Year 2: $275,000

Year 3: $302,500

Startup Costs

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

Construction and Renovation: $5,000 for remodeling.

Furniture, Fixtures, and Equipment (FF&E): $10,000 for seating, tables, AV systems, and décor.

Operating Capital: $20,000 to cover initial marketing, staffing, and utilities.

Break-even Analysis

The event hall is expected to break even within 18 months (about 1 and a half years) of operation, with profitability projected by the end of Year 1, based on achieving a 60-70% booking rate during peak event seasons.

Funding Requirements

Total Investment: $50,000

Potential Sources of Funding: Bank Savings.

Risk Analysis

Market Saturation: Mitigate this by focusing on premium service and flexible event packages to attract a diverse clientele.

Economic Downturns: Offer discounts or flexible payment plans during economic slowdowns to maintain consistent bookings.

Regulatory Changes: Stay up to date on health, safety, and zoning regulations to ensure compliance and avoid penalties.

Conclusion

The event hall at 1185 Dundee Rd, Palatine, IL, has the potential to become a successful and profitable business by addressing the community's needs for an accessible venue for a wide range of events. With a strategic marketing plan, beautiful design, and a focus on safety, this venture is positioned for long-term success.

Revised 10/14/2024

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

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 1185 E. DUNDEE RD.

(●) ( ) ( ) ( )

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 24TH day of OCTOBER, A.D. 20 24., and the last publication thereof was made on the 24TH day of OCTOBER, A.D. 20 24.

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
- [x] Palatine Topics
- [ ] Rolling Meadows Topics
- [ ] Wheeling Topics
- [ ] Suburban Journal
- [ ] Northwest Journal
- [ ] Glenview Journal

"OFFICIAL SEAL"
MARY ALICE WENZL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 07/15/2025

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 24TH day of OCTOBER A.D., 20 24.

By Todd Wessel

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 24TH day of OCTOBER A.D., 20 24.

My commission expires the 15TH day of JULY A.D., 20 25.

Attachment: PZC Materials - 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

3. 1185 E. Dundee Road

SU-000128-2024 – 1185 E Dundee Rd

Notice was published in the Journal & Topics on October 24, 2024 and mailed to the owners of the surrounding properties.

Petitioner's Exhibits:

. Special Use Application
. Proof of Ownership
. Plat of Survey
. Floor Plan
. Revised Business Plan 11-18-24
. Initial Business Plan Submitted on 10-16-24
. Public Notice

Background:

Ms. Bremanis provides background and states the subject property is zoned Planned Development (#O-132-85), and is within the Park Place/Wal-Mart Subdivision. The previous occupant of the 1,200 square foot subject tenant space was Marie's Fit Club, which operated as a Zumba/dance studio. The shopping center is located near the southwest corner of the intersection of E. Dundee Rd and N. Baldwin Rd. The shopping center is attached and directly north of the Goodwill. Other uses in the shopping center include Wing Stop, Spring Salon, Subway, and Bright Dental.

The Petitioner is proposing to open an event hall/banquet facility at the subject property that would provide a space for clientele to host events. No food or beverage will be offered by the facility operator. The space will include tables and chairs, with the option for clients to provide their own food and non-alcoholic beverages. The Petitioner is requesting a Special Use to permit a banquet facility at the subject property.

Sworn in petitioner:

Carmelo Martinez – 1185 E Dundee Road– Palatine, IL - Petitioner
Juan Raez – 5550 Astor Ln – Rolling Meadows, IL- Son of Petitioner
Cory Bruce – 27 N Green St – Chicago, IL – Property Owner

Mr. Martinez explains that he currently operates Spring Salon in this strip mall and is interested in opening a small banquet facility in the vacant space next door. He shares that many of his salon customers and friends have expressed a need for a small venue with tables and chairs for gatherings, such as birthday parties and special occasions.

Mr. Bruce states that he has a positive working relationship with Mr. Martinez and regards him as a responsible business owner. He provides additional details about the proposed facility, which could accommodate 40–45 people, offering tables and chairs for use. The facility's concept is unique, as it would only provide

Attachment: P&ZC Minutes 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

the venue, while customers would bring their own food and beverages. Alcoholic beverages would not be permitted.
Customers would also have the option to bring devices such as iPads or phones, and the facility would supply a speaker for music. However, DJs and live music would not be allowed. Proposed business hours are Monday through Sunday, 8:00 AM to 11:00 PM. Typical events would include children's birthday parties, anniversaries, and other small gatherings.
Mr. Bruce expresses confidence that the banquet facility would be a valuable addition to the strip mall and does not foresee any issues with surrounding businesses. He mentions that the salon currently operates with a security system featuring eight cameras, and a similar system would be installed in the new facility. Additionally, Mr. Martinez plans to have staff on-site to oversee events and ensure the facility is monitored. He intends to hire event planners and managers for this purpose.
Chairman Wood notes that the space is relatively small, approximately 1,200 square feet, and questions how it could accommodate 45 people. She also inquires about how the facility would monitor and enforce the no-alcohol policy.
Mr. Martinez explains that 45 is the maximum capacity, but he expects most parties to host fewer than 40 guests. Addressing the alcohol concern, he states that since his salon is located next door, he would be able to monitor the events personally and shut down any party if the no-alcohol policy is violated. Additionally, he mentions that on-site staff would also be responsible for enforcement.
Chairman Wood further asks how the no-alcohol policy would be communicated and enforced.
Mr. Martinez responds that there would be a clear agreement with the customer, explicitly stating the no-alcohol policy.
Chairman Wood then inquires about staffing for events.
Mr. Martinez reiterates that he would personally be on-site along with staff members. He plans to have four staff members present during events to oversee operations and ensure compliance.
Chairman Wood asks staff about health department requirements for homemade food.
Ms. Bremanis states that homemade food is permitted for private events.

Commissioner Friedman seeks clarification on business ownership. He asks if Mr. Martinez is the leaseholder, has a contract, and whether he plans to work with a third party to find event clients.
Mr. Martinez confirms that he is the owner and plans to promote his business on social media.
Chairman Wood notes that Mr. Martinez already has a customer base through his salon, and Mr. Martinez adds that his customers have expressed a demand for this type of venue.
Commissioner Schubert inquires about the duration of party events.
Mr. Martinez states that event lengths will be determined at the time of booking.
Commissioner Schubert follows up, asking how many events Mr. Martinez anticipates booking per week.
Mr. Martinez hopes to host at least five events weekly.

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Chairman Wood reiterates her concern about the limited space and asks how guests will socialize or dance.
Mr. Martinez explains that in Mexican culture, tables and chairs are typically moved to one side to create a space for dancing.

Commissioner Bettenhausen asks about the type of flooring in the space, whether customers will be responsible for cleanup, and if cleaning supplies will be provided.
Mr. Bruce states that the venue features ceramic tile and carpet. Cleaning supplies will be provided for customer use after events.

Commissioner Schubert asks how garbage will be removed.
Mr. Martinez explains that garbage will be carried out through the front door to the shared dumpster at the rear of the building since there is no back door.

Commissioner Friedman asks if the same garbage removal arrangement applies to the salon.
Mr. Martinez confirms that it does.

Commissioner Fedota asks if the dumpster is shared with other businesses.
Mr. Bruce confirms it is and explains that, as the owner, he schedules garbage service several times per week as needed.
Chairman Wood asks if Mr. Martinez has discussed the no-alcohol policy with his salon customers.
Mr. Martinez states that he has discussed the no-alcohol policy with his customers. He reiterates his commitment to adhering to the village's rules and being clear with customers about the policies. If any rules are broken, the party will be shut down. He assures that overcrowding and alcohol will not be permitted.

Commissioner Bettenhausen asks about the pricing packages outlined in the business plan, specifically the Basic, Premium, and Deluxe options.
Mr. Martinez clarifies that there will not be different plans; pricing will be uniform for all parties.

Commissioner Bettenhausen inquires about the food counter shown on the as-built drawing and asks if it is a fixed installation.
Mr. Bruce explains that the food counter is modular and can be moved or relocated to create additional space if needed.

Chairman Wood notes that the prior business in the space was a Zumba studio and asks if music ever caused issues during that time.
Mr. Martinez states there were no issues, and Mr. Bruce adds that there were no complaints from surrounding businesses regarding loud music from the Zumba studio.
Commissioner Fedota asks about the type of music allowed and whether there would be a noticeable difference between using a loudspeaker or a DJ.

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Mr. Martinez clarifies that he will provide speakers with a maximum output of 800 watts.

Commissioner Fedota then asks whether the food for events will be catered or homemade.
Mr. Martinez confirms that the food will be homemade and brought in by the customers.
Ms. Bremanis provides additional information regarding parking, stating that there is ample parking available and the request does not require a parking variation. She also confirms that no food will be prepared on-site, and the space will not have freezers or stoves.
Commissioner Noonan asks if sternos would be allowed to keep food warm.
Ms. Bremanis responds that Fire Prevention would provide guidance on what would be permitted.

Commissioner Schubert inquires if the same rules would apply to crockpots.
Ms. Bremanis states that such details would need to be addressed if the proposal moves forward for approval.
Chairman Wood emphasizes that food-related issues would need to be resolved.
Commissioner Friedman asks if the approval process would need to be revisited should any changes to food preparation, such as the addition of refrigerators or stoves, occur.
Ms. Bremanis confirms that it would, but notes that beverage coolers, like those commonly found in small businesses, could typically be added without a food permit.

Commissioner Roth-Wurster asks if there are any nearby residential properties that could be affected by noise levels from the business.
Ms. Bremanis refers to a site map, pointing out that any residential properties are located a significant distance from the proposed business. She also confirms there is no back door at the facility.

Commissioner Friedman questions whether staff's conditions would need to be revised to reflect any changes to the business plan.
Ms. Bremanis states that the business plan changes would not impact the stated conditions. She also confirms that there will be security monitoring with three staff members dedicated to security.
Commissioner Fedota asks whether security monitoring will be conducted on-site or off-site.
Mr. Martinez explains that security will operate from an office at the back of the building, with personnel stationed at the front door and within the facility. Additional monitoring will occur from his neighboring business.

Commissioner Bettenhausen asks for confirmation about the absence of a back door.
Ms. Bremanis reiterates that there is no back door.
Commissioner Friedman notes that Fire Prevention would determine the maximum occupancy, as this could necessitate a second egress. He observes

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that based on the site plan, which includes eight tables with six chairs per table, along with four staff members, the occupancy would exceed the maximum limit and require a second egress.

STAFF RECOMMENDATION:

The Petitioner is proposing to open a rental event space available, which offers a space with only tables and chairs. The proposed operations plan for the event/banquet hall business is not typical for these types of uses and has generated Staff concerns through the review process. Such typical uses generally provide food and services through the event space, rather than having it provided by the party renting the space. While this may not be a specific code requirement, the proposed operational circumstances and some of the business plan information place some of the use responsibilities (providing all of the food and beverage, cleaning up after the event, and addressing matters during the use of the space) upon the entity renting the space.

Staff and the Village's Police Department have concerns with the hours of operation and events through 2 AM. From the Village's experience, later evening hours have the potential for parties to include alcohol and disruption, notwithstanding the Petitioner's indication of providing security personnel and video camera monitoring. Even as the business plan indicates security personnel would be on-site, having a space with the potential for large gatherings could provide an opportunity for parties to not use the space and its restrictions, which could also lead to negative impacts on the surrounding properties/businesses. Staff thoroughly discussed these concerns with the Petitioner throughout the process and also recommended engaging a security partner to further vet and review the operational functionality of the security protocols with the police department.

Therefore, Staff recommends denial of the proposed Special Use. If the Planning and Zoning Commission decide to recommend approval of the proposed Special Use, Staff recommends the following conditions:

1. The Special Use shall substantially conform to the business plan and floor plan submitted by the Petitioner, Carmelo Jimenez Martinez, except as such plans may be changed to conform to the Village's Codes and Ordinances.
2. Security shall be provided until 11 PM (Monday-Sunday) or 30 minutes after closing, whichever is later. Prior to the first event, the Petitioner and Staff will schedule a meeting with the Police Department to coordinate the proposed security plan information and services for the banquet hall. The provided security and should be coordinated with the Police Department and shall be provided for the banquet facility, as well as the shopping center during these times of operation.
3. The facility shall be permitted to hold events such as weddings, baptisms, cotillions, quinceañeras, social club events, reunions, family events, funeral luncheons, scheduled events or cultural events supporting a non-profit, religious or community organization, or similar events. All of these events shall not include

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any alcohol.

4. Village Staff shall conduct a 6-month review of the operations, parking, and traffic after the petitioner receives a certificate of occupancy. Pending the Petitioner's event hall business operations, if determined to be necessary by the Staff review, an additional review will take place before the Village Council. If the additional review by Village Council is necessary, the Village Council reserves the right to impose any additional conditions on the Special Use without further public hearing, at such time of the 6-month review. Northing shall preclude the Village from any other enforcement and/or compliance actions afforded under the Code of Ordinances.

Chairman Wood questions the level of security provided for smaller meetings compared to larger parties.

Ms. Bremanis responds that different types of bookings may require distinct security measures.

Commissioner Friedman suggests adding a condition to ensure customers understand the rules, either through a signed contract or prominently displayed signage in the venue, clarifying the rules and penalties.

Ms. Bremanis states that this can be a recommendation.

Commissioner Fedota recommends meeting with the Crime Prevention Unit to address any additional concerns.

Chairman Wood observes that this type of business could be compared to party rentals at park districts or clubhouse events, where customers bring their own food and decorations.

Mr. Martinez mentions that he had an informal conversation with the police department, and they did not express any concerns.

Ms. Bremanis concludes by stating that staff's recommendation remains unchanged and that final approval will be up to the Village Council.

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

Commissioner Fedota Made a motion to approve subject staff's conditions; seconded by Commissioner Schubert.

DISCUSSION:

Commissioner Schubert acknowledges the need for a place to celebrate but expresses concerns about food, cleanup, and potential issues with parties getting out of hand, as well as security. He believes that the business plan and concept need further testing before approval.

Commissioner Fedota commends the petitioner for his efforts in addressing concerns. He notes that Mr. Martinez already operates a business on-site, has local support, and recognizes the need for a small gathering space, rather than large events. While he shares concerns about parties potentially getting out of control, he believes that the limited number of events and guests makes the business concept appropriate. He also appreciates the inclusion of a 6-month review. Commissioner Fedota points out that this type of affordable venue for

Attachment: P&ZC Minutes 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

small gatherings is currently unavailable to customers.

Commissioner Friedman acknowledges the concerns raised and clarifies that the proposed use is not significantly different from a clubhouse. He highlights the staff and security measures in place, noting that the space is unique in its setting rather than its function. Commissioner Friedman points out that the business owner already operates a salon next door, and the landlord supports the new venture, which benefits both parties. He believes the end users will adhere to the rules, and suggests that the business contract could include a clause requiring a non-refundable deposit. Additionally, he recommends posting a sign indicating the maximum occupancy and outlining the facility's rules, which could help reinforce expectations.

Commissioner Roth-Wurster emphasizes that the proposed venue is not large, but rather a smaller, clubhouse-like setting. She points out that other towns offer similar spaces, and notes that large banquet halls can be too costly for smaller gatherings. She appreciates the concept of trying something new and acknowledges that potential challenges are being addressed, including the implementation of contracts specifying the no-alcohol policy. Commissioner Roth-Wurster also supports the six-month review, viewing the business as unique and marketable. She commends the business owner for attempting something different and expresses her support for the request.

Chairman Wood expresses initial concerns about the small space but notes her approval of the revised business plan. She acknowledges that the petitioner is a credible business owner who is addressing security concerns. After discussing the petitioner's intentions and plans, she is now in favor of the request, believing that it meets the health, safety, and welfare requirements for a special use.
Commissioner Bettenhausen agrees with Chairman Wood and is in favor of the request.

Chairman Wood summarized that this request has met the standards and was approved by a vote of 6-1. This item will tentatively go to Village Council on December 9th, 2024.

RESULT:	**RECOMMEND TO APPROVE [6 TO 1]**
MOVER:	Stephen Fedota, Commissioner
SECONDER:	Tim Schubert, Commissioner
AYES:	Noonan, Roth-Wurster, Friedman, Wood, Bettenhausen, Fedota
NAYS:	Schubert
ABSENT:	Kolososki, Cavanaugh

Attachment: P&ZC Minutes 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

IV. COMMUNICATIONS

All items from the 11/12/24 Meeting were approved at Village Council:
343 W Palatine Rd - approved
33 N Winston Dr - approved
265 W Northwest Hwy - approved
There will be one item on the agenda for the 12/10/24 meeting

V. ADJOURMENT

Attachment: P&ZC Minutes 11-26-24 (1185 E. Dundee Rd - SU Banquet Facility)

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"OFFICIAL SEAL"
MARY ALICE WENZL
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires 07/15/2025

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 24TH day of OCTOBER A.D., 20 24.

By Todd Wessel

President
Title of Corporate Officer

County of Cook
State of Illinois

Subscribed and sworn to before me this 24TH day of OCTOBER A.D., 20 24.

My commission expires the 15TH day of JULY A.D., 20 25.

Attachment: Public Notice (1185 E. Dundee Rd - SU Banquet Facility)

Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026

BACKGROUND:
In 2019, the Municipal Partnering Initiative (MPI) solicited bids for parkway tree trimming, tree removals, and stump removals for 2020 through 2022. MPI is a group of local municipalities that have coordinated similar projects to benefit from bulk purchasing, the sharing of best practices, and the sharing of workloads. The MPI bid allowed municipalities to award contracts in part or in whole. Advanced Tree Care, Incorporated of Lincolnshire, Illinois submitted the most favorable pricing for the tree trimming category. The Village awarded the contract to Advanced Tree Care of Lincolnshire, Illinois. A renewal option was available for up to two additional two-year periods.

The area targeted for trimming in 2025 is roughly from Hicks Road east to Rohlwing Road and from Dundee Road south to the Union Pacific railroad tracks. The two areas targeted for 2026 are roughly from Quentin Road east to Route 53 and Lake Cook Road south to Dundee Road, and the area roughly bounded by Dundee Road, the Union Pacific railroad tracks, and Quentin Road and Charter Hall Drive.

KEY ISSUES:
- Advanced Tree Care has agreed to an extension for the 2025 and 2026 seasons with no increase in unit prices. Trees 4-7” in diameter are $2.14 per inch, trees 8-15” in diameter are $2.55 per inch, and trees over 15” are $2.96 per inch.
- The 2020-2022 seasons were the first term of the contract. 2025-2026 would be the second additional two-year renewal.
- Staff proposes to trim trees 3 inches in diameter or smaller with in-house Forestry crews. Crews have the ability and capacity to trim smaller trees, which will free up funds and allow for a greater number of large diameter trees to be trimmed contractually.
- An estimated 2,209 trees will be trimmed contractually during 2025, and about 2,532 trees in 2026.
- Based on the estimated quantities of trees by size, the costs will be within the operating budget estimates.
- Work performed by Advanced Tree Care during the past seasons has been satisfactory.

ALTERNATIVES:
1. Extend the contract with Advanced Tree Care through 2026 for the Parkway Tree Trimming Program.
2. Refer back to Staff with comments.

RECOMMENDATION:
It is recommended that the contract with Advanced Tree Care be extended through 2026 for the Parkway Tree Trimming Program.

BUDGET IMPACT:
Funds in the amount of $131,025 have been allocated in the 2025 Public Works Operating Budget for contractual tree trimming services. A similar amount will be

recommended in future proposed Department Operating Budgets.

ACTION REQUIRED:
Motion to extend the contract with Advanced Tree Care, Incorporated of Lincolnshire, Illinois through 2026 for the Parkway Tree Trimming Program.

ATTACHMENTS:

- Advanced Tree Care Proposal
- 2023-2028 Tree Trimming Program Map

PROPOSAL

600 Industrial Dr.
Lincolnshire, IL 60069
Phone # (847) 587-8500
Fax # (847) 973-9484

Date: December 04, 2022
Estimate # 65782
office@advanced-treecare.com
www.advanced-treecare.com

Name / Address
Village of Palatine 148 W Illinois Ave Palatine, IL 60067 Customer number : 954697

Job Location / Email
Village of Palatine 148 W Illinois Ave Palatine, IL 60067 Work: 847-705-5200 Email: SDavia@palatine.il.us

#	Item	Description	Cost
1		**Municipal Partnering Initiative (MPI)** Contract Extension 2025 & 2026 season: For your consideration: Advanced Tree Care would like to extend the current tree MPI trimming contract to the village of Palatine for the 2025 and 2026 season. All aspects of the current contract will be extended to the Village of Palatine pertaining to Class 2 parkway tree trimming & Emergency hourly rates pertaining to the Village of Glenview in their bid #RFB 219034 Parkway Tree Trimming Program. Article 9 “Joint Purchasing/Purchasing Extension” of their Terms and Conditions extends the services to other municipalities through the Governmental Joint Purchase Act. All pricing will remain the same. Note: No additional 2% increase will be requested, it was requested and applied in 2022 proposal 65782.	
		TOTAL	**$0.00**

Attachment: Advanced Tree Care Proposal (2025-2026 Parkway Tree Trimming Contract Extension)

PROPOSAL

600 Industrial Dr.
Lincolnshire, IL 60069
Phone # (847) 587-8500
Fax # (847) 973-9484

Date: December 04, 2022
Estimate # 65782
office@advanced-treecare.com
www.advanced-treecare.com

ACCEPTENCE OF PROPOSAL- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment within 10 days of satisfactory completion.

Arborist Signature X Mike Bramucci _____ **Customer Signature X** _____ **Date of Acceptence** _____

Trimming: Pruning of trees & shrubs will be in accordance with the ANSI A300 Standards of pruning as listed by the International Society of Arboriculture.

Wound Dressing: Current research shows that there is no beneficial effect from tree paint, and in some cases it is actually detrimental.

Tree Removal: Trees will be cut as low as possible. Additional charges may be necessary for unseen concrete or metal in the tree, in which case the owner will be notified.

Stump Removal: Grinding of stump to below ground level. Stump hole will be back filled with stump chips and excess chips left on site, unless otherwise stated. These chips are an excellent landscape mulch. Removal of stump chips are generally the same cost as grinding the stump.

Debris Removal: All logs and brush from pruning or removal operations will be hauled from site and area will be completely raked. Stump grindings are excluded.

Permits: When necessary, will be responsibilty of customer unless otherwise agreed too.

Terms: Items billed as completed. Check,Credit within 10 days of completion unless otherwise agreed in writing. 2.5% daily service charge on unpaid overdue accounts.

Cancelation: A written request to cancel must be recieved. Cancellation of work not received before crew arrival will be subject to our current minimun charge of $200.

Insurance: Our workers are fully covered by workman's compensation. Advanced Tree Care also carries personal injury and property damage liability. A certificate of insurance will be sent upon request.

Attachment: Advanced Tree Care Proposal (2025-2026 Parkway Tree Trimming Contract Extension)

VILLAGE OF PALATINE
PUBLIC WORKS

N

DUNDEE ROAD (IL 68)
NORTHWEST HWY. (US 14)
HICKS ROAD
CARPENTER DRIVE
CLARK DRIVE
BALDWIN ROAD
PALATINE ROAD
QUENTIN ROAD
ILLINOIS AVENUE

TREE TRIMMING PROGRAM PHASING SCHEDULE 2023 - 2028

revised 9/07/2022

ZONE	
1	20 8
2	20 7
3	20 3
4	20 4
5	20 5
6	20 6

Attachment: 2023-2028 Tree Trimming Program Map (2025-2026 Parkway Tree Trimming Contract Extension)

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

BACKGROUND:
The Village has hosted the annual Street Fest in downtown Palatine for 24 years. While the Village has utilized different special event management companies in name, the principal partner has been the same. As with any other contract, Staff felt it was time to go to the marketplace to solicits bids from qualified firms. An RFP was released in October and four firms responded. One bid was from the incumbent and staff interviewed two additional firms.

KEY ISSUES:
- A competitive RFP process was used to select the preferred vendor, Chicago Special Events Management.
- The contract covers the management and production of the 2025 Palatine Street Fest. Responsibilities of event management will not vary much from the past – the scope will remain similar to the past. Police, Fire, and Public Works staff will still assist in the event's success.
- The vendor's proposed event budget fits within the Village's budgeted amount for the event. Because the vendor owns a warehouse with many of their own equipment and supplies, there are substantial savings in the event line item budget. There is a cost sharing agreement on liquor sales (5%), but with a lower management fee $15,000 vs. $18,500) and lower sponsorship revenue sharing (18% vs. 25%) and savings from equipment and supplies, staff projects the contract for the 2025 to be 20-30% less than the incumbent's proposed budget, or around $37,000.
- The annual approvals for street closure and liquor will follow in a subsequent meeting.

ALTERNATIVES:
1. Authorize the Manager to execute the contract.
2. Refer back to staff.

RECOMMENDATION:
Staff recommends authorizing the Village Manager to execute a contract with Chicago Special Events Management for the management and production of the 2025 Palatine Street Fest.

ACTION REQUIRED:
A motion to authorize the Village Manager to execute a contract with Chicago Special Events Management for the management and production of the 2025 Palatine Street Fest.

ATTACHMENTS:

- Palatine Proposed Street Fest Agreement 2025

- RFP Response - SEM Proposal

Letter of Agreement

Sample Agreement

This Agreement (the "Agreement") is by and between the Village of Palatine (hereinafter referred to as "Client") and Special Events Management Inc., d/b/a Chicago Special Events Management (hereinafter referred to as "CSEM"), with offices at 2221 W. 43rd Street, Chicago, IL 60609, for the Client to retain the services of CSEM to manage and produce the 2025 Palatine Street Fest (hereinafter referred to as the "Event"), an Event owned by the Client and scheduled for August 22, 23, and 24, 2025.

Witnesseth:

WHEREAS CSEM manages events for not-for-profit and local business organizations; and

WHEREAS Client desires to obtain management, production, and administrative services from CSEM as outlined within this agreement; and

WHEREAS, CSEM has recognized expertise in managing and producing community festivals, securing entertainment, obtaining arts, crafts, food, and beverages vendors, soliciting, and securing corporate cash, in-kind and media sponsors; and

WHEREAS CSEM is further recognized for the marketing of special events through advertising and media promotions; and

WHEREAS CSEM will become a legally assigned agent for the Client as it relates to the services described within this agreement; and

NOW THEREFORE, in consideration of the mutual representations and provisions made herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

Section 1. Event Specifics.

Name of Event. Palatine Street Fest

Scheduled Date. The Event is scheduled pending permits and approval from the Village for August 22, 23, and 24, 2025.

Scheduled Time for General Public. The operating hours are as follows:

A. Friday from 5 p.m. to 12 p.m. (midnight)

B. Saturday, from 12:00 p.m. to 12 p.m. (midnight)

C. Sunday from 12:00 p.m. noon to 6:00 p.m.

Location. Downtown Palatine, corner of Slade and Brockway and Towne Square.

Section 2. Definitions.

As used herein, the following terms shall have the following meanings:

Festival. A community celebration that features live music, art, food and educational activities that entertain the public.

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

Consulting & Management. The time spent pre-planning the Event and executing the management of the plan on the day of the Event. The use of resources and knowledge in the management of the Event.

Talent Purchasing. The method of soliciting entertainment for the purchase of providing a live performance.

Production Services. The execution of set up, providing goods and services during the hours of operations and take down of an Event site. Production services include but are not limited to beverage dispersal; collection of admission or donations; sound engineering; stage operations; technicians for theatrical lighting; sponsorship benefits execution; providing administrative and labor service to specific areas of the Event.

Artist. An entertainment group or individual who provides professional services in the act of live performance.

Sponsor. A person, firm or company that financially supports the Event through a monetary commitment while receiving advertising benefits. Sponsors include promotional media partners that have a monetary value that is established through the cost of advertising as concluded by the reasonable value of such advertising.

Event Planning. The method of creating a plan with details outlined to include but not limited to the following:

A. Filing the necessary permit applications with the municipal agencies who grant permission to hold the Event within the designated area.

B. Mutually creating a working budget that incorporates projected expenses for the operations of the Event.

C. Establishing a division of responsibilities between the Client and CSEM to determine each party's role and obligation in the Event process.

D. Creating a mutual timeline of duties that need to be executed that need to be executed prior to and on the day of the Event.

Term. The term of this Agreement is set forth within this agreement and commences upon execution of this agreement. It concludes upon the event concluding, final payment, and execution of the provisions set forth within this agreement.

Section 3. Fees and Expenses.

Client agrees to pay CSEM a $15,000.00 Event management fee, plus 18% of any cash sponsorship secured by CSEM, 5% of Gross Beverage Sales from Alcohol and for all reimbursable expenses agreed upon between the two parties and outlined within the Event budget. Any in-kind sponsors secured by CSEM for the Event will be excluded from any commissions unless specific sponsor provides budget-relieving expenses. In-kind sponsors that provide budget-relieving expenses will be commissioned at a 10% rate after a reasonable value is determined between the Client and CSEM. Payment for Management fees are outlined in Section 35.

Reimbursable Expenses. In addition to management fees invoiced to Client, Client shall reimburse CSEM for all out-of-pocket expenses incurred by CSEM on behalf of Client (collectively, the "Expenses"), including but not limited to permit fees, postage, photocopying, messenger services, goods and services, staff or labor, transportation services, portable restrooms, public relations activities and any other expenses mutually agreed upon and set forth into the Event working budget. CSEM agrees not to incur any individual reimbursable expense on Client's behalf more than $250 or 10% more than the budgeted amount without Client's prior approval. All expenses reimbursable to CSEM shall be itemized and included in the invoices sent from CSEM to Client as outlined under Section 36.

Section 4. Sales Commissions.

In the event CSEM secures a cash sponsor for the Event with the approval of the Client, the Client agrees to pay CSEM a 18% commission. The sponsorship commission will be based off the gross amount of the sponsorship

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

secured by CSEM and contracted for the event. CSEM is not entitled to any commissions secured directly by the Client.

Section 5. Scope of Services.

Pre-Planning.

CSEM will assign an Event manager to your project who will become your daily point person. CSEM shall work with the Client's appointed liaison to plan the Event, which shall include, but shall not be limited to, the following services: acquiring permits, creating an operating budget, identifying labor needs, preparing a time line and site plan, identifying transportation needs for equipment, volunteers and products, preparing an Event day agenda, securing goods and services and preparing an Event day operational plan.

A. **Administrative.**

Timeline: Upon the execution of this agreement, CSEM shall create a working timeline for the Event. Client and CSEM shall periodically review the timeline to confirm the progress of the Event's planning.

Permits: The parties will work together to prepare written request and permit applications to all the appropriate municipal agencies for approval to stage the Event.

Budget: The parties will jointly facilitate the creation of an Event budget. CSEM will provide a complete financial accounting of its expenses for the Event for the services, labor, goods, and equipment provided by CSEM to use at or in conjunction with the Event.

Consultation: The assigned CSEM Event Manager and other managers with specialized experiences are available for consummation upon proper notification not less than 7 days to attend meetings to discuss the Event and or its needs.

Information Requests: CSEM website and phone system will be used as an additional outlet for information regarding the details of the Event as outlined within this agreement.

B. **Preparing a Site Plan.**

CSEM will formulate a site plan for the Event. The plan will include placement of all services and activities such as vendor spaces, information booths, portable washrooms and hand washing sinks, vendor parking (if any), gate entrances (if any), product areas, generators, entertainment locations, and other related services and activities mutually agreed upon.

C. **Preparing an Event Day Agenda.**

CSEM will write a planning day of Event agenda for its personnel provided at the Event. The agenda will include a list of personnel responsibilities to include but not limited to vendor check-in and placement; entrance gate set-up; staffing and collection; product and equipment deliveries; and placements of goods and services and the operations of the Event.

D. **Preparing a Security Plan**

CSEM will develop a written security plan, which will designate onsite security locations, time, and placement of each security officer, subject to coordination and approval of the Client's Police Department

E. **Hiring Entertainment**

CSEM, with the approval of the Client, shall hire entertainment for the Event. CSEM shall work on behalf of Client as an authorized talent-purchasing agency. All entertainment secured by CSEM will be on a net value and CSEM will not be commissioned. Subject to Client's prior approval, CSEM shall advance all entertainment, negotiate

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

contracts and riders, oversee, and execute transportation needs, negotiate hotel and hospitality needs, and manage the entertainer's performance.

Subject to Client's approval, CSEM shall secure the necessary staging, lighting and sound required to execute production for performing artists. SEM shall hire stagehands to work the day of the Event.

F. **Managing Professional Agencies**

CSEM shall oversee and manage other professional agencies hired for the Event to include, but not be limited to creative design; public relations; security; and any other service provider jointly agreed upon between the parties, hired and implemented into the Event based on the overall budget.

G. **Vendor Coordination**

CSEM shall be responsible, subject to the Client's approval, for coordination of artists/vendors for the Event, as further described below.

In order to solicit artists/vendors to participate in the Event, CSEM shall:

1. Place listings on vendor platform resources online.
2. Create a vendor application.
3. Answer and respond to calls of inquiry.
4. Post information on CSEM's website.
5. Receive and process all applications.
6. Coordinate the vendor review process with the Client.
7. Notify the selected vendors of acceptance and send exhibiting information.
8. Create a wait list of vendors to account for any cancellations.
9. Assign booth locations to accepted vendors.
10. Physically designate and number each booth location on the Event site.

H. **Media Partnerships**

CSEM will use its relationships with broadcast media (radio) to formulate partnerships that will enhance both the promotion of the Event to the public as well as the appeal to the entertainer considering the date for performance.

I. **Sponsors**

CSEM has relationship with corporate sponsors who become involved in Events for the purpose of promoting their products or services. These sponsors are not philanthropic but companies that receive Event benefits from participation of being on-site while interacting with the public.

Following the Event, CSEM shall accumulate all sponsor requests, Event recaps and media affidavits to create a sponsor recap. CSEM shall send the sponsor recap to primary Event sponsors within 60 days after the Event.

J. Event Coordination.

CSEM will be responsible for the following coordination of the day of Event management and operations:

1. CSEM shall select experienced workers to serve as key support personnel.
2. CSEM, with the assistance of the Client, shall organize, allocate and instruct workers on-site during the Event.
3. CSEM shall coordinate and supervise day of Event activities including but not limited to: Event set up, vendor check-in, vendor space assignment, clean up, traffic flow management, security, equipment placement to include but not limited to, generators, portable restrooms, dumpsters, garbage cans, wash

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

sinks, communications and supply trailers for product and any other service which relates to the execution of the Event.

4. CSEM shall provide on a requested basis on-site service for vendors including, but not limited to rental of tables, chairs, and tents as well as the purchasing and delivery of non-alcoholic beverages and ice.
5. CSEM shall oversee and manage the placement of all vendors including, but not limited to, artists, food, corporate sponsors, and beverage vendors.

Section 6. Permits.

CSEM will file permit applications to hold the Event. Permits are subject to review of the grantor and any fees and deposits associated with such permits will be paid by Client in the event budget.

Section 7. Rental Equipment and Services.

CSEM will act on behalf of the Client as an agent when ordering goods and services from third party suppliers. CSEM maintains insurance coverage with a $2000 deductible, which covers all rental equipment used for all events operated by CSEM personnel only. CSEM will be responsible for the usage of this equipment unless the equipment is used directly by the Client, its employees, or volunteers. Equipment used by any of the Client's designated workers or volunteers remains the responsibility of the Client if loss or damage occurs during the usage of the rented or leased equipment.

CSEM owns an array of equipment that is commonly used or needed for special events. Much of this equipment is specialized and unique. CSEM will rent this equipment to the Client on an as needed basis and mutually agreed upon and implemented into the budget.

Section 8. Warehousing and Storage.

CSEM will allow Client to ship materials and goods to its warehouse free of charge 30 days before the Event. This service provides for up to four kinds of materials. Skids are 4' x 4' areas which are restricted to four feet of height. CSEM will hold such items and at Client's request will move those items to the Event site, as necessary. After the Event, CSEM will hold any unused items for a period of 15 days while arranging for merchandise to be returned to the Client, its sponsors, or affiliates. Additional merchandise over 4 skids will be charged a weekly rate of $15 per skid. If Client requests that CSEM dispose of any such merchandise, CSEM will charge Client a disposal fee of $43.75 per five yards of waste being disposed. Long-term storage rates are available upon request and under a separate quote and agreement. All incoming deliveries of merchandise are subject to labor fees for loading and unloading of merchandise.

Section 9. Transportation Services.

CSEM is available for limited pickups and deliveries on a scheduled basis. The cost of a pickup or delivery is $200.00 for a two-hour minimum unless a larger vehicle needs to be rented. If a larger vehicle is needed and is rented, Client will cover such cost as an expense to its Event. If multiple pickup or deliveries are needed and more than two hours is incurred in the process, the additional charge will be $40.00 per hour after the initial two hours.

Section 10. Employee Wages.

CSEM hires temporary labor for employment to work within various capacities of the Event. Such temporary personnel shall be charged to Client as a reimbursable expense subject to Client's approval at the rates listed immediately below. CSEM shall always be responsible for the management and performance of such temporary personnel.

The rates listed below cover the cost of workmen's compensation insurance, general liability insurance, administrative expenses, federal, state and local taxes.

Average wages are as follows:

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

General Labor:	$32.00 per hour
Cleaning Personnel:	$30.00 per hour
Stage Managers:	$32.00 per hour
Security Officers*:	$42.00 per hour
Security Supervisor:	$45.00 per hour

*Security personnel are licensed and insured

Section 11. Database.

The CSEM database is available upon request for Client's one time use at a charge of $15 per thousand. If Client request that the database (names) be outputted onto self-adhesive labels, Client agrees to pay in addition the cost of the labels.

CSEM owns niche mailing lists that are available to Client for $20 per list. These lists are:

A. Travel Groups
B. Event Consumers
C. Specialty Stores

Section 12. Media.

CSEM shall select a combination of newspaper, radio and/or television media and purchased or traded for in-kind sponsorships to promote the Event. CSEM retains selective rights to create, place and determine the amount of media used to promote the Event within the Client's guidelines as approved in writing and budgeted between the parties. All use of Client's name or logos shall be subject to Client's prior approval before inserted. Advertising where appropriate, will acknowledge CSEM's name, service mark or logo as the management company of the Event.

Section 13. Website and Electronic Newsletter.

The Client will receive an Event listing on the CSEM website and within its newsletter. This includes a landing webpage, providing in web format content, editing and updates. Within the web listing CSEM will provide an Event description, directions to the Event site, list of corporate sponsors and links to the Client's page.

Section 14. Graphic Design

Graphic Design Services are included in the CSEM Management fees. Graphic design may include but is not limited to creating a logo, developing marketing materials, creation of a sponsorship packet, formatting and sizing ads for magazines and newspapers, developing posters, flyers, postcards, creating billboards or website banners, developing specific sized banners and signage.

Section 15. Printing

Upon the Client's request CSEM can quote the Client on printing needs for the Event. Small print orders may be printed inside at CSEM for Flyers and Posters. If Client directs CSEM to order print services, CSEM will manage the print process from layout, proofing to actual print completion.

Section 16. Calendar Releases & Public Relations Expenses

Upon the Client's request CSEM can provide a proven resource for Public Relations Services at an additional cost.

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

Section 17. Event Signage.

The parties will mutually determine all signage that needs to be displayed at the Event including signage from corporate sponsors. All costs associated with the design and construction of banners for Client, or its respective partners or affiliates, shall be paid for by the Client. CSEM is not responsible for any damage to signage that is part of normal usage for outdoor events which includes weather (wind, rain, or mud), participant, spectator or public abuse, theft, loss, or damage beyond the control of CSEM.

Section 18. Insurance.

1. Each party will provide a certificate of insurance and endorsements to the other party unless the Client directs CSEM to secure a separate and independent "event policy."

2. CSEM will provide Client with proof of insurance for any of its services or goods brought to the Event.

3. Both parties shall indemnify, defend, and hold the other party harmless from any and all claims arising out of or in connection with any acts or omissions from their company, its officers, directors or employees, whether or not such acts or omissions amount to negligence. Provided however, that nothing contained in this Agreement shall constitute a waiver by Client of any right, privilege or defense available to Client under statutory or common law, including, but not limited to, the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq., as amended.

4. CSEM maintains an insurance policy for money collection. This policy covers theft and loss of up to $50,000 per occurrence. CSEM maintains a collection procedure that is in accordance with its carrier. The theft and money collection policy are enforced only if CSEM is collecting money on behalf of the client, supervising and managing collections.

5. CSEM maintains an auto insurance policy for coverage on vehicles owned, leased, rented, or borrowed with respect to the operations of CSEM workers for use during Event. Each vehicle used at the Event is covered under the CSEM policy and an amount of $25 per vehicle charged for this auto coverage.

6. CSEM maintains a workers compensation policy for its employees as required by the State of Illinois.

Section 19. Further Assurance.

Each party to this Agreement, upon the request of any other party to this Agreement, will execute, acknowledge, and deliver such further documents or instruments and perform such further acts as may be necessary, desirable, or proper to carry out more effectively the purpose of this Agreement. Each of the individuals executing this Agreement certifies that he or she is duly authorized to do so.

Section 20. Relationships of the Parties.

The parties are acting herein as independent contractors. Nothing contained within this agreement shall create or be construed as creating a partnership or joint venture. CSEM shall act as an agent on behalf of the Client for its general Event consultation, vendor ordering, on-site production and municipal request as it pertains to the Event. The parties agree that neither entity shall have the authority to bind the other in any respect without prior approval between the parties. Client shall be solely responsible for all wages and worker's compensation coverage for its personnel participating in the Event. Sales taxes, if any, shall be the responsibility of the Client for any goods or services sold on-site.

Section 21. Client Responsibilities.

Under this agreement each party has accepted certain responsibilities that are deemed necessary to the execution and success of the Event. As further determined Client maintains all rights and duties to perform as desired under this agreement. For the mutual understanding that both parties are aware of its duties for the purpose of this agreement the Client acknowledges the following responsibilities as part of this agreement. Therefore, Client will:

A. Pay for all expenses of the Event as mutually agreed upon and jointly created as a working budget including in advance all required permit fees.

B. Work with local government to secure permits and support the event to include but not limited to:

C. Notify CSEM which services it will be using that are part of this agreement to avoid cost, confusion, or duplication of effort.

D. Pay all on-line credit card fees (if applicable).

E. Not duplicate any files of CSEM that are construed as proprietary such as database mailing list.

F. Notify CSEM of any meetings that require attendance with 7-day notice.

G. Notify CSEM of any goods being shipped directly to CSEM and the expected arrival date.

H. Provide a copy of your not-for-profit status and a copy of your current business license if applicable.

I. Provide timely payments for fees and expenses as mutually agreed upon and outlined in Section 34.

Section 22. Entire Agreement and Modification.

This Agreement, the entire agreement, between the parties relating to the subject matter hereof and all prior agreements relative hereto which are not contained herein are terminated. This Agreement may not be amended, revised, or terminated orally but only by a written instrument executed between the parties which enforcement of the amendment, revision, or termination is asserted. Any alleged amendment, revision, or termination, which is not so documented, shall not be effective until received by the other party.

Section 23. Applicable Law.

This Agreement shall be governed by and construed according to the laws of the State of Illinois from time to time in effect.

Section 24 Force Majeure.

The failure of either party hereto to comply with the terms and conditions hereof because of an act of God, strike, labor troubles, war, fire, earthquake, act of public enemies, action of federal, state or local governmental authorities or for any similar reason beyond the reasonable control of such party, shall not be deemed a breach of this agreement. However, if the force majeure event continues to affect CSEM's performance for more than ten (10) business days, Client may immediately terminate this Agreement.

In the event of such termination CSEM shall be entitled to 50% of its management fee.

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

Section 25. Limited Scope of Engagement.

CSEM's engagement with Client is limited strictly to the items identified within this agreement. CSEM has no other obligations to Client whatsoever. If client desires CSEM's services in connection with the Event to include additional responsibilities including but not limited to equipment rentals, marketing or public relations services, other goods, and services not part of this agreement, said additional services, are subject to CSEM's then applicable fees. CSEM and Client agree that any such products or services and any other rights or obligations cannot be the subject of an oral agreement but must be outlined in written correspondence. The Client acknowledges that CSEM provides other consulting services at separate charges under applicable CSEM agreements and that CSEM will be free to conduct business with others, including competitors of Client.

Section 26. Client Assistance.

Client acknowledges that CSEM will rely on information, which Client provides to CSEM, and Client warrants that it shall provide complete and accurate information to CSEM concerning Client's business operations. Client shall supply CSEM with any additional information, which CSEM requires to complete its obligations in connection with the Event, on a timely basis. Client's failure to provide CSEM with complete, accurate information or failure to provide CSEM information on a timely basis will result in delays of the Event.

Section 27. Prevailing Party and Right to Legal Fees.

In the event of any legal action under this letter agreement, the "party ultimately prevailing" (as that term is defined in this Section) in such proceeding shall be reimbursed, on demand, by the non-prevailing party, for all reasonable legal fees and costs which the party ultimately prevailing incurred because of such action, including fees and costs which relate to appeals. For purposes of this letter, the term "party ultimately prevailing" means the party, which is awarded the greater damages or other relief pursuant to a judicial determination by a court of last resort or by a lower court from whose final order, no appeal has been taken or the time for appeal has lapsed.

Section 28. Binding Agreement.

This letter constitutes the complete, binding agreement between the parties concerning the matters it addresses and supersedes all previous negotiations, agreements, or representations, written or oral, between the parties in connection with the Event. In the event of any conflict between the terms and conditions of this letter and any other proposal, the terms of this letter agreement shall govern. The parties may amend this letter only through execution of a written instrument, which they both sign.

Section 29. Notices.

All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been given if hand delivered or emailed, signature and response requested.

a) If to Client, as follows:
Village Manager's Office
Village of Palatine
200 E Wood Street
Palatine, IL 60067

And (b) if to CSEM, as follows:

Chicago Special Events Management
2221 W. 43rd Street
Chicago, Illinois, 60609
Attn. Hank Zemola

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

Section 30. Right to Renew.

Client's right to renew this Agreement under similar terms, if any, is to be stated in writing and sent to CSEM on or before October 1st, 2025.

Section 31. Payments and Conditions.

Client agrees with the following:

CSEM will be paid $7,000.00 toward its management fee and $3,000.00 toward initial Event expenses, a total of $10,000.00 on or before February 7th, 2025.

CSEM will be paid $3,000.00 toward its management fee and $20,000.00 toward Event deposit expenses, a total of $23,000.00 on or before May 15th, 2025.

Outstanding budgeted expenses, sales commissions (if applicable) and remaining management fees will be paid after final accounting and reviewed between the parties not later than forty-five (45) days after the Event.

This agreement does not constitute and will not be construed as constituting a partnership between CSEM and Client. Neither party will have any right to obligate nor bind the other party in any manner whatsoever. This is an agreement between two separate parties. However, CSEM will act as an agent on behalf of Client when ordering equipment, supplies, securing entertainment and ad space, providing foods and services for the Event.

AGREED AND ACCEPTED on this _____ day of _____, 2025.

CLIENT

By: _____, Title: _____

SPECIAL EVENTS MANAGEMENT

By: _____, HENRY R. ZEMOLA, CEO

Attachment: Palatine Proposed Street Fest Agreement 2025 (Street Fest Event Managment Contract)

Company Overview & Event Management Proposal for the
Palatine Street Fest

Logistical Management & Execution | Administrative &
Consulting Services | Governmental Services | Labor Coordination

Special Events Management is full-service event production firm that includes on-site logistical management, public relations, graphic design, marketing, social media and interactive development and management, sponsorship sales and retail programs, vendor relations and management, Legal and governmental services, equipment, labor, and other event related services. The company provides a professional team of specialists that structure events into effective operations to successfully meet the goals and objectives of our clients.

SPECIAL EVENTS management

a world of possibilities

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Attachment: RFP Response - SEM Proposal (Street Fest Event Managment Contract)

Company Overview

ABOUT SPECIAL EVENTS MANAGEMENT

The company employs a full-time staff of forty people with specialized departments that assist, complement, and benefit the company's mission of event production and execution. In addition to our core staff, we employ a seasonal workforce of more than two hundred people and logistics personnel through our event operations in a 70,000 square foot warehouse and corporate offices.

We are licensed in the City of Chicago and additionally licensed as a general contractor, which is required for all building and structural permits. We produce events nationally in twenty-five other markets as well.

The uniqueness of the company is exemplified by the fact that Special Events Management (SEM) is a responsive and innovative production/logistical organization that also includes experts in media, entertainment services, graphic design, sponsorship sales, public relations, web and social media services, event staffing and equipment services.

Our staff is divided into the following areas of expertise:

- Event Management & Logistics
- Volunteers & Staffing Services
- Media & Marketing Services
- Accounting Management
- Sponsorship Sales
- Music & Stage Production
- Graphic Design
- Social Media Services
- Public Relations
- Government & Municipal Permitting
- Entertainment Booking, Production & Management
- Legal Services, Insurance & Risk Management

MANAGING EVENTS

SEM is a company with extensive internal resources and contractor relationships. SEM is an all-inclusive resource for management, production and most of the services required of any special event. SEM does not outsource services nor sub-contract to any other entity for the responsibilities of managing or producing an event for its clients. SEM owns and maintains most of its own equipment that includes, but is not limited to, the list below. For "goods and services" such as dumpsters, portable restrooms, tents, golf carts, etc., SEM maintains longstanding relationships with trusted and high-quality suppliers.

SEM owns the following equipment/resources used to service events through its Equipment Services:

- Ticketing Program Equipment
- Credit Card Merchant Systems
- Transportation Services
- Entrance Structures
- Crowd Control Barricades
- Snow Fencing
- Sound Systems
- Informational Signage
- Generators (Small Portable)
- Traffic Equipment
- Directional Equipment
- Walkie-talkies
- Tables
- Chairs
- Coolers
- Tenting
- Consumer Databases
- Staging
- LED Video Screens
- iPads

In addition to the equipment needed to produce a festival, SEM also maintains a warehouse and distribution operations that allows for the receipt and storage of client and sponsor materials.

Event Planning

BUDGET/SPONSORSHIP/VENDOR SELECTION

- **Assign an Event Manager.** SEM will assign an event manager to the project who will be the project manager for the event throughout the event implementation process. The manager is available for meetings and will work internally at SEM with other managers to help make your event successful. Senior management is always involved in each of our client's projects and relationships.
- **Create an Operating Budget.** The assigned event manager, the CEO, our production team, and accounting department will create an event budget in line with your goals and objectives. The budget will consist of each line item necessary to support the event. Once a budget is created and approved by your organization, SEM will provide a complete financial accounting of the event expenses by providing a photocopy of each invoice from any outside (third party) service providers, internal equipment invoices from SEM and for the event services to include, but are not limited to: goods and services, equipment, labor and permits. SEM agrees not to incur any individual reimbursable expense on Client's behalf in excess of more than 10% of the budgeted amount, without Client's prior approval.
- **Sponsorship**. SEM has five (5) full-time salespeople who will present your event to potential sponsors. SEM will place the event into its non-philanthropic pool of advertisers and marketing agencies nationwide that may want to promote its brands and services to your audience and/or demographics. The team will create a template that is consistent with your sponsorship program for the event.

  Each year our team raises more than three million dollars in corporate sponsorship which has translated into long-term relationships with advertising agencies and field marketing companies. Most of our sponsorships are acquired from regional or national budgets, leaving the local businesses to focus on more local community needs.
- **Vendor Department**. This SEM department consists of three full-time staff members. The department works with over nine hundred potential vendors annually attributing annual income of more than $2 million in vending revenue. This department is supported by our interactive media department who manages social media and web-based inquiries. This department is bilingual with a Spanish speaking coordinator.
- **Vendor Coordination**. SEM will set up an event vendor database, manage inquires, review applications, place applicants into proper/appropriate categories, process exhibitor information, plan and package pre-event materials to be taken to the event site, coordinate supplies, place on-site vendors, set up a vendor review processes, send acknowledgment acceptance (or denial) correspondence to chosen applicants, maintain (if applicable) a "wait" list as well as process all reapplications, and manage the accounting of all income derived from participating vendors. We currently use a national platform called Eventeny to reach and process vendors participating in our events.
- **Vendor Application.** SEM will create an online vendor application within the Eventeny platform. This document will be a detailed event application that has more specific verbiage of rules and regulations, directions, conditions, available rental equipment, and an overview of the event.

- **Vendor Direct Email Outreach**. SEM will use its database of nine hundred vendors that include arts, crafts, food, beverage, and non-profit vendors to solicit participation. These vendors have been qualified through experience and participation in the market during the past 35 years at our events. Vendor categories include crafts, art, retail, imports, handcrafts, antiques, food, and beverages.

ENTERTAINMENT

- **Musical Entertainment and Production Team**. SEM's in-house music director works closely with all our event liaison(s) and our production team to secure talent for the event. Each year we secure over seven hundred entertainers for our 35 annual festivals. Our Music Director has 35 years of national talent experience working for Monterey International and managing Bud Guys worldwide tours. Our director has his finger on the pulse of local and regional entertainment.

  SEM's music director has an intricate knowledge of musicians/entertainers and talent procurement budgets. In addition to these national relationships, SEM has relationships with all the local and regional bands themselves or their local agents.

  SEM's production team excels at talent management, stage production, sound engineering, stage lighting, entertainment rider negotiations, fulfillment, and execution. We have produced shows featuring top national, regional, and local talent at many of Chicago's largest festivals, institutional concerts, and national marketing agencies. SEM's music team has longstanding relationships with top industry professionals and state-of-the-art sound/stage equipment.

MARKETING/PROMOTION

- **Media Sponsorships, Advertising and Public Relations**. SEM will form media sponsorships (e.g., trade advertising) as part of our services. Each year our team works with radio station and broadcast media groups in the market to leverage trade advertising that is converted into promotion.

  SEM's also forms "block" sales partnerships with Chicago radio stations to promote events which in turn allow radio stations to sell through into the events. SEM annually creates a radio book which lists all event opportunities that allow cross selling and increases the sales reach for the festival.

- **Website**. SEM will create a "mini site" within the SEM website to promote your event. Our site is

interactive, listed by key words through search engines, and heavily visited by festivalgoers, the public and the media. Our website averages one (1) million visitors monthly.

- **E-Newsletter**. SEM's clients benefit from our electronic newsletter. It is sent weekly and reaches more than 140,000 "opt in" consumers. The event is included in the e-newsletter to both promote and help increase event attendance. SEM incorporates this weekly "e-blast" into its overall media plan that promotes the event.
- **Social Media**. SEM is highly active in the social media platform engaging with Facebook, X/Twitter, TikTok, and Instagram as primary resource tools. Within our organization our marketing department creates engagement programs and contests that develop consumer engagement.
- **Graphic Design**. SEM has in-house graphic design services. This allows us to make quick changes, add sponsors or add/update information as needed. SEM will create vendor advertisements for recruitment, a digital guide, posters, postcards, and other collateral materials including the design and for electronic media in concert with your goals and existing marketing efforts. All materials are subject to your review and approval by the event's organization liaison with our event marketing team.

ADMINISTRATIVE PRE-PLANNING

- **Submit Permits and Insurance Applications**. Local government requires the process of applying for and securing permits to hold the event while obtaining the required insurance documents that are necessary by local ordinance. SEM on behalf of your organization will prepare a written request for permit applications to the appropriate municipal agencies for approval to stage the event. SEM will complete the necessary paperwork, correspondence, and follow-up to each department, as necessary. The SEM event manager will make all necessary presentations to the municipal departments as needed regarding the permitting of the event.
- **Timeline**. SEM will develop a working timeline with scheduled deadlines for pre-event administrative and marketing initiatives, day-of event logistics, service orders, merchandise pickups and other related services related to the execution of the event. This timeline schedule will be used to meet all planning and execution deadlines.
- **Site Selection.** SEM will meet with your team to mutually develop a site plan. The SEM management team will work with all the city departments to review the proposed event site and obtain permission. Once a preliminary site plan is approved, SEM will work with your team to create a day of event list of activities and placements. All maps are created to scale with allows the event the opportunity to maximize attendance and incorporate the efficiencies for vendor and sponsor placements.

- **Consultation**. SEM managers from all departments are available for general consultation on all aspects of the event upon proper notification and, if desired, SEM Staff will attend monthly committee meetings, as necessary. Consultation includes, but is not limited to:
    - Permits and Municipal Applications and Paperwork
    - Site Layouts
    - Site Development
    - Sound & Staging & Entertainment
    - Marketing
    - Social Media
    - Legal Services
    - Public Relations
    - Graphic Design
    - Sponsorships
    - Media Partnerships
    - Web Programs
    - Online Ticket Sales
- **Event Site Maps**. SEM will create an event site map and an overall layout locating the placement of key components of the various events to include, but not limited to entrances; portable restrooms; main stage or stages; placement of sponsors or interactive displays; medical services; and command center. The site map will be an overlay from Google Earth that will meet the requirements of local government.
- **Client Site Review**. Our event team will manage the execution of planning and production for the event. Key members of our management team will meet with your team on-site to do a site survey. At the site survey we will discuss the event planning and public safety; residential impact and concerns including noise; parking; event area entrances; and emergency plans.
- **Event Coordination**. Event coordination is a subset of event planning. The coordination of areas such as manpower check-in, a plan for pre-event and on-site needs, set-up of management roles, site plans, traffic control, sanitation placement, crowd control and movement.
- **Event Day Agenda**. As a double check list of all activities, SEM will create an event day agenda that outlines all the details for the day of event activities to include but are not limited to: Delivery of Goods & Services; Equipment Set-up; Arrival of Staff; Time of Street Closures; Event Operations; Placement of Goods & Services; and Vacating the Event Site in accordance with the City of Chicago requirements.
- **Event Workers**. SEM has excellent resources and maintains an extremely large workforce that can be quickly and easily mobilized based on an event's needs. SEM will coordinate the labor force as needed to be used on-site for set-up, operational purposes, event cleanup and tear

down. This workforce is trained annually in policies and procedures with an emphasis on customer service and consumer experience.

SERVICES

- **Security**. If needed, SEM maintains a preferred security partner who is licensed, bonded, insured, and knowledgeable about municipal policies and large event management of crowds that attend special events. Annually our security services work 160 specials events and have the training and experience of big crowds and people management. Each year the team provides security services for the Chicago Cubs during all eighty-two home games and their large special event concerts along with other events for the Chicago Cub Players and owners. SEM will create a security plan as required by the Police Department along with the best practices and overall safety measures for the event.
- **Equipment**. SEM owns an extensive inventory of equipment to produce most types of special events. Our equipment services include tables, chairs, vehicles, walkie talkies, traffic equipment, staging, barricades, scaffolding, and trussing structures.
- **Goods & Services**. Each year, SEM bids out requests to multiple providers for goods and services that include portable restrooms, dumpsters, printing needs, ambulances, T-shirts, sound and communications, tents, tables and chairs, large generators and electrical services, lighting, and other related event related needs. Participating in more than 150 events annually allows SEM to secure general buying power for all goods and services. SEM will place all orders for goods and services based on the event budget. Purchase orders will be sent to the providers and subsequently followed up by a confirmation communication. In the situation where an item is requested and the cost has increased by more than 10% of the previously budgeted amount, SEM will request your organization's approval before proceeding with the order.
- **Accounting**. The SEM accounting department will oversee the expenses leading up to the event, on event day and during the post event wrap up period. SEM will create a chart of accounts that is related to the approved working budget. All income will be coded, posted, and credited to the event account. Our accounting department uses a purchase ordering system which allows audit trails of orders and verification for budget purposes.

  At the event (on-site), SEM is an excellent on-site cash management system that manages and accounts for monies collected at both the beer booths and gate entrances. This highly efficient accounting management system provides the ultimate security of cash management as well as creating a historical ledger for future references. It is built to avoid volunteers mishandling and or potential theft.

  Post event, a copy of every original invoice is accompanied by the final budget to assure full transparency. Our overall event budget is broken down into multiple spreadsheets which provides your organization with a total and concise breakdown of all income and expenses.

- **Liability and Event Insurance**. SEM prides itself in covering its clients with proper insurance. SEM will coordinate all the necessary information to ensure that the proper certificates of insurance for the appropriate municipal departments are covered. This includes an overall policy, third party provider's insurance and participation insurance from vendors.
    - The event policy obtained covers an amount of $1,000,000 per occurrence with a $2,000,000 aggregate in general liability with a $5,000,000 umbrella. The parties agree that if the Client obtains this coverage from an existing policy already held by the Client, the Client will add SEM as additionally insured to the policy and naming SEM as insured.
    - SEM maintains an insurance policy for money collection. This policy covers theft and loss of up to $50,000 per occurrence. SEM maintains a collection procedure that is in accordance with our carrier. This theft and money collection policy is enforced only if SEM is collecting money on behalf of the Client, supervising activities and/or managing collections.
    - SEM maintains an auto policy for its workers as well as rental and company owned vehicles used at events. This policy covers general liability, collision and comprehensive.
    - SEM maintains an off-premises insurance policy that covers our clients up to $100,000 for goods or equipment held by SEM for the client during transportation to and from the event, or in connection with the services provided by SEM for client.
    - SEM provides its employees with a comprehensive workman's compensation policy as required by the State of Illinois.
- **Post-Event Reports**. Post-event reports are prepared and included in the overall management fee. Reports consist of:
    - Financial Recap with copies of all original bills/invoices
    - Accounting Recap from Day of Event Operations and presales
    - Media Recap
    - Ticket Sale Recap

EVENT SPECIFICS

- **Provide Management Staff on the Day of the Event**. SEM will provide management staff on-site to execute the event that includes logistical operations, stage management, vendor relations, vendor/product support and accounting.
- **Signage**. SEM owns an extensive amount of event signage that can be used at the event as well as create additional signage as needed.
- **Staging & Sound**. SEM are experts in concert production and will manage your staging and sound needs on site during the event as needed. Our team uses the Stageline Stage Systems which are the highest quality of stage safety in the market. All sound systems are usually Mayer or line array systems which provide the highest quality of sound. Our slogan

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is that the final link between the audience and the entertainer is the sound production, engineering, and audio equipment.

- **Placing Goods & Services**. Our event management team will take responsibility for placing all goods and services including tent supplies and sponsorship placement.
- **Managing Event Vendors**. Our event manager, with assistance from our exhibitor relations department, will manage on-site vendors to include placement, set up and tear down including safely accessing the event grounds.
- **Managing Third Party Providers**. Our team will manage and oversee as well as negotiate contracts and services including all third-party providers.
- **Sponsor Banners**. Our logistical team and marketing department will merchandise the event area with the setup and placement of corporate signage.
- **Crowd Control.** Our event manager will work with our logistical teams to manage the consumer entry points as well as large gathering areas adjacent to the music or food areas. We normally provide barricades for each food vendor for safety purposes.
- **Tear-Down**. Our managers will stay on-site during the event tear-down process. Our company policy is to never leave an event site until all items are removed and the area is cleaned to meet the expectations of the neighborhood.
- **Post-Event**. Our team will sort all items left over from the event and place them on pallets and shrink wrap the materials for return to your office or place in storage for the next event. Any items that are perishable that the organization does not want to retain will be routed to local community shelters if necessary.
- **Wrap-Up Meeting**. Events are a work-in-progress. It is important that a wrap- up meeting is held within a few weeks after the event to discuss items that worked efficiently, and others that need to be changed, addressed, or improved.

EVENT DAY MANAGEMENT & STAFF POSTIONS

The primary event manager will oversee all day-to-day operations and procedures. The manager will delegate responsibility through staffing and site plans and keep constant communication with SEM's on-site management team. The following jobs are all part of the event execution:

Communications: The SEM staffing coordinator will account for all radio/telephone communications equipment and disperse walkie-talkies to key personnel and event staff.

In addition, SEM staff and key personnel will be used on event day to supervise these areas:

- Logistics Management
- Security
- Clean-up
- Entertainment/Stage Management
- Hospitality
- Transportation

Why Hire Special Events Management?

When you come to Special Events Management, you are not hiring a person or a few people or a series of subcontractors. You are hiring an organization with depth and experience. Our staff consists of nine event managers who annually manage large project events. Complementing our event managers is a support team of managers that specialize in vendor procurement, public relations, media/marketing, graphic design, production, entertainment, sponsorship sales and government/regulatory relations, legal services, and logistical operations. Our staff is trained with expectations of professionalism.

Each year, during the first quarter, all staff (including event workers) attend a five (5) hour training class on customer service which is held at our facility. The class reinforces the importance of serving our customers (you, the Client), providing, and treating patrons/participants (our on-site customers) with courtesy and respect. All workers are uniformed to establish a positive and groomed staff that is easily identifiable. In addition, our staff is well-versed in procedures related to management and emergency plans.

As a company, our philosophy has been built on the 3 Cs of success: Know Your Company, Costs and Competition.

- *Proudly, our services* have continued to expand to make our company different from most other producers in the Midwest. Our training is superior, and our people are passionate about their jobs and committed to our clients and customers. Being at the daily forefront of producing events has made our company and employees a cohesive unit that is logistically and intelligently outstanding. From our street clean-up crew to the person delivering products from upper management to security, we all share a vision of client satisfaction.

- *The cost of events continues to rise.* To offset any upswing in costs, as a company we continue to "work smarter." We develop better and more efficient methods of operations that not only save you money, but in turn help with your fundraising endeavors. There is no other company in our market that consistently delivers top fundraising dollars and well managed budgets for clients like SEM.

- *Our competitors*: While there are new/upstart special events companies being formed every day, most have not found financial success. Each year we absorb several new events from other companies that have reached their limits of growth, or do not have the customer service commitment that SEM has demonstrated to its clients. In addition, SEM is the only full- service organization that offers, and has the knowledge needed, to execute large public events while providing a pleasant, inviting, and welcoming experience for consumers.

MANAGEMENT FEE

For the event management services and consultations outlined in this proposal, Chicago Special Events Management would require a $15,000 management fee plus all expenses mutually agreed upon and a 10% bonus for all income raised over expenses.

All budgeted expenses are agreed upon between the two parties and set forth in a shared budget which includes goods, services, equipment, supplies, and labor and is mutually agreed upon.

SEM would be commissioned at 18% for any cash sponsor signed directly by SEM for the event to cover the cost of sales commissions and execution.

REFERENCES

Lincolnwood Fest
Karen Hawk
khawk@lwd.org
847-745-4728

Northalsted Market Days & Pridefest
Mark Liberson
markliberson@gmail.com
773-677-6000

Taste of Lincoln & Lincoln Park Wine Festival
Faraz Sandharia
faraz@tandorchicago.com
847-322-1077

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Consider a Motion to Approve Warrant 2025 #1

Village of Palatine
Warrant approval

_____
Village Clerk

_____
Mayor

Warrant #1 having been approved by the Village Council on 01/06/2025 authorizes the Treasurer to deposit funds from the accounts indicated below:

ATTACHMENTS:

- Warrant #1

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **4040 - 1st Ayd Corporation**									
PSI748339	Complete Fuel Treatment	Open		12/05/2024	01/04/2025	12/20/2024			478.46
PSI751735	Parts -Stock	Open		12/18/2024	01/17/2025	12/20/2024			332.12
PSI752297	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			501.86
			Vendor **4040 - 1st Ayd Corporation** Totals			Invoices	3		$1,312.44
Vendor **1633 - 3M Company**									
9431898909	Sign Materials	Open		12/18/2024	01/17/2025	12/26/2024			2,956.24
9431898917	Sign Materials	Open		12/18/2024	01/17/2025	12/26/2024			3,204.42
			Vendor **1633 - 3M Company** Totals			Invoices	2		$6,160.66
Vendor **1450 - A-Express Towing**									
27216	Towing-T-402	Open		12/19/2024	01/18/2025	12/20/2024			143.00
			Vendor **1450 - A-Express Towing** Totals			Invoices	1		$143.00
Vendor **1553 - Acme Truck & Brake Supply**									
01_432212	Parts-T-410	Open		11/01/2024	12/31/2024	12/20/2024			392.92
01_434965	Credit Memo	Open		11/01/2024	12/31/2024	12/20/2024			(86.40)
01_432485	Credit Memo	Open		11/02/2024	12/31/2024	12/20/2024			(86.40)
			Vendor **1553 - Acme Truck & Brake Supply** Totals			Invoices	3		$220.12
Vendor **5416 - Advance Auto Parts**									
6432430932003	Parts - G-014	Open		11/04/2024	01/02/2025	12/26/2024			23.24
6432433146582	Parts - T-413	Open		11/26/2024	01/02/2025	12/26/2024			17.29
6432433746761	Parts - PT-242	Open		12/02/2024	01/02/2025	12/26/2024			450.17
6432434467619	Parts - PT-222	Open		12/09/2024	01/08/2025	12/26/2024			299.59
6432434567681	Parts - Stock	Open		12/10/2024	01/09/2025	12/26/2024			27.84
6432434733176	Parts - Stock	Open		12/12/2024	01/11/2025	12/26/2024			9.54
6432434833204	Parts - C-376	Open		12/13/2024	01/12/2025	12/26/2024			85.85
6432434867834	Parts - C-376	Open		12/13/2024	01/12/2025	12/26/2024			196.85
6432435133315	Parts - C-376	Open		12/16/2024	01/15/2025	12/26/2024			7.74
6432435233342	Parts - Stock	Open		12/17/2024	01/16/2025	12/26/2024			27.82
6432435333372	Parts - E-111	Open		12/18/2024	01/17/2025	12/26/2024			29.62
6432435333373	Parts - E-111	Open		12/18/2024	01/17/2025	12/26/2024			3.00
			Vendor **5416 - Advance Auto Parts** Totals			Invoices	12		$1,178.55
Vendor **3030 - Advanced Automation & Control**									
24-4798	SCADA Troubleshooting - Heron Pump Station	Open		12/11/2024	01/10/2025	12/16/2024			1,440.00
			Vendor **3030 - Advanced Automation & Control** Totals			Invoices	1		$1,440.00
Vendor **3998 - Jeffrey J Agner**									
PWBRJA12302024	Boot Reimbursement	Open		12/22/2024	12/31/2024	12/31/2024			221.51
			Vendor **3998 - Jeffrey J Agner** Totals			Invoices	1		$221.51

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1759 - Air One Equipment, Inc.**									
214694	Gear Bags	Open		12/06/2024	01/05/2025	12/11/2024			862.00
214928	Globe - Hoods	Open		12/13/2024	01/12/2025	12/17/2024			3,015.00
			Vendor **1759 - Air One Equipment, Inc.** Totals			Invoices	2		$3,877.00
Vendor **5432 - Althoff Industries Inc.**									
J19281	Duct Heater Replacement at Train Station	Open		12/12/2024	01/11/2025	12/18/2024			23,928.00
			Vendor **5432 - Althoff Industries Inc.** Totals			Invoices	1		$23,928.00
Vendor **2491 - Anderson Pest Solutions**									
70261326	Pest Control Services November 2024-Fire Station 84	Open		11/03/2024	12/03/2024	12/17/2024			42.42
70261328	Pest Control Services November 2024-Fire Station 83	Open		11/03/2024	12/03/2024	12/17/2024			43.14
CM68801131	Credit Memo	Open		11/03/2024	12/03/2024	12/17/2024			(4.10)
CM68801141	Credit Memo	Open		11/03/2024	12/03/2024	12/17/2024			(5.06)
70261324	Pest Control Services November 2024-CSF	Open		11/05/2024	12/05/2024	12/17/2024			85.26
71408360	Pest Control Services December 2024-CSF	Open		12/03/2024	01/02/2025	12/17/2024			85.26
			Vendor **2491 - Anderson Pest Solutions** Totals			Invoices	6		$246.92
Vendor **1560 - Applied Geoscience Incorporated**									
121924-12	Material Testing for Tulip Way Rehabilitation DPW-2415	Open		12/19/2024	01/18/2025	12/20/2024			4,550.00
			Vendor **1560 - Applied Geoscience Incorporated** Totals			Invoices	1		$4,550.00
Vendor **5532 - Seth Argast**									
2024-00001096	IFSI Class	Open		12/17/2024	12/17/2024	12/17/2024			195.40
			Vendor **5532 - Seth Argast** Totals			Invoices	1		$195.40
Vendor **5021 - Arlington Heights Ford LLC**									
150002H	Parts - T-480	Open		10/30/2024	01/02/2025	12/20/2024			948.98
152339H	Parts - T-480	Open		12/10/2024	01/09/2025	12/20/2024			497.27
152486H	Parts - T-464/465	Open		12/12/2024	01/11/2025	12/20/2024			216.60
152517H	Parts - T-480	Open		12/12/2024	01/11/2025	12/25/2024			63.75
152566H	Parts - T-480	Open		12/13/2024	01/12/2025	12/20/2024			373.23
152738H	Parts - T-500	Open		12/17/2024	01/16/2025	12/20/2024			56.66
152787H	Parts - Stock	Open		12/17/2024	01/16/2025	12/20/2024			192.72
152817H	Parts -T-407	Open		12/18/2024	01/17/2025	12/31/2024			210.93
152916H	Parts -T-456	Open		12/18/2024	01/17/2025	12/31/2024			252.64

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
CM152339H	Credit Memo	Open		12/18/2024	01/17/2025	12/31/2024			(35.00)
152919H	Parts -T-459	Open		12/19/2024	01/18/2025	12/31/2024			496.36
152971H	Parts -T-459	Open		12/20/2024	01/19/2025	12/31/2024			127.50
			Vendor **5021 - Arlington Heights Ford LLC** Totals			Invoices	12		$3,401.64
Vendor **1443 - Arlington Power Equipment**									
215231	Propane Bulk - PT-999, M-999	Open		11/22/2024	12/22/2024	12/20/2024			166.92
216972	Parts - M-992	Open		12/09/2024	01/08/2025	12/20/2024			21.90
			Vendor **1443 - Arlington Power Equipment** Totals			Invoices	2		$188.82
Vendor **4455 - AutoZone Stores LLC**									
02567009013	Parts - E-643	Open		12/10/2024	01/09/2025	12/20/2024			44.61
			Vendor **4455 - AutoZone Stores LLC** Totals			Invoices	1		$44.61
Vendor **4169 - B & F Construction Code Services Inc**									
67116	Code Update	Open		12/11/2024	01/10/2025	12/03/2024			4,000.00
			Vendor **4169 - B & F Construction Code Services Inc** Totals			Invoices	1		$4,000.00
Vendor **3124 - Adam J Begale**									
PWBRAB12162024	Boot Reimbursement	Open		12/16/2024	12/30/2024	12/17/2024			132.76
			Vendor **3124 - Adam J Begale** Totals			Invoices	1		$132.76
Vendor **1101 - Beverly Materials LLC**									
314900	Wash Stone-WMB Restoration Repair	Open		12/14/2024	01/13/2025	12/16/2024			2,255.82
			Vendor **1101 - Beverly Materials LLC** Totals			Invoices	1		$2,255.82
Vendor **2856 - Blackburn Manufacturing Company**									
0753357-IN	Locate Flags	Open		12/13/2024	01/12/2025	12/16/2024			602.40
			Vendor **2856 - Blackburn Manufacturing Company** Totals			Invoices	1		$602.40
Vendor **1235 - Bonnell Industries Inc**									
0182446	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			2,272.48
			Vendor **1235 - Bonnell Industries Inc** Totals			Invoices	1		$2,272.48
Vendor **1492 - Bound Tree Medical LLC**									
85576233	Medical Supplies	Open		12/02/2024	01/01/2025	12/17/2024			153.98
85582060	Medical Supplies	Open		12/05/2024	01/04/2025	12/17/2024			332.99
85587195	Medical Supplies	Open		12/10/2024	01/09/2025	12/17/2024			166.77
			Vendor **1492 - Bound Tree Medical LLC** Totals			Invoices	3		$653.74
Vendor **1857 - Brian Edward Landscaping Inc**									
25204	2024 Bridge View West and Peregrine Lakes Snow and Ice Control	Open		12/20/2024	01/19/2025	12/26/2024			320.00

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25205	2024 Snow and Ice Control-Police HQ	Open		12/20/2024	01/19/2025	12/26/2024			268.25
25206	2024 Snow and Ice Control-Downtown Areas	Open		12/20/2024	01/19/2025	12/26/2024			2,169.25
25207	2024 Snow and Ice Control-Train Station and Parking Deck	Open		12/20/2024	01/19/2025	12/26/2024			883.25
		Vendor **1857 - Brian Edward Landscaping Inc** Totals				Invoices	4		$3,640.75
Vendor **2243 - Bristol Hose & Fitting**									
1345803	Parts - Stock	Open		11/11/2024	01/02/2025	12/20/2024			108.68
		Vendor **2243 - Bristol Hose & Fitting** Totals				Invoices	1		$108.68
Vendor **4850 - Builders Asphalt, Llc**									
158876	Binder and Surface for Hot Paving	Open		12/11/2024	01/10/2025	12/16/2024			933.64
		Vendor **4850 - Builders Asphalt, Llc** Totals				Invoices	1		$933.64
Vendor **3232 - Angelo R Calanca**									
2024-00001100	Special Investigations - Case # 24-08944	Open		12/23/2024	01/06/2025	12/24/2024			60.00
		Vendor **3232 - Angelo R Calanca** Totals				Invoices	1		$60.00
Vendor **2650 - Case Lots**									
28408	Laundry Detergent, Can Liners, Black Liners, Recycle Bags	Open		12/04/2024	01/03/2025	12/17/2024			2,049.25
		Vendor **2650 - Case Lots** Totals				Invoices	1		$2,049.25
Vendor **5218 - Casey Automotive**									
415855	Repairs & Maintenance - T-485	Open		10/24/2024	11/23/2024	11/21/2024			587.80
416433	Repairs & Maintenance - T-509	Open		11/13/2024	12/13/2024	11/21/2024			1,574.78
416678	Repairs - T-376	Open		11/22/2024	12/22/2024	12/20/2024			2,613.20
416304AReissue	Repairs & Maintenance - T-491	Open		12/01/2024	12/31/2024	12/26/2024			997.50
417443	Repairs & Maintenance -C-365	Open		12/16/2024	01/15/2025	12/19/2024			351.20
417581	Repairs & Maintenance - T-484	Open		12/18/2024	01/17/2025	12/19/2024			58.64
		Vendor **5218 - Casey Automotive** Totals				Invoices	6		$6,183.12
Vendor **2453 - CDS Office Technologies**									
INV506313	Advantage Renewal for AutoVu Mobile System	Open		12/11/2024	01/10/2025	12/10/2024			185.00

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		Vendor **2453 - CDS Office Technologies** Totals				Invoices	1		$185.00
Vendor **2555 - Chicago Parts & Sound**									
40V0002833	Parts - E-635	Open		12/12/2024	01/11/2025	12/19/2024			71.00
40V0004762	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			180.54
		Vendor **2555 - Chicago Parts & Sound** Totals				Invoices	2		$251.54
Vendor **3050 - Cintas #22**									
4214624294	Uniform Cleaning	Open		12/13/2024	01/12/2025	12/17/2024			132.86
4214624335	Shop Rags	Open		12/13/2024	01/12/2025	12/17/2024			17.60
4214624343	CSF Carpets	Open		12/13/2024	01/12/2025	12/17/2024			155.65
4214706081	Village Hall Carpets	Open		12/16/2024	01/15/2025	12/17/2024			151.55
4215314358	Shop Rags	Open		12/20/2024	01/19/2025	12/27/2024			17.60
4215314472	Uniform Cleaning	Open		12/20/2024	01/19/2025	12/27/2024			134.87
		Vendor **3050 - Cintas #22** Totals				Invoices	6		$610.13
Vendor **2383 - Colfax Welding & Fabricating**									
64460	Angle Iron For Type 3 Barricades	Open		12/13/2024	01/12/2025	12/20/2024			162.20
		Vendor **2383 - Colfax Welding & Fabricating** Totals				Invoices	1		$162.20
Vendor **3033 - Comcast Cable**									
CC 11-24 A	Backup Internet Connections	Open		11/16/2024	12/14/2024	12/10/2024			42.00
FD83 11-24 A	Backup Internet Connections	Open		11/24/2024	12/22/2024	12/10/2024			84.90
PW 11-24 B	Backup Internet Connections	Open		11/24/2024	12/22/2024	12/10/2024			6.30
CC 11-24 B	Backup Internet Connections	Open		11/25/2024	12/23/2024	12/10/2024			59.70
		Vendor **3033 - Comcast Cable** Totals				Invoices	4		$192.90
Vendor **2980 - Commonwealth Edison**									
9314784000 12/24	Electricity-25 W. Palatine Rd American Data Building	Open		12/16/2024	01/15/2025	12/26/2024			42.12
5874509000 12/24	Electricity-135 W. Michigan Ave Heat Meter	Open		12/17/2024	01/16/2025	12/26/2024			539.07
		Vendor **2980 - Commonwealth Edison** Totals				Invoices	2		$581.19
Vendor **2741 - Conserv FS**									
65185508	Ice Melt	Open		12/12/2024	01/11/2025	12/30/2024			479.65
65185533	Insecticide	Open		12/13/2024	01/12/2025	12/18/2024			264.72
65185534	Erosion Blanket & Staples	Open		12/13/2024	01/12/2025	12/18/2024			519.00
65185535	Broadleaf Selective Herbicide	Open		12/13/2024	01/12/2025	12/18/2024			780.00
65185536	Herbicide Plus Pre-Emergent	Open		12/13/2024	01/12/2025	12/18/2024			984.00
65185537	Hand Pruners	Open		12/13/2024	01/12/2025	12/18/2024			249.20
		Vendor **2741 - Conserv FS** Totals				Invoices	6		$3,276.57
Vendor **3706 - Constellation NewEnergy Inc**									

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69806832701	Electricity-884 E. Lilly Lane Rose and Lilly Lift Station	Open		12/12/2024	01/11/2025	12/26/2024			416.64
69806885001	Electricity-700 N. North Court RT/25 Street Lighting	Open		12/12/2024	01/11/2025	12/26/2024			80.63
69807339801	Electricity-1199 W. Northwest Highway Countryside Pump Station	Open		12/12/2024	01/11/2025	12/26/2024			2,958.42
69829198401	Electricity-251 W. Colfax Street RT/25 Parking Lot Lighting	Open		12/16/2024	01/15/2025	12/26/2024			31.06
69830302101	Electricity-0 N. Smith St/1 N Cherrywood Dr. Street Lighting	Open		12/16/2024	01/15/2025	12/26/2024			11,494.31
69830811401	Electricity-0 N. Smith St/King George Ct RT/23 Street Lighting	Open		12/16/2024	01/15/2025	12/26/2024			6,787.75
69830939301	Electricity-0 W. Rohlwing Road RT/25 Street Lighting	Open		12/16/2024	01/15/2025	12/26/2024			298.75
69831078501	Electricity-1501 N. Hicks Road Hicks and Dundee Pump Station	Open		12/16/2024	01/15/2025	12/26/2024			852.38
69831216901	Electricity-2399 N. Dee Lane Deer Park Booster Station	Open		12/16/2024	01/15/2025	12/26/2024			376.19
69831217601	Electricity-1465 E. Evergreen Drive Randville Lift Station	Open		12/16/2024	01/15/2025	12/26/2024			1,065.75
69831261301	Electricity-137 W. Wood Street Unit 2 Train Station	Open		12/16/2024	01/15/2025	12/26/2024			367.94
69831339601	Electricity-Heron Drive Well 10 Pump Station	Open		12/16/2024	01/15/2025	12/26/2024			6,839.51
69831350101	Electricity-1 N. Plum Grove Rd. Rotary Plaza Sign	Open		12/16/2024	01/15/2025	12/26/2024			59.79
69831368901	Electricity-251 W. Colfax Street Parking Deck	Open		12/16/2024	01/15/2025	12/26/2024			5,845.40
69831404101	Electricity-429 N. Hicks Road Holiday Lighting	Open		12/16/2024	01/15/2025	12/26/2024			23.70
69831439801	Electricity-0 Haleyshill Court Dunhaven Woods Lift Station	Open		12/16/2024	01/15/2025	12/26/2024			207.67
69831448201	Electricity-1484 N. Oak Street Pepper Tree Lift Station	Open		12/16/2024	01/15/2025	12/26/2024			341.43
69831453001	Electricity-550 N. Smith Street Well 7 Pump Station	Open		12/16/2024	01/15/2025	12/26/2024			844.87
69831458101	Electricity-803 W. Panorama Drive Deer Grove Lift Station	Open		12/16/2024	01/15/2025	12/26/2024			162.95
69831459301	Electricity-2175 N. Coach Road Long Grove Pump Station	Open		12/16/2024	01/15/2025	12/26/2024			207.75

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69831462401	Electricity-137 W. Wood Street Unit 3 Conscious Cup	Open		12/16/2024	01/15/2025	12/26/2024			257.27
69831466601	Electricity-150 W. Wilson St. Clu Building	Open		12/16/2024	01/15/2025	12/26/2024			486.57
69831504301	Electricity-1381 N. Rohlwing Road North Supply Pump Station	Open		12/16/2024	01/15/2025	12/26/2024			3,036.31
69831505701	Electricity-137 W. Wood Street Unit 1 Parking Lot Lights	Open		12/16/2024	01/15/2025	12/26/2024			722.87
69839621101	Electricity-560 S. Hale Street Storm Water Lift Station	Open		12/17/2024	01/16/2025	12/26/2024			35.56
69839923301	Electricity-0 Kenilworth and Elizabeth Winston Tank	Open		12/17/2024	01/16/2025	12/26/2024			78.57
69839923801	Electricity-0 N. Smith Street Union Pacific Box	Open		12/17/2024	01/16/2025	12/26/2024			115.56
69839930101	Electricity-50 N. Brockway Street Parking Lot Lighting	Open		12/17/2024	01/16/2025	12/26/2024			92.16
69839933901	Electricity-519 S. Consumers Ave Arlington Crest Lift Station	Open		12/17/2024	01/16/2025	12/26/2024			161.53
69839939101	Electricity-0 Benton and Wilmette Wilmette Lift Station	Open		12/17/2024	01/16/2025	12/26/2024			66.43
69839947801	Electricity-1830 N. Baldwin Road Kasuba Lift Station	Open		12/17/2024	01/16/2025	12/26/2024			1,341.58
69839970201	Electricity-Palatine and Oak Street Lighting	Open		12/17/2024	01/16/2025	12/26/2024			164.65
69851880201	Electricity-149 W. Michigan Avenue South Supply Pump Station	Open		12/18/2024	01/17/2025	12/26/2024			8,206.04
69851881201	Electricity-826 W. Exner Court Pond Aerator	Open		12/18/2024	01/17/2025	12/26/2024			33.64
69851922201	Electricity-914 W. Lukas Avenue Square D Lift Station	Open		12/18/2024	01/17/2025	12/26/2024			119.36
69851932701	Electricity-1279 W. Palatine Road Entrance Sign	Open		12/18/2024	01/17/2025	12/26/2024			6.15
69851982201	Electricity-1100 W. Illinois Av. Well 5	Open		12/18/2024	01/17/2025	12/26/2024			1,354.75
69691211601	Electricity-Palatine and Bothwell Street Lighting	Open		12/19/2024	01/01/2025	12/17/2024			122.51
69830011801	Electricity-47 W. Slade Street RT/25 Street Lighting	Open		12/19/2024	01/18/2025	12/26/2024			229.87
69831513101	Electricity-0 N. Hicks Pl./1 W. Northwest Hwy. Holiday Lighting	Open		12/19/2024	01/18/2025	12/26/2024			144.93

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69839941901	Electricity-Palatine and Bothwell Street Lighting	Open		12/19/2024	01/18/2025	12/26/2024			370.71
69851940201	Electricity-1525-35 S. Roselle Road Shires Lift Station	Open		12/19/2024	01/18/2025	12/26/2024			650.90
69851993901	Electricity-0 Harper Well 6	Open		12/19/2024	01/18/2025	12/26/2024			834.80
69861109801	Electricity-2175 N. Coach Road Long Grove Well 15	Open		12/19/2024	01/18/2025	12/26/2024			106.74
		Vendor **3706 - Constellation NewEnergy Inc** Totals				Invoices	44		$58,002.35
Vendor **5303 - Convergint Technologies**									
IN00282552	Licenses needed for parking deck	Open		12/19/2024	12/19/2024	12/19/2024			1,230.25
		Vendor **5303 - Convergint Technologies** Totals				Invoices	1		$1,230.25
Vendor **5530 - Crunch Construction Co**									
HRDRPW12122024	Hydrant Meter Deposit Refund	Open		12/12/2024	12/26/2024	12/13/2024			1,100.00
		Vendor **5530 - Crunch Construction Co** Totals				Invoices	1		$1,100.00
Vendor **4599 - Cummins Sales and Service**									
F2-241292721	Parts-Stock	Open		12/20/2024	01/19/2025	12/31/2024			822.28
		Vendor **4599 - Cummins Sales and Service** Totals				Invoices	1		$822.28
Vendor **2754 - Dell Marketing Lp**									
10787915897	Server Licensing	Open		12/09/2024	12/30/2024	12/17/2024			29,537.70
		Vendor **2754 - Dell Marketing Lp** Totals				Invoices	1		$29,537.70
Vendor **5389 - Deux Frenchies LLC**									
NS3130	Food for K-9 "Jax" (Wagner)	Open		12/13/2024	12/27/2024	12/24/2024			74.97
		Vendor **5389 - Deux Frenchies LLC** Totals				Invoices	1		$74.97
Vendor **4781 - Document Imaging Services, LLC**									
3372	Toner	Open		11/26/2024	12/26/2024	12/03/2024			244.00
		Vendor **4781 - Document Imaging Services, LLC** Totals				Invoices	1		$244.00
Vendor **5349 - Jacob M Dziwulski**									
PWBRJD12122024	Boot Reimbursement	Open		12/12/2024	12/26/2024	12/17/2024			125.00
		Vendor **5349 - Jacob M Dziwulski** Totals				Invoices	1		$125.00
Vendor **5398 - EMS Management & Consultants, Inc.**									
EMS-010685	Ambulance Billing Charges - Nov	Open		11/30/2024	01/10/2025	12/16/2024			10,943.13
		Vendor **5398 - EMS Management & Consultants, Inc.** Totals				Invoices	1		$10,943.13
Vendor **5473 - Flexicare Inc**									
201070	ProVu Video Laryngoscopes	Open		11/01/2024	12/01/2024	12/11/2024			8,771.44

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201429	ProVu Video Laryngoscopes	Open		11/01/2024	12/01/2024	12/11/2024			900.00
			Vendor **5473 - Flexicare Inc** Totals			Invoices	2		$9,671.44
Vendor **2195 - FMP**									
50-5699696	Parts - G-014	Open		11/04/2024	12/31/2024	12/19/2024			34.80
50-5746109	Lubricants & Additives - Stock	Open		11/26/2024	12/26/2024	12/19/2024			719.20
CM8405986	Credit Memo	Open		12/01/2024	12/31/2024	12/19/2024			(256.92)
50-5764771	Lubricants & Additives - Stock	Open		12/06/2024	01/05/2025	12/19/2024			719.20
50-57653367	Parts - T-480	Open		12/06/2024	12/31/2024	12/19/2024			652.00
162-196502	Parts -Stock	Open		12/18/2024	01/17/2025	12/31/2024			53.58
162-196520	Credit Memo	Open		12/18/2024	12/31/2024	12/19/2024			(652.00)
162-196659	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			45.99
162-196734	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			302.14
50-5792231	Parts -Stock	Open		12/20/2024	01/19/2025	12/31/2024			295.68
			Vendor **2195 - FMP** Totals			Invoices	10		$1,913.67
Vendor **5073 - FulLife Safety LLC**									
71307	Calibration & Cert S/N417845,S/NW316892/01-018,O2 Sensor	Open		12/09/2024	01/08/2025	12/16/2024			353.85
			Vendor **5073 - FulLife Safety LLC** Totals			Invoices	1		$353.85
Vendor **3180 - Gasvoda & Associates Inc**									
INV24SVC0739	Randville Lift Station Repair	Open		12/10/2024	01/09/2025	12/16/2024			2,241.00
			Vendor **3180 - Gasvoda & Associates Inc** Totals			Invoices	1		$2,241.00
Vendor **3400 - Gewalt Hamilton Associates Inc**									
4510.009-6	Michigan and Brockway Rehabilitation Design Engineering	Open		12/19/2024	01/18/2025	12/26/2024			6,562.00
			Vendor **3400 - Gewalt Hamilton Associates Inc** Totals			Invoices	1		$6,562.00
Vendor **4753 - Granicus Llc**									
193851	Civic Streaming & Agenda & Minutes Renewal	Open		12/01/2024	12/31/2024	12/12/2024			1,730.20
			Vendor **4753 - Granicus Llc** Totals			Invoices	1		$1,730.20
Vendor **5145 - Granite Telecommunications, LLC**									
671186230	POTs Lines	Open		12/01/2024	12/31/2024	12/24/2024			151.96
			Vendor **5145 - Granite Telecommunications, LLC** Totals			Invoices	1		$151.96
Vendor **1173 - Graybar Electric Company, Inc.**									
9340178284	LED-8039E345D-A	Open		12/17/2024	01/16/2025	12/30/2024			433.07

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		Vendor **1173 - Graybar Electric Company, Inc.** Totals				Invoices	1		$433.07
Vendor **1638 - H & H Electric Co.**									
44693	Directional Bore Conduit/Cables North Side of Towne Square	Open		09/28/2024	12/31/2024	12/18/2024			5,931.87
44808	Directional Bore Conduit/Cables at Slade St & Greeley St	Open		11/02/2024	12/31/2024	12/20/2024			6,917.12
		Vendor **1638 - H & H Electric Co.** Totals				Invoices	2		$12,848.99
Vendor **3118 - James M Handzel**									
PWTRJH121724	Tool Reimbursement	Open		12/17/2024	01/02/2025	12/26/2024			625.00
		Vendor **3118 - James M Handzel** Totals				Invoices	1		$625.00
Vendor **1604 - Illinois State Police**									
20241101570	Fingerprinting for Liquor Licensing (1570-Nov)	Open		11/30/2024	01/15/2025	12/24/2024			56.50
20241104348	November Background Check	Open		12/01/2024	12/31/2024	12/19/2024			28.25
		Vendor **1604 - Illinois State Police** Totals				Invoices	2		$84.75
Vendor **4521 - Imagetec LP**									
747195	Copier Usage	Open		10/09/2024	12/12/2024	12/10/2024			1,721.28
		Vendor **4521 - Imagetec LP** Totals				Invoices	1		$1,721.28
Vendor **4951 - Interstate Batteries of North Chicago**									
23050882	Parts - Stock	Open		12/17/2024	01/16/2025	12/20/2024			272.62
		Vendor **4951 - Interstate Batteries of North Chicago** Totals				Invoices	1		$272.62
Vendor **4838 - J & R Lock & Safe Inc DBA Henning Brothers**									
0000494133	FS 85 Keys	Open		12/09/2024	01/08/2025	12/03/2024			61.50
		Vendor **4838 - J & R Lock & Safe Inc DBA Henning Brothers** Totals				Invoices	1		$61.50
Vendor **2992 - James Messineo**									
JM121924	Village Wide AD Adjudication	Open		12/19/2024	12/31/2024	12/23/2024			1,312.50
		Vendor **2992 - James Messineo** Totals				Invoices	1		$1,312.50
Vendor **2695 - JG Uniforms Inc**									
140761	Misc Uniform/Equipment Items/Vest Carriers (Jerz)	Open		12/17/2024	01/16/2025	12/24/2024			232.00
		Vendor **2695 - JG Uniforms Inc** Totals				Invoices	1		$232.00
Vendor **3869 - John Nelson Architect Inc**									
JN 12/30/24	Plan Review/ Consultation Services 12/11-12/27	Open		12/30/2024	12/30/2024	12/12/2024			2,030.00

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor **3869 - John Nelson Architect Inc** Totals				Invoices	1		$2,030.00
Vendor **2075 - Kimball Midwest**									
102810904	Parts-Stock	Open		11/18/2024	12/31/2024	12/20/2024			256.85
102892014	Parts - Stock	Open		12/16/2024	01/15/2025	12/19/2024			229.80
		Vendor **2075 - Kimball Midwest** Totals				Invoices	2		$486.65
Vendor **4857 - Joe Leone**									
2024-00001097	clothing reimbursement	Open		12/19/2024	12/19/2024	12/12/2024			155.00
2025-00000001	clothing reimbursement	Open		01/02/2025	01/02/2025	12/20/2024			59.00
		Vendor **4857 - Joe Leone** Totals				Invoices	2		$214.00
Vendor **5128 - M.J. Taylor Law, LLC**									
MJT - 122724	Village Prosecution Legal Services	Open		12/27/2024	12/31/2024	12/31/2024			3,450.00
		Vendor **5128 - M.J. Taylor Law, LLC** Totals				Invoices	1		$3,450.00
Vendor **4957 - MacQueen Equipment, LLC**									
P31434	Parts - T-467	Open		12/03/2024	01/02/2025	12/26/2024			722.37
P31506	Parts - T-467	Open		12/06/2024	01/05/2025	12/26/2024			250.63
P31583	Parts - Stock	Open		12/12/2024	01/11/2025	12/26/2024			184.39
		Vendor **4957 - MacQueen Equipment, LLC** Totals				Invoices	3		$1,157.39
Vendor **5066 - Marco Technologies LLC**									
542530597	Copier Maintenance Agreement	Open		11/14/2024	12/23/2024	12/03/2024			959.56
INV13201960	Copier Maintenance Agreement	Open		11/19/2024	12/31/2024	12/17/2024			196.70
544676257	Copier Maintenance Agreement	Open		12/16/2024	12/31/2024	12/24/2024			1,156.26
INV13313859	Copier Maintenance Agreement	Open		12/18/2024	12/31/2024	12/24/2024			196.70
		Vendor **5066 - Marco Technologies LLC** Totals				Invoices	4		$2,509.22
Vendor **5487 - Marcus Construction Co, Inc**									
100-014186	Salt Dome Conveyor Repair	Open		11/01/2024	12/01/2024	12/20/2024			800.20
		Vendor **5487 - Marcus Construction Co, Inc** Totals				Invoices	1		$800.20
Vendor **4065 - Master Truck & Trailer Llc**									
S69036	Upfitting-T-544	Open		12/11/2024	01/10/2025	12/05/2024			1,313.90
		Vendor **4065 - Master Truck & Trailer Llc** Totals				Invoices	1		$1,313.90
Vendor **4600 - Meridian IT Inc**									
555114	Reporting and Support Services: Commvault Licenses	Open		12/01/2024	12/31/2024	12/17/2024			641.30

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor **4600 - Meridian IT Inc** Totals			Invoices	1		$641.30
Vendor **2737 - Mes Inc/Global**									
IN2164981	Thermal Imager	Open		12/06/2024	01/05/2025	12/16/2024			1,049.09
			Vendor **2737 - Mes Inc/Global** Totals			Invoices	1		$1,049.09
Vendor **1935 - Micro Focus Software Inc**									
IVUSL00090006853	Zenworks Maintenance	Open		12/18/2024	12/18/2024	12/18/2024			9,301.60
			Vendor **1935 - Micro Focus Software Inc** Totals			Invoices	1		$9,301.60
Vendor **1856 - Monroe Truck Equipment**									
44107	Parts - Stock	Open		11/26/2024	12/26/2024	12/19/2024			5,226.74
5502714	Parts - Stock	Open		12/05/2024	01/04/2025	12/19/2024			223.80
44772	Parts - Stock	Open		12/13/2024	01/12/2025	12/19/2024			1,471.62
			Vendor **1856 - Monroe Truck Equipment** Totals			Invoices	3		$6,922.16
Vendor **1405 - MPC Communications & Lighting Inc**									
24-1267	Upfit (1) 2023 Dodge Durango Pursuit T-536	Open		11/21/2024	12/21/2024	12/12/2024			14,533.61
			Vendor **1405 - MPC Communications & Lighting Inc** Totals			Invoices	1		$14,533.61
Vendor **5099 - NAPA Auto Parts**									
458045	Parts -G-014	Open		12/09/2024	01/08/2025	12/31/2024			99.90
458059	Parts - G-014	Open		12/09/2024	01/08/2025	12/20/2024			93.93
458188	Parts - Stock	Open		12/10/2024	01/09/2025	12/20/2024			13.95
458855	Parts -Stock	Open		12/16/2024	01/15/2025	12/31/2024			32.92
			Vendor **5099 - NAPA Auto Parts** Totals			Invoices	4		$240.70
Vendor **3002 - Northwest Community Hospital-OEHS**									
35615	November Physical Exams	Open		12/01/2024	12/31/2024	12/09/2024			5,817.00
			Vendor **3002 - Northwest Community Hospital-OEHS** Totals			Invoices	1		$5,817.00
Vendor **1480 - Northwest Trucks, Inc.**									
X101188195:01	Parts-Stock	Open		12/20/2024	01/19/2025	12/31/2024			160.57
X101188202	Parts-Stock/T-502	Open		12/20/2024	01/19/2025	12/31/2024			84.99
			Vendor **1480 - Northwest Trucks, Inc.** Totals			Invoices	2		$245.56
Vendor **5400 - Oil Equipment Company Inc**									
0348152-IN	Fuel System Repair	Open		09/13/2024	01/02/2025	12/26/2024			1,698.04
			Vendor **5400 - Oil Equipment Company Inc** Totals			Invoices	1		$1,698.04
Vendor **1214 - On Time Embroidery Inc.**									
118461	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			126.00
118463	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			64.00
130753	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			66.00

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VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
132264	Clothing	Open		12/19/2024	01/20/2025	12/19/2024			369.00
132265	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			12.00
132266	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			45.00
132267	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			195.00
132268	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			53.00
132269	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			106.00
132270	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			252.00
132271	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			179.00
132272	Clothing	Open		12/19/2024	01/18/2025	12/19/2024			178.00
			Vendor **1214 - On Time Embroidery Inc.** Totals			Invoices	12		$1,645.00
Vendor **1223 - Overhead Material Handling Inc.**									
INV242203-1	Crane Inspection-E-174	Open		12/03/2024	01/02/2025	12/19/2024			1,188.56
			Vendor **1223 - Overhead Material Handling Inc.** Totals			Invoices	1		$1,188.56
Vendor **5151 - Pace Analytical Services, LLC**									
247226709	Water Sample Testing	Open		12/11/2024	01/10/2025	12/16/2024			460.00
247226864	Water Sample Testing	Open		12/12/2024	01/11/2025	12/16/2024			75.00
			Vendor **5151 - Pace Analytical Services, LLC** Totals			Invoices	2		$535.00
Vendor **2572 - Paddock Publications, Inc**									
315925	Legal Notices - 2224495	Open		12/02/2024	12/31/2024	12/30/2024			78.30
			Vendor **2572 - Paddock Publications, Inc** Totals			Invoices	1		$78.30
Vendor **5466 - Peerless Enterprises, LLC**									
133728	Police HQ Gate Repair	Open		12/04/2024	01/03/2025	12/18/2024			5,477.87
			Vendor **5466 - Peerless Enterprises, LLC** Totals			Invoices	1		$5,477.87
Vendor **4703 - Peralte-Clark Llc**									
14	Smith and Colfax Drainage Improvements Feasibility Study	Open		12/10/2024	01/09/2025	12/09/2024			2,492.21
			Vendor **4703 - Peralte-Clark Llc** Totals			Invoices	1		$2,492.21
Vendor **1404 - Porter Lee Corporation**									
31229	Barcode Scanner - Property & Evidence	Open		12/18/2024	01/17/2025	12/24/2024			1,309.21
			Vendor **1404 - Porter Lee Corporation** Totals			Invoices	1		$1,309.21
Vendor **2954 - Quadient Leasing USA, Inc**									
Q1620309	Village Wide Postage Machine Lease	Open		12/01/2024	12/31/2024	12/23/2024	12/09/2024		1,114.44
			Vendor **2954 - Quadient Leasing USA, Inc** Totals			Invoices	1		$1,114.44
Vendor **1944 - Quill LLC**									

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
42060617	office supplies- general	Open		12/19/2024	01/18/2025	12/20/2024			26.99
42062905	office supplies- general	Open		12/19/2024	01/18/2025	12/20/2024			10.59
42070504	OFFICE SUPPLIES	Open		12/19/2024	01/18/2025	12/20/2024			94.65
42088443	office supplies- general	Open		12/20/2024	01/19/2025	12/20/2024			21.79
			Vendor **1944 - Quill LLC** Totals			Invoices	4		$154.02
Vendor **4300 - Ray O'Herron Co, Inc**									
2381413	Clothing	Open		12/09/2024	01/08/2025	12/11/2024			186.97
			Vendor **4300 - Ray O'Herron Co, Inc** Totals			Invoices	1		$186.97
Vendor **4545 - Robinson Engineering Ltd**									
24120050	Public Works Utilities Division Phase 2 Assistance	Open		12/06/2024	01/05/2025	12/26/2024			398.00
			Vendor **4545 - Robinson Engineering Ltd** Totals			Invoices	1		$398.00
Vendor **4019 - Rush Truck Centers**									
3039368751	Credit Memo	Open		11/01/2024	12/31/2024	12/31/2024			(266.00)
3039736211	Parts-T-413	Open		12/04/2024	12/31/2024	12/31/2024			128.30
3039929849	Parts-T-395	Open		12/18/2024	12/31/2024	12/31/2024			189.93
			Vendor **4019 - Rush Truck Centers** Totals			Invoices	3		$52.23
Vendor **3255 - Russo's Power Equipment Inc**									
SPI20886207	Bar & Chain Oil and Batteries	Open		12/20/2024	01/19/2025	12/20/2024			983.78
			Vendor **3255 - Russo's Power Equipment Inc** Totals			Invoices	1		$983.78
Vendor **4281 - Sigma Controls, Inc.**									
033604	Transducer-Rebuild & Recal S/N 504266-01RB2	Open		12/10/2024	01/09/2025	12/16/2024			489.91
			Vendor **4281 - Sigma Controls, Inc.** Totals			Invoices	1		$489.91
Vendor **5233 - Hadley Skeffington-Vos**									
HSV Costco121124	Holiday Party Luncheon - Salad	Open		12/11/2024	12/31/2024	12/31/2024			64.35
			Vendor **5233 - Hadley Skeffington-Vos** Totals			Invoices	1		$64.35
Vendor **3207 - Spaceco, Inc**									
99304	Engineering Services-Rand Road Sidewalk Improvements	Open		12/12/2024	01/11/2025	12/26/2024			13,113.07
99379	Kasuba Lift Station Review	Open		12/17/2024	01/16/2025	12/26/2024			190.00
			Vendor **3207 - Spaceco, Inc** Totals			Invoices	2		$13,303.07
Vendor **1804 - Staples**									
7003211537	MapBook Supplies	Open		11/30/2024	12/29/2024	12/09/2024			632.09
7003381045	office supplies	Open		12/14/2024	01/13/2025	12/23/2024			16.38

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VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor **1804 - Staples** Totals			Invoices	2		$648.47
Vendor **1776 - Suburban Accents, Inc.**									
35725	Decals	Open		12/02/2024	01/01/2025	12/09/2024			60.00
35798	Upfitting-T-548	Open		12/20/2024	01/19/2025	12/30/2024			600.00
			Vendor **1776 - Suburban Accents, Inc.** Totals			Invoices	2		$660.00
Vendor **2466 - The Flolo Corporation**									
105459	Heron Pump Station High Service Pump #2 Motor Replacement	Open		12/20/2024	01/19/2025	12/31/2024			8,140.29
			Vendor **2466 - The Flolo Corporation** Totals			Invoices	1		$8,140.29
Vendor **5272 - The Lakota Group, Inc**									
23002-21	Comprehensive Plan 11/1/24 -11/30/24	Open		12/11/2024	01/10/2025	12/12/2024			455.00
			Vendor **5272 - The Lakota Group, Inc** Totals			Invoices	1		$455.00
Vendor **1199 - Thompson Elevator Inspection Service Inc**									
24-2510	1 elevator code insp & 4 reinspect	Open		12/10/2024	01/09/2025	12/12/2024			190.00
24-2539	1 permit insp 303 W Johnson	Open		12/17/2024	01/16/2025	12/12/2024			75.00
24-2554	1 r&r mod permit insp 24 s plum grove	Open		12/17/2024	01/16/2025	12/12/2024			75.00
24-2593	2 elevator plan review	Open		12/20/2024	01/19/2025	12/20/2024			150.00
			Vendor **1199 - Thompson Elevator Inspection Service Inc** Totals			Invoices	4		$490.00
Vendor **5417 - Thompson Pump and Manufacturing Company, Inc**									
619283	Thompson Pump 6JSCEE-DIST-4LE2T-MC E-643	Open		12/05/2024	01/04/2025	12/12/2024			56,527.00
			Vendor **5417 - Thompson Pump and Manufacturing Company, Inc** Totals			Invoices	1		$56,527.00
Vendor **4293 - Peter M Trapani**									
2024-00001098	clothing reimbursement	Open		12/20/2024	12/20/2024	12/12/2024			187.40
			Vendor **4293 - Peter M Trapani** Totals			Invoices	1		$187.40
Vendor **2501 - United Parcel Service**									
00004E3E18514	Shipping-Master Truck & Trailer	Open		12/21/2024	12/31/2024	12/31/2024			30.25
			Vendor **2501 - United Parcel Service** Totals			Invoices	1		$30.25
Vendor **3709 - Verizon Wireless**									
6101046657	Cellular Usage	Open		12/12/2024	01/04/2025	12/23/2024			4,686.47
			Vendor **3709 - Verizon Wireless** Totals			Invoices	1		$4,686.47
Vendor **4824 - Vestis First Aid**									

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1

Invoice Due Date Range 11/01/24 - 01/21/25
Report By Vendor - Invoice Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
ORD4-014405	First Aid Cabinet Supplies	Open		12/19/2024	01/18/2025	12/24/2024			99.34
			Vendor **4824 - Vestis First Aid** Totals			Invoices	1		$99.34
Vendor **3020 - Village of Palatine Petty Cash**									
2024-00001124	Abbinanti- Paramedic License Renewal	Open		12/27/2024	12/27/2024	12/27/2024			41.00
2024-00001125	Walsh- Drill Bit	Open		12/27/2024	12/27/2024	12/27/2024			20.60
			Vendor **3020 - Village of Palatine Petty Cash** Totals			Invoices	2		$61.60
Vendor **2716 - W.S. Darley & Fireground Supply**									
17546386	Boots	Open		12/13/2024	01/12/2025	12/16/2024			423.61
			Vendor **2716 - W.S. Darley & Fireground Supply** Totals			Invoices	1		$423.61
Vendor **3263 - Walker Parking Consultants**									
310098450006	Engineering Services During Construction at Parking Deck	Open		11/28/2024	12/27/2024	12/26/2024			2,860.00
			Vendor **3263 - Walker Parking Consultants** Totals			Invoices	1		$2,860.00
Vendor **3121 - Scott L Wharton**									
PWBR12062024	Boot Reimbursement	Open		12/06/2024	12/20/2024	12/17/2024			113.84
			Vendor **3121 - Scott L Wharton** Totals			Invoices	1		$113.84
Vendor **2131 - Zarnoth Brush Works**									
0200310-IN	Parts - Stock	Open		11/26/2024	12/26/2024	12/19/2024			1,672.40
			Vendor **2131 - Zarnoth Brush Works** Totals			Invoices	1		$1,672.40
Vendor **3185 - Ziebell Water Service Products Inc**									
268001-000	1-1/2" B-Box Riser; 8x24 Ford SS Repair Sleeve	Open		12/10/2024	01/09/2025	12/16/2024			473.56
268002-000	6" Boalinq Coupling, 8x24 Ford SS Repair Sleeve	Open		12/10/2024	01/09/2025	12/16/2024			1,304.12
268067-000	6" Boalinq Coupling, 12x12.5 & 12x15 Ford Repair Sleeve	Open		12/18/2024	01/17/2025	12/26/2024			2,260.56
			Vendor **3185 - Ziebell Water Service Products Inc** Totals			Invoices	3		$4,038.24
Vendor **GWR Builders**									
2024-00001064	sign refund/ 274 & 286 W Michighan/ FPD132-2024	Open		12/11/2024	12/11/2024	12/11/2024			250.00
			Vendor **GWR Builders** Totals			Invoices	1		$250.00
			Grand Totals			Invoices	262		$380,783.60

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1 EFT #1

Payment Date Range 12/11/24 - 12/11/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **2048 - Quadient Finance USA, Inc**									
Q1620309	Village Wide Postage for Postage Meter	Paid by EFT #13260		12/10/2024	12/11/2024	12/11/2024		12/11/2024	3,000.00
		Vendor **2048 - Quadient Finance USA, Inc** Totals				Invoices	1		$3,000.00
				Grand Totals		Invoices	1		$3,000.00

Attachment: Warrant #1 (Warrant 2025 #1)

VILLAGE OF PALATINE

Warrant #1 EFT #2

Payment Date Range 12/15/24 - 12/15/24
Report By Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor **1462 - Allied Benefit Systems, Inc.**									
0000519287	December 2024 Flex Spending Fees	Paid by EFT #13261		11/13/2024	12/15/2024	12/15/2024		12/15/2024	428.00
		Vendor **1462 - Allied Benefit Systems, Inc.** Totals				Invoices	1		$428.00
				Grand Totals		Invoices	1		$428.00

Attachment: Warrant #1 (Warrant 2025 #1)

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 12/13/2024

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA						
Check	12/13/2024	266474	Utility Management Refund	JUNG , ANTHONY		10.52

Account Type	Account Number	Transaction Date	Transaction Type

AP Accounts Payable ZBA Totals:		Transactions: 1	$10.52
Checks:	1	$10.52	

Attachment: Warrant #1 (Warrant 2025 #1)

Village of Palatine

Payment Batch Register

Bank Account: AP - Accounts Payable ZBA

Batch Date: 12/26/2024

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: AP - Accounts Payable ZBA						
Check	12/26/2024	266475	Utility Management Refund	MALIK , AMIN		13.13
	Account Type			Account Number	Transaction Date	Transaction Type
Check	12/26/2024	266476	Utility Management Refund	MY HAPPY HOMES		7.14
	Account Type			Account Number	Transaction Date	Transaction Type
Check	12/26/2024	266477	Utility Management Refund	SOPCIC , LJUBOMIR		8.38
	Account Type			Account Number	Transaction Date	Transaction Type
Check	12/26/2024	266478	Utility Management Refund	WALZ , MARCIA		267.39
	Account Type			Account Number	Transaction Date	Transaction Type
	Residential - Single Family			306022101-001	12/18/2024	Refund
AP Accounts Payable ZBA Totals:				Transactions: 4		$296.04

Checks:	4	$296.04

Attachment: Warrant #1 (Warrant 2025 #1)

Consider an Ordinance Granting a Special Use Transfer to Permit the Continued Operation of an Automotive Repair Facility at 2228 N. Rand Road

BACKGROUND:
The Special Use for the used car sales and service facility was originally approved in 2009. Car City Auto Service Inc. is requesting to transfer the auto repair facility portion of the Special Use at this location. Therefore, the Petitioner is requesting approval of the following:

> **Transfer of Special Use #O-49-09 to permit the continued operation of an automotive repair shop at 2228 N. Rand Road.**

KEY ISSUES:
- The Subject Property, zoned B-5 Highway Business District, contains a used car sales and service facility. The Special Use was initially approved in 2009 and was also transferred in 2015, 2023 and 2024.
- The Petitioner is requesting to only continue the auto repair portion of the Special Use, as the Petitioner is currently running a used auto sales business next door and will continue with that business.
- Any changes to the floor plan, site plan, or business operations would require additional Village review. Staff also advised the Petitioner about the temporary sign regulations, as part of the Special Use transfer application process.

ALTERNATIVES:
1. Recommend approval of the Special Use Transfer.
2. Do not recommend approval of the Special Use Transfer.

RECOMMENDATION:
Staff recommends approval of the Special Use Transfer at 2228 N. Rand Road.

ACTION REQUIRED:
A motion to approve the Special Use Transfer of Ordinance # O-49-09 to Car City Auto Service Inc. to permit the continued operation of an auto repair facility at 2228 N. Rand Road.

Consider a Motion to Extend the Parkway Tree Trimming Program Contract for 2025 and 2026

BACKGROUND:
In 2019, the Municipal Partnering Initiative (MPI) solicited bids for parkway tree trimming, tree removals, and stump removals for 2020 through 2022. MPI is a group of local municipalities that have coordinated similar projects to benefit from bulk purchasing, the sharing of best practices, and the sharing of workloads. The MPI bid allowed municipalities to award contracts in part or in whole. Advanced Tree Care, Incorporated of Lincolnshire, Illinois submitted the most favorable pricing for the tree trimming category. The Village awarded the contract to Advanced Tree Care of Lincolnshire, Illinois. A renewal option was available for up to two additional two-year periods.

The area targeted for trimming in 2025 is roughly from Hicks Road east to Rohlwing Road and from Dundee Road south to the Union Pacific railroad tracks. The two areas targeted for 2026 are roughly from Quentin Road east to Route 53 and Lake Cook Road south to Dundee Road, and the area roughly bounded by Dundee Road, the Union Pacific railroad tracks, and Quentin Road and Charter Hall Drive.

KEY ISSUES:
- Advanced Tree Care has agreed to an extension for the 2025 and 2026 seasons with no increase in unit prices. Trees 4-7” in diameter are $2.14 per inch, trees 8-15” in diameter are $2.55 per inch, and trees over 15” are $2.96 per inch.
- The 2020-2022 seasons were the first term of the contract. 2025-2026 would be the second additional two-year renewal.
- Staff proposes to trim trees 3 inches in diameter or smaller with in-house Forestry crews. Crews have the ability and capacity to trim smaller trees, which will free up funds and allow for a greater number of large diameter trees to be trimmed contractually.
- An estimated 2,209 trees will be trimmed contractually during 2025, and about 2,532 trees in 2026.
- Based on the estimated quantities of trees by size, the costs will be within the operating budget estimates.
- Work performed by Advanced Tree Care during the past seasons has been satisfactory.

ALTERNATIVES:
1. Extend the contract with Advanced Tree Care through 2026 for the Parkway Tree Trimming Program.
2. Refer back to Staff with comments.

RECOMMENDATION:
It is recommended that the contract with Advanced Tree Care be extended through 2026 for the Parkway Tree Trimming Program.

BUDGET IMPACT:
Funds in the amount of $131,025 have been allocated in the 2025 Public Works Operating Budget for contractual tree trimming services. A similar amount will be

recommended in future proposed Department Operating Budgets.

ACTION REQUIRED:
Motion to extend the contract with Advanced Tree Care, Incorporated of Lincolnshire, Illinois through 2026 for the Parkway Tree Trimming Program.

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

BACKGROUND:
The Village has hosted the annual Street Fest in downtown Palatine for 24 years. While the Village has utilized different special event management companies in name, the principal partner has been the same. As with any other contract, Staff felt it was time to go to the marketplace to solicits bids from qualified firms. An RFP was released in October and four firms responded. One bid was from the incumbent and staff interviewed two additional firms.

KEY ISSUES:
- A competitive RFP process was used to select the preferred vendor, Chicago Special Events Management.
- The contract covers the management and production of the 2025 Palatine Street Fest. Responsibilities of event management will not vary much from the past – the scope will remain similar to the past. Police, Fire, and Public Works staff will still assist in the event's success.
- The vendor's proposed event budget fits within the Village's budgeted amount for the event. Because the vendor owns a warehouse with many of their own equipment and supplies, there are substantial savings in the event line item budget. There is a cost sharing agreement on liquor sales (5%), but with a lower management fee $15,000 vs. $18,500) and lower sponsorship revenue sharing (18% vs. 25%) and savings from equipment and supplies, staff projects the contract for the 2025 to be 20-30% less than the incumbent's proposed budget, or around $37,000.
- The annual approvals for street closure and liquor will follow in a subsequent meeting.

ALTERNATIVES:
1. Authorize the Manager to execute the contract.
2. Refer back to staff.

RECOMMENDATION:
Staff recommends authorizing the Village Manager to execute a contract with Chicago Special Events Management for the management and production of the 2025 Palatine Street Fest.

ACTION REQUIRED:
A motion to authorize the Village Manager to execute a contract with Chicago Special Events Management for the management and production of the 2025 Palatine Street Fest.

Consider an Ordinance Approving a Special Use for a Banquet Facility at 1185 E. Dundee Road

BACKGROUND:
The Petitioner is proposing to operate an event hall/banquet facility at the Subject Property, which would provide only the use of a space for customers to host events and parties. No food or beverages will be offered within the facility, and the rental customers would be required to provide their own food and drinks (no alcohol) and the necessary clean-up responsibilities after the event is concluded. The space includes tables and chairs and a dedicated speaker system for device connection by customers using the space. Therefore, the Petitioner is requesting approval of the following:

Special Use to permit a banquet facility at the Subject Property.

KEY ISSUES:
- Per the submitted business plan, the Petitioner proposes to operate an event space to provide a location for clientele to host events. These events would include small corporate events/conferences, private parties (birthdays, anniversaries, etc.), community events, workshops, seminars, education programs, fundraisers or other charitable events.
- The initial business plan proposed allowing events on Monday through Sunday, from 8 AM to 2 AM. The Petitioner subsequently reduced the proposed closing time to 11 PM.
- Per the business plan, clients would be able to bring their own sound equipment device to connect with the provided speakers. However, live bands or other forms of live entertainment are not permitted within the proposed venue.
- In regard to staffing, the business plan notes that an event manager will oversee all event operations and schedules. The business would personally supervise all events. Up to four additional security personnel are contemplated to be hired and will be dedicated to on-site security during events and for 30 minutes after closing.
- The security portion of the business plan further elaborates that the event hall would be equipped with a security camera system that would monitor “entrances, exits, and shared spaces” to ensure safety and prevent the use of alcohol on the premises.
- Per the submitted business plan, neither food nor drinks will be provided by the business. A counter for clientele to bring their own food is shown on the submitted floor plan. No alcohol would be permitted on the premises.
- In working with Petitioner through the application and review process, Staff has maintained its concerns about the ability to manage the site and use of the event space. Staff additionally notes that the proposed use, operating not as a full-scale banquet facility providing all of the service and clean-up responsibilities, would typically be an accessory use to either a restaurant or other (e.g. park district uses) related use.

ALTERNATIVES:
1. Approve the Special Use for a new banquet facility.
2. Do not approve the Special Use for a new banquet facility.

RECOMMENDATION:
Public Hearing**:** PZC meeting on November 26, 2024.

Residents testifying:	None.
Vote:	The PZC voted 6-1 to approve the Special Use. Staff recommends denial of the proposed banquet facility.

ACTION REQUIRED:
A motion to approve the Special Use for a new banquet facility at 1185 E Dundee Road.