



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

PALATINE LIQUOR COMMISSION

MINUTES

JULY 15, 2024

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:27 PM

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

Also Present:

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

II. MINUTES APPROVAL

1. Palatine Liquor Commission - Regular Meeting - June 17, 2024 - **Accepted**

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

III. AGENDA ITEMS

1. Consider an Application for a Class E (Temporary) Liquor License for the 3rd Annual Parish Picnic on Saturday, August 3, 2024 at St. Thomas of Villanova Parish, 1141 E. Anderson Drive - **Approved by Voice Vote**

Mayor Schwantz presented St. Thomas of Villanova's request for a Temporary Class E Liquor License for the 3rd Annual Parish Picnic on Saturday, August 3, 2024.

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

IV. ADJOURNMENT – Time: 7:28 PM

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

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

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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PALATINE LIQUOR COMMISSION

MINUTES

JUNE 17, 2024

Regular Meeting

7:05 PM

I. ROLL CALL – Time: 7:16 PM

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

Also Present:

Deputy Village Clerk Doris Sadik, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Nick Standiford, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief William Nord, Fire Chief Patrick Gratziana, IT Director Larry Schroth, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

II. MINUTES APPROVAL

- Palatine Liquor Commission - Regular Meeting - June 10, 2024 - **Accepted**

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

III. AGENDA ITEMS

- Consider an Application for a Class G Restaurant (Beer & Wine) Liquor License for the Sizzle Kitchen LLC d/b/a Cook, Cork & Fork Located at 34 W. Palatine Road - **Approved by Voice Vote**

Village Manager Reid Ottesen clarified the Liquor Commission approval for the Class G application is subject to Village Manager approval.

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

IV. ADJOURNMENT – Time: 7:18 PM

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

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

SUBMITTED BY:

Doris Sadik
Deputy Village Clerk

Minutes Acceptance: Minutes of Jun 17, 2024 7:05 PM (Minutes Approval)

Consider an Application for a Class E (Temporary) Liquor License for the 3rd Annual Parish Picnic on Saturday, August 3, 2024 at St. Thomas of Villanova Parish, 1141 E. Anderson Drive

BACKGROUND:

The St. Thomas of Villanova parish is requesting a one-day liquor license in conjunction with their parish picnic at 1141 E. Anderson Drive on Saturday August 3, 2024. The event will be held from 11 AM to 10 PM and liquor served from 11:30 AM to 8:30 PM.

KEY ISSUES:

A diagram of the serving area is attached. All servers will be required to comply with the Police Department seminar regarding identifications.

ALTERNATIVES:

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

RECOMMENDATION:

Action is at the discretion of the Commission.

ACTION REQUIRED:

Action is at the discretion of the Commission.

ATTACHMENTS:

- STOV Parish Picnic Liquor App

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

VILLAGE OF PALATINE TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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

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

Name of Event St Thomas of Villanova Parish Picnic		First time event? ☐ Yes ☒ No	
Exact Address of Event 1141 e Anderson Dr			
Date(s) of Event August 3rd 2024		Hours of Event 11am-10pm	
Phone number/website for publication 847 358-6999		Estimated attendance 500-600	Last year's actual attendance 550
Describe the events community and/or cultural benefit Kids events, magician, crafts outdoor mass, family gathering			

CONTACT INFORMATION

Name of Sponsoring Organization StThomas of Villanova parish		Contact person from Sponsoring Organization [REDACTED]	
Sponsoring Organization Address 1201 e Anderson Dr		City Palatine	Zip 60074
Name of Organizer/Coordinator [REDACTED]		Email [REDACTED]	
Organizer/Coordinator Address [REDACTED]		City Palatine	Zip 60067
Phone Number [REDACTED]	Cell Phone Number [REDACTED]	Fax Number	

LIQUOR LICENSE INFORMATION

Dates of Alcohol Service			Type of Alcoholic Beverages
Date	Time from: (am/pm)	Time to: (am/pm)	
8/3/24	11:30am	8:30pm	☒ Beer
			☒ Wine
			☐ Mixed Drinks
			☐ Other

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

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

Conditions of Liquor License Approval

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

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

U. to M. mola
Signature of Organizer

5/31/24
Date

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

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VILLAGE OF PALATINE

TEMPORARY EVENT LIQUOR LICENSE APPLICATION

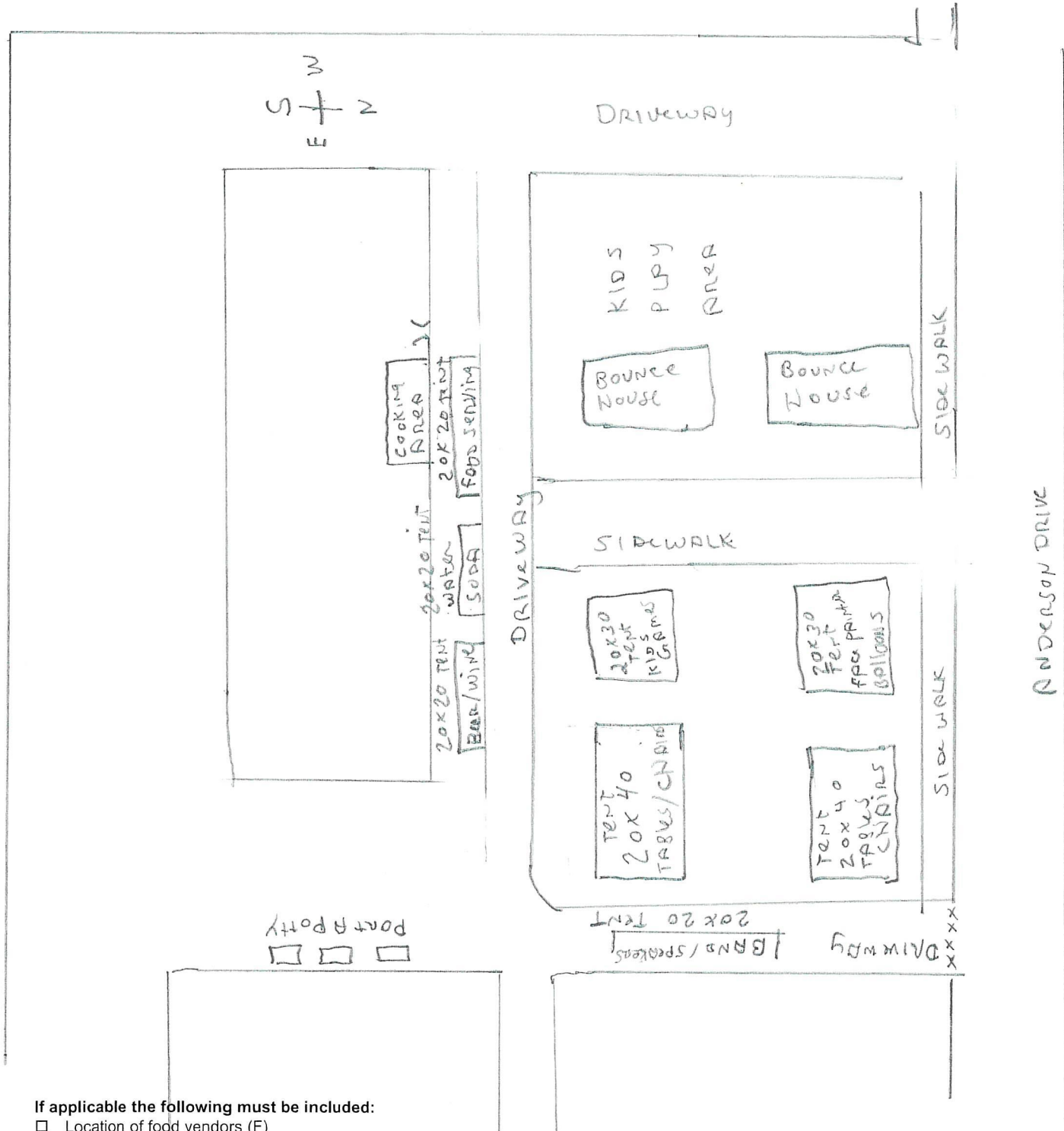
THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED 60 DAYS PRIOR TO THE EVENT

Village Manager's Office, 200 E. Wood St, Palatine, IL 60067 Fax: 847-359-9094 E-mail: village@palatine.il.us

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

SITE PLAN

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



If applicable the following must be included:

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



Attachment: STOV Parish Picnic Liquor App (St. Thomas -Temp. Class E License)